



Accessibility Network at the University of Cincinnati

## **Accessibility Best Practices – Websites**

Print and use the checklist below to use when preparing accessible websites.

### **File Setup**

- Does the web address not contain [spaces and/or special characters](#)?
- Is the web address [short, descriptive and contain lowercase letters](#)?
- Are heading styles organized in a hierarchal and logical fashion, with [consecutive headings](#) (i.e., no missing heading levels)?

### **Text**

- Is the [list style](#) being used as opposed to manually typed characters (e.g. Hyphens, numbers, or graphics)?
- Is content [clear and concise](#)?
- Do all URLs contain [descriptive hyperlinks](#) (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?
- Is the [color contrast ratio](#) between foreground text and background color sufficient?

### **Images**

- Do all [images](#), grouped images, and [non-text elements](#) that convey information have meaningful [alternative-text descriptions](#)?
- Do complex images (i.e., charts and graphs) have [descriptive text](#) near the image (perhaps as a caption or long description)?
- Is the document free of [scanned text-heavy images](#) (i.e., avoid text content contained in images that disappear when images are not available)?
- If color is used to emphasize important text, is there is an [alternate, compliant method](#) used as well?
- Have you provided alternatives for or avoided use of [sensory information](#) (e.g., shape, size, color, visual location, orientation, sound, etc.)?

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### **Tables**

- Do all data tables have [proper titles, captions, column headers and/or row headers](#)?
- For tables containing data, is there an [alternative long description](#) used to explain the meaning of the table if it is not otherwise evident from context?

### **Multimedia**

- If a video—Does the video or animation contain [synchronized captioning](#)?
- If a sound file—Does the sound file have a matching [transcript file](#)?
- If an animation—Does the animation have a [text equivalent](#)?

### **Accessibility Check**

- Has the site been checked for accessibility by the [Accessibility Network](#)?
- Has a separate [accessible version of documents or media](#) been provided when there is no other way to make the content accessible?
- Did you use the [MS Office Accessibility Checker](#) on any electronic documents, has that been run and does it pass?
- Are [links provided](#) to any special readers or plug-ins that are required to interpret page content?
- Did you visit the [Accessibility for Web Authors](#) KB article for more information?