By date By group WEB AND INDUSTRY Automotive Digital Publishing Entertainment (TV and Broadcasting) Web and Telecommunicatik Web of Data Web of Things Web Payments Web Security WEB FOR ALL Accessibility Internationalization W3C A to Z COMMUNITY AND BUSINESS GROUPS Current Groups Proposed Groups WORKING GROUPS Specifications by group Participant guidebook

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The Must-Have WCAG 2.0 Checklist

Practical Resource Guide

CESSIBILITY

INTRODUCTION

Purchasing behaviours have changed – customers are using the web to shop, to communicate and to work. In the U.S. alone, 20% of the population identify as having a disability.

That's one in five people that brands may not be reaching via their digital properties and that's in the U.S. alone.

The intent of this paper is to give accessibility professionals, web developers, and website project leads a straightforward checklist that will make developing an accessible website easier. We're also going to answer questions such as: what are the guidelines? Why do people need to follow the guidelines?

This checklist is great for teams as they integrate web accessibility within their organizations.



WHAT IS WCAG 2.0?

Web Content Accessibility Guidelines (WCAG) 2.0 is a technical guideline, which explains how to make web content more accessible to people with disabilities. Web content in this scenario, generally refers to the information in a web page or web application, including text, images, sounds, code or markup that defines structure and presentation.

The WCAG 2.0 guidelines were developed by the World Wide Web Consortium (W3C) and have been incorporated into an ISO standard by the International Organization for Standardization (ISO). The ISO standard is not law, but many global standards and regulations for web accessibility use the WCAG 2.0 guidelines including the Americans with Disabilities Act (ADA), Section 508, Section 504 and the Accessibility for Ontarians with Disabilities Act (AODA).

The guidelines cover blindness, including low vision and photo-sensitivity; deafness and hearing loss; learning disabilities; cognitive limitations including those associated with age and illness; a limited range of movement; speech disabilities, and any combination of any the above. While following the WCAG 2.0 guidelines has obvious benefits for people with disabilities, they also make web content more usable to general users.

WCAG 2.0 has 12 guidelines that include testable success criteria. The guidelines are organized under four principles: perceivable, operable, understandable and robust. The testable criteria has three levels of conformance, beginning with Level A, the minimum; Level AA, and finally Level AAA.

WHY USE WCAG 2.0?

A company that incorporates accessibility using the WCAG 2.0 guidelines ensures that their brand's digital properties are globally accessible, and reduces the need for resources to meet geographicspecific standards. Given that it is a universally accepted set of guidelines, customers, who use assistive technology devices, like screen readers, to browse the web, shop and work online can easily engage with brands digitally.

However, when it comes to accommodating customers with physical disabilities, following the WCAG 2.0 guidelines are an exercise in futility. These customers would require assistive technologies like keyboard, mouse and touch replacement tools.

The following checklist will help you and your digital team achieve and maintain compliance with WCAG 2.0 level A, AA and AAA.



Tip: Start with Level A and work your way up to Level AAA as your brand's accessibility needs evolve to delight your customers.

LEVEL A CHECKLIST

Project:	Date:
Website:	Webpage:

1	GUIDELINES	DESCRIPTION	NOTES	PASS/FAIL	r
	1.1.1 – Non-text Content	Provide text alternatives for non-text content			
	1.2.1 – Audio-only and Video-only (Pre-recorded)	Provide an alternative to video-only and audio-only content			
	1.2.2 – Captions (Pre-recorded)	Provide captions for videos with audio			de
	1.2.3 – Audio description or Media Alternative (Pre-recorded)	Video with an audio has a second alternative			
	1.3.1 – Info and Relationships	Logical structures			
	1.3.2 – Meaningful Sequence	Present content in a meaningful order			
	1.3.3 – Sensory Characteristics	Use more than one sense for instructions			
	1.4.1 – Use of colour	Don't use presentation that relies solely on colour			
	1.4.2 – Audio Control	Don't play audio automatically			
	2.1.1 – Keyboard	Accessible by keyboard only			-
	2.1.2 – No keyboard Trap	Don't trap keyboard users			
	2.2.1 – Timing Adjustable	Time limits have user controls			
	2.2.2 – Pause, Stop, Hide	Provide user controls for moving content			4
	2.3.1 – Three Flashes or Below	No content flashes more than three times per second			
	2.4.1 – Bypass Blocks	Provide a "Skip to Content" link			
	2.4.2 – Page Titled	Helpful and clear page title			
	2.4.3 – Focus Order	Logical Order			
	2.4.4 – Link Purpose (In Context)	Every link's purpose is clear from its context			
	3.1.1 – Language of Page	Page has a language assigned			
	3.2.1 – On Focus	Elements do not change when they receive focus			
	3.2.2 – On Input	Elements do not change when they receive input			
	3.3.1 – Error Identification	Clearly identify input errors			
	3.3.2 – Labels or instructions	Label elements and give instructions			
	4.1.1 – Parsing	No major code errors			
	4.1.2 – Name, Role, Value	Build all elements for accessibility			

