4 Syllables

Accessibility checklist for web writers (WCAG 2.0 AA)

This checklist is based on the Web Content Accessibility Guidelines 2.0. It focuses on day-to-day web content issues that web writers control. It doesn't include extra checks for PDF or Word documents.

It is divided into 4 topics: written content, structure and formatting, navigation, and images. Some of the guidelines have a wider scope than implied here, but the focus is on the work web writers do.

For articles on each guideline and advice on using the checklist with some simple checking tools, see http://4syllables.com.au/articles/accessibility-writers/ and http://4syllables.com.au/articles/writers-accessibility-evaluation/

1. Written content

	Guideline	Level	Check
☐	**1.3.3 Sensory characteristics**	A	No instructions rely only on shape, size, screen location, orientation, sound or colour. A text label is also included.
☐	**3.1.2 Language of parts**	AA	Foreign language words or phrases are marked with the appropriate foreign language tag.

2. Structure and formatting

	Guideline	Level	Check
☐	**1.3.1 Info and relationships**	A	Headings, lists, tables, quotations and emphasised text are styled using the appropriate tag. Tags are not used to style text that is not a heading, list or quotation.
☐	**2.4.6 Headings and labels**	AA	Headings and labels are meaningful. They explain or describe the content that follows.

3. Navigation

	Guideline	Level	Check
☐	**2.4.2 Page titled**	A	Pages have meaningful titles that help users identify the page in search results and the browser tabs, history and bookmarks.
☐	**2.4.4 Link purpose**	A	Links clearly identify their purpose, preferably without relying on nearby content.

4. Images

	Guideline	Level	Check
☐	**1.1.1 Non-text content**	A	Images have an appropriate blank, short or long text alternative that effectively replaces the information or role played by the image.
☐	**1.4.1 Use of colour**	A	No information is communicated only by colour. Text labels or patterns supplement colour
☐	**1.4.3 Contrast**	AA	Text and data in images use a colour that provides sufficient contrast from the background colour.
☐	**1.4.5 Images of text**	AA	Text is not presented as an image (except where decorative or part of logos, diagrams, maps, graphs, historical artefacts)
☐	**2.3.1 Three flashes (or below threshold)**	A	Images do not flash more than 3 times in any one-second period.
☐	**3.2.4 Consistent identification**	AA	Icons and their text alternatives are used consistently across all pages.