CHECKLIST

Website accessibility checklist

Based on WCAG 2.1 Level AA, the standard in the ADA Title II web rule. Use it to review a page, a document or your whole site.

Pages

- ✓ Every page has a unique, descriptive title
- ✓ Headings go in order (h1, then h2, then h3) without skipping
- ✓ Links say where they go — no “click here”
- ✓ Text contrast is at least 4.5:1 (3:1 for large text)
- ✓ Pages work at 200% zoom and on a 320-pixel-wide screen
- ✓ Everything works with a keyboard, with a visible focus outline

Images & media

- ✓ Meaningful images have alt text that describes their purpose
- ✓ Decorative images are marked so screen readers skip them
- ✓ Videos have accurate captions; audio has a transcript

- ✓ Nothing moves, blinks or scrolls for more than five seconds without a pause button
- ✓ Maps and charts have a text or table alternative

Documents

- ✓ PDFs are tagged, with a title and language set
- ✓ Reading order matches the visual order
- ✓ Tables have header rows
- ✓ Scanned documents are replaced with real text
- ✓ Short, frequently updated PDFs are converted to web pages

Forms

- ✓ Every field has a visible label
- ✓ Required fields are marked in text, not only with color
- ✓ Errors are described in text and point to the field
- ✓ There’s no time limit, or it can be extended
- ✓ There’s no puzzle CAPTCHA

Process

- ✓ An accessibility statement with a way to report problems
- ✓ A way to request documents in another format
- ✓ New content is checked before it’s published
- ✓ Staff know who to ask for help

Sources: W3C WCAG 2.1 quick reference, ADA.gov fact sheet, Section508.gov.