

# 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

## 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

## 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

### 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](https://accessibility.goa2jtech.com)