



# TOP TEN Accessible Web Design

- 01 Use onboard formatting tools, labeling features, and accessibility checker to ensure documents are constructed to interface with accessible technology.
- 02 Include alternative text (alt text) for all images, complex image groups, graphs, and tables.
- 03 Provide alternative access to information provided visually or through audio. Alternative access for pre-recorded audio or video media could include audio tracks for information presented visually, synchronized captions for audio, or an alternative for time-based media.
- 04 Provide methods to stop visual and audio effects from playing automatically.
- 05 Make all functionality available through keyboard commands. If functionality is not available through arrow keys or tab functions the user must be prompted.
- 06 Provide a mechanism to bypass content repeated on each page of a website or document.
- 07 Provide context for all user input by providing prompts and instructions.
- 08 Turn off automatic features that can cause problems for users with disabilities (e.g. text wrapping).
- 09 Use hyperlink text to provide context and inform users of destination.
- 10 When converting documents to PDF, save them with structure tags enabled and run the accessibility checker before posting them online.

# ACCESSIBLE WEB DESIGN



## Resources

### Website Self-Assessment Checklist

<http://webaim.org/standards/508/checklist>

### Electronic Documents Self-Assessment Checklists

<http://www.hhs.gov/web/section-508/making-files-accessible/checklist/index.html>

### List of Website Self-Check Resources

<http://www.dhs.state.il.us/page.aspx?item=36441>

### Tutorials and Guides

<http://icsps.illinoisstate.edu/2016/08/electronic-and-web-accessibility-webinar-series/>



## Compliance Standards

### Section 508 Standards for Electronic and Information Technology

<https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/section-508-standards>

### Illinois Information Technology Accessibility Act

<http://www.dhs.state.il.us/IITAA/IITAAStandards.html>

For information regarding a civil rights review or technical assistance please contact:

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