

CHECKLIST FOR ACCESSIBILITY/ UNIVERSAL DESIGN

Below is a checklist of items to be addressed for creating accessible content. The headings are linked to more information about each topic.

[HEADINGS](#)

- True headings are used rather than regular text that appears like a headings.
- Proper heading structure is used.

[LINKS & TEXT](#)

- Links display meaningful text (not web addresses or text like “read more” or “click here”).
- Text is not underlined unless it is a hyperlink.
- List tools (unordered or ordered) were used to create lists.
- Sans serif fonts are used for online display of text.
- Text does not include large blocks of colored, underlined, decorative, italicized, or capitalized letters.

[COLOR ISSUES](#)

- There is adequate contrast between the text and background.
- Content does not convey meaning by color alone.
- The following color combinations are avoided: red/black, red/green, blue/yellow.
- “Vibrating” color combinations are not used.
- Text is not displayed on heavily textured background.

[GRAPHICS](#)

- ALT text is used for graphics.
- Long descriptions are used for complex graphics (maps, charts, graphs, etc.).

[TABLES](#)

- Tables are not used for page layout.
- Data tables include a table caption.
- Data tables include table headers.
- Content in table is read in a logical order.

MULTIMEDIA

- Audio files include a text transcript.
- Videos include a synchronized transcript (captions).