

WEB EDITOR ACCESSIBILITY CHECKLIST



The following guide offers best practices for creating accessible website content.

TEXT AND FORMATTING

- Remove all formatting from pasted text before publishing.
- Use the CMS's built-in heading styles and formatting options only.
- Avoid manually changing font styles, colors or sizes.

IMAGES AND MEDIA

- Add meaningful alternative (alt) text to all informative images.
- Mark decorative images as decorative when appropriate.
- Ensure videos include captions and audio content has a transcript when available.

LINKS

- Use descriptive link text (avoid "Click Here" or "Read More").
- Verify all links are active and direct users to the correct page.

TABLES AND DOCUMENTS

- Use table headers for all data tables.
- Ensure uploaded PDFs and Microsoft Office documents are accessible before publishing.

FINAL REVIEW

- Review the webpage for accessibility before publishing.
- Review and address all "Editorial Accessibility Checker" suggestions before publishing.
- Confirm images, links, documents and media meet ADA accessibility requirements.