

Create an Accessible Website

Basics

- Use a **sans serif font** (e.g. Veranda, Tahoma, Arial). Avoid cursive fonts, fantasy or decorative fonts, and monospace fonts.
- Use a **limited number of font styles**.
- Font should be a **minimum of 16pt** with the ability to resize 200% without negatively affecting the ability to read the content.
- Limit the use of font variations** (bold, italics and all capital letters)
- Create **good contrast** color contrast between all text and background (e.g. Dark green/white, yellow/violet, dark blue/yellow, black/yellow, pink/black, dark red/white, violet/white, black/white, dark blue/white)

Alternative Access

- Alt text is provided for all images and non-text content
- Include video & audio alternatives: All video only and audio only content must have a text transcription.
- Closed captioning: all video with sound contains accurate closed captioning
- Audio description: for any video, add an alternative video that includes an audio description of information not presented in the original video's soundtrack or include a text
- Live captions: any live video presentations must have closed captions

Presentation

- use whitespace and proximity to make relationships between content more apparent.
- consider how information is displayed on a computer vs a mobile screen
- meaningful order: present content in a meaningful order and sequence so that it reads properly
- sensory characteristics: when providing detailed instructions, make it so they aren't reliant on vision alone or hearing alone.
- audio control: any audio must be able to be paused, stopped, or muted

Understandable

- Use headings. Each page must have a unique main heading <h1> and blocks of information should have subheadings <h2> up to <h6> with correct heading tags. Headings should create an outline for the page, similar to a term paper outline.

- Descriptive headings and labels: Headings and labels must be clear and descriptive. They do not need to be lengthy.
- Link anchor text: The purpose of each link should be clear based on its anchor text (e.g. don't use "click here")
- Multiple ways to access pages (e.g. search bar, nav menus, sitemap, breadcrumbs, helpful links after content).
- Focus indicator: Any "user interface control" that receives focus from a keyboard user should indicate that focus on the current selected element. You can do this by outlining links or having links in a different color

Predictability

- No focus change: Nothing changes just because an item receives focus; a user must actively choose to activate an item (e.g. hit enter to submit) before a change takes place.
- No input change: No forms are submitted once all fields are filled out. The user must select to submit.
- Consistent navigation: Keep navigation layout consistent throughout all pages of the website (e.g. same links in the same order).
- Form labels and instructions: Label all form or input fields so that a user knows what input and what format is expected.
- every page should have one <main> element. Most pages also have only one <header> and <footer>. <header>, <main>, and <footer> must be direct children of <body> to be exposed to screen readers.
- Headings should describe the content that follows it, like a news headline. Include subheadings so screen readers can skip from heading to heading.

Important Things to Avoid

- Avoid using graphical background, or a blue color background.
- Avoid using grayscale for photos, graphics, graphs, maps or charts.
- Exclude flashing or animated text and objects
- Don't rely on appearance of the font to convey meaning (color, shape, font variation, placement, etc.)