

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
1. Have you tested the readability of the content?.....	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Use Transcend's Plain Language Checklist.</i>					
2. 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"/>			
3. Is content broken up into small chunks?.....	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Use short paragraphs with guiding subheads.</i>					
4. Is the font sans serif, 12–14 point, with good white space?.....	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Windows browsers display fonts 2-3 points larger than MAC browsers.</i>					
5. Do your pages use: keyboard navigation, scalable font size, and alt tags for blind and low-vision users?	<input type="checkbox"/>	<input type="checkbox"/>			
6. Have you used text equivalents for all non-text elements, like images, animations, sounds, and video?	<input type="checkbox"/>	<input type="checkbox"/>			
7. Have you avoided frames, Flash, Real Player and other plug-ins?	<input type="checkbox"/>	<input type="checkbox"/>			
8. Do all public agency phone numbers also list a TTY/TDD number?	<input type="checkbox"/>	<input type="checkbox"/>			
9. Does your site work with style sheets turned "on" or "off"?.....	<input type="checkbox"/>	<input type="checkbox"/>			
10. Can a screen reader read the text in a logical sequence?	<input type="checkbox"/>	<input type="checkbox"/>			
11. Are your pages designed for 800 x 600 pixel screen resolution?	<input type="checkbox"/>	<input type="checkbox"/>			
<i>This size is best for people who need to magnify images and text</i>					
12. Have you met Level 1 and Level 2 priorities of the W3C Guidelines?	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Test it at: www.w3.org/WAI Or: www.cast.org/bobby</i>					
13. Is your site Section 508-compliant?	<input type="checkbox"/>	<input type="checkbox"/>			
<i>Test it at: www.cast.org/bobby</i>					
14. Have you tested with users (including users with disabilities) to confirm:	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> • the navigation is easy and uniform, • the information flows intuitively and logically, and • the graphics reinforce the content? 					

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.

