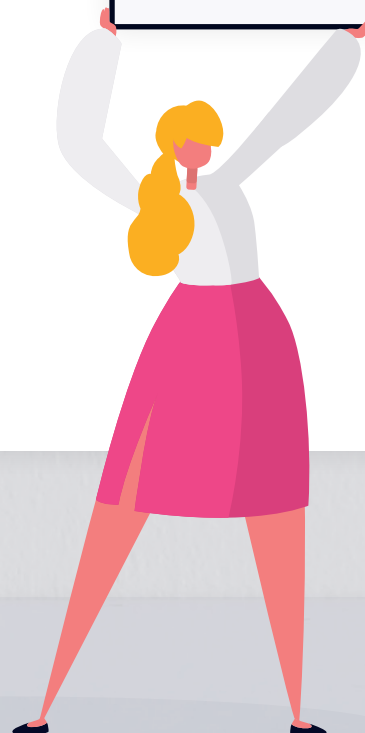




The Savv-e Accessibility Checklist

UPDATED TO
INCLUDE THE
WCAG 2.1
GUIDELINES





It's the responsibility of all developers and designers to ensure their digital content can easily be used by everyone.

We've created this checklist as a guide so you can check if your own content is accessible according to the Web Content Accessibility Guidelines (WCAG) 2.1, but it's only a starting point.

Our aim is to make inclusive design part of the conversation, with us all playing a role in designing a better world for everyone.



01

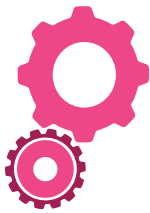
Understanding the guidelines

The guidelines are built around four main principles, usually abbreviated as 'POUR'. When checking the accessibility of your content, ask yourself:



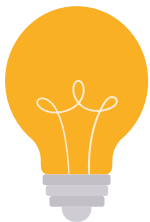
Can users perceive the content?

Is it available to at least one of their senses? If a user can't perceive through one sense (such as visually or aurally), then have you provided an alternative way for them to get the same information (eg: closed captions or audio description).



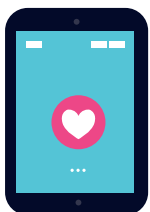
Can users operate the content?

Have you considered the different ways in which users navigate your content? Users with mobility impairment might depend on keyboards or speech recognition software to interact with the content or submit information.



Can users understand the content?

Users have a range of cognitive abilities, including dyslexia, or may have limited information due to other sensory impairments. Make sure you use simple language and that your interfaces are clean, intuitive and predictable.



Is your design robust?

In other words, is it built in such a way that it's compatible with a range of digital technologies? Does it work across different devices, such as screen readers and phones, and is it consistent when read in different browsers?

Text-based content

Text is encoded as text, and not as a part of an image

Is your text actually text? An image that contains words is no longer text, and will need an alt-text tag so it can be perceived by a screen-reader.

The reading and navigation order is logical and intuitive

Will arranging words in an unexpected or creative way make it difficult for screen-readers or people with other reading difficulties to perceive your content? This includes tabbing through the entry fields on a form. Ensuring information is presented in a logical and intuitive order is a general principle of good design.

The size and colour of text meets WCAG standards

Colours used to present text need a contrast ratio of at least 4.5:1. Text must be readable and functional when zoomed to 200% and be defined in em units so that it can easily be resized by users. Line-spacing should be set to at least 1.5 times the text font size to ensure it can be understood by those with dyslexia or other reading impairments.

Controls exist to stop automatically scrolling text (or similar)

Does your page have content that automatically moves, blinks or scrolls for longer than 5 seconds? Does page content ever flash more than 3 times per second? Both can cause serious problems for users with dyslexia or epilepsy, among others. Ensure the user is able to pause or stop the movement, or otherwise hide the content.

Media and images

Audio is clean, clear and within the user's control

Is speech easily distinguishable from background music? You should also include a mechanism to pause, mute or adjust volume for audio that automatically plays on a page for more than 3 seconds.



Text alternatives are provided for all non-text content

Have you included alt-text tags for images and closed captions for the audio in your video? These will be interpreted by a screen reader for those who can't perceive it visually.

Audio alternatives are provided for all visual and video content

Have you included audio description for videos and slideshows? For video sites such as Vimeo and YouTube, you can also encode this as WebVTT text captions that can be read by a screen-reader.

Graphical elements have a colour contrast ratio of at least 3:1

As with text, it's best to run your colour choices through an online contrast checker. A lower contrast ratio can make it difficult to separate icons, graphs, charts and other graphical elements out from the background.

