# Office of the Chief Information Officer (OCIO) Website Accessibility Content Editor Manual Review Quick Checklist

## Abbreviations

Abbreviations should be spelled out the first time they are used on a page. Ex: Office of the Chief Information Officer (OCIO)

## Navigation

Site navigation should maintain consistency across all pages. Labels, names, and text alternatives should be consistently identified.

Ensure every page falls out of the navigation in a logical and structured manner.

## Page Title (HTML Title Tag - View in Browser tab)

Ensure each page has a unique, concise, and informative browser title.

Match or closely resemble the level 1 heading on the page. *Use the metadata tab in Ektron to set the title.*

Aim for fewer than 60 characters, considering page titles display in the browser tab and as links in search results*.*

## Headings

The first heading on each page should be a level one heading (<h1>) for a clear document structure.

It must be concise and unique, conveying the main topic.

Only one level one heading is recommended per page to avoid confusion and enhance search engine visibility.

Headings should offer a structural outline, representing hierarchy and aiding user understanding.

Non-heading text should not be marked as a heading for accurate organization.

Maintain a logical hierarchy, avoiding skips between heading levels.

Avoid using bold as a heading, as it lacks proper semantic markup for assistive technology.

Lastly, prevent duplicate headings for a seamless navigation experience, particularly for users relying on assistive tools.

## Lists

Lists must be constructed using the appropriate semantic markup. <ul><li></li></ul>, <ol><li></li></ol>

Use list formatting tools in the authoring environment rather than adding bullets or numbering manually.

When the order doesn’t matter, use bulleted lists, and when it does use a numbered list.

## Links

Links must be distinctly identified (e.g., underlining and color) or by alternative means.

☐ Avoid different link labels leading to the same destination.

☐ Prevent identical link labels pointing to different destinations.

☐ Ensure link labels out of context provide information about the link's destination.

☐ Clearly indicate links that open in a new window or tab. *(Note: Ektron identifies this for you).*

☐ Identify document file types and sizes for large files *(Note: Ektron identifies file types but not sizes).*

☐ All links should display a focus ring or border when activated."

## Spacing

Do not use extra paragraph returns and spaces to create white space as it causes screen readers to read each return and space out loud.

## Color Contrast

There must be a contrast ratio of 4.5 to 1 for small text and 3 to 1 for large text (18pt or 14pt + bold).

[WebAIM Contrast Checker](https://webaim.org/resources/contrastchecker/)

Information must be conveyed by multiple means and not just color alone.

## Images

Ensure all informative images have meaningful alt text, succinctly conveying their content.

Alt text for functional images (e.g., icons or buttons) should describe the action, not the image.

For decorative images, use an empty alt text attribute. In Ektron, provide alt text for decorative images.

Avoid using images containing text, as screen readers may not read them. If necessary, use alt text identical to the image text.

If an image is a link, the alt text must describe the link destination.

Complex images or infographics should be fully explained in the page text with a short alt text description.

When using text over images or gradient images, manually check for accessible color contrast. Consider adding a dark overlay or drop shadow text, avoiding thin fonts for readability.

Test the gradient at the low-point, mid-point and high point to be sure there is sufficient contrast between the gradient image and the text.

## Tables

Avoid using tables for purely visual layout; if used for layout, they must not contain data table markup.

Data tables should have a caption, and columns or rows should be properly identified (<table>, <th>, <td> used). Captions are recommended for all tables.

Simple tables have a single header row or column and no merged cells.

Complex tables, with multiple headers or merged cells, are less accessible and often coded incorrectly for accessibility.

Avoid empty table rows or columns.

Simplify complex tables to minimize or eliminate the need for compound columns or row headers.

All tables must have a summary in the caption field.

Ensure link text is distinguishable from non-link text, not relying solely on color.

## Keyboard Navigation

Ensure keyboard navigation is possible by tabbing through the site.

Verify the presence of a visible focus ring or border when navigating with the keyboard.

Provide a Skip Navigation link.

## Animation

Limit animated objects to less than 3 rotations or flashes per second.

Allow users to disable animations.

Design stateful animations with logical start and end states.

## Google Maps

When displaying Google Maps with pins, ensure that each pin destination is fully explained in the page text.

## iframes

Iframe’s that convey content to users must have a title <title> attribute.

The title attribute must accurately describe the iframe.

The iframe's heading hierarchy should align with the parent document's hierarchy whenever possible.

## Image Carousel

Graphics with little text are silent or accompanied by music. Include play/pause controls and provide image or text descriptions through a transcript or alternative text.