

Accessibility Checklist

Images

- ☐ General: Ensure the alternative text does not include the type of the file like: "graphic", "An image of", "A picture of", "an icon of"
- ☐ Information Images: Ensure the alternative text for informative images describe the purpose of the image
- ☐ Active/Functional Images: Ensure you provide an alternative text for active images like, image links, buttons, or image map hot spots that is meaningful and describes the link destination or the button's purpose
- ☐ Complex Images: Ensure you provide a short description on the page to complex images and provide a link to the same page or to a different page that offers more information in text.
- ☐ Decorative Images: Ensure to specify in the design that an image is decorative.
- ☐ Images of Text: If you must use images of text, provide the same information as presented in the image, as alternative text.
- ☐ Color Contrast: Ensure you follow the color contrast rules described in your design system. tab stops.

Links

- ☐ Ensure that the link text clearly describes the purpose of the link or its destination.
- ☐ Add off-screen hints if you feel that the link text will not be descriptive enough for people who cannot see. For example: "opens in a new window".

Headings

- ☐ Ensure that h1...h6 are used to mark-up headings.
- ☐ Ensure headings are only placed at the beginning of content areas/paragraphs.
- ☐ Ensure that only one level 1 heading is defined on each page, at the top of the page.
- ☐ Ensure you skip heading levels and keep a hierarchical order.
- ☐ Ensure you do not duplicate headings on the page. If you must, add adjacent content or any other hint that would distinguish between them.

Tables

- ☐ Provide a caption to the table, describing its content or intent.
- ☐ Use tables only for tabular data not just for structure.
- ☐ Ensure table headers are meaningful.
- ☐ Define row headers when appropriate (usually the value of the first column of the table acts as the row header).
- ☐ When possible, keep tables simple.

Lists

- ☐ Design lists only when users need to select from a set of values and there is a need to let the screen reader users know the number of elements. For example, a list of navigation links.
- ☐ Design lists when the content has unordered items under the same subject.
- ☐ Use unordered lists when the order of the elements does not matter.
- ☐ Use ordered lists when the order of the elements matter to the understanding of the content.

Forms

- ☐ Define visible labels to form fields. This is preferable for all users.
- ☐ Place visible labels adjacent to the associated field.
- ☐ Specify the name of the label for the Dev team even when the label is not visible on the page.
- ☐ Ensure you provide clear and meaningful labels.
- ☐ If you add instruction text for a form field, ensure you specify this fact in the design and ensure the associated form field is mentioned.
- ☐ Place instruction text adjacent to the associated field.
- ☐ Place groups of form fields adjacent to one another.
- ☐ Provide a heading or a legend to sets of form fields, checkboxes or radio buttons that are grouped.
- ☐ Provide clear error messages adjacent to their associated fields so users will understand the connection between them.
- ☐ Ensure error messages are clear and describe the way users can fix them.
- ☐ Ensure form fields are marked as required or optional on the screen. For example, add "(optional)" on optional fields.
- ☐ Describe how the behavior and look and feel of an invalid form field.
- ☐ When appropriate, add a summary of error messages at the top of the form, connecting the users to the form fields that are in error.
- ☐ Ensure you do not duplicate form labels on the page. If you must, add adjacent content or any other hint that would distinguish between them.

Contrast

- ☐ Do not convey content with color alone. Use additional means of conveying that content.
- ☐ Ensure you follow the Text Contrast and Non-Text Contrast success criteria when you design text over background or graphic elements.
- ☐ Ensure that link text color is distinguishable from the surrounding text by adding more cues like underline, different text color.
- ☐ Ensure all active elements on the page have a visible focus indicator that has 3:1 contrast ration with the surrounding background.

Navigation

- ☐ Design a Skip to Content and other skip navigation links when appropriate. The skip links can be visible or can become visible on focus at the top part of the page.
- ☐ Ensure the content is placed on the page intuitively and that the flow is described to the Dev team in detail.
- ☐ Mark regions/landmarks on the page such as: Header, footer, navigation areas, main content area.
- ☐ If there are multiple navigation regions, provide a name to each region.
- ☐ Ensure navigation is consistent across all pages.

Page title

- ☐ Ensure the page title reflects the page content and links to the current site.

Reading

- ☐ Ensure access to the same page through different means like menu, search, links from other pages etc.
- ☐ Ensure the reading order follows the same order as the visual presentation of the screen.
- ☐ If you design paragraphs of content in different languages, specify the language of the paragraph.

Dynamic Content and Context Change

- ☐ When designing the invocation of dynamic content, ensure users understand when and how to operate the trigger.
- ☐ Specify in your design that when the dynamic content is dismissed or closed, the focus returns to the activation control or element.
- ☐ When designing dialogs, ensure:
 - ☐ The dialog is invoked by operating an active element such as a button or a link.
 - ☐ You design a heading level 2 at the top of the dialog.
 - ☐ You design a button or a link to close the window.
 - ☐ Users can dismiss the dialog also with the Esc key.
 - ☐ You instruct the Dev team to move focus back to the place where the window was opened, when the dialog is closed.
- ☐ For Modal Dialogs instruct the dev team to keep the focus inside the dialog overlay when navigating inside it.
- ☐ Do not design automatic interactions. Users need to know at every moment what is happening on the screen and how they can operate elements on the page.
- ☐ When users complete a task, invoke a message to let them know the operation was successful or that it failed and the reason for the failure.
- ☐ Focus is not moved to the messages unless you specifically need them to.

Input Modalities

- ☐ Ensure that everything that you provide as a function with gestures on a mobile device can also be operated with the keyboard using standard UI controls and standard keyboard functions.