

## Website Accessibility Checklist

Check your site against this list and see how it measures up.



**1:** Are all of your headers in the correct reading order?



**5:** Have your videos been captioned?



**2:** Have you added meaningful alt text to all images?



**6:** There is no content in all caps except for acronyms?



**3:** Is your link text or hyper text descriptive?



**7:** Have you avoided long scrolling pages?



**4:** Have you separated text from images, i.e. you do not have any content embedded in images.



**8:** Have you enabled "breadcrumbs" for ease of navigation?



Web Express

UNIVERSITY OF COLORADO BOULDER

## Accessible Web Design

### Disabilities that Affect Web Use



**Vision:**

Blindness, low vision, color blindness



**Hearing:**

Deafness



**Motor:**

Inability to use a mouse



**Cognitive:**

Learning disabilities

### Common Trouble Spots

Certain aspects of your content are likely to cause difficulties for people with disabilities. Pay special attention to these elements:

- Acronyms
- Links
- Alt text for images
- Images with embedded text
- Tables
- Audio and video media

### Think Access

The Web Express Team follows these key principals:

- Providing equal access to electronic information for all students and web site visitors
- Accessible design makes sites more usable for everyone.
- Follow CU policy and commitment to accessible websites

### Getting Started

Using standard tools of good writing and design goes a long way toward creating accessible information.

- Structure and style
- Headers
- Generous whitespace
- Active voice
- Short sentences, simple language



Web Express Accessible Design Foundation:

The Web Express platform has accessible features and design built into the platform and design themes.

- Text is scalable
- Contrasting color for links, tab navigation and color blindness
- Accessible navigation design
- Alternative text fields when uploading images

Resources: <http://www.colorado.edu/policies/web-development-guidelines>

Website Accessibility Quick Guide

Here is a reference that highlights some of the most common website accessibility errors.

Are all of your headers in the correct reading order?

- Visitors using a screen reader can use a hotkey to bring up a list of all the headings on the page and choose to skip to a section. As you can imagine, hierarchy becomes important in these cases.
- **You want your most important sections to be an h2.**
- Do not skip heading levels. Don't jump from h2 to h4, for example. Listeners will likely never reach h4 headings if no h3 headings exist
- Do not use headings to style text. Use “styles” and font attributes such as bold and italics.

Have you added meaningful alt text to all images?

- Keep it simple – generally just a sentence will do
- Think like a Tweet - *succinctly* explain or describe image
- Approach - The main question you should ask yourself is, “**Why is this image used? What message is it supposed to convey?**” Once you understand that, then alt-text writing will be easy
- There is no need to say “photo/image of ...” because it is implied

On a webpage about New York State landmarks  
Alt = “The Statue of Liberty”

On a webpage about graphic in printed documents  
Alt = “Black and white clip art”

Have you separated text from images, so you do not have information embedded in an image?

Is your link text or hyper text descriptive?

No “click here” and “more info”. Good links are descriptive, unique and use keywords.

**Poor:** [Check out](#) this page on web accessibility.  
(this link text does not explain what the information is or where the user is going when they click on it)

**Good:** This article on Wikipedia will help you [learn about basic web accessibility](#).  
(this link text is more informative but it could be better.)

**Best:** Find out more by reading the [web accessibility Wikipedia page](#).  
(this link text is best because it explains what information the reader will access and where they are going to get it.)

Is there content in all caps other than acronyms?

Some screen readers read content in all caps by spelling out each letter. It is better to not use all caps. Draw attention to content by using “styles” and font attributes such as bold and italics. You can even highlight content by using the icon, button, or box shortcodes.

Are you using tables correctly?

Do not use tables to style or format the layout of your content. Use tables for tabular data only.

- Keep in mind that screen readers read across table rows. This can cause difficulty if the table was designed to be read differently
- Avoid sub headings and cells that span more than one column or row

|        |             |             |         |        |
|--------|-------------|-------------|---------|--------|
| Screen | readers     | Screen      | readers | read   |
| read   | Information | Information |         | across |
| Across | tables      |             |         | tables |