

Accessible Website and Sharepoint Design Checklist

-  Familiarize yourself with the Web Content Accessibility Guidelines (WCAG) and the principles of Perceivable, Operable, Understandable, and Robust (POUR).
-  Understand the different types of disabilities and impairments (visual, auditory, cognitive, physical).
-  Use high-contrast color combinations to make the content easy to see and read.
-  Make sure text size is adjustable and can be enlarged without losing content or functionality.
-  Ensure that all elements, including buttons and links, are large enough to be easily clicked or tapped.
-  Make sure all non-text content (images, videos, etc.) have alternative text descriptions.
-  Create transcripts for audio content and captions for video content.
-  Use plain language and provide definitions for complex terms or jargon.
-  Ensure all content can be navigated using only a keyboard. Provide clear and consistent navigation options.
-  Include a skip navigation link to allow users to bypass repeated content.
-  Ensure all form fields are clearly labeled.
-  Make sure error messages are clear and help users understand how to fix the problem.
-  Ensure all interactive elements can be used via keyboard and provide clear feedback.
-  Use semantic HTML to give meaning to your content and help assistive technologies understand it.
-  Make sure your site or app is fully functional when technologies like JavaScript are turned off.
-  Test your project with different assistive technologies (like screen readers) and on different devices.
-  Regularly test your project for accessibility issues.
-  Validate your code to ensure it meets accessibility standards. Consider involving users with disabilities in your testing process for real-world feedback.
-  Include an accessibility statement outlining your commitment to accessibility and how users can report any issues.