

# Accessibility Checklist for Content Editors

## Accessibility Checklist for Content Editors

This process should be followed whenever a new page or new content is added to an University website.

### Images

- Alt text is descriptive
- Alt text is unique on the page (not used more than once)
- Alt text does not include the words "image" or "graphic"
- Alt text does not include special characters

### Headings

- Headings are nested by their level (H1 to H6) and do not skip levels
- H1 heading is not used in the content area (H1 headings are reserved for page titles)

### Fonts

- The site's default CSS has not been overwritten with inline styles

### Content

- Underlines are not added to content (Underlines are reserved for hyperlinks)
- Long content is broken into paragraphs or bulleted lists to aid readability

### Hyperlinks

- The purpose part of the text is linked
- The text does not include "click here" or "learn more" or "more"

### PDFs

- The word [PDF] follow the document text and is included as part of the link
- PDF has been made accessible

### Other documents

- The correct file type has been added to the link text such as [Word] or [Excel]
- The document has been made accessible

### Videos

- Close captioning has been turned on for the video and verified that it matches the audio
- Title attribute has been added to the HTML

### Tables

- Tables were not used for content (not accessible and not responsive for mobile users)