# Accessibility Checklist for Content Creators

Adopting accessibility at the outset has been proven to be the most effective way to implement accessible digital products. The purpose of this checklist is to help Content Creators define accessible content as easily and efficiently as possible.

## Leveraging the 10 Essentials for Content Creators

Using the table below, place a check mark in each row for elements that are included in the user story on which you are currently working. Then, leverage the examples listed in the third column to make content accessible for assistive technology (AT) users.   
Note: If you are interested in understanding why and how each element is critical for AT users, use the links in the 10 Essentials Elements column for detailed explanations.

| √ | 10 Essential Elements | HTML Techniques |
| --- | --- | --- |
|  | [Page title is distinctive and descriptive.](https://accessibility.huit.harvard.edu/use-consistent-navigation-and-orientation) | * [Writing document titles.](https://accessibility.huit.harvard.edu/technique-writing-document-titles) |
|  | [Content is broken into logical segments.](https://accessibility.huit.harvard.edu/structure) | * [Structuring Content.](https://accessibility.huit.harvard.edu/technique-structuring-content) * [Referring to page content by its position.](https://accessibility.huit.harvard.edu/technique-referring-controls-position) |
|  | [Descriptive headings mark content segments.](https://accessibility.huit.harvard.edu/identify-headings-lists-and-tables) | * [Building Tables.](https://accessibility.huit.harvard.edu/technique-building-tables) * [Identifying Lists.](https://accessibility.huit.harvard.edu/technique-semantic-list-markup) * [Identifying headings.](https://accessibility.huit.harvard.edu/technique-semantic-heading-markup) |
|  | [Headings are styled using semantic markup.](https://accessibility.huit.harvard.edu/identify-headings-lists-and-tables) | * [Heading structure.](https://accessibility.huit.harvard.edu/practice-heading-structure) |
|  | [Text on page has sufficient color contrast.](https://accessibility.huit.harvard.edu/use-sufficient-color-contrast) | * [Checking color contrast.](https://accessibility.huit.harvard.edu/technique-checking-color-contrast) |
|  | [Text on page is clean, uncluttered, and easy to read.](https://accessibility.huit.harvard.edu/design-readability) | * [Readable paragraph text](https://accessibility.huit.harvard.edu/technique-paragraph-typesetting). |
|  | [Text is written for easy and quick comprehension.](https://accessibility.huit.harvard.edu/design-comprehension) | * [Create project charter.](https://accessibility.huit.harvard.edu/technique-create-project-charter) |
|  | [Links are easy to find and are descriptive.](https://accessibility.huit.harvard.edu/write-helpful-links) | * [Writing link text.](https://accessibility.huit.harvard.edu/technique-writing-link-text) |
|  | [Images are meaningful and have suitably descriptive text alternative.](https://accessibility.huit.harvard.edu/describe-content-images) | * [Writing alternative text.](https://accessibility.huit.harvard.edu/practice-writing-alternative-text) * [Using diagrams to illustrate text.](https://accessibility.huit.harvard.edu/practice-supplementary-diagram) * [Describing graphs.](https://accessibility.huit.harvard.edu/technique-describing-graphs) |
|  | [For media, there are captions for audio and descriptions for information provided visually.](https://accessibility.huit.harvard.edu/provide-captions-and-descriptions-video) | * [Writing captions.](https://accessibility.huit.harvard.edu/practice-writing-captions) |

## Testing

Test the accessibility of your content.

| √ | Testing Objectives | Testing Techniques & Tools |
| --- | --- | --- |
|  | Navigate through the interface and complete interface tasks using keyboard only | Navigate, access content, and complete tasks just with the Tab, Enter and arrow keys |
|  | Navigate through the interface and complete interface tasks using a screen reader | [Free screen readers](https://usabilitygeek.com/10-free-screen-reader-blind-visually-impaired-users/) |
|  | Verify appropriate color contrast | [WebAIM Color Contrast Checker](https://webaim.org/resources/contrastchecker/) |