

## HTML 508 Checklist

- Document file name does not contain spaces or special characters and is no more than 20 characters.
- If frames are used, each frame includes a title that describes the frame's purpose or content.
- Documents are readable without an associated style sheet.
- All images and/or non-text elements have alternative text descriptions:
  - Alt tags should be limited in length
  - Longer descriptions should use the longdesc tag.
  - Images used only for decoration or spacing have null alt tags.
- All charts and graphs have either an alternative text description or provide a description in the text immediately below the chart/graph. Descriptions in the text must be referenced in the alt tag.
- Image maps use appropriate alternative text and are rendered on the user-side.
- Color is not used to convey important information, e.g., "See red text below."
- Color contrast is sufficient and color combinations used are distinguishable to those with color-blindness.
- Data tables identify row and column headers.
- Data cells in tables are associated with row and column headers.
- Graphics, animations, movies, or other objects avoid strobing, flickering, or flashing effects.
- Scripts include text and keyboard access, and the Web page functions properly when the scripts are disabled. (Examples: images used in navigation scripts have alt tags and "onClick" commands are accompanied by "onkeypress.")When electronic forms are designed to be completed online:
  - Use the LABEL and ID elements when form controls are text input fields.
  - Make dynamic HTML scripting keyboard accessible. ○ Use Title attributes.
  - Include special instructions within FIELD labels. ○ Create form fields in logical tab order.
  - Render buttons in HTML rather than as images.

- A Skip Navigation link is provided with any repetitive navigation.
- The user has control over the timing of content changes. Font size is under user control.
- All linked files are 508-compliant or a second link to an equivalent alternative HTML or text-only version is provided.
- A link to a download is provided for all viewers, players, and plug-ins. (Example: Adobe Acrobat Reader, Windows Media Player, PowerPoint.)
- File format and size of non-HTML linked files are provided.
- A text-only version is provided when there is no other way to make the content accessible. (Example: A flow chart must have a text equivalent.)