# **Website Accessibility Manual Review Quick Checklist**

## Abbreviations

* Are abbreviations used without spelling out what it means? User’s scan headings and links and skip to the heading or link they want.

## Alternative text

* Do all informative images have alternative text? Is the alternative text meaningful? Does it adequately explain everything a sighted user sees?
* If the image has a function does the alt text describe the function? If the image is a link does the alt text describe the link destination?
* If the image is decorative has the alt tag been left empty (alt=””)
* Is plain text used instead of text embedded in images (with the exception of logos)
* Are complex images or infographics explained fully on the page with a short alternative text description?

### Complex Images

Alternative text cannot explain everything contained in a complex image. There are ways to use a complex image and still provide the long description necessary to meet accessibility guidelines. Possible solutions include:

* split the image up into pieces so the alternative text can adequately explain the image
* add a key directly above or below the image explaining all the complex details
* have a link under the image going to an accessible document or html that explains the complex details of the image. [example](http://gov.nv.gov/OWINN/Apprenticeship/Apprenticeship-Home/)

## Animation

* Do use Animation, movement and flashing responsibly.
* Don't have it flash, or rotate etc. more than 3 times per second
* Allow users to turn animations off
* Don't rely on animation (reduced motion)
* Design stateful animation: logical start and end states
* Consider dissolve transitions instead of motion

## Color Contrast

* Is information conveyed by means other than just color alone? For example, using colors with text to label chart categories.
* Is link text distinguishable from non-link text by more than just color?

## Google Maps

* Google maps with pins are not accessible. If displaying pins for multiple locations add a text listing on the page to meet accessibility requirements.

## iframes

* iframes that convey content to users MUST have a non-empty title <title> attribute and the title must be accurate and descriptive and unique in the context of the page.
* The heading hierarchy of the iframe SHOULD be designed to fit within the heading hierarchy of the parent document, if possible.

## Keyboard Navigation

* Can you navigate through the site using only the keyboard?
* Has a Skip Navigation link been provided?

## Links

* Is text underlined that is not a link? Only links should be underlined if underlining is used to identify links. If links are not underlined what other method has been used to identify links?
* Different link labels MUST NOT go to the same destination.
* Can you determine where the link goes from the link label alone?
* Do links that open in a new window or tab indicate such to users? Note: If your site is in Ektron this is done programmatically for you.
* Are Document file types (doc, docx, xls, xlsx, ppt, pdf, etc.) and file size for large files identified? Note: If your site is in Ektron the file type is identified programmatically for you, but NOT the size.
* Do all links show focus when activated?

## Lists

* Are lists constructed using the appropriate semantic markup? <ul><li></li></ul>, <ol><li></li></ol>

## Navigation

* Will the content’s reading and focus order, as determined by the code order, be logical and intuitive?

## Page Title

* Every page must have a page title (browser title). It must be present, and it must contain appropriate text that describes the topic or purpose of the page and it should be unique.  
  

## Tables

* If the page contains a **data table**, does the table have a caption (name/title), and are columns and or rows properly identified (<table>, <th>, <td> used). Captions are recommended for all tables, even simple ones. A caption identifies the overall topic of a table and is useful in most situations.
* Are Table data cells and data group headers associated with their corresponding data or header cells?
* There SHOULD NOT BE nested, merged or associations with separate tables?
* Does the table have a summary which provides orientation or navigation hints in complex tables? *Siteimprove requires all tables to a have a summary.*
* Tables SHOULD NOT be used for the purpose of purely visual (non-data) layout. If a table must be used for layout purposes it MUST NOT contain data table markup.
* Are complex tables simplified to minimize or eliminate the need for compound column or row headers (multiple header rows or columns, merged cells for header columns, etc)?
* Are complex header/data associations that cannot be designated with <th> and scope marked up with *headers* plus *id*?