Web Accessibility Quick Test Checklist

The following tests can be used to quickly and easily check the accessibility of web pages and PDF documents. Complete testing will still need to be performed by experienced testers using assistive technologies, but these quick tests can help you catch and correct many accessibility errors prior to final testing.

Test	Method
Coding	
Valid HTML	Use the W3C HTML Validator (http://validator.w3.org) to validate your code.
Headings	In the W3C HTML Validator, under More Options, check Show Outline, validate, scroll down to Document Outline, and check that headings are in proper order.
Text & Colors	
Large Fonts	In Internet Explorer, activate large fonts (View menu: Text Size: Largest); check that all text, including text in form fields, increases in size.
High Contrast	In Windows, activate high contrast (Control Panel: Accessibility Options: Display: Settings: High Contrast Black, then Left Alt + Left Shift + Print Screen to toggle). Check that all text responds to color changes and no important information disappears.
Images & Multimedia	
Alternate Text	In Internet Explorer 7 or older, hover the mouse pointer over each image; the alt text will appear as a tool tip. In Internet Explorer 8, turn images off (Tools menu: Internet Options: Advanced: Multimedia: Show Pictures). Check that decorative images do not have alt text, images of words have alt text that includes the same words, and image links have alt text that identifies the link's destination.
Captions	Check that any audio recordings have transcripts and videos have captions.
Links, Forms	
Skip Navigation	Move to the top of the page using Control + Home; use the Tab key to start moving through links/fields. Confirm that there is a visible "Skip to Content" link near the top.
Tab Order & Link Text	Use the Tab key to move through all links and form fields. Confirm that you can tab to all fields in the right order and that the text of each link is unique and understandable.
Field Labels	Use the mouse to click on each form field label; focus should jump to the associated field. Confirm that each field has an associated label. If a field does not have a visible label, hover the mouse pointer over the field and check that it has an appropriate title attribute, which will appear as a tool tip.
Scripts & Objects	
Keyboard Operation	Try to activate any dynamic elements (drop-down menus, tab pages, Flash interfaces, etc.) using only keyboard commands (e.g., Tab key, up/down arrows, space bar, etc.). Check that all dynamic elements can be activated and operated using only the keyboard without any unexpected results.
Downloadable Documents	
PDF Documents	Open any PDF documents in Adobe Reader and save as "accessible text" (File: Save as Text). Open the text file and confirm that all content is present and in the right order.
PDF Forms	Hover the mouse pointer over each form field and check that a label appears as a tool tip. Tab to each field and check that it can be operated using the keyboard.