Accessibility Checklist

Rhonda Bauerlein
1. Color

Other elements besides color are used to convey information.
Inaccessible Example

Name
Phone
Address

Items in red are required
How it looks to someone who is color blind
Accessible Example

Name*  
Phone  
Address

Items with * are required
Map Example

Select the type of color vision to simulate:

- Deuteranope (a form of red/green color deficit)
- Protanope (another form of red/green color deficit)
- Tritanope (a blue/yellow deficit - very rare)
2. Color Contrast

Use text and background colors that provide sufficient contrast
Color Contrast Example

What can you easily read?

Some people like to use dark backgrounds and a poorly contrasting text. If you decide to go with a dark background, use a pale color.

Which of these are easiest to read:

- red
- orange
- bright
- yellow
- lime
- green
- blue
- purple
- white
- gray
- teal
- lavender
- maroon
- olive
- pink
- light aqua

The bright colors can be hard on the eyes in quantity, so it's best to limit use of bright colors.
3. Links

Provide clear information where a link is going to
Link Examples

• Student/Faculty mentor program is available for qualifying students. Click here for more information.

• Student/Faculty mentor program is available for qualifying students.

• Click here to submit a survey and a chance to win a $200 gift certificate.

• Submit a Survey for a chance to win a $200 gift certificate.
4. Images

Provide a text description for images
Image Examples
5. MS PowerPoint / Word

Make sure presentations and documents are accessible
6. Adobe PDF documents

If they’re accessible in Word or PowerPoint they’ll be accessible in PDF
7. Tables

• Use row and column headers for data tables

• Table makes sense when read from left to right, top to bottom
Toilets

Flush

Must
Table Flow Example

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start</strong></td>
<td>10</td>
<td>1</td>
<td>9</td>
<td>3</td>
<td>11</td>
</tr>
<tr>
<td><strong>End</strong></td>
<td>11</td>
<td>3</td>
<td>10</td>
<td>4</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Thursday</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Friday</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>
Best Practices for Tables

• Keep tables simple
• Avoid nested tables
• Avoid splitting or merging cells
• Keep heading labels short and descriptive
8. Audio content

Provide text transcript
9. Video/media content

Include captions
10. Playback Controls

Controls can be accessed from the keyboard
11. Interactive Experiences

Must be accessible or provide an alternative
Accessibility Workshop Resources

Handouts and material for this workshop can be found at:
http://www.cuyamaca.edu/people/rhonda-bauerlein/workshops/accessibility-workshop.aspx
Word Demonstration