

# Web Accessibility Checklist

You and your webmaster can fill out this checklist and email it to [Transcend](#). An accessibility expert will tell you if your user can access, use and understand your site.

- |  | Yes                      | No                       |  | Yes                      | No                       |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| <b>1.</b> Have you tested the readability of the content?.....   | <input type="checkbox"/> | <input type="checkbox"/> | <b>8.</b> Do all public agency phone numbers also list a TTY/TDD number? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Use Transcend's Plain Language Checklist.</i>   |                          |                          | <b>9.</b> Does your site work with style sheets turned "on" or "off"?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2.</b> Do long sections begin with a Table of Contents so users can quickly link to the section they want? .....      | <input type="checkbox"/> | <input type="checkbox"/> | <b>10.</b> Can a screen reader read the text in a logical sequence? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3.</b> Is content broken up into small chunks?.....   | <input type="checkbox"/> | <input type="checkbox"/> | <b>11.</b> Are your pages designed for 800 x 600 pixel screen resolution? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Use short paragraphs with guiding subheads.</i>   |                          |                          | <i>This size is best for people who need to magnify images and text</i>  |                          |                          |
| <b>4.</b> Is the font sans serif, 12–14 point, with good white space?.....   | <input type="checkbox"/> | <input type="checkbox"/> | <b>12.</b> Have you met Level 1 and Level 2 priorities of the W3C Guidelines? ....   | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Windows browsers display fonts 2-3 points larger than MAC browsers.</i>   |                          |                          | <i>Test it at: <a href="http://www.w3.org/WAI">www.w3.org/WAI</a><br/>Or: <a href="http://www.cast.org/bobby">www.cast.org/bobby</a></i>   |                          |                          |
| <b>5.</b> Do your pages use: keyboard navigation, scalable font size, and alt tags for blind and low-vision users? ..... | <input type="checkbox"/> | <input type="checkbox"/> | <b>13.</b> Is your site Section 508-compliant? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6.</b> Have you used text equivalents for all non-text elements, like images, animations, sounds, and video? .....    | <input type="checkbox"/> | <input type="checkbox"/> | <i>Test it at: <a href="http://www.cast.org/bobby">www.cast.org/bobby</a></i>  |                          |                          |
| <b>7.</b> Have you avoided frames, Flash, Real Player and other plug-ins? .....  | <input type="checkbox"/> | <input type="checkbox"/> | <b>14.</b> Have you tested with users (including users with disabilities) to confirm: .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                          |                          | <ul style="list-style-type: none"> <li>• the navigation is easy and uniform,</li> <li>• the information flows intuitively and logically, and</li> <li>• the graphics reinforce the content?</li> </ul> |                          |                          |

*One out of five people in the United States has a disability. A few simple steps can make your website accessible to people with physical, vision and reading disabilities. Your efforts will help give them equal access to information, communication and opportunities.*

