

Accessibility Checklist



This checklist is part of A2J's [Accessibility Guide](#). Refer to this checklist before starting to design a website to ensure that accessibility is a consideration from the start.

If your legal aid organization is interested in doing an accessibility audit, our [Accessibility Service](#) might be what you're looking for!

Accessibility Checklist

Structure and Navigation

- Use headings and subheadings to organize your content
- Use a clear and consistent navigation menu
- Ensure that your website follows a logical sequence
- Provide a sitemap or search function
- Ensure that your website is mobile-friendly
- Ensure that your website is accessible using keyboard-only navigation
- Consider defining ARIA (Accessible Rich Internet Applications) roles

Colors and Graphics

- Use high-contrast colors
- Avoid using color as the only means of conveying information
- Check color contrast ratios (at least 4.5:1 for normal text and 3:1 for large text.)

Images and Media

- Use alt-text to describe images
- Provide text-based alternatives for non-text content
- Use accessible image formats
- Provide captions and transcripts for videos
- Use accessible media players
- Avoid using flashing or strobing images
- Use descriptive links

PDFs

- Use Proper Heading Structure
- Add Alternative Text for Images
- Create Accessible Tables
- Ensure Readability
- Use Consistent Layout
- Add Bookmarks and Navigation
- Provide a Text-Based Alternative
- Test Your PDF

Fonts and Typography

- Use a legible font
- Use appropriate font size
- Use appropriate font weight
- Avoid using all caps
- Use proper line spacing
- Ensure proper formatting
- Highlight your links

Plain Language

- Use simple language
- Provide definitions
- Break up content
- Hierarchy of content
- Use active voice
- Use clear labels
- Use a single way to display time
- Format phone numbers uniformly
- Avoid lengthy paragraphs
- Use visuals
- Provide translations
- Check plain language guidelines
- Conduct user testing

Have more questions? Let's chat!

Contact us for more information on accessibility standards and how we can work together to make your website more accessible.

accessibility.goa2jtech.com