

## Web accessibility checklist

This document is designed to be a quick way to check your website for compliance with the IWAS standards. For more information, see the supporting documentation at <http://faculty.wiu.edu/CB-Dilger/accessibility/>.

If you have any answers in column two, you are not in compliance with IWAS and need to change your website accordingly. Bold print indicates a IWAS standard of highest priority; if you are not in compliance with the standard, please take action immediately—look to the site above for suggestions.

<i>IWAS #</i>		<i>Column 1</i>	<i>Column 2</i>
1.1	Are you using valid, standard web programming code such as HTML 4.01 or XHTML 1.0?	Yes	No
1.2	Are you using appropriate markup, such as <p> to identify a paragraph or <h1> to show the main headline, to convey the structure of your document?	Yes	No
1.3	Are you using Cascading Style Sheets (CSS) for formatting whenever possible?	Yes	No
2.1	Are you using text made from images instead of regular text?	No	Yes
2.2	Are using absolute fonts in which the size cannot be changed?	No	Yes
2.3	<b>If using another language on your web page, are you specifying the language of the text? (Example: HTML uses the <i>lang</i> attribute to specify a language on a web page.)</b>	Yes	No
2.4	<b>Are you using “ASCII art” on your web page? (Example: using :-) for a smiley face.)</b>	No	Yes
3.1	<b>Do you use color to represent special functions or status? (Example: required form fields are indicated with red labels.)</b>	No	Yes
3.2	<b>Do you have contrasting foreground and background colors?</b>	Yes	No
4.1	<b>Do you provide “alternate text” for all images (using an attribute that provides text when the image itself cannot be viewed)?</b>	Yes	No
4.2	<b>Do you provide full descriptions for graphs, diagrams, and other meaningful images (meaningful images are those that convey more information than can be appropriately expressed as alternate text)?</b>	Yes	No
5.1	<b>Do you provide alternate text for each area of an image map which has hypertext links?</b>	Yes	No
5.2	<b>Do you use server-side image maps?</b>	No	Yes
6.1	<b>Do you convey information with sound alone?</b>	No	Yes
6.2	Do you provide text transcripts for audio containing speech?	Yes	No
7.1	Do you provide a synchronized text transcript with audio/video tracks which appear on your site?	Yes	No
7.2	Do you provide verbal descriptions of the actions and images displayed in any videos on your site?	Yes	No
8.1	<b>Do you use: animated graphics, Flash, Java, &lt;blink&gt; tags, &lt;marquee&gt; tags, or any other similar techniques for a desired blink or flickering effect?</b>	No	Yes
9.1	Are your links understandable out of context (Example: “This is a link to my homepage” instead of “Click here”)?	Yes	No
9.2	Do you provide a way to skip past repetitive navigation links?	Yes	No

9.3	<b>Do you use small images or text as links?</b>	No	Yes
	<i>If you use fill-in forms:</i>		
10.1	Do you use associate labels with all form fields?	Yes	No
10.2	Are your labels as close as possible to form fields?	Yes	No
10.3	Do you include any special instructions within your field labels and not in other places?	Yes	No
10.4	Are your form fields in a logical tab order if the “tab” key is used to move between them?	Yes	No
11.1	<b>Do you explicitly identify all headings for all columns and rows in your data tables?</b>	Yes	No
11.2	Do you avoid using complex or nested data tables?	Yes	No
	<i>If you use frames:</i>		
12.1	<b>Do you provide meaningful names and page titles for all your frames?</b>	Yes	No
12.2	<b>Do you avoid using empty or non-essential frames (Example: using an empty frame to create a margin)?</b>	Yes	No
13.1	Do you make sure significant interactions can be performed with both a keyboard and a mouse?	Yes	No
13.2	Do you make sure essential content and functionality are available when client-side scripts, such as JavaScript, are not fully supported?	Yes	No
14.1	Do you use accessible applets or plug-ins whenever possible?	Yes	No
14.2	Do you provide an accessible alternative that includes the same content and functionality if you use an inaccessible applet or plug-in?	Yes	No
15.1	Do you provide accessible HTML or text versions of downloadable documents whenever possible?	Yes	No
15.2	<b>Do you provide information on how to request an accessible alternative if a downloadable document cannot be provided in an accessible electronic format?</b>	Yes	No
16.1	<b>Do you notify users of actions that will open a new window?</b>	Yes	No
16.2	<b>Does your web page automatically refresh the current page?</b>	No	Yes
16.3	Do you notify users of any time limits for filling out forms or using a site, and provide a way to extend that time if needed?	Yes	No
17.1	Do you make sure that reading order is logical, if using tables for a layout?	Yes	No
17.2	If you use a style sheet for a layout, do you make sure that reading order is logical without the style sheets?	Yes	No
17.3	Do you minimize the need for horizontal scrolling?	Yes	No
18.1	Do you use the clearest, simplest, and most concise language appropriate for a page’s subject matter?	Yes	No
19.1	Do you use separate accessible versions only as a last resort?	Yes	No
20.1	<b>Do you provide contact information on your web page?</b>	Yes	No
21.1	<b>Do you test for accessibility?</b>	Yes	No