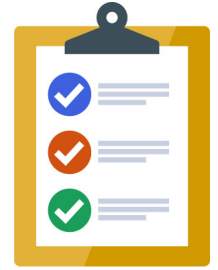# Checklist: making your website accessible for emergencies

Format

- Use HTML or a file format that screen readers can read.
- If you use Portable Document Format (PDF), tag it properly.

Layout

- Use large fonts with a high colour contrast (minimum 4:1).
- Use dark colours against a light background.
- Limit colour and graphics.
- Enable resizable text.
- Give your content more structure by using titles and section headings.
- Use descriptive hyperlinks.
- Limit the use of tables. If you use them:
  ◦ Identify column and row headers.
  ◦ Break complex tables down into smaller tables.
  ◦ Avoid merged and empty cells.

Videos and multimedia files

- Have text versions of audio and visual information.
- Use captions and audio description for videos.
- Have videos in sign language.
- Do not use media files that play automatically.

Photos and images

- Include alternative text (alt text) for all photos and images.
- Do not use graphics interchange formats (GIFs).
- Choose graphic elements or photos with good colour contrast (minimum 4:1).
- Avoid putting text on photos.

Forms

- Clearly label each field in a form.
- Use an HTML format.

For more information, check our guide Accessible communication during COVID-19 and other emergencies: A guideline for federal organizations.