Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs

Accessibility Checklist: Experience Builder

Use this checklist to ensure your Experience Builder application meets all requirements for accessibility. Please refer to the GIS Experience Builder Accessibility Guidance page on Mass.gov for details on how to meet these requirements.

Date Reviewed: _____ **Owner Username:** _____

Experience Name: _____

Experience URL: _____

Map

- ☐ Any included web map(s) pass web map-specific accessibility requirements.
- ☐ The widget controller is docked above the top left corner of the application and has a solid background behind it.
- ☐ The widget colors (default, hover, and selected) meet minimum contrast requirements (3:1 contrast ratio) with solid background.
- ☐ Widgets have short, concise, and meaningful names.
- ☐ Widgets have visible labels (mobile layout is an exception, depending on the number of widgets—see best practices for more information).
- ☐ Widget icons provide logical connection to tool's purpose.
- ☐ "About", "Legend", and "Layers" widgets are included (a requirement).
- ☐ If basemap options should be available to end users, the Basemap widget is used, rather than the basemap tool option being enabled for the web map.
- ☐ Home and zoom controls are displayed in the top left corner of the map.

Interface

- ☐ Both A11y settings have been enabled before adding any content to the Experience.
- ☐ Absolute sizing (pixels) of elements is not used; all components are sized by percentage or use the auto-sizing option to ensure all interface components can reflow as users manually zoom screen sizing.
- ☐ Do not rely solely on color to convey information.
- ☐ The contrast ratio between interface components, graphics, and adjacent colors is at least 3:1.
- ☐ Site header is present on all page(s).
- ☐ Site footer is present on all page(s), except for map-centric Experiences, which do not require a footer.

- ☐ Site navigation is placed and configured consistently.
- ☐ Components that have the same functionality are used, identified, and attributed consistently (e.g. an "info" icon is used in the same way, with the same visible text and tooltip throughout the application).
- ☐ Any component requiring user input must provide instructions or description of expected input.
- ☐ Any form(s) provide error messaging to aid users with correction of mistakes.
- ☐ Flashing content is not used.
- ☐ User interface components with visible text have matching accessible name (tooltip text) or accessible name starts with the same word(s) as the visible text.
- ☐ A clear, precise label of less than 125 characters has been added to each of the following elements:
    - ☐ Web map(s)
    - ☐ Embedded content
    - ☐ Attribute table(s)
    - ☐ No other elements have received an accessible label
- ☐ Do not ask for the same information or require the same interaction twice within a session.
- ☐ Access to help is provided in a consistent location.
- ☐ A button to re-open splash screen(s) containing instructions is provided.
- ☐ A button to open the attribute table is provided.
- ☐ Every page of the app has a clear and meaningful title.
- ☐ A footer is included that follows appropriate design guidelines.
- ☐ All three screen sizes have been configured.
    - ☐ Desktop view.
    - ☐ Tablet view.
    - ☐ Mobile view.
- ☐ App has been tested in portrait and landscape views—all content works as expected.

User Interaction

- ☐ Authentication is not required through memory, transcription, or cognitive tests without alternatives.
- ☐ Instructions do not rely solely on sensory characteristics (e.g. "Tap the button below to update the map" [non-compliant] vs. "Tap the update map button to update the map" [compliant]).
- ☐ All content is keyboard accessible without requiring specific timings.
- ☐ No keyboard traps exist (see best practices for more information).

- ☐ No special gestures or motions are required to access content (e.g. content is not dependent on a user's ability to move a device).
- ☐ All email addresses, phone numbers and place addresses are clickable links.
- ☐ All videos, moving, and auto-updating content provides user controls to pause or stop content.
- ☐ Audio or video content does not auto-play. GIFs are not used.
- ☐ The custom "Focus indicator" color has been set to #dc0a92 (accessed under theme > customize).

Text

- ☐ Headings should create a hierarchical outline of content and not be used solely for esthetic purposes.
- ☐ One H1 heading is used per page.
- ☐ Page titles and headings should be synonymous with one another to assist with wayfinding.
- ☐ Page titles are in proper case (e.g. General Information).
- ☐ Page headings are in sentence case (e.g. General information).
- ☐ A sans serif font is used.
- ☐ The same font style is used throughout the entire application.
- ☐ Bold is used sparingly, and only to convey important information.
- ☐ Text is not center aligned.
- ☐ Underlining is only used for hyperlinks.
- ☐ The use of "click here" or "here" for links is not present.
- ☐ The purpose of each link is clearly communicated directly in the link text.
- ☐ Any links open in the current window (exception if the link is to a non-secure, http website).
- ☐ Sentence case is used when possible. Avoid the use of all capital letters (abbreviations are an exception).
- ☐ Minimum font size is at least 12 pt (16 px) or larger.
- ☐ The color contrast ratio between text and background is 4.5:1.
- ☐ Text is plain and easy to understand. Common, everyday words are used (avoid the use of jargon and idioms).
- ☐ All acronyms are defined at least once before they are used.
- ☐ Sentences are used, where possible, to convey information.
- ☐ All text blocks have been configured to use relative sizing.
- ☐ Text supports reflow up to 400% without loss of content. Test by zooming on browser to 400%.

Images

- ☐ Do not use images of text.
- ☐ If placing text over an image, ensure the text block has a semi-opaque background to ensure high color contrast between text and background is always met.
- ☐ All non-text content included has a text alternative that serves an equal purpose.
- ☐ Logo(s) in header and footer do not have alt text.
- ☐ Decorative images do not have alt text.
- ☐ Images used in lists have appropriate alt text that is unique and is tied to dynamic attribute field(s) from the related feature.
- ☐ Images used in lists do not include a tooltip.

Alternate Formats

- ☐ Map data is available in an alternative format (such as through the attribute table).
- ☐ Provide an alternative to video-only and audio-only content.
- ☐ Provide captions and/or transcript for videos with audio.

Application Item Details (Alternative Text)

The Experience application has completed item details, which serves as the alternative text for the app. All text descriptions should serve the equivalent purpose as the visual. This should include:

- ☐ Item summary—a brief statement (1-2 sentences) describing the item.
- ☐ Item description—several sentences focusing on key patterns, takeaways, and purpose.
- ☐ Terms of Use
- ☐ Credits
- ☐ Tags—include an 'accessible' tag. This tag flags this item as meeting accessibility requirements.