

## Web Community Meeting July 2016

### Web Accessibility Checklist – what do we need to be doing now?

- Use Final Check on every page before publishing (correct accessibility errors)
  - Fix all errors, but do not stress about potential errors
- Links need unique and descriptive names
  - “Check out our page” should be changed to “to see everything about our department check out the criminal justice homepage”
- Use proper alt text for images
- Use headings correctly (h1, h2, h3, h4, h5, h6)
- Use color with care
- Design forms for accessibility
- Use tables for tabular data, not layout
- Ensure all content is keyboard accessible
- Caption all videos
  - Utilize 3<sup>rd</sup> party service (rev.com will do it for \$1/minute), Accessibility Center, or do it yourself
- Make all PDFs accessible
  - Utilize the correct settings for screen readers

**Plan of Action:** aim to be continually following the above checklist for all of the websites that you are over in time for the February/March audit of 2017