

Accessibility Tips for Teams

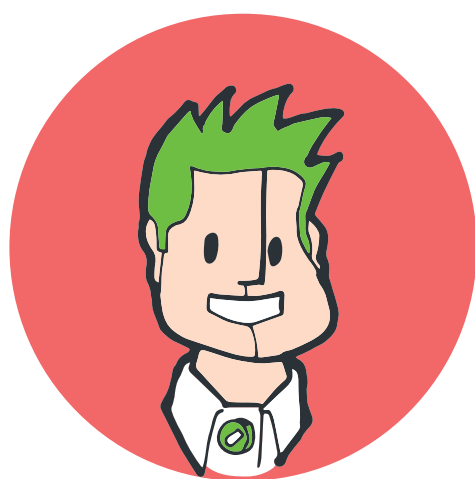


Accessibility is everyone's responsibility

Great products are clever concepts, realised for all.

We all have a role to play

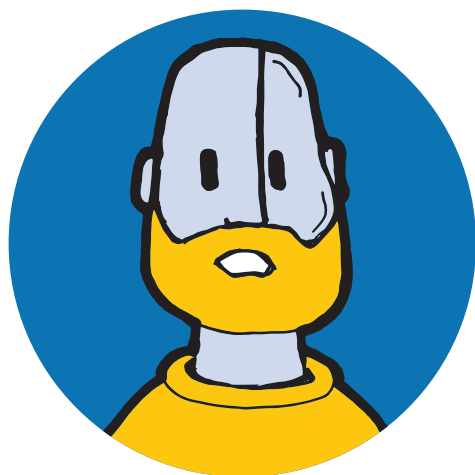
QA tester



Developer



Designer



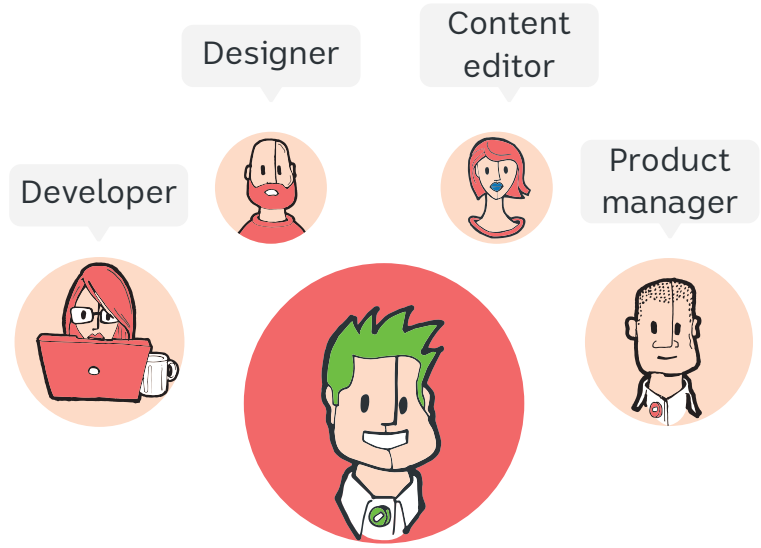
Product manager



Content editor








Accessibility Tips for Teams QA Testers



20% of users have a disability. Include simple tests for broad access. Just put your mouse aside to test keyboard access, and use a screen reader to hear how content is announced to people who are blind.

KEY

-  Reduced hearing
-  Low vision
-  Limited mobility
-  Blind
-  Cognitive impairment

Validation

Does the web page validate, and pass automated accessibility checks?



Visible states

Is the state of all dynamic elements obvious?



Non-text alternatives

Does non-text content, like images and media, have equivalent text alternatives?



Flexible presentation

Is content size and orientation flexible?



Focus feedback

Can you easily see keyboard focus?



Structurally navigable

Can you find, use and and navigate content with a screen reader?



Keyboard accessible

Can you reach all interactions without a mouse, and in logical sequence?



Explain interactions

Are interactions and usage obvious for screen reader users?



Keyboard actionable

Can you trigger all interactions from the keyboard?

