Accessibility Checklist

FOR WEB CONTENT EDITORS

REMEMBER

☐ Use one **HTML Heading** H1 per page, and arrange the rest hierarchically. Don't skip heading levels (H2 to H4). Choose headings based on the appropriate level, not because of how they look.

☐ Make sure **link text** alone is sufficient to convey the meaning of the link. Avoid "Click Here", "Read More", etc.

☐ Images that provide information or are links must have **alt text.** Complex images should have further explanation in the surrounding text. Decorative images should not have alt text.

☐ Videos and audio recordings should have **captions and/or transcripts.** Videos and audio recordings should have captions and/or transcripts.

☐ Use bulleted and numbered **lists,** as appropriate. **Write simply** and clearly. Try to write on a high school reading level, if possible.

BE CAREFUL

☐ Avoid using **tables** for layout. However, if necessary, simple, short tables should have column headings. Longer tables should have column headings and row headings.

☐ Avoid using **PDFs** where a standard web page will work. However, if necessary, PDFs should be organized hierarchically using headers, and created from Word documents using PDF software. PDFs should not be created by a scanning or printing machine.

☐ Avoid **describing things** by their color or by their position on the page. Don't say "Click the blue button" or "Click the link on the right", for example.

☐ Avoid **content** that **automatically** plays, rotates, updates, flashes, or animates. If you must have such content, include a play/pause button.

For more information, see accessibility.yale.edu

Yale *Information Technology Services*