Web Accessibility Checklist

# Web Accessibility…

…refers to the ease of usability and functionality of a website for all users, with or without a disability.

Use the checklist below as a guide for increasing accessibility for your website and use the benefits to see the importance in Web accessibility.

# The Basics

1. Did you include a **“Skip to main content” link** or **“Skip navigation” link** as the very first link of each page of your website?

 Yes
 No
Benefits of the “Skip” link:
	1. **Blind & visually-impaired users** – With the help of a screen reader program, these users can use the “Skip” link to access the page’s main content immediately.
	2. **Keyboard-dependable users** – By providing the “Skip” link, users unable to use a mouse can quickly skip to the main content.
2. Are your text links more descriptive than “click here” or “read more”?
 Yes
 No

Benefits of descriptive links:
	1. **Blind & visually-impaired users** – A screen reader provides a list of links of a webpage, but, when out of context, “click here” doesn’t inform them where the link will bring them.
3. For all photos and graphics included on your site, do they each provide alternative information (this meaning using the HTML “alt” attribute)?
 Yes
 No

Benefits of HTML alt attribute:
	1. **Blind & visually-impaired users** – A screen reader pulls the image information from that attribute. Examples: “Students playing ultimate Frisbee on the Horseshoe” or “2011–2012 school year shows a 2.3% employment increase”. The visitors that can’t see can still “see” the activity or the useful data.
4. If you provided PDF (Portable Document Format) files, did you also provide text-based documents (HTML, doc, rtf files)?
 Yes
 No

Benefits of text-based documents:
	1. **Blind & visually-impaired users** – Not all PDF files are fully accessible making it difficult or impossible for screen reader programs to provide the information. Text-based documents make that possible.
5. Did you include heading tags (e.g. <h1>, <h5>) for webpage titles, subtitles, and section headings? Are they used in a structural manner?
 Yes
 No

Benefits of heading tags:
	1. **Blind & visually-impaired users** – A screen reader list of webpage headings provides easy access to specific sections of that page. If no headings were created, those users must read through EVERY line to find the information they want.
	2. **Webmasters** – Using heading tags GREATLY simplifies the entire workload of a website and eases the process for future website changes.

# Other Necessities

## Forms

More information: <http://webaim.org/techniques/forms>

1. Are your webpage forms keyboard accessible (using without access to a mouse)? Is the form layout provided in a logical, understandable way?
 Yes
 No

## Videos

More information: <http://webaim.org/techniques/captions>

1. Are your videos accompanied with captions or an easily accessed transcript?
 Yes
 No

Benefits of descriptive links:
	1. **Deaf & hearing-impaired users:** Video captions and/or transcripts allow these users to know exactly what information is being provided.
	2. **Users with cognitive disabilities:** Many people gain more information better when they’re able to use more than one sense. By listening and reading simultaneously to what is being said, more information can be remembered.

# Helpful Links

* **People affected by poorly designed websites**<http://www.sc.edu/scatp/documents/People%20affected%20by%20poorly%20designed%20websites.docx>
* **WebAIM: Web Accessibility In Mind**<http://www.webaim.org>

# Contact Information

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