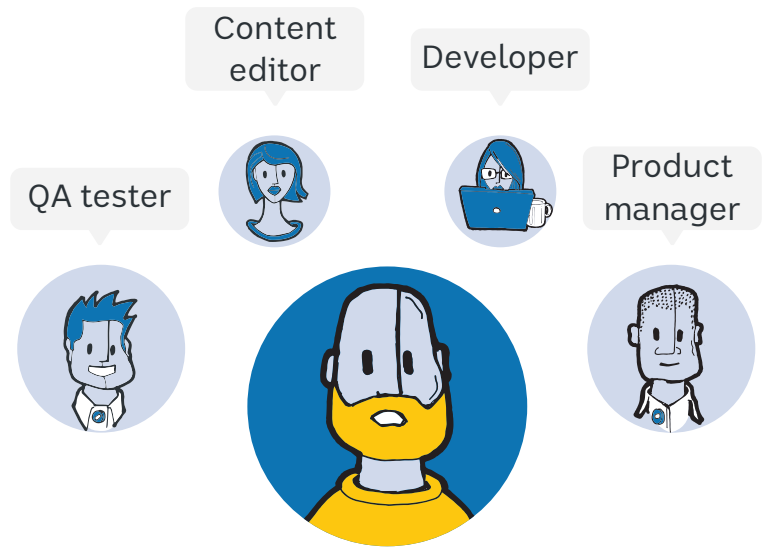


Staying up-to-date

Are screen reader users updated if content changes unpredictably?








Accessibility Tips for Teams Designers



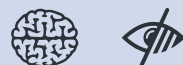
20% of users have a disability. Consider their needs and make better products for everyone. When designing your products use clear flexible designs, simple interactions, and don't assume everyone sees colour the same way.

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Readable text

Is typography clear and legible?



Focus feedback

Is mouse and keyboard focus easy to see?



Obvious icons

Is the meaning of your icon clear?
Does it need a text label?
Have you used consistent alt text?



Clear functionality

Is usage obvious, or are instructions and helpful messaging provided



Labelled interactions

Are form fields, buttons, links and other interactions clearly and unambiguously labelled?



Explicit state changes

Is the state of dynamic interactions obvious?



Generous tap targets

Are interactions sufficiently sized and spaced?



Considered colour

Have you provided alternatives for colour?
Used strong colour contrast?



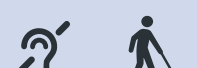
Flexible presentation

Is content size and orientation flexible?



Media alternatives

Do videos have legible, noncompetitive captions?
Is a text transcript placed close to the media player?

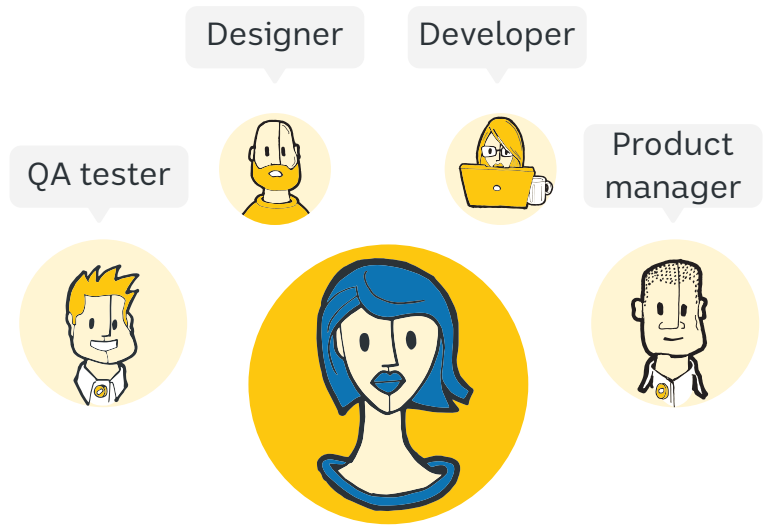


Downstream considerations

Have you conveyed content structure, sequence and states to developers?



Accessibility Tips for Teams Content Editors



20% of users have a disability. For example, not everyone can see your pictures or watch your videos. Provide text alternatives helps more people read, use and understand your content, and boosts reach through improved search engine findability.

