

Core Concept Check Sheet

Use this check list as a guide to ensure your digital content is in an accessible format.

Headings

- Headings are created with application formatting tools or by applying HTML tags.
- One heading level 1 per digital document.
- No empty headings.
- Heading structure exists (except for simple pages).
- Hierarchical heading sequence.
- No skipped heading levels.

Links

- Link text is concise, meaningful, and describes the link destination. Links for the same link destination have the same link text.
- Links to different destinations use different link text.
- Linked image's alternative text indicates the link destination and not a description of the image.
- Link indicates it opens into a new tab when it does (web pages only).
- Underline, when used, is only used for indicating text links.
- Links are visually distinguishable from the rest of the text content.
- Links have a visible link focus indicator (web pages only).

Lists

- Lists use application formatting tools or HTML tags.
- Lists are properly nested.
- Lists are not manually created.

Images

- Image content or function is described with alternative text.
- Decorative images are implemented in a way that can be ignored by assistive technology.
- Complex images are described in detail.
- Text that is part of an image is duplicated as alternative text.
- Images with motion can be paused by the viewer.

Color & Color Contrast

- Color is not used alone to convey information.
- Color used to convey meaning, alert a user, or show emphasis is paired with another visual cue (e.g., text, symbol, bold, etc.).
- There is sufficient color contrast between foreground text, linked text, and background colors.
- Text placed on images is easily distinguishable and readable visually and by assistive technology.

Tables

- Tables are not layout tables.
- Tables contain table headers.
- Table header cells are not empty.
- Caption or title/description identifies the name or purpose of the table.
- Caption or title/description is unique for each table.

Audio & Video

- Pre-recorded and live videos are captioned.
- Audio only content have transcripts.
- Transcripts and captions are verbatim with the audio content.
- Speaker changes are identified in captions and transcripts.
- Text or audio descriptions are provided for meaningful visual content in pre-recorded videos that is not described/supported by a video's audio.
- Audio or video content that starts automatically can be paused.
- Audio and video media player controls are available and accessible with a keyboard and assistive technology.