Prompts and interactions

All interactions include prompts

Does your content contain any 'hidden surprises'? Pop ups and other elements that shift the user's focus to a different part of the page can confuse or disorient the user unless they have been informed of the change ahead of time.

Prompts and other key information do not rely on visual cues

Are your prompt descriptions dependent on shape, size, visual location or sound? Avoid prompts such as "click the button on the right", or "continue when you hear the beep".

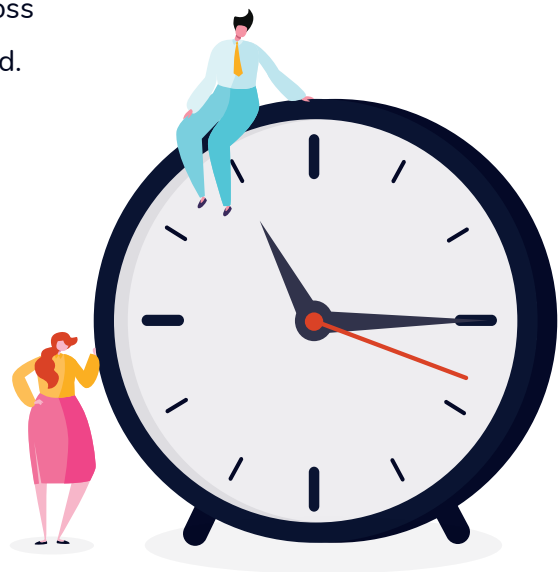
Buttons and other interactive elements are consistent

Do you use different names for the same function on different pages (eg: 'enter' and 'submit')?

Elements that have the same functionality across multiple pages should be consistently identified.

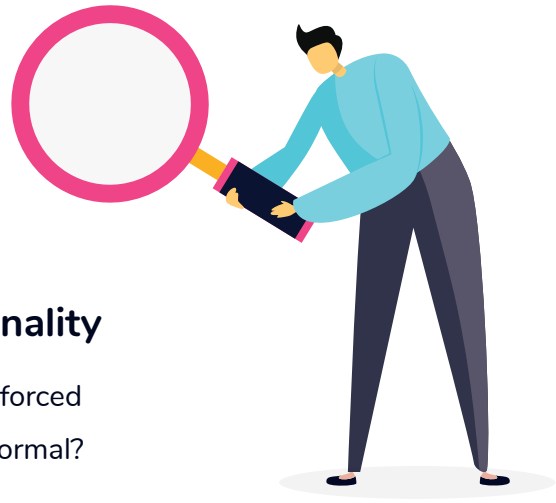
Time limits are optional

Do you give your users a limited time to answer a question or perform an interaction? If so, the user should be given the option to turn off, adjust or extend that time limit.



05

Navigation



Users are able to zoom to 400% without losing content or functionality

When users zoom in to your content, are they forced to scroll horizontally, or can they navigate as normal?

Users are easily able to navigate to content using the keyboard

Can users tab through your content using the keyboard, and can they see which element they have tabbed to (visible keyboard focus)?

Users are also able to navigate away from the content

Generally, when you hover over a menu with a mouse, you can move your mouse somewhere else without selecting an option. But is it the same for users who navigate using the keyboard? Users should be able to use the escape key (or something similarly intuitive) to avoid cycling through menu options until they pick one.

Pages use conventional layouts

Does your page have a well-crafted header and title? A proper heading structure will help users identify page regions and let them navigate straight to the page elements they want.

- Avoid duplicate headings.
- Use multiple ways to find other pages, such as a menu element.
- Include a 'skip to content' link at the beginning of the page so users won't have to tab through the header each time.



06

User feedback and testing

Form feedback and error reporting is clear and accessible

When something goes wrong, does your user understand why? If an input error is detected, such as an empty element in a form, make sure you provide accessible suggestions for how to fix the input.

Ability to pause, stop, or hide automatically updating content

Does your content contain any ‘hidden surprises’? Pop ups and other elements that shift the user’s focus to a different part of the page can confuse or disorient the user unless they have been informed of the change ahead of time.

Your content is robust across a range of technologies, browsers and devices

Is it compliant with a range of commonly used browsers? Also ensure it can be navigated completely by keyboard, and through assistive technologies.

Your content is responsive

Is your web content restricted to portrait or landscape? Some users with mobility issues aren’t able to reorient their screens. So, unless a specific orientation is necessary, it’s good to ensure that your content works in both.



If you have any questions or would like
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