**Accessibility Checklist –** [**Pour accessibility in all that you create**](https://360.articulate.com/review/content/c8a521fb-9c62-44e0-9c4c-fe69b5fd0f48/review)**.**

[Department of Enterprise Services](https://des.wa.gov/)

**Perceivable :** Make content and controls perceivable by all users. ***“Can everyone per-SEE-ve It?”***

| If you… | Ensure you can say “yes” to the below questions: |
| --- | --- |
| Make documents in word, excel, or PowerPoint | Does the document include **headings and lists** to communicate document structure? [Steps/Video on creating headings](https://support.office.com/en-us/article/video-improve-accessibility-with-heading-styles-68f1eeff-6113-410f-8313-b5d382cc3be1)  Do images have **alternative text**? [Steps/Video on how to add alt text](https://support.office.com/en-us/article/video-improve-accessibility-with-alt-text-9c57ee44-bb48-40e3-aad4-7647fc1dba51?ui=en-US&rs=en-US&ad=US) | [More about Alt Text in Excel and PowerPoint](https://support.office.com/en-us/article/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669)  Does the page have **sufficient contrast** between text color and background color? [More about Providing Color Contrast](http://www.washington.edu/accessibility/checklist/contrast/)  Does the content **scale well when text is enlarged** up to 200 percent? [More about Supporting Enlarged Text](http://www.washington.edu/accessibility/checklist/zoom/)  Have you avoided using **visual characteristics** to communicate information (e.g., “click the circle on the right” or “required fields are in red”)? [More about Avoiding Reliance on Visual Characteristics](http://www.washington.edu/accessibility/checklist/visual-characteristics/)  Did you include imbedded objects or documents? [A co-worker’s tips on how to do this](https://des.wa.gov/sites/default/files/public/documents/ContractingPurchasing/KeegansTips.docx?=52b72)  Have you corrected any errors found by the Microsoft Accessibility Checker? [More on how to check accessibility](https://support.office.com/en-us/article/use-the-accessibility-checker-to-find-accessibility-issues-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f) |
| Contribute website content | Do web images have **alternative text**? [More about Making Images Accessible](http://www.washington.edu/accessibility/checklist/images/) in HTML and Drupal.  Does the web page or document include **headings, lists, ARIA landmarks, and other semantic elements** to communicate document structure? [More about Providing Structure in Web Pages and Documents](http://www.washington.edu/accessibility/checklist/structure/)  Is the **tab order** and **read order** logical and intuitive? [More about Ensuring Proper Tab and Read Order](http://www.washington.edu/accessibility/checklist/tab-order/)  Do form fields within web pages and documents have appropriately coded **labels and prompts**? [More about Creating Accessible Forms](http://www.washington.edu/accessibility/checklist/forms/) |

**Operable :** Make content and controls operable by all users. **“*Are the operations/actions needed to take clear to everyone?”***

