

Top 10 Website Accessibility Tasks - Checklist

This checklist highlights the 10 most important actions to ensure your website meets accessibility best practices and WCAG 2.1 AA standards. Use it as a quick reference when designing, developing, and testing web content.

1. **Provide Text Alternatives (Alt Text)**

Add descriptive alt text for all meaningful images, icons, and graphics. Mark decorative images with empty alt attributes (alt="") in the code or by using your media manager's 'Mark as Decorative' option.

2. **Ensure Proper Color Contrast**

Verify text has at least 4.5:1 contrast ratio (3:1 for large text). Do not use color alone to convey meaning.

3. **Make Content Keyboard Accessible**

All interactive elements must work without a mouse. Ensure logical tab order and visible focus indicators.

4. **Use Proper Headings and Structure**

Organize content with correctly nested headings (H1, H2, H3). Use semantic HTML landmarks for navigation.

5. **Provide Captions, Transcripts, and Audio Descriptions**

Caption all video, provide transcripts for audio, and add audio descriptions for visual-only video content.

6. **Use Accessible Forms**

Label all fields with <label> or aria-label. Provide clear error messages and group related fields with <fieldset> and <legend>.

7. **Ensure Responsive and Zoom-Friendly Design**

Content must reflow at 200–400% zoom without horizontal scrolling. Support multiple screen sizes.

8. **Provide Clear, Descriptive Links**

Avoid vague links like 'Click here.' Use meaningful text that describes the link's purpose.

9. **Avoid Content That Flashes or Moves Automatically**

Do not use flashing content. Provide controls to pause, stop, or hide moving or auto-rotating elements.

10. **Test with Assistive Technology and Real Users**

Check with screen readers, keyboard-only navigation, high-contrast mode, and involve users with disabilities in testing.