

# Digital Accessibility Checklist

**Before uploading/submitting a file be sure these are done:**

1. Ensure all documents meet accessibility standards
  - a. Before uploading, confirm the document includes:
    - i. Proper heading structure
    - ii. Real text (not scanned images of text)
    - iii. Readable fonts and sufficient color contrast
    - iv. Descriptive link text
    - v. Alt text for meaningful images
    - vi. Correct document language and reading order
2. Ensure the document needs to be shared with the public
3. Use clear, descriptive file names
4. For:
  - a. **Connect Public Site:** If you're the document's owner and you're uploading it the Connect public site yourself, you'll need to attest that it's accessible before uploading it. **If it's not accessible, don't upload it.**
  - b. **NCDOT Public Website:** If you need the Communications Office to upload the document to the NCDOT public website, as the document owner, you're responsible for making sure its accessible before submitting a [Website Request](#).