

Web Content Accessibility Checklist

When checking your webpages to see how accessible they are, you can use this list to help you work through the common accessibility issues that you might find. Links to suggested tools: <http://jump.aber.ac.uk/?mlcpt>.

Area	What to check	Useful Tools
Language	<ul style="list-style-type: none">• Does the text use the simplest words possible?• Is there any jargon?• Are there any unexplained acronyms?• Are any instructions to the user clear and simple?• Is the spelling and grammar correct?	<ul style="list-style-type: none">• Hemingway Editor• Site Spell
Structure	<ul style="list-style-type: none">• Are there multiple heading 1s?• Are headings used in the right order?• Is there any text that appears to be a heading but isn't actually marked properly as a heading?	<ul style="list-style-type: none">• headingsMap• Browser inspect tool
Layout	<ul style="list-style-type: none">• Are there long sentences where you'd run out of breath if you read them out loud?• Are there long paragraphs which go over around 10 lines?• Are there lists of items in a paragraph that could be moved into bullet points?	<ul style="list-style-type: none">• Hemingway App
Links	<ul style="list-style-type: none">• Do any links have generic text like 'click here', 'here', 'more information'?• Is there the same text used for multiple links?	<ul style="list-style-type: none">• SilkTide – Disability Simulator
Tables	<ul style="list-style-type: none">• Is the table being used for data?• Does it have headings?	

Area	What to check	Useful Tools
Images	<ul style="list-style-type: none"> • Does the image have alt text? • Is the alt text appropriate? • If an image doesn't have alt text, does it have something else instead? (e.g. link to plain text page) • If an image contains text, is the text readable? • If an image uses colour to convey meaning, would it still make sense if you couldn't distinguish between the colours? • If an image contains a graph, is there a table of data available, or a separate page explaining what the graph shows? 	<ul style="list-style-type: none"> • Alt Text Tester • Browser inspect tool
Videos	<ul style="list-style-type: none"> • Does the video have captions? • Does the video have a text transcript? 	
Documents	<ul style="list-style-type: none"> • Are both PDF and DOCX files provided? • Is the document accessible? 	<ul style="list-style-type: none"> • Document Accessibility Checklist