Basic Website Accessibility Checklist

New York City websites contain a wealth of information about resources and services that are available to constituents. Everyday these websites are accessed by millions of people, some of these are people with disabilities. If these websites are not digitally accessible, a large portion of the constituency cannot receive this information.

Before publishing content online be sure that it adheres to the following:

Appearance

Color contrast
The color scheme of a page needs to separate content from its background, if the colors are too close together it becomes very difficult to read. [Color Contrast Checker](#)

Font size-style.
For users with low-vision, font needs to be minimally 12pt, non-capslock and in a [non-serif font](#). Examples include Verdana, Arial or Tahoma.

Screen Readability

Primarily used by people with visual disabilities, a [screen-reader](#) is a type of software that processes digital information on computer, phone or tablet and speaks it out loud. The following sections cover important areas for ensuring screen-reader accessibility.

Headers
By using a hierarchy of headings (<h1>, <h2>, <h3> etc.) the content on a webpage can be navigated in sections by a screen reader, the same way that a sighted user would skim a page. [Best practices for adding headers.](#)

Image Descriptions
When adding images to webpages and documents, they need to be described with [alt-text](#) a written description of an image.

Forms
When creating forms, it's important that all text fields, buttons, checkboxes and other controls have a text label and are accessible by keyboard. [Accessible form tutorials](#)

Multimedia

In the cases of video or audio files embedded into a page, information needs to be available in both visual and audio formats. For example, audio information within a video needs to be captioned or written in a transcript. In addition, visual information within a video it needs audio description.

No automatic content

There should be no multimedia content with audio that automatically plays when a page loads. If there is audio that automatically plays, it should be no longer than 3 seconds. Understanding Success Criterion 1.4.2 . Slideshows or carousels that automatically scroll need to have a stop button. Understanding Success Criterion 2.2.2

This is a brief overview of the basics of website accessibility. For a more in depth guide on how to create an accessible website please visit the additional resources below or contact the Mayor's Office for People with Disabilities by dialing 311.

Additional Resources

Axe-core – An automated testing tool that is compatible with modern web browsers, has few false positives and is free.

Web Accessibility In Mind (Web AIM) – Organization with tutorials, tools and an online community to help developers create accessible websites.

Tota11y Accessibility Visualization Toolkit: A plug-in that inserts a button in the toolbar in your browser that displays accessibility errors on your page. This can be helpful in making accessibility fixes as you are building your website. It can detect images with no alt-text, links with bad labels, color contrast issues and more.
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