Signed:

LEVEL AA CHECKLIST

Project:	Date:	
Website:	Webpage:	

1	GUIDELINES	DESCRIPTION	NOTES	PASS/FAIL
	1.2.4 – Captions (Live)	Live videos have captions		
	1.2.5 – Audio Description (Pre-recorded)	Users have access to audio description for video content		
	1.4.3 – Contrast (Minimum)	Contrast ratio between text and background is at least 4.5:1		
	1.4.4 – Resize Text	Text can be resized to 200% without loss of content or function		
	1.4.5 – Images of Text	Don't use images of text		
	2.4.5 – Multiple Ways	Offer several ways to find pages		
	2.4.6 – Headings and Labels	Use clear headings and labels		
	2.4.7 – Focus Visible	Keyboard focus is visible and clear		
	3.1.2 – Language of Parts	Tell users when the language on a page changes		
	3.2.3 – Consistent Navigation	Use menus consistently		
	3.2.4 – Consistent Identification	Use icons and buttons consistently		
	3.3.3 – Error Suggestion	Suggest fixes when users make errors		
	3.3.4 – Error Prevention (Legal, Financial, Data)	Reduce the risk of input errors for sensitive data		



LEVEL AAA CHECKLIST

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GUIDELINES			
GOIDELINES	DESCRIPTION		NOTES
1.2.6 – Sign Language (Pre-recorded)	Provide sign language translations for videos		
1.2.7 – Extend Audio Description (Pre-recorded)	Provide extended audio description for videos		
1.2.8 – Media Alternative (Pre-recorded)	Provide a text alternative to videos		
1.2.9 – Audio only (Live)	Provide alternatives for live audio	ľ	
1.4.6 – Contrast (Enhanced)	Contrast ratio between text and background is at least 7:1		
1.4.7 – Low or No Background Audio	Audio is clear for listeners to hear		
1.4.8 – Visual Presentation	Offer users a range of presentation options		
1.4.9 – Images of Text (No Exception)	Don't use images of text		
2.1.3 – Keyboard (No Exception)	Accessible by keyboard only, without exception		
2.2.3 – No Timing	No time limits		
2.2.4 – Interruptions	Don't interrupt users		
2.2.5 – Re-authenticating	Save user data when re-authenticating		
2.3.2 – Three Flashes	No content flashes more than three times per second		
2.4.8 – Location	Let users know where they are		
2.4.9 – Link Purpose (Link Only)	Every link's purpose is clear from its text		
2.4.10 – Section Headings	Break up content with headings		
3.1.3 – Unusual Words	Explain any strange words		
3.1.4 – Abbreviations	Explain any abbreviations		
3.1.5 – Reading Level	Users with nine year of school can read your content		
3.1.6 – Pronunciation	Explain any words that are hard to pronounce	ŀ	
3.2.5 – Change on Request	Don't change elements until users ask	f	
3.3.5 – Help	Provide detailed help and instructions	Í	
3.3.6 – Error Prevention (All)	Reduce the risk of all input errors		
	(Pre-recorded)1.2.7 - Extend Audio Description (Pre-recorded)1.2.8 - Media Alternative (Pre-recorded)1.2.9 - Audio only (Live)1.4.6 - Contrast (Enhanced)1.4.7 - Low or No Background Audio1.4.8 - Visual Presentation1.4.9 - Images of Text (No Exception)2.1.3 - Keyboard (No Exception)2.2.4 - Interruptions2.2.5 - Re-authenticating2.3.2 - Three Flashes2.4.8 - Location2.4.9 - Link Purpose (Link Only)2.4.10 - Section Headings3.1.3 - Unusual Words3.1.4 - Abbreviations3.1.5 - Reading Level3.1.6 - Pronunciation3.2.5 - Change on Request3.3.5 - Help	(Pre-recorded)Provide extended audio description for videos1.2.7 - Extend Audio Description (Pre-recorded)Provide extended audio description for videos1.2.8 - Media Alternative (Pre-recorded)Provide a text alternative to videos1.2.9 - Audio only (Live)Provide alternatives for live audio1.4.6 - Contrast (Enhanced)Contrast ratio between text and background is at least 7:11.4.7 - Low or No 	Inder-neorded)Inder the inder t

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N3C invites implementations of ActivityPub Investor 2016 ActivityPub Inchore Report: Web & Virtual Reality

In order to enhance the digital experiences for customers, regardless of ability, organizations should implement a comprehensive solution that ensures that your website and other assets meet the technical requirements laid out in the WCAG 2.0 guidelines while also providing free assistive technology to people with physical disabilities.

Sign up for a FREE, no-obligation analysis of your website's accessibility conformance.

To learn more about how you can make your website and mobile apps accessible, visit **www.essentialaccessibility.com**



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