

# Digital Accessibility Fundamentals Checklist

## Digital accessibility principles

- Perceivable
- Operable
- Understandable
- Robust

## Titles and headings

- Add a unique title to your website or document that matches the content of the page
- Use one <h1> level heading for the title of a document or webpage
- Use headings in order from <h1> through <h6> without skipping levels

## Color contrast

- Check the contrast of text and other elements
  - Minimum contrast ratios:
    - Normal-size text – 4.5:1
    - Large text (18+ pt font) – 3:1
    - UI elements like icons, buttons, text boxes – 3:1
- Avoid using images behind text because it can be distracting and make the text more difficult to read
- Use a solid-color background to get a better contrast ratio with text
- Avoid relying on color to convey information

## Text styling

- Use plain, preferably sans serif fonts for paragraph text
- Use at least 12 pt font
- Keep text styling simple, with minimal bolding, italics, underlines, and capitalization
- Apply title case and sentence case when appropriate; never use all-caps

## Magnification

- Use high-quality images that won't blur when magnified
- Avoid using images of text, which might pixelate
- Give content enough space (between paragraphs, between lines of text, around images and other elements, etc.) to support enlarging the content

## Readability

- Use plain language
- Support content scanning with good headings, bullet points, and content summaries
- Communicate content sections through visual design

## Alt text

- Keep alt text to 150 characters or fewer
- Describe the "why" of the image as well as the "what"
- Keep alt text and image captions unique
- Use longer image descriptions for more complex images

## Image descriptions

- Add longer image descriptions to the main text of the page
- Describe major themes or takeaways from the image

## Tables

- Set heading rows or columns to label data in the table
- Avoid complex tables with multiple heading rows
- Contextualize the table within the content of the page

## Links and buttons

- Use unique, descriptive text
- Make links stand out (typically blue and underlined)
- Ensure good contrast between the link and regular text (3:1 contrast ratio minimum)
- Use concise labels for buttons, often starting with a verb
- Open new content in the same tab when possible
- Warn users in the text or using HTML tags if a link will open a new tab or window
- Warn users if a link will open or download a special file type like a PDF

## Consistent help and accessibility statements

- Provide an accessibility statement
- Include user support information in a consistent spot in your content