# 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.