Usability Checklist

Jumpstart your content accessibility efforts with this basic checklist. For more in-depth insights, key resources and tools are outlined on page 2.

√	Item for Review
	Text is at least size 12.
	Text is in a consistent, simple font (E.g. Arial, Calibri, Open Sans, Verdana).
	There is sufficient color contrast between the text and page background.
	Sentence case (only the first letter of the first word in a sentence is capitalized, along with proper nouns) and **title case** (first letter of each major word is capitalized in a title) is used properly - words are not written in all caps.
	Hyperlink text is perceivable and descriptive (E.g. Read the author's notes). Text can be in a different color and underlined or even in an outlined text box.
	Text is aligned consistently throughout the text - **left aligned** is recommended.
	There is sufficient white space between lines and paragraphs.
	Where applicable, formatted heading styles are used to structure text (Heading 1, Heading 2, etc.).
	Where possible, formatted bulleted or numbered lists are used to make reading text easier.
	If possible, text is written using active voice.
	Sentences are short and use simple, familiar words. Long sentences are broken up with punctuation.
	Use of jargon, acronyms, or informal slang is not present or is limited. If acronyms are used, they have been clearly explained in the text.
	Tables have a clearly labeled header row.
	Images, graphs, or charts include alternative text explaining what is being illustrated (decorative images can skip the alt-text).
	If applicable, content can be successfully viewed using different platforms (E.g. Word or Adobe) and/or browsers (E.g. Chrome, Safari, Edge) and/or devices (Mobile or Desktop).

Resources and Tools

Resources

1. National Disability Rights Network, https://www.ndrn.org/
2. "Vol. 9 Creating accessible online information," Center for Civic Design, https://civicdesign.org/fieldguides/creating-accessible-online-information/
3. "Poll Workers + Polling Places," Center for Civic Design, https://civicdesign.org/topics/poll-workers-polling-places/
4. Quesenbery, Whitney. Accessible UX Principles and Guidelines, https://prod.rm.gfolkdev.net/a-web-for-everyone/accessible-ux-principles-and-guidelines/
5. Plain Language Action and Information Network (PLAIN), https://www.plainlanguage.gov/

Tools

- Google Lighthouse - This is a tool that audits accessibility, SEO, performance, etc. of your website and can be accessed and run via the Google Chrome developer console.

- WAVE - Offers a suite of tools to improve accessibility:
    - This can also be installed as a chrome extension
    - Contrast Checker by WebAIm - Allows you to check for color contrast

- Microsoft Word - Offers an accessibility checker as well as reading level statistics.

- Hemingway Editor - Helps improve and simplify the readability of your text.

- Readability Testing Tool - Allows you to enter text or URL to check readability.