



ACCESSIBILITY REVIEW CHECKLIST

Accessibility starts with a properly formatted document. Use the checklist below to ensure the application follows accessibility guidelines.

Font Style and Size

- ☐ **Font:** Century Gothic
- ☐ **Size:** 12-pt body; 10-pt tables & footnotes

Document Properties

- ☐ **Title:** The title of the document
- ☐ **Subject:** Brief description of the document's subject
- ☐ **Tags/Keywords:** Words associated with the document during a search; words that will effectively rank the document for relevance
- ☐ **Author:** The Program Division, District, or Owner

Titles and Headings

- ☐ Use style elements to indicate hierarchical level of a title or heading (i.e. H1, H2, H3)

Paragraph Spacing

- ☐ Use paragraph spacing between paragraphs, not hard returns.
 - If Styles / Paragraph Styles are used correctly, paragraph spacing is already built in.

Alternative Text (Alt-Text)

- ☐ Provide alternative text (alt-text) for all meaningful images, charts, maps, and diagrams.
- ☐ Mark decorative images, watermarks, and background images as "decorative" or artifact.

- ☐ Provide alt-text for hyperlinks; include the title / name of the landing page, website, or email

Hyperlinks

- ☐ All hyperlinks should be active and go to the correct location when clicked
- ☐ Include descriptive link text (e.g. Caltrans ADA Resources) instead of a raw URL.

Text Color

- ☐ Include other visual, non-color dependent text styling (e.g. **bold**, *italics*, underline) for persons with color vision deficiency

Tables

- ☐ Keep tables simple
- ☐ Only use one row in the header
- ☐ Never merge or split cells
- ☐ Do not leave any cells, rows, or columns blank
- ☐ Add table summary

Scanned Documents – Do Not Include

- ☐ Do **not** include scanned pages or scanned PDFs in the application package
- ☐ If a document is scanned, it must undergo Optical Character Recognition (OCR) and full remediation to ensure machine readability.