| If you… | Ensure you can say “yes” to the below questions: |
| --- | --- |
| Make documents in word, excel, PowerPoint | Does the **link text** tell the user where they will go if they select it? [More about Using Meaningful Link Text](http://www.washington.edu/accessibility/links/)  Do features that **scroll or update automatically** (e.g., slideshows, carousels) have prominent accessible controls that enable users to pause or advance these features on their own? [More about Ensuring Accessibility of Scrolling or Updating content](http://www.washington.edu/accessibility/checklist/dynamic-content/) |
| Contribute website content | Can all menus, links, buttons, and other controls be operated by **keyboard**, to make them accessible to users who are unable to use a mouse? [More about Designing for Keyboard Accessibility](http://www.washington.edu/accessibility/checklist/keyboard/)  Does the web page or document have a **title that describes its topic or purpose**? [More about Providing an Informative Title](http://www.washington.edu/accessibility/page-or-document-titles/)  Is **link text** meaningful, independent of context (i.e., avoid using phrase “click here”? [More about Using Meaningful Link Text](http://www.washington.edu/accessibility/links/)  Does the web page include a **visible focus indicator** so all users, especially those using a keyboard, can easily track their current position? [More about Providing Visible Focus for Keyboard Users](http://www.washington.edu/accessibility/checklist/focus/)  Do form fields within web pages and documents have appropriately coded **labels and prompts**? [More about Creating Accessible Forms](http://www.washington.edu/accessibility/checklist/forms/)  Do pages that have **time limits** include mechanisms for adjusting those limits for users who need more time? [More about Providing Accessible Time Limits](http://www.washington.edu/accessibility/checklist/time-limits/)  Have you avoided using content that **flashes or flickers**? [More about Avoiding Flashing or Flickering Content](http://www.washington.edu/accessibility/checklist/flashing-content/)  Does the website include **two or more ways of finding content**, such as a navigation menu, search feature, or site map? [More about Providing Multiple Ways of Finding Content](http://www.washington.edu/accessibility/checklist/multiple-ways/)  Are mechanisms in place that allow users to **bypass blocks of content** (e.g., a “skip to main content” link on a web page or bookmarks in a PDF)? [More about Facilitating Efficient Navigation](http://www.washington.edu/accessibility/checklist/navigation-design/) |

**Understandable :** Make content and user interfaces understandable to all users. ***“Is the content easy to understand for everyone?”***

| If you… | Ensure you can say “yes” to the below questions: |
| --- | --- |
| Make documents in word, excel, or PowerPoint | Does the web page or document have a **title that describes its topic or purpose**? [More about Providing an Informative Title](http://www.washington.edu/accessibility/page-or-document-titles/)  Have you defined acronyms?  Have you titled all fo the excel sheets in your spreadsheet? [A co-worker’s tips on how to do this](https://des.wa.gov/sites/default/files/public/documents/ContractingPurchasing/KeegansTips.docx?=52b72) |
| Contribute website content | Have you avoided links, controls, or form fields that **automatically trigger a change in context**? [More about Providing Predictable Behavior](http://www.washington.edu/accessibility/checklist/predictable/)  Does the website include **consistent navigation**? [More about Providing Consistent Site-wide Navigation](http://www.washington.edu/accessibility/checklist/consistent-navigation/)  Do online forms provide **helpful, accessible error and verification messages**? [More about Using Accessible Methods of Form Validation](http://www.washington.edu/accessibility/checklist/form-validation/) |

**Robust :** Make content robust enough that it can be interpreted by a variety of platforms and accessibility tools. ***“Can the content be consistently read on a phone, tablet, and with screen readers or other accessibility tools?”***

| If you… | Ensure you can say “yes” to the below questions: |
| --- | --- |
| Make documents in word, excel, or PowerPoint | Are you using a common font such as Arial, Book Antiqua, Comic Sans MS, Georgia, Courier New, Tahoma, Times New Roman, Trebuchet MS, or Verdana? [More about Accessible Fonts](https://webaim.org/techniques/fonts/) |
| Contribute website content | Do you have more than two empty hard line breaks? Eliminate these as screen readers won’t read them.  Is the web page coded using **valid HTML**? [More about Validating Your Code](http://www.washington.edu/accessibility/checklist/validation/)  Do rich, dynamic, web interfaces, such as modal windows, drop-down menus, slideshows, and carousels, include **ARIA markup**? [More about Using ARIA for Web Applications](http://www.washington.edu/accessibility/web/aria/) |

If you create **videos** or **eLearning**: Read [More about Producing Accessible Multimedia](http://www.washington.edu/accessibility/checklist/multimedia/) | [Watch eLearning Accessibility Video](https://www.youtube.com/watch?v=mbU-4KWV080&feature=youtu.be&rel=0) |

Contact [Joe Waddington](mailto:Joseph.Waddington@des.wa.gov) to attend eLearning Accessibility Class | Contact [Sundae Delgado](mailto:sundae.delgado@des.wa.gov) with questions.

*Checklist created in partnership with the University of Washington and the Department of Services for the blind.*