

# Checklist for Creating Accessible Websites

## Hiring Website Vendors

- Does the vendor have experience developing accessible websites?
- Can the vendor provide suggestions for accessible features?
- Does its portfolio contain examples of accessible websites?
- Has the vendor developed websites that an external organization such as WebAIM ([www.webaim.org](http://www.webaim.org)) has certified as accessible?

## Website Back End

- Is the back end accessible so web managers with disabilities can use it with ease?
- Does the site include alt text for photographs and images?

## Website Content

### *Navigation and Directions*

- Does the website have a page entitled “How to Use this Website” or “Accessibility”?
- Are breadcrumbs available on the site?
- Are buttons clearly labeled with the actions or processes they initiate?
- Do text input forms enable users to enter text directly rather than using dropdown menus?

### *Text*

- Is content organized clearly and logically?
- Is alt text provided for website features that may not be supported (for example, applets or plug-ins)?
- Does the site provide text summaries of graphics and charts for people who use screen readers?
- Is text offered in an easy read format?

### *Video and audio files*

- Does the site provide captions for videos posted on the website?
- Does it provide provided for audio files, such as radio broadcasts?

## Website Design

### *Color and font*

- If a visitor is unable to perceive color, is it easy to tell the difference between a title, a subtitle, a hyperlink, and other types of special text?
  - To help make the appearance of these items different, use larger or smaller text or bold, italic, or

- Does the site use a sans serif font (which is easier to read than a serif font) most of the time?
  - Examples of sans serif fonts are Arial, Tahoma, Trebuchet MS, and Verdana.

#### *User options*

- Does the website have a high-contrast mode?
- Does it have options to increase the font size, with directions on how to do so?
- Is there an option to listen to an audio version of the website (text-to-speech)?

#### **Testing Websites**

- Before the website is launched, have persons with disabilities (especially those using screen readers) test the website. Your contract with the vendor should require such testing.
- If funds are available, has an organization such as WebAIM evaluated and certified the website?
  - WebAIM offers evaluations at no cost but requires all compliance issues to be resolved. Visit [www.webaim.org/services/certification/](http://www.webaim.org/services/certification/) for information.