

Quick Accessibility Checks

Text

Font Style

- Use a simple legible font. In digital spaces this is typically a Sans Serif font.

Text Size

- Avoid using smaller fonts “to make items fit”.

All Caps

- Avoid using all caps for emphasis. All caps can be difficult to read for some screen readers and sighted users.

Abbreviations and Acronyms

- Make sure to define first use of abbreviations and acronyms within a document.

Images of Text

- Images of Text are not text and will not be picked up by screen readers. Content must be provided in another way, such as Alternative Text (alt text).

Color

Color Contrast

- There must be a great enough contrast between the text and background. WCAG 2.1 requires text to have a contrast ratio of 4.5:1 minimum.
 - Dark on light such as Black text on White background or vice versa.
- When in doubt or first using colors, use a contrast checker make sure that 2 colors meet the requirements.
 - [WebAIM Contrast Checker](https://webaim.org/resources/contrastchecker/) (<https://webaim.org/resources/contrastchecker/>)

Color Dependency

- Avoid color dependent directions or descriptions, these can be difficult for anyone with color blindness.

- Example: Instead of using “Press the green button”. Use “Press the green search button on the top right”.

Headings and Structure

Use built in Heading hierarchy to add structure

- Heading must be in order. Example:
 - Title (H1) - Newsletter Title
 - Section 1 (H2) – Director’s Message
 - Section 2 (H2) – Upcoming Programs
 - Subsection 1 (H3) – Youth Programs
 - Subsection 2 (H3) – Adult Programs
 - Section 4 (H2) – New Books
 - Section 5 (H2) – Library Vote
- Do **not** use bold, italics, underline or all caps to designate headings.

Hyperlinks

Use descriptive hypertext.

- Example: [Upcoming Mid-Hudson Events](#)
- Do not use an unformatted URL
 - Example: <https://midhudson.libcal.com/>
- Avoid using “here” or “click here”
 - Example: For upcoming Mid-Hudson Library System Events, [Click Here](#).

Ensure link text makes sense out of context

Alternative Text

Images must include description via alt text.

Alt text will depend on the image’s purpose.

- Image content must be provided in alt text.
 - A flyer should include all event information.
 - A picture of the library may be provided with architectural information or instructions about areas in the library.

Decorative items should be marked

- Decorative images that have no content should be marked. Thus, hidden from screen readers.
- Consider not using Decorative Image.