

CLIENT WEBSITE TECHNOLOGICAL ACCESSIBILITY CHECKLIST INSTRUCTIONS

Purpose:

The technological accessibility checklist is a short, internal evaluation tool to help you examine some basic components of website accessibility.

When to Use:

This checklist can be used:

- To examine the accessibility of your website prior to launching it.
- To periodically review the accessibility of your website.

How to Use:

Review the checklist with your website designer/design team to identify the accessibility "standards" that are relevant to your website. Included here are content items that are commonly assessed in the technology and the legal services and other fields; however, you or your website designer/design team may have different standards or additional standards that should be included as checklist items.

Responsibility for this checklist should be in the hands of those responsible for the website design.

How to Analyze Results:

Data analysis is straightforward with checklists. The checklists are designed to identify areas which need improvement so that steps can be taken to address limitations or to make a conscious choice not to deal with the inadequacies. The checklist form has a space for a brief description of next steps to improve accessibility.

Other Resources:

- Michele Ward, Philip Rubens, and Sherry Southard. *Guidelines for Accessible Web Site: Technology & Users*. <http://www.stc.org/proceedings/ConfProceed/2000/PDFs/00044.PDF>
- *Accessibility Considerations*. <http://www.co.multnomah.or.us/help/toolbox/ada.html>
- Michigan State University. *Web Accessibility: Breaking down barriers*. <http://www2.rcpd.msu.edu/WebAccessibility/webaccess.pdf>

Several on-line tools are available to help you to check the accessibility of your website. The on-line tools should be used by those developing the website. Tools are platform dependent and programs will want to consult with technology provider before spending money on any tool.

For Technological Access

- <http://www.netmechanic.com/>
One of the more popular, easier to use, and less technical resources is the on-line service of NetMechanic. For a yearly subscription price, NetMechanic will monitor a site and regularly report on broken links, code errors, browser compatibility and other problems. NetMechanic also provides a range of repair tools for the problems it uncovers. For sites of 100 pages or less, the cost is \$50.00 per url.

- <http://www2.imagiware.com/RxHTML/>

Another good resource is Dr. HTML. Doctor HTML is a Web page analysis tool for use over the World Wide Web or across company intra-nets behind a firewall. The main program is written in Perl for easy adaptation to specific tasks. One license costs \$350.00.

- <http://validator.w3.org/>

This site offers a free service that checks documents like HTML and XHTML for conformance to the World Wide Web Consortium (W3C) recommendations and other standards.

- <http://www.anybrowser.com>

ANYBrowser.com is a web site that offers free tools to find out how to make your website viewable for the majority of your visitors. They created the AnyBrowser *iii* specification that defines what tags you are allowed to use if you want your site to be viewable by the majority of Internet users. This website also offers link checker.

- Additional evaluation and repair software for web accessibility is available from <http://www.w3.org/WAI/ER/existingtools.html> and <http://www.softwareqatest.com/qatweb1.html>.

Access for Disabled Users

(For those using templates, check with your website vendor if you meet the W3C Guidelines)

- <http://www.cast.org/bobby>

Bobby WorldWide helps to identify changes to pages so users with disabilities can more easily use the Web pages. Many people with disabilities use special Web browsers, such as one that reads text out loud using a speech synthesizer for blind users. The suggestions made by Bobby help to add information to a Web page which will help the special browsers work more effectively. Bobby software will analyze a website pursuant to either the World Wide Web Consortium (W3C) Guidelines or the U.S Section 508 regulations. You can analyze individual pages from the Bobby website. To analyze an entire site you need to download the software. The current version costs \$99.

- <http://aprompt.snow.utoronto.ca/>

The Adaptive Technology Resource Centre at the University of Toronto offers APrompt, a free tool that provides comprehensive support for the World Wide Web Consortium (W3C) Guidelines. In addition it steps you through repairing the problems it finds. The repair process can be many steps and it can only work with a page at a time, but it is useful for different users than Bobby's, especially for developers of small sites or beginners with accessibility.

- <http://www.usablenet.com>

UsableNet offers industry-leading information and expertise in the form of simple, easy-to-use software tools and services that automate website usability and accessibility testing and repair.

CLIENT WEBSITE TECHNOLOGICAL ACCESSIBILITY CHECKLIST

Completed By: _____

Date: _____

Checklist Item	Meets Expectations	Needs Some Improvement	Needs Much Improvement	Describe Next Steps
Do you have server and bandwidth to handle traffic at peak times?				
Will the website run on recent versions of commonly-used browsers? ¹				
Do you control the font and colors to prevent users from losing site access?				
Has the site been designed to accommodate as many screen resolutions and sizes as possible?				
Does your website perform adequately on 56K connections?				
Are all pages printer friendly? ²				
Can downloadable documents be accessed in common standard file formats, such as HTML, PDF, RTF or Word (or other common software)?				
Can the website can be browsed when images are disabled in the browser by using hypertext alternatives to navigable images?				
Has any consideration been given to colors in the website and colorblind website users?				

¹ There are many different browsers. The most popular ones include MicroSoft Internet Explorer and Netscape. Other browser are Lynx, Mosaic, Mozilla, Opera, Netscape.

² Electronic pages may not print legibly. Attention should be paid to the contrast between the font and background, printing width and editing out superfluous images.