WCAG 2.0 Simplified Checklist
for Web CMS Content Editors

prepared by

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Document History

Date	Version	Comment
2011-07-07	0.1	First draft

Introduction

This document is a very simplified version of the WCAG 2.0 success criteria. Its goal is to make the evaluation of web pages for WCAG compliance quicker and easier for those entering or editing web content into a web content management system (CMS).

Web editors working within a CMS are usually only concerned with the actual content of the page which, in most cases, includes only text and static graphics, and sometimes tables, forms, and time-based media such as audio and video. To be reflect this, checklists for the less common elements are contained within appendices, to be consulted only when needed. Criteria for items automatically included by a CMS – including headers, footers, and navigation menus – are not included here.

These checklists are meant to be used *after* automated tools have been run to find the more glaring errors on the page. For a list of recommended tools, please see Appendix C.

Contact

This document is evolving with use and feedback. Should you have any questions, suggested changes, or additions please contact:

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Checklist 1: General

- ❏ **Keyboard:** All content on page is accessible using a keyboard
  (*2.1.1 Keyboard; 2.1.2 No keyboard trap*)

    - ❏ Nothing on page requires exclusive use of a mouse

    - ❏ User can tab through content on page without being "trapped" (may occur with some embedded content such as Flash)

- ❏ **Sensory:** Understanding content on the page *does not* rely solely on the sensory characteristics of components such as shape, size, visual location, orientation, or sound.
  (*1.3.3 Sensory Characteristics*)

    Example: A green arrow in a multi-page survey to move to the next page needs to have "Next" or some other explanatory text (not just the arrow by itself).

- ❏ **Colour:** Colour is *not* used as the *only* visual means of conveying information, indicating an action, prompting a response, a distinguishing a visual element.
  (*1.4.1 Use of Colour*)

    Example: When an error is indicated to the user (say, for invalid form input), an error message needs to be displayed, not just the colour red.

- ❏ **Foreground and background:** When a foreground colour is specified, so is a background colour (and vice versa)
  (*1.4.3 Contrast (Minimum)*)

- ❏ **Seizure prevention:** Nothing on the page flashes more than 3 times per second.
  (*2.3.1 Three flashes or below threshold*)

- ❏ **Sufficient Time:** Users have enough time to read the page
  (*2.2.1 Timing adjustable*)

    - ❏ Page does not redirect or refresh after a certain time limit or a time-out unless the user is provided:

        - ❏ a way by which to disable the time limit; or,

        - ❏ a way by which they may extend the time limit after being given a warning that the limit is about to expire.

Checklist 2: Headings and Text

- ❏ **Document structure:** Use proper semantic markup for all elements on page
  (*1.3.1 Info and Relationships*)

  - ❏ H1...H6 are used to identify all headings without skipping a level
    (i.e., no H3 headings used directly immediately below a H1 heading;
    must be H1 -> H2 -> H3)

  - ❏ All lists or groups of links use either <ol> or <ul> or <dl>

- ❏ **Sequence:** Content is presented in a meaningful sequence
  (*1.3.2 Meaningful Sequence*)

  - ❏ White space characters are **not** used to control spacing within a word

  - ❏ HTML <table> elements are not used to control placement of elements on page
    (Content of tables must make sense when linearized)

- ❏ **Text Resize:** Text can be resized up to 200% without loss of content or functionality (ex:
  using Ctrl++ in Firefox). Doesn't apply to captions and images of text.
  (*1.4.4 Resize Text*)

- ❏ **Contrast:** Minimum contrast between foreground element and background is at least
  4.5:1 for text less than 18pt (14pt if bold), or 3:1 for text greater or equal 18pt (14pt if
  bold)
  (*1.4.3 Contrast (Minimum)*)

  - ❏ Background images, if used, provide sufficient contrast with foreground text (or
    images of text)

- ❏ **Links:** The purpose of a link can be determined by the link text alone or by text
  preceding the link text
  (*2.4.4 Link Purpose*)

- ❏ **Language of Parts:** Sections of content in language different from the primary language
  of the page have the "lang" (HTML) or "xml:lang" (XHTML 1.0) attributes to the
  appropriate language code in their surrounding tags
  (3.1.2 Language of Parts)

  Example:
  ```
  <p xml:lang="es">Información para los españoles en Canada</p>
  ```

Checklist 3: Images

- ❏ **ALT Text:** All images use appropriate alternative text
  (*1.1.1 Non-text content*)

  - ❏ Alternative text provides a **short but descriptive** identification of the image content

  - ❏ CSS is not used to include images that convey important information

  - ❏ Images that should be ignored by assistive technology, such as spacer images and list bullets, should have a null alt property (alt="").

