

# Web Content Accessibility Guidelines 2.0 (WCAG):

## Comprehensive Checklist

So, you've realized your website isn't up to snuff on the Web Content Accessibility Guidelines 2.0 (WCAG) that provides more accessibility to content for people with disabilities. WCAG's requirements are lengthy to say the least, and is broken into three levels of compliance (**A**, **AA**, and **AAA**). At a minimum, websites must conform the WCAG 2.0 Level A by the looming 2018 deadline. To help you understand what is required of your business, and to make sure you've covered all the guidelines, we created this checklist for each level of conformance.

# Checklist: WCAG 2.0 Level A – Minimal Compliance

Guideline	What You Should Do
<b>1.1.1 – Non-text Content</b>	Provide text alternatives for non-text content
<b>1.2.1 – Audio and Video-only Content</b>	Write text transcripts for audio and visual-only media, record audio for video-only media
<b>1.2.2 – Captions</b>	Provide captions to all videos with sound
<b>1.2.3 – Audio Description (Media Alternative)</b>	Give a full text transcript of videos with audio, or include a video with audio description
<b>1.3.1 – Info and Relationships</b>	Structure your site logically and use headings, subheadings and use correct HTML form
<b>1.3.2 – Meaningful Sequences</b>	Present content in a meaningful order, make sure navigation menus are away from content.
<b>1.3.3 – Sensory Features</b>	Use more than one sense for instructions (visual, text, sound)
<b>1.4.1 – Use of Color</b>	Make sure instructions and charts don't rely on color alone
<b>1.4.2 – Audio Control</b>	Do not have audio that plays automatically
<b>2.1.1 – Keyboard</b>	Allow keyboard navigation for your website
<b>2.1.2 – No Keyboard Trap</b>	All parts of your website should be navigable by the arrow or 'Tab' keys
<b>2.2.1 – Adjustable Timing</b>	Try not to use time limits at all. But if you use time limits, give users options to turn off the limit before it begins
<b>2.2.2 – Pause, Stop, Hide</b>	Blinking or moving content must have an option to pause, hide, or stop
<b>2.3.1 – Three Flashes or Below</b>	No content can flash more than 3 times/second
<b>2.4.1 – Bypass Blocks</b>	Provide a 'Skip to Content' link to each page on your site
<b>2.4.2 – Page Titled</b>	Helpful and clear page titles are needed
<b>2.4.3 – Focus Order</b>	Set pages to work in a logical order
<b>2.4.4 – In Context Link Purpose</b>	Make sure to have clear links, and that the purpose of the link is clear by the surrounding content (ex: 'Visit my portfolio')
<b>3.1.1 – Language of Page</b>	Ensure that a language is assigned to each page on your website
<b>3.2.1 – On Focus</b>	Ensure no links, forms, etc. change at all when focused on (when mouse/keyboard is on the element)
<b>3.2.2 – On Input</b>	When forms receive input from users, the site must not automatically skip to another field
<b>3.3.1 – Error Identification</b>	Clearly identify and explain any errors users make while visiting your website
<b>3.3.2 – Labels/Instructions</b>	Label all input fields, mark required fields, and insert instructions when needed
<b>4.1.1 – Parsing</b>	Make sure your site has no major code errors
<b>4.1.2 – Name/Role/Value</b>	Build every element for accessibility, and make sure all plugins from third parties do as well

## Checklist: WCAG 2.0 **Level AA – Intermediate Compliance**

Guideline	What You Should Do
<b>1.2.4 – Live Video Captions</b>	Make sure live videos have captions
<b>1.2.5 – Audio Description</b>	Give users access to audio descriptions for videos
<b>1.4.3 – Contrast (Minimum)</b>	Make contrast ratio 4.5:1 between text and background
<b>1.4.4 – Resize Text</b>	Allow text to be sized to 200% without losing function
<b>1.4.5 – Images of Text</b>	Don't use images of text
<b>2.4.5 – Multiple Ways</b>	Give several options to find pages
<b>2.4.6 – Labels and Headings</b>	Use clearly defined labels and headings
<b>2.4.7 – Focus Visible</b>	Provide a clear and visible keyboard focus
<b>3.1.2 – Language of Parts</b>	Tell users when language changes on pages
<b>3.2.3 – Consistent Navigation</b>	Provide consistency in menu use
<b>3.2.4 – Consistent Identification</b>	Provide consistency in buttons and icons
<b>3.3.3 – Error Suggestion</b>	When errors are made, suggest fixes
<b>3.3.4 – Error Prevention</b>	Try to reduce the risk of input errors for data that's sensitive

## Checklist: WCAG 2.0 Level AAA – Advanced Compliance

Guideline	What You Should Do
<b>1.2.6 – Pre-recorded Sign Language</b>	Offer sign language translations for videos
<b>1.2.7 – Extended Audio Description</b>	Provide prolonged audio descriptions for videos
<b>1.2.8 – Alternative for Media</b>	Create text alternatives for videos
<b>1.2.9 – (Live) Audio Only</b>	Offer alternatives for live audio
<b>1.4.6 – Enhanced Contrast</b>	Make contrast ratio between background and text at least 7:1
<b>1.4.7 – Low/No Background Audio</b>	Make sure audio is very clear for listeners
<b>1.4.8 – Visual Presentation</b>	Create a variety of presentation options
<b>1.4.9 – Images of Text (No Exception)</b>	Never use text-specific images
<b>2.1.3 – Keyboard (No Exception)</b>	Create your site to be accessible by keyboard only
<b>2.2.3 – No Timing</b>	Never have time limits on your site
<b>2.2.4 – No Interruptions</b>	Do not interrupt users
<b>2.2.5 – Re-authenticating</b>	Make sure your site saves user's data when re-authenticating
<b>2.3.2 – Three Flashes</b>	Be sure to not allow any content to flash more than three times per second
<b>2.4.8 – Location</b>	Allow users to know where they are
<b>2.4.9 – Link-Only Link Purpose</b>	Provide clear link purpose text for every link
<b>2.4.10 – Section Headings</b>	Break up content with headings
<b>3.1.3 – Uncommon words</b>	Explain any unusual words you use throughout your site
<b>3.1.4 – Abbreviations</b>	Provide an explanation for abbreviations
<b>3.1.5 – Reading Level</b>	Use the rule of thumb that users with 9 years of school can read all your content
<b>3.1.6 – Pronunciation</b>	Explain any difficult-to-pronounce words
<b>3.2.5 – Change Upon Request</b>	Only allow changes to your site's elements if your user asks
<b>3.3.5 – Help</b>	Offer detailed instructions for help
<b>3.3.6 – Error Prevention</b>	Diminish the risk of any input errors