

# Perceivable Accessibility Checklist

## Visual Clarity & Text

- Contrast Ratio:** Does all text meet the minimum **4.5:1** contrast ratio (3:1 for large text)?
- No Color-Only Cues:** Is information conveyed through text or icons as well as color (e.g., "Error: Required field" vs. just a red box)?
- Text Scaling:** Can the page be zoomed to **200%** without losing content or functionality?
- Link Styling:** Are links visually distinct (e.g., underlined) and not confused with plain bolded text?

## Structural Navigation

- Headings:** Are `<h1>` through `<h6>` tags used in a logical, nested order (no skipping levels)?
- Lists:** Are bullets and numbered steps created using proper HTML list tags?
- Descriptive Links:** Does the link text describe exactly where it goes (e.g., "Register for ITEC Workshop" instead of "Click here")?

## Images & Media

- Alt Text:** Does every image have a descriptive `alt` attribute (or an empty `alt=""` if purely decorative)?
- Captions (Video):** Do all videos have accurate, synchronized captions?
- Live Captions:** Are real-time captions provided for live-streamed events?
- Audio Descriptions:** Do all videos have descriptions in the captions telling what is going on in the video or performance?
- Transcripts (Audio):** Is there a text transcript provided for podcasts or audio-only recordings?

## Complex Data & Documents

- Table Headers:** Are table headers (`<th>`) correctly assigned to their respective rows and columns?
- Table Captions:** Does every data table have a title or summary?
- PDF Tagging:** Are all uploaded PDFs "tagged" for accessibility and have a defined document language?
- PDF Metadata:** Does the PDF file have a descriptive internal "Title" in the properties?

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## Perceivable Error Log (Common Pitfalls)

**The "Empty Alt" Trap:** Avoid using `alt="image"` or `alt="photo"`. If it doesn't add meaning, leave it empty (`" "`).

**The "Manual List" Mistake:** Don't use a dash (-) or a number typed manually. Use the list tool in your editor so screen readers can announce the item count.