

ACCESSIBILITY CHECKLIST

FOR DRUPAL CONTENT AUTHORS

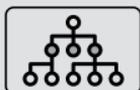


A checklist for Drupal content authors to create accessible Web experiences.



1. PROVIDE TEXT ALTERNATIVES FOR IMAGES

Author meaningful text descriptions for all images. Keep alt text short and concise like a Tweet (around 140 characters or less).



2. USE HEADINGS TO CREATE STRUCTURE

Use provided heading styles in correct order to create structure. Avoid manually formatting headings to be large and bold.



3. USE BULLET & NUMBER FEATURE TO MAKE LISTS

Use the list feature for all bulleted and numbered lists, and use the indent feature to create sublists.



4. PROVIDE HEADINGS AND SUMMARIES FOR TABLES

Indicate column and row headers for all data tables. Provide a concise summary of the purpose of the table.



5. PROVIDE A STRONG COLOR CONTRAST

Small text must be a minimum 4.5:1 contrast ratio and large text must be a minimum of 3:1. Logos and decorative pieces of content are out of scope.



User Experience Office
OFFICE of INFORMATION TECHNOLOGY

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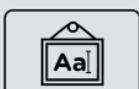
6. PROVIDE CLEAR AND MEANINGFUL LINKS

Provide descriptive text for hyperlinks, avoid terms like “click here,” and indicate if link opens in a new window/tab.



7. PROVIDE IDENTIFICATION FOR LANGUAGES

If a language other than English appears in the content, ensure the language is identified.



8. AVOID USING IMAGES OF TEXT

Do not use an image of text if that text conveys important information, is used as a heading, or appears in the user interface.



9. AVOID USING TABLES FOR LAYOUT

Tables have a specific semantic for screen reader users, therefore we cannot use them to create columns of text.



10. AVOID USING SENSORY CHARACTERISTICS

Avoid using spatial relationships, page position, or relying on any single sensory ability such as vision or hearing.



11. AVOID USING COLOR ALONE

Do not rely on color alone to communicate information; instead provide redundant visual cues like shape, pattern, or text equivalents.

Following these recommendations will lead to better user experiences for people with diverse abilities in sight, hearing, mobility, and cognition.