  - ❏ Set alt attributes for images used as form elements, such as submit buttons

- ❏ **Images of text:** Text is used to convey information rather than images except in the following three cases:

  1. Image of text is visually customizable by user

  2. Particular presentation of text is essential to information being conveyed and requires use of an image to do so

  3. Image of text is part of a logo or brand name

  - ❏ CSS is used to control visual presentation of text (font, size, colour, etc.).

  - ❏ If CSS is used to replace text with images of text, user interface controls are provided to switch

  (*1.4.5 Images of text*)

Appendix A: Checklist for Forms

❏ **Form labels:** Label elements are used to associate text labels with form controls which require input.
(*1.3.1 Info and Relationships*)

    ❏ Labels have same id attribute as their respective form controls

    ❏ <fieldset> (with <legend>) is used to group associated form controls together

❏ **Resize:** Form controls and input fields can be resized up to 200%
(*1.4.4 Resize Text*)

❏ **Focus:** The context does not change when a form element when selected by the user (e.g., automatically submitting the form, redirecting to a new page, or opening a pop-up window)
(*3.2.1 On Focus*)

❏ **Input:** The context does not change when a the user enters text or selection options from a form element (e.g., automatically submitting the form, redirecting to a new page, or opening a pop-up window)
(*3.2.2 On Input*)

❏ **Errors:** If an input error is automatically detected, that error is identified and described to the user in text
(*3.3.1 Error Identification*)

Appendix B: Checklist for Audio and Video

❏ **Label and Alternative Text (Audio and Video):** A label describes the purpose of the audio-only or video-only content and a descriptive name of the non-text content is provided in the alternative text.
(*1.1.1 Non-text content*)

❏ **Pre-recorded audio:** A text transcript is provided that presents equivalent information
(*1.2.1 Audio-only and Video-only (Prerecorded)*)

❏ **Audio Control:** If audio on a web page plays for more than 3 seconds a mechanism is provided to either:

  ❏ pause or stop the audio; and/or,

  ❏ control audio volume independently from the user's overall system volume level

  (1.4.2 Audio Control)

❏ **Captions:** Either open (always visible) or closed captions are provided for live and pre-recorded audio content in synchronized media (e.g., a video with a synchronized audio track, or a webcast).
(*1.2.2 Captions (Prerecorded); 1.2.4 Captions (Live)*)

❏ **Pre-recorded video:** An audio description is provided for prerecorded video content by including either:

  ❏ a second user-selected audio track containing descriptions; or,

  ❏ providing the audio descriptions within the video itself.

  (1.2.1 Audio-only and Video-only (Prerecorded); 1.2.3 Audio Description or Media Alternative (Prerecorded); 1.2.5 Audio Description (Prerecorded))

Appendix C: Recommended Tools

The checklists in this document are meant to be used **after** automated WCAG verification tools have already been run on your pages to find the glaring errors. The tools listed below are the author's recommendations at the time of writing. If you know of any others to be added to this list (or superior alternatives to those already listed), please send them to warren.layton@nrcan-rncan.gc.ca so that this list can be updated.

- Firefox Web Browser (http://www.mozilla.org)

  Firefox is standards-compliant and has a good selection of add-ons to assist with WCAG verification (and web development in general).

  Recommended Firefox Add-ons:

  - WebAIM WAVE (http://wave.webaim.org/toolbar)
  - Firefox Accessibility Extension (https://addons.mozilla.org/en-US/firefox/addon/accessibility-evaluation-toolb/)
  - WCAG Contrast Checker (https://addons.mozilla.org/en-US/firefox/addon/wcag-contrast-checker/)
  - Firebug (http://getfirebug.com)
  - Web Developer (https://addons.mozilla.org/en-US/firefox/addon/web-developer/)