Digital Accessibility Quick Tips

Contrast
Check that text and other visual elements have strong contrast against the page background.

Color
Check that information conveyed using color is paired with text or another type of visual indicator.

Alternative Text
Provide descriptive alternative text for images, graphs, and charts.

Use of Text
Use text instead of images of text. Text is adjustable, searchable, selectable, and recognized by assistive technologies.

Heading Styles
Use heading styles to organize content in sequential order without skipping levels.

List Styles
Use bulleted or numbered list styles to format list structure.

Links
Use descriptive link text that allows the purpose of the link to be understood from the text alone.

Tables
Format and use simple tables with column and row headers.

Multimedia
Supply multiple avenues for multimedia content, such as captions, audio descriptions, and transcripts.

Native File Formats
Provide documents in their native file format—the default file type a program creates—instead of converting documents to PDF.

Movement, Animations, and Flashing
Provide a way to pause any moving, blinking, or scrolling content that starts automatically. Check that content does not contain anything that flashes.

Shape, Size, and Position
Check that content is presented in a way that does not rely on references to shape, size, or position.

The full Basic Accessibility Checklist is available at
webaccess.msu.edu/basiclist