

The Colony Web Accessibility Checklist

USE THE ACCESSIBILITY CHECKLIST TIPS BELOW EVERY TIME YOU EDIT A WEBPAGE
TO ENSURE YOU ARE WORKING TOWARDS WEB COMPLIANCE ONLINE.

CONTENT STRUCTURE

- ☐ Create page titles that accurately reflect content
- ☐ Use logical heading structure (H1, H2, H3) without skipping levels. [CivicPlus tutorial online](#).
- ☐ Use clear, simple language (8th-9th grade reading level)
- ☐ Break up text with bulleted lists and short paragraphs. [CivicPlus tutorial online](#).
- ☐ Use resident-facing terminology (avoid internal jargon)
- ☐ Use the default text fonts/sizes/color standards within CivicPlus to ensure uniformity and branding consistency.
- ☐ Paragraphs of text should be written in the 'normal' font and left justified.
- ☐ Use ADA Checker in Editor Widget before saving. [CivicPlus tutorial online](#).
- ☐ Keep content consistent with like pages. Example: [P&Z layout](#) for all other boards/commissions.

COLOR & CONTRAST

- ☐ Maintain 4.5:1 contrast ratio for normal text (3:1 for large text)
- ☐ Never use color alone to convey information
- ☐ Use bold, italics, or bulleted lists to differentiate information
- ☐ Use bold and italics sparingly. Do not underline font that is not a link.
- ☐ Test color contrast using [WebAIM Contrast Checker](#)

LINKS & NAVIGATION

- ☐ Use descriptive link text (Avoid "click here" and pasting entire HTTP address)
- ☐ Avoid forcing links to open in new windows/tabs
- ☐ Make sure links are not broken
- ☐ Keep navigation consistent across all pages
- ☐ Ensure all functionality works with keyboard navigation (Tab, Space, Enter)
- ☐ Test link color contrast using [WebAIM Link Contrast Checker](#)

CONTENT COPYING/PASTING

- ☐ Use "Paste as Plain Text" option (Ctrl+Shift+V) when pasting content into CivicPlus
- ☐ For stubborn content, paste into Notepad (NOT MS Word) first, then into CivicPlus
- ☐ Verify formatting after pasting (check for hidden HTML i.e. uneven spacing, font differences, etc. which may not show until publishing)

IMAGES & MEDIA

- ☐ Add meaningful alt text to **all** images (max 125 characters). [CivicPlus tutorial online](#).
- ☐ If needed, use an [Alt-Text Generator](#), by copying/pasting an image and typing 'create WCAG compliant alt text in 125 characters or less for the attached image' into the prompt.
- ☐ Provide detailed descriptions for charts and infographics
- ☐ Add captions to **all** videos

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- ☐ Include audio descriptions for important visual content (graphs, charts, text information, etc.) in videos
- ☐ Emojis should not be used on the City's website

TABLES

- ☐ Use tables for data only, not layout. [CivicPlus tutorial online](#).
- ☐ Include proper headers for rows and columns
- ☐ Add captions or summaries for complex tables
- ☐ Use the CivicPlus table tools (never paste tables from other sources). [CivicPlus tutorial online](#).
- ☐ Do not use color or font alone to delineate rows, columns or information

DOCUMENTS

- ☐ Create accessible Word documents and PDFs with proper headings and structure. [Microsoft tutorial online](#).
- ☐ Run accessibility checker in Adobe and update based on Adobe recommendations (Click 'Prepare for Accessibility' in 'All Tools') before uploading to website. [Adobe tutorial online](#).
- ☐ Update Document's Display Name and Description in Document Center so it makes sense to the public. [CivicPlus tutorial online](#).
- ☐ Replace existing published documents to reduce older version access. [CivicPlus tutorial online](#).
- ☐ Unpublish old documents, don't just remove the webpage link to them. [CivicPlus tutorial online](#).
- ☐ Remember: if documents in Document Center aren't overwritten or archived **and** unpublished, the public can still find them (even if they aren't linked on your webpage!)

FINAL TESTING

- ☐ Navigate entire page using only keyboard (Tab, Enter, Space)
- ☐ Check all images on page have appropriate alt text
- ☐ Review text is the same style/spacing throughout and mirrors other TC webpages' style.
- ☐ Test all links to ensure they work and describe what you're clicking on
- ☐ Add/Update Keywords for the page. [CivicPlus tutorial online](#).
- ☐ Evaluate and review page after publishing by [copying page link into WAVE](#)

For CivicPlus questions, first check the [Content Best Practices Guide](#) or visit the [CivicPlus Help Center](#).