

DESIGN

LINKS

Link text should provide destination context, be in a contrasting color, and be underlined.

IMAGES

Use captions or alternative text to describe the content and function of images, including any text that is part of the image.

STRUCTURE

Create a logical hierarchy for your content using built-in styles for headings, lists, and columns.

TABLES

Keep tables simple and use for tabular data NOT layout. Designate column and/or row headers.

FONTS

Use sans serif fonts that are 12 point or larger and avoid extreme serif fonts.

COLORS

Do NOT use color as the sole indicator of meaning and ensure sufficient contrast between background and foreground.

AUDIO/VIDEO

Provide audio transcripts, video captioning, and audio description of video content when relevant for comprehension.

SIZING

Avoid using "shrink to fit" for text and images as this may diminish visual clarity.

ACCESSIBLE

ELECTRONIC INFORMATION TECHNOLOGY

KEYBOARD

Check keyboard navigation to ensure operability using TAB, SHIFT-TAB, and ENTER keys only.

SCREEN READER

Check screen-reader compatibility with an appropriate tool such as:
Windows: NVDA/JAWS
Mac OS X: VoiceOver
Chrome: ChromeVox

ACCESSIBILITY TOOLS

Use built-in or third-party accessibility checkers.

TEST