KEY



Reduced hearing



Low vision



Limited mobility



Blind



Cognitive impairment

Headings separate content

Is all content separated with informative headings?



Complex images explained

Are complex maps, graphs and other complex images described in text or tables?



Avoid jargon

Write to be understood by your audience



Descriptive link text

Does link text succinctly describe link purpose, and have you avoided generic link text like "click here" and "watch the video"?



Structure reflects presentation

Are all structural elements such as headings, lists and pull quotes chosen from CMS options?



Video has captions

Have you provided video captions that identify speakers, with all dialogue and important sounds?



Images have alt text

Do informative images have an equivalent text alternative?



Media has text transcript

Have you added a text transcript for media that includes all dialogue, and identifies speakers, important sounds and key visuals (like screen text)?



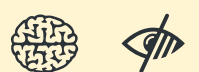
Avoid text in images

Does all text scale without becoming blurry or pixelated?



Strong colour contrast

Have you chosen colours that contrast well against each other?








Accessibility Tips for Teams Developers



20% of users have a disability. Always use native code where possible. Where this is not possible, replicate semantic labels, roles, states, functionality and interaction patterns so that content is usable and understandable for everyone.

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Structure

Are document structural elements, like headings, lists and tables easy to find and navigate?



Semantic identification

Is the name, role and state of all interactions semantically conveyed?



Logical sequence

Is all content reached in logical order?



Intuitive interaction

Is interaction use either obvious or clearly explained?



Image 'alt'

Do image elements have an 'alt' attribute? Does it substitute for the image when it can't be seen?



Input correction

Are input mistakes easy to find and fix?



Hide decorative images

Are decorative images hidden from screen reader users?



Prefer HTML

Use native HTML where possible. Sparingly supplement with ARIA



Keyboard accessible

Are all interactions, and only interactions, visible and predictably usable?

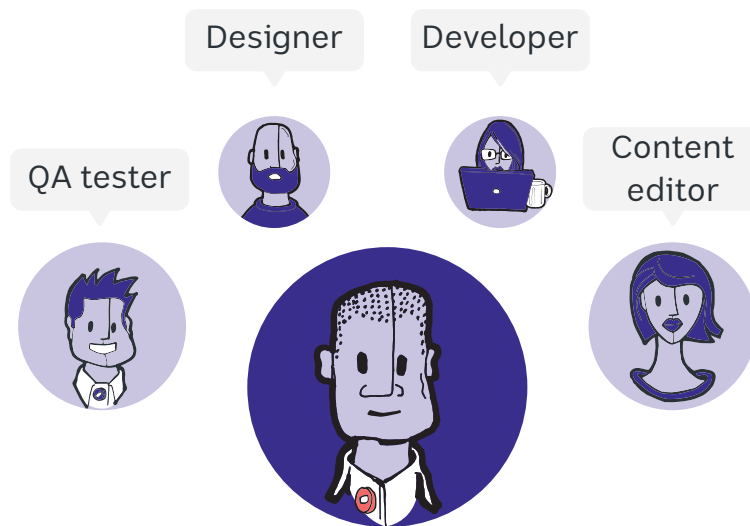


Validation

Does the page pass automated accessibility checks?



Accessibility Tips for Teams Product Managers



20% of users have a disability. Consider their needs and make better products for everyone. Plan early, understand your audiences, choose skilled suppliers and include people with disabilities in research and product testing.

KEY



Reduced hearing



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Diverse abilities

Are people with different abilities represented in your planning?

Text alternatives

Have you sought text alternatives for images and media?

Negotiated needs

Have you consulted and agreed on accessibility requirements and milestones?

3rd party tools

Have you considered accessibility of outsourced add-ins?

Suitable skills

Have you chosen staff and suppliers who are skilled to deliver accessible outcomes?

Early feedback

Have you considered accessibility needs early in your design process?

Sprint planning

Accessibility testing is part of Definition of Done

User research

Have you sought feedback from people with disabilities in your research?

Issue tracker

Can stakeholders easily flag and fix accessibility concerns?

Distribute checklists

Have you shared these checklists with your team?