



# Digital Accessibility Checklist



## Develop Accessibility Readiness

- Accessibility coordinator**  
Name or hire an accessibility coordinator who understands ADA, WCAG 2.0 and website accessibility issues.
- Accessibility policy**  
Create and adopt an accessibility policy, and share it online and throughout your agency.
- Accessibility awareness training**  
Conduct web accessibility awareness training for department heads and key personnel.
- Accessibility content training**  
Train web content personnel on how to write accessible information.



## Build Accessible Content

- Layouts**  
Use responsive design to make sure that your pages automatically resize for mobile and tablet devices.
- Images**  
Add "alternative text" to images where appropriate - this will be used by screen readers to describe images to people with visual impairments.
- Content**  
Write text that is easy to understand, and use short simple sentences to aid readability.
- Headings**  
Use headings to provide a way for users to navigate a page quickly and to understand the structure of a page.
- Contrast**  
Create links that stand out from surrounding text, and let users know if a link will go to another page or open a document.
- Color**  
Test text and background color combinations for users with color blindness. Note that WCAG 2.0 Level AA requires a 4:5:1 color ratio.
- Multimedia**  
Provide captions and transcripts for audio/visual content for users with hearing impairments.



## Give Users Control Over Accessibility

- Keyboard access**  
All interactions and information that can be accessed with a mouse must be accessible with just a keyboard. The tab order of the page should be logical.
- Focus**  
Always let users know where they are and how to get somewhere else on your site. The focus should always be visible.
- Multimedia**  
Give users control over media content and make sure that video and audio files do not auto-play.
- Customization**  
Allow users to customize their page experience. Give users a way to increase text size - note that many browsers have this capability built in already.
- Time outs**  
If time outs are used, allow users to extend their sessions if they wish.
- CAPTCHA alternatives**  
Use alternatives to CAPTCHA. Spam protection may shut out some users, so you should use logic-based problems or simple human user confirmations.



## Keep Your Website Accessible

- Automated accessibility checker**  
Use an automated accessibility checker on your website to regularly check and identify major barriers to accessibility - and correct any issues as they arise.
- Accessibility statement**  
Provide a website accessibility statement on your site to acknowledge your commitment to accessibility, outline key standards and identify contact information for reporting issues or providing feedback.

### Additional Accessibility Resources

- W3C WCAG [w3.org/WAI/intro/wcag](http://w3.org/WAI/intro/wcag)
- Section 508 [section508.gov](http://section508.gov)
- 18F [pages.18f.gov/accessibility](http://pages.18f.gov/accessibility)
- Achecker [achecker.ca](http://achecker.ca)
- WebAIM [webaim.org](http://webaim.org)