

## Accessibility checklist for web writers (WCAG 2.0 AAA)

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
<input type="checkbox"/>	<b>1.3.3 Sensory characteristics</b>	A	No instructions rely only on shape, size, screen location, orientation, sound or colour. A text label is also included.
<input type="checkbox"/>	<b>3.1.2 Language of parts</b>	AA	Foreign language words or phrases are marked with the appropriate foreign language tag.
<input type="checkbox"/>	<b>3.1.3 Unusual words</b>	AAA	Jargon, idioms and specialist terms are explained (or avoided if possible).
<input type="checkbox"/>	<b>3.1.4 Abbreviations</b>	AAA	Abbreviations and acronyms are explained (or avoided if possible).
<input type="checkbox"/>	<b>3.1.5 Reading level</b>	AAA	Content scores below grade 10 in a readability test, after you've removed names and titles. If it does not, an alternative version or supplementary content (images, animations, video, audio) is provided.
<input type="checkbox"/>	<b>3.1.6 Pronunciation</b>	AAA	A pronunciation is provided for heteronyms unless the context makes their meaning clear.

## 2. Structure and formatting

	Guideline	Level	Check
<input type="checkbox"/>	<b>1.3.1 Info and relationships</b>	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.
<input type="checkbox"/>	<b>2.4.6 Headings and labels</b>	AA	Headings and labels are meaningful. They explain or describe the content that follows.
<input type="checkbox"/>	<b>2.4.10 Section headings</b>	AAA	Each main part of the content is labelled with a heading.

## 3. Navigation

	Guideline	Level	Check
<input type="checkbox"/>	<b>2.4.2 Page titled</b>	A	Pages have meaningful titles that help users identify the page in search results and the browser tabs, history and bookmarks.
<input type="checkbox"/>	<b>2.4.4 and 2.4.9 Link purpose</b>	A and AAA	Links clearly identify their purpose, preferably without relying on nearby content.
<input type="checkbox"/>	<b>3.2.5 Change on request</b>	AAA	Links generally do not open in new windows. When they do, a warning is included within the link text.

## 4. Images

	Guideline	Level	Check
<input type="checkbox"/>	<b>1.1.1 Non-text content</b>	A	Images have an appropriate blank, short or long text alternative that effectively replaces the information or role played by the image.
<input type="checkbox"/>	<b>1.4.1 Use of colour</b>	A	No information is communicated only by colour. Text labels or patterns supplement colour

<input type="checkbox"/>	<b>1.4.3 and 1.4.6 Contrast</b>	AA and AAA	Text and data in images use a colour that provides sufficient contrast from the background colour.
<input type="checkbox"/>	<b>1.4.5 and 1.4.9 Images of text</b>	AA and AAA	Text is not presented as an image (except where decorative or part of logos, diagrams, maps, graphs, historical artefacts)
<input type="checkbox"/>	<b>2.3.1 and 2.3.2 Three flashes (or below threshold)</b>	A and AAA	Images do not flash more than 3 times in any one-second period.
<input type="checkbox"/>	<b>3.2.4 Consistent identification</b>	AA	Icons and their text alternatives are used consistently across all pages.