

ACCESSIBLE DESIGN & CONTENT CHECKLIST

DOES THE DESIGN...



Organise the page logically?

- Give each page a descriptive and unique title
- Use structured H1, H2 etc headings
- Make sure headings are clear and helpful
- Display content in logical order (even when styles are switched off)

Have a responsive and consistent layout?

- Layouts, components and labelling should all be consistent throughout
- All functionality should be available on all devices
- Everything should work even when text is resized
- Use ems rather than pixels when defining text sizes for dev

Make sure links and buttons are obvious?

- All links and buttons should be clearly identifiable - even without colour (E.g. underline or button design)
- All states of links and buttons should be visibly different - even without colour (E.g. Default, hover, keyboard focus, clicked, selected, disabled)
- The purpose of a link or button should be clear through its label or position

Make it touch-friendly?

- Ensure all interactive elements have large clickable areas

Ensure good colour contrast of at least:

- 3:1 (A/AA) or 4:5:1 (AAA) for graphics and interactive elements (in all states)
- 3:1 (A/AA) or 4:5:1 (AAA) for text that is bold and 19px or above
- 3:1 (A/AA) or 4:5:1 (AAA) for text that is normal and 24px or above
- 4:5:1 (A/AA) or 7:1 (AAA) for all smaller text

Not distract or pressure people unnecessarily?

- Items should avoid automatically moving, blinking or scrolling (E.g. carousels)
- Provide pause, stop or hide functionality if content does
- Avoid putting time limits on tasks (E.g. countdown to purchase)

Have a text equivalent for everything?

- All icons must have a written label (unless very commonly known)
- If a colour gives meaning, it must have a written label (E.g. green means selected)
- All images must have a short description in an alt tag
- If an alt tag isn't enough, provide a short written description (E.g. for charts)
- Avoid images of text, except logos
- Provide a transcript for video and audio content
- Provide subtitles and closed captions for video and audio content

Allow keyboard navigation?

- All functionality should be available to keyboard users
- Swipe/pinch/drag etc functions have a keyboard option (E.g. carousels)
- Make sure the keyboard never gets trapped (E.g. in menus and pop-ups)
- Design clear keyboard 'focus' states for all interactive elements
- Logical keyboard navigation tabbing order - sense check responsive layout order
- Provide a 'Skip to main content' link as the first item in the main navigation

Give options for main navigation?

- Offer at least 2 of these: Search, related pages, table of contents or site map

Make forms easy to complete?

- Provide text instructions at the start of a form
- Clear labels for all form fields (not just in the placeholder text)
- Layout that makes it easy to tell which label is for which field
- Have a written instruction for which fields are required (not just colour)
- Make errors easy to find and give instruction for how to correct them
- Give easy ways to confirm and undo actions if a mistake could have consequences (E.g. making a payment or submitting sensitive information)

Avoid flashing images?

- Don't have content that flashes more than three times in one second