Website Accessibility Manual Review Checklist

**Alternative text**

* Do all images have alternative text?
* Is the alternative text meaningful? Meaning does it explain everything a sighted user sees?
* If the image has a function does the alt text state the function? If the image is a link does the alt text describe where the link will take them?

**Identifying 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?

**Link Labels**

Different link labels cannot go to the same destination.

**Identify File Types**

Do identify Document file type (doc, docx, xls, xlsx, ppt, pdf, etc.) and file size for large files

**Keyboard Navigation**

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

**Abbreviations**

* Are abbreviations used without spelling out what it means?
* Is the abbreviation only indicated once on the page or every time it is used?

User’s scan headings and skip to the heading they want. If you only define the word at the beginning of the page users may or may not see it.

**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.

**Proximity**

Do remember proximity and group related items together (ex: don't have a user click a link at the bottom of the page to make something happen at the top of the page. Make sure something happens close to where the user clicked even when viewed at 400% or more. An action can trigger something in a different area of the page as long as something also is triggered in the users view even at 400%).

**Animation**

* Do use Animation, movement and flashing responsibly.
* Don't have it flash/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