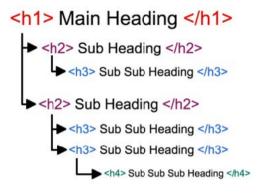# Accessibility Best Practices Cheat Sheet

Heading Order

1. Headings should be used in a logical order (h1, h2, h3...).
2. Avoid skipping heading levels.


```
<h1> Main Heading </h1>
   <h2> Sub Heading </h2>
      <h3> Sub Sub Heading </h3>
   <h2> Sub Heading </h2>
      <h3> Sub Sub Heading </h3>
      <h3> Sub Sub Heading </h3>
         <h4> Sub Sub Sub Heading </h4>
```

Table Headers & Scope

Ensure every table has a header:
Use <th> for header cells, <td> for data cells.

Use the **appropriate scope** attribute for a table header:
<th *scope="row"*>header</th>
1. Use the **row** scope if header identifies row
2. Use the **col** scope if header identifies column.
3. Use **rowgroup**/**colgroup** if header identifies a group of rows or columns

Word Documents

1. Apply predefined heading styles for organization.
2. Follow **Image Alternative Text Standards**
3. Follow **Link Text Standards**
4. Use **tables** with **headers** for data display.
5. Use bullet points/numbered lists for items.
6. Use Word's "**Check Accessibility**" for error detection.

iframe Standards

1. Always include a title in the **title attribute** of an iframe, especially in **YouTube videos**.
2. Ensure it is **meaningful** and **descriptive**, describing the iframe's **purpose** and **function**.

Image Alternative Text Standards

1. Describe the content and its function **concisely** and **accurately**.
2. **Skip phrases** like 'image of', 'graphic of', or 'logo of.' Describe **what image is** or its purpose.
3. Use **empty alt text** for **decorative** images.

Link Text Standards

1. Accurately describe a Link's **purpose** or **destination**.
2. Avoid non-descriptive instructions like "click here", "read more", etc.
3. Keep link text short but clear.
4. Use text for links, not raw URLs.

Captioning

1. Ensure **all media** published has captions.
2. Ensure that captions are **accurate** and **synchronized**.
3. Use **Cascade** for embedding YouTube videos with default captions.

Request [MediaVision's Captioning](#) service for video captions if there are no captions.

Color Contrast

1. Choose **contrasting** colors to ensure visibility, avoiding similar hues, brightness, or saturation.
2. Contrast ratio of at least **4.5:1** for normal text and **3:1** for large text.
3. Use **web extensions** to check the contrast: [WebAim Color Contrast](#), [Eye Dropper extension](#), [Color Contrast Analyzer](#)

View more details about
[Web Accessibility](#)