

Accessibility Checklist for Digital Projects

Required accessibility inclusions to any publicly accessible web page

The following items are required if you plan to make your web page / digital project publicly visible and searchable on the web. If you only plan to use your project site for learning purposes and not make it publicly visible, these items are not required but still strongly recommended for educational purposes as they are valuable skills to learn.

- ☐ Page headings (e.g., <h1>,<h2>,<h3>)
 - These are the titles and subtitles for sections of your page
 - They should be laid out in a meaningful way as if writing an outline:

Heading One [there can only be **one** heading 1]

Heading Two

Heading Three

Heading Four

Heading Two

Heading Three
- ☐ Alt-text for images and diagrams (e.g.,)
 - This is a way for providing a text alternative that can be read by screen readers to help someone know what is pictured in the image if they are unable to view it
 - It is recommended that alt-text is concise, and **no more than 125 characters**, as that is where most screen readers will cut off reading what is written.
 - You can often add alt text without having to code! If you are unsure how to add alt text in the program you are using please reach to dscenter@binghamton.edu
 - [Guidance on creating alternative text for visual content](#)
 - NOTE: Avoid using images with a lot of text in them
- ☐ Transcriptions (for all audio content)
 - Transcriptions are a text alternative that should include all spoken content in an audio file (like a podcast or oral history recording).
 - Your transcription file should be saved and shared as a text file (.txt)
 - [Guidance on creating transcriptions for audio content](#)
- ☐ Closed captions (for all video content)
 - Closed captions are a text alternative that should include all spoken content and mention any additional audio sounds
 - They should be part of the media file and not a separate text file
 - [Guidance on creating closed captions for video content](#)
- ☐ Descriptive link hypertext
 - Descriptive link hypertext is a text alternative to sharing a web link
 - When you click the hypertext, users will be able to access the link added to that text [the "guidance ..." links on this checklist are examples]

- [Guidance on creating descriptive link hypertext](#)
- ☐ Choose colors with adequate contrast (avoid light text on light backgrounds)
 - [Accessible color palette builder](#)
- ☐ Ensure your site is navigable by keyboard

In general, this will be handled by the platform, or CMS (content management system) you are using to create a website i.e. Wordpress, Omeka, Scalar, but there are things you can do to ensure compliance.

 - Choose themes or platforms that are keyboard navigable (as of 2019 all Wordpress themes are meant to be keyboard navigable)
 - Avoid using plug-ins that create keyboard traps
 - Avoid altering or creating any HTML that may make portions of your webpages inaccessible
 - [Guidance on keyboard navigation](#)
- ☐ Resizing text functionality

In general, this will be handled by the platform, or CMS (content management system) you are using to create a website i.e. Wordpress, Omeka, Scalar

 - Users should be able to enlarge text by zooming in without disrupting the functionality of the website
 - Text should resize across screen sizes i.e. computer, mobile, and tablet screens
 - Avoid changing or writing any HTML that would disrupt this functionality
 - [Guidance on resizing text functionality](#)
- ☐ Avoid use of large-scale animations and any flashing-effects that may impact users with motion sensitivity and/or epilepsy
- ☐ Using this checklist, review all web and digital media content you link to from your project site
 - All linked content is required to meet the above standards, even if they are not owned by Binghamton University affiliates

Strongly recommended accessibility inclusions to any publicly accessible web page

The following items are more advanced settings that may only be possible to manage from the backend [where you develop your project that is not accessible by public users] of your projects and are often addressed by your content management system. However, if you are building a site from scratch please keep these points for usability in mind:

- ☐ Links open in same window (not new tab)
 - When you add a hyperlink to text, there are usually three options: open in same window, open in new tab, or open in new window
 - This is the recommended option to help keep users from not being disoriented by multiple tabs and windows opening. It can cause confusion for visually impaired visitors to your site.
 - [Guidance on opening links in same window](#)

Additional Resources

Below are some tools and resources you can use to check the accessibility of your digital project and for suggestions on how to create accessible content.

Color-blindness emulation/check

- [Color blind web page filter](#)
- [WebAIM Contrast Checker](#)
- [Contrast Checker](#)

Screen reader emulation

- [Silktide disability simulator](#)

Web tools / browser extensions for checking the general accessibility of web content

- Web Accessibility Evaluation Tool ([WAVE](#))- for Chrome, Firefox, and Edge
- [Test Document Readability](#)
- [BeReadable](#) - Readability for writers
- [Photosensitive Epilepsy Analysis Tool \(PEAT\)](#)

Other resource links

- [Web Content Accessibility Guidelines \(WCAG\)3.0](#)
- [SUNY Accessibility and SLS Toolkit](#)
- [SUNY Accessibility and Disability Services](#)
- [SUNY Electronic and Information Technology \(EIT\) Accessibility](#)
- [WebAIM's Using JAWs to Evaluate Web Accessibility](#)
- [WebAIM's Using VoiceOver to Evaluate Web Accessibility](#)
- [VoiceOver Documentation](#)
- [Screen Reader Basics: VoiceOver -- A11ycasts #07](#)
- [WebAIM's Using NVDA to Evaluate Web Accessibility](#)
- [Deque System's Accessibility Testing with the NVDA Screenreader video tutorial](#)
- [Web Accessibility Laws and Policies](#)
- [Americans with Disabilities Act](#)