

Website Page Content Checklist

- Spell Check you page content after making changes**
- Use Helpful and Clear Page Titles**
 - A page title is what users see in the very top bar of the web browser.
 - A good web page title tells users what the page is about without needing to read more.
 - This lets users quickly understand if they are on the right page.
- Present Content in Meaningful Order**
 - Heading 1 – required on all pages – use as **main title** of page content
 - Use headings to organize content in logical sequence
 - Break up content with subheadings (Heading 2, Heading 3, etc.) for new sections.
 - Do not skip headings
- Use Descriptive and Unique Link Names**
 - Make sure that the link text properly describes the link destination.
 - **click here** is not descriptive, and is ineffective for a screen reader user
 - Appropriate Link Names
 - Monthly Newsletter
 - Spelling List
 - Homework Assignment
 - **Note: only links can be underlined**
- Provide Text Alternatives for Non-Text Content**
 - For **pictures, graphics** – include Alternative Text
 - Alternative (or ‘alt’) text is a written replacement for an image, not an addition to it. Ask yourself: what does the picture convey?
 - If picture is purely decorative (conveys no meaning), Alternative Text can be blank, but the alt-text tag must be present (i.e. `alt=""`)
 - For **audio** files – include a transcript of the audio
 - For **video** files – include both a transcript and add captions to the video
 - For **<iframe>** embed code - add the **title="descriptive title"**
- Tables**
 - If using **tables** to convey meaning, make sure to use:
 - Caption tag
 - Table Headers `<th>` and scope attribute
 - If using **tables** for “presentation/layout” make sure to use:
 - **role="presentation"** (need to manually add to table attributes)
- Uploaded Documents (PDF, Word, Excel, etc.) must be accessible**
 - Add a title to your Word document
 - Include alternative text for images in document
 - Outline content using “Headings”
 - Check Word documents using the built-in accessibility checker before saving as a PDF
 - If document can’t be made to be accessible, provide the content in another manner

Helpful Resources

Working with Tables

<http://webaim.org/techniques/tables/data>

Captioning Videos

Vimeo

<https://vimeo.com/help/faq/managing-your-videos/captions-and-subtitles>

YouTube

<https://support.google.com/youtube/answer/2734796?hl=en>

YouTube Automatic Captioning Instructions

<https://support.google.com/youtube/answer/6373554>

3rd Party Captioning Tools

- The Caption Generator <http://www.vttcaptions.com/>
- HTML5 Video Caption Maker <https://developer.microsoft.com/en-us/microsoft-edge/testdrive/demos/captionmaker/>

WCAG 2.0 Level AA Guidelines

- <https://www.w3.org/WAI/WCAG20/glance/>
- <https://www.wuhcag.com/wcag-checklist/>
- <http://3pha.com/wcag2/>

WEBAIM

- <http://webaim.org/>
- <http://webaim.org/techniques/tables/data> - help with tables
- <http://wave.webaim.org/> - check a page for accessibility

Creating Accessible Documents

- Google Drive Documents (<https://webaccess.msu.edu/Tutorials/google-drive.html>)
- MS Word Documents (<https://webaccess.msu.edu/Tutorials/word.html>)
- Other Document Tutorials (<https://webaccess.msu.edu/Tutorials/index.html>)

PDF Accessibility Checker

- <http://www.access-for-all.ch/en/pdf-lab/pdf-accessibility-checker-pac.html>

Color Contrast Ratio Calculator

- <https://webaim.org/resources/contrastchecker/>