



# Accessibility Basics Checklist

High-level requirements for all accessible electronic content

## Document structure

Heading styles - H1, H2, H3, etc.

- Headings are used to logically organize the content.
- Heading levels are not skipped.

List styles

- Bulleted and numbered list styles are used.

## Tables formatted correctly

Simple tables are used.

- Complicated and nested tables are split up into smaller tables.
- Cells, rows, or columns are not merged.

Table Header <th>

- Every table has a header row and/or column designated.
- Header labels are accurate and descriptive.

Table caption/title

- Table caption is meaningful and unique

## Links have meaningful link text.

- The link text conveys the purpose/destination of the link.
- Generic link text like “click here” or “read more” is avoided.

## Contrast

- Text has strong contrast against the background.
- Buttons and other functional components have strong contrast.

## Keyboard navigation

- Content can be accessed without the use of a mouse.

## Images

All non-decorative images have alternative text.

- The important information conveyed by an image is also provided as text in the alt text attribute, the caption, or the main text.
- Images of text are avoided, unless the same text is included as alternative text.

## Multimedia

Videos

- All videos have accurate closed captions.
- Text transcripts are provided for all videos.
- Audio descriptions are provided for important visual-only content in the video.

Audio

- Text transcripts are provided for all audio tracks or files.

## Color

Color is not used as the only visual means of conveying information.

- Color is paired with text, icons, or another visual signal, such as underlined links.
- In charts and graphs, direct labels are used rather than a legend.

## Animation and flashing

- Moving, blinking, and scrolling content can be paused, stopped, or hidden.
- Nothing flashes more than three times in a one second period.

## Resize text

- Text can be resized up to 200% without loss of content or functionality.

