



OFFICE OF THE CHIEF INFORMATION OFFICER

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)

- Ensure each page has a brief, 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.*

HEADINGS

- The first heading on each page should be a level one heading (<h1>).
- The <h1> must be concise and unique, conveying the main topic of the page.
- 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. ,
- 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 or space aloud

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](#)
- 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.

IFRAME

- 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.



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