



DIGITAL ACCESSIBILITY CHECKLIST

Develop Accessibility Readiness

Prepare for Accessibility Readiness

- Accessibility Coordinator**
Name or hire an accessibility coordinator who understands ADA, WCAG 2.1 AA, and website accessibility issues.
- Review the Latest Requirements**
Closely examine the [updated ADA regulations](#) for web and app accessibility published on April 24, 2024, along with any relevant state related requirements.
- 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**
Provide web personnel with the resources and training to continuously create accessible content as standards evolve.

Build Accessible Content

- Layouts**
Use responsive design to make sure that your pages automatically resize for mobile and tablet devices.



Images

Add alternative or “alt” text to images where appropriate - this will be used by screen readers to describe images to people with visual impairments. Describe the content and function of the image as clearly as possible.

Content

Write text that is easy to understand and use short simple sentences to aid readability. Ensure pdfs are optimized for accessibility.

Headings

Use headings exclusively to provide a way for users to navigate and understand the structure of the page. Avoid using headers for styling purposes alone.

Contrast

Create links that visually stand out from surrounding text, and let users know if a link will go to another page or open a document.

Colors

Test text and background color combinations for users with color blindness. Note that WCAG 2.1 AA requires a contrast ratio of at least 4:5:1 and 3:1 for large-scale text.

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 viewing to adjust for specific preferences.

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 for the Long-Term

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.

**Any automated accessibility checker, while useful, will only cover about 40% of WCAG and must be manually assessed for false flags. For more information about Working with Automated Website Accessibility Reports: <https://granicus.com/blog/understanding-working-with-automated-website-accessibility-reports/>*

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: www.w3.org/WAI/standards-guidelines/wcag/

Section 508: www.section508.gov/

Creating Accessible Forms: webaim.org/techniques/forms/

Creating Electronic Signatures: section508.gov/create/electronic-signatures/

Creating Accessible PDFs: helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html

Accessible Images and ALT tags: webaim.org/techniques/alttext/

W3C Page Structure Tutorial: <https://www.w3.org/WAI/tutorials/page-structure/content/>

WC3 Headings Tutorial: <https://www.w3.org/WAI/tutorials/page-structure/headings/>