ACCESSIBILITY CHECKLIST

Your guide to basic web accessibility compliance...

ADA compliance in the 21st century means making sure your website and applications can be accessed and used by people with disabilities and the assistive technologies they use to navigate the web. This extends to any customer portals, 3rd party site components, mobile applications, and any other ways your users and customers interact with your organization via the internet.

How do I know if my web content is accessible?

To ensure that your organization's site and applications are accessible, you'll want to perform automated and manual accessibility testing against web accessibility standards or regulations. The U.S. and international standard for accessibility is WCAG 2.0 AA compliance, and our checklist is based on that very standard.

⭐ **Pro Tip!** WCAG, a.k.a. the Web Content Accessibility Guidelines, are the technical guidelines created by the World Wide Web Consortium (W3C) for creating accessible web-based content. WCAG serves as the basis of accessibility regulations throughout the planet including the US, Canada, the UK, the EU, Australia, and Japan.

The 5 major categories of disabilities are...

Visual
Includes blind, low-vision, and color blind

Speech
Includes people who are not able to speak

Hearing
Includes deaf and hard of hearing

Cognitive
Includes dyslexia, ADD, and epilepsy

Motor
Includes people who are not able to use a mouse

"The power of the Web is in its universality. Access by everyone regardless of disability is an essential aspect."

-Tim Berners-Lee

Testing for Accessibility

The Deque Team developed this Accessibility Checklist to help your developers, designers, QA testers, and content creators get a head-start on **12 core accessibility requirements**. These checks are a subset of WCAG 2.0 AA requirements that provide the most ROI in a very short time frame.

This Accessibility Checklist does not replace the need for a complete WCAG 2.0 review by an expert. It does however empower your team to begin testing for these accessibility requirements right away!

⭐ *Pro Tip!* A11y is an abbreviation for accessibility (which has 11 letters between "a" and "y") commonly used as shorthand for digital accessibility.

Before you get started...

Make sure you visit www.deque.com/aXe to download the **free** aXe browser extension to perform automated accessibility tests on your website. aXe is easy to install and to run, and there's a short tutorial video on the aXe page if you need any help.

TOP 12 ACCESSIBILITY CHECKS

Color

1. **Is color alone used to convey important information?**
   - **How to check:** View the page in gray-scale. Can you still understand all the information and perform all page functions?
   - **Primarily Benefits:** Colorblind
   - **Requirement:** WCAG 2.0 SC 1.4.1

2. **Is the color contrast of text readable by people with low-vision?**
   - **How to check:** aXe should not detect any issues related to color contrast.
   - **Primarily Benefits:** Low-Vision
   - **Requirement:** WCAG 2.0 SC 1.4.3

Images

3. **Do all images have alternative text?**
   - **How to check:** aXe should not detect any issues related to missing alt text.
   - **Primarily Benefits:** Blind
   - **Requirement:** WCAG 2.0 SC 1.1.1

4. **Does the alternative text make sense?**
   - **How to check:** If you replaced every image with the alt text, would you still have access to all meaningful information in those images?
   - **Primarily Benefits:** Blind
   - **Requirement:** WCAG 2.0 SC 1.1.1

5. **If the image is a link, does the alternative text clearly identify the link destination?**
   - **How to check:** If you replaced the active image with the alternative text, would you still understand the purpose of that link?
   - **Primarily Benefits:** Blind
   - **Requirement:** WCAG 2.0 SC 1.1.1

6. **Are all CSS background images either pure decoration or have alternative text?**
   - **How to check:** If you hide all background images, do you still have access to all information and functionality?
   - **Primarily Benefits:** Blind
   - **Requirement:** WCAG 2.0 SC 1.1.1

7. **Is any text embedded in images?**
   - **How to check:** Are any images used to present text? (See WCAG 2.0 SC 1.4.5 for exceptions.)
   - **Primarily Benefits:** Blind
   - **Requirement:** WCAG 2.0 SC 1.4.5

Keyboard

8. **Does the tab order make sense?**
   - **How to check:** If you tab through the page using only your keyboard, is the navigation order logical and intuitive?
   - **Primarily Benefits:** Keyboard users (typically people with visual and/or motor disabilities)
   - **Requirement:** WCAG 2.0 SC 2.4.3

9. **Can you always see where the keyboard focus is?**
   - **How to check:** As you tab through the page using keyboard alone, can you always see which element on the page has focus?
   - **Primarily Benefits:** Keyboard users
   - **Requirement:** WCAG 2.0 SC 2.4.7

10. **Does the user have access to the full functionality of the page or application using a keyboard alone?**
    - **How to check:** Can you fully interact with every interactive aspect of a web page using your keyboard alone (no mouse)? Is all information or functionality that would typically be triggered with a mouse accessible and operable with a keyboard alone?
    - **Primarily Benefits:** Keyboard users
    - **Requirement:** WCAG 2.0 SC 2.1.1

Form Fields

11. **Do all form fields have appropriate labels?**
    - **How to check:** aXe should not detect any issues related to labels.
    - **Primarily Benefits:** Blind
    - **Requirement:** WCAG 2.0 SC 1.3.1

Screen Reader

12. **Is all content and functionality available to a screen reader?**
    - **How to check:** When using a screen reader (with your eyes closed) do you have access to all information and features on the page, and can you complete all tasks independently?
    - **Primarily Benefits:** Blind
    - **Requirement:** WCAG 2.0 SC 1.3.1

⭐ ***Pro Tip!*** Screen readers are an important tool for performing manual accessibility testing. If you're a Windows user, we recommend downloading the free NVDA screen reader build by NV Access. If you're on a Mac, you've already got a screen reader called Voice Over installed on your machine. You can access it through the Accessibility menu in System Preferences or simply press ⌘-F5.

Start today!

We are happy to work with clients at any stage in the accessibility process and we've seen more than a few scary compliance deadlines; but the most efficient, cost effective, and low-stress approach to ADA accessibility compliance is a proactive approach.

Learn more about accessibility and Deque products and services at www.deque.com

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