# Perceivable

Think

Hear

See

## Your website MUST present information in a way people can recognise & understand.

### You MUST

□ make sure the colour of text and UI elements displays clearly against the background colour and adjacent elements

□ describe each image with a text description (alt-tag)

□ check content is understandable when the user changes their zoom settings or font size

□ check the content is in the right order with the styling removed

### You MUST NOT

□ rely on colour, size, shape or sound alone to communicate meaning, provide instructions or distinguish visual elements

□ rely solely on proximity of content and functions

# Perceivable: WCAG criteria

### 1.1.1 Non-text content
Level A

Provide alt tags for images.

### 1.3.1 Info and relationships
Level A

Content structures are also communicated in ways that assistive technologies can understand.

### 1.3.2 Meaningful sequence
Level A

Content can be read in a logical order, even when stylesheets are disabled.

### 1.3.3 Sensory characteristics
Level A

Do not use colour, size, shape, sound or location as the only way to convey instructions.

### 1.4.1 Use of colour
Level A

Do not use colour alone to convey information.

### 1.4.3 Contrast minimum
Level AA

The colour of text contrasts clearly against the background colour.

- 3:1 for text larger than 24px, or 19px bold
- 4.5:1 for text smaller than 24px, or 19px bold

### 1.4.4 Resize text (in the browser)
Level AA

All tasks can be completed when text is resized up to 200%.

### 1.4.10 Reflow
Level AA

Content will reflow when zoomed. All content and functionality is available on 320px wide screens.

### 1.4.11 Non-text contrast
Level AA

Non-text elements (icons, form fields, controls) have at least a 3:1 contrast ratio against the background.

# Operable

Touch

Hear

See

## Users MUST be able to access your content by mouse, voice or keyboard.

### You MUST

- □ write meaningful headings and labels
- □ make sure heading levels follow the hierarchical page order of the content, over their visual styles and placement
- □ provide descriptive links so users know where a link will take them or the action it will perform
- □ make sure users can navigate in a logical order using just the keyboard and tell which element has keyboard focus

### You MUST NOT

- □ use labels like “read more”, “click here” or “edit” — instead, describe where the link will lead
- □ add a focus state to anything static that isn’t an interactive element

# Operable: WCAG criteria

## 2.1.1 Keyboard

Level A

Every task can be completed using just a keyboard.

## 2.1.2 No keyboard trap

Level A

Keyboard users do not get stuck when navigating through content.

## 2.1.4 Character key shortcuts

Level A

Keyboard shortcuts can be re-mapped or switched off.

## 2.4.1 Bypass blocks

Level A

Keyboard and screen reader users can skip to the main content.

## 2.4.2 Page titled

Level A

Every page has a unique and helpful title that indicates the purpose of the page.

## 2.4.3 Focus order

Level A

Interactive controls receive focus in an order that makes sense, when users navigate through them with the keyboard.

## 2.4.4 Link purpose

Level A

The purpose of every link is clear from the link text alone.

## 2.4.6 Headings and labels

Level AA

Headings and labels describe the topic or purpose of the content in the section or field.

## 2.4.7 Focus visible

Level AA

It is easy to tell which element has keyboard focus.

# Understandable

Think

Hear

See

## Your website MUST be easy for people to use and understand.

### You MUST

- □ use plain English and short sentences
- □ be predictable — use similar navigation controls
- □ use form field labels — these must be descriptive, instructive and permanently visible
- □ make errors easy to understand. Explain what happened, how to fix and show input format

### You MUST NOT

- □ surprise the user by automatically trigger actions
- □ be random — always use the same icons and naming conventions
- □ auto-advance form fields

# Understandable: WCAG criteria

### 3.2.1 On Focus

Level A

Navigating to an interactive control with the keyboard doesn’t trigger any action, or move the keyboard focus somewhere else.

### 3.2.2 On Input

Level A

Changing the state of a form input (like a radio button) does not cause anything surprising to happen, like submitting a form, significantly changing the content on the page, or moving the keyboard focus.

### 3.2.3 Consistent navigation

Level AA

Navigation controls are consistent across pages.

### 3.2.4 Consistent identification

Level AA

If a user interface component exists on multiple pages, the way it looks and the way it is named is consistent across pages.

### 3.3.1 Error identification

Level A

Form errors are clearly described and identified.

### 3.3.2 Labels or instructions

Level A

Labels make it clear how users should fill in a form, and optionally provide extra hints to help them avoid errors.

### 3.3.4 Error prevention

Level AA

Users who are making a legal commitment, a financial transaction or updating personal data, can review and check the information they've entered before submitting it.

# Robust

## Your website MUST work with different web browsers and assistive technologies.

### You MUST

- □ make sure all text that looks and acts like a heading has a HTML heading tag (<h#>)
- □ make sure code works reliably across all supported browsers and assistive technologies
- □ let the user return to what they were doing after they've interacted with a status message or modal input
- □ offer users multiple ways to trigger an action or get information
- □ make sure layout relationships conveyed visually are also identified in the code
- □ make sure input fields are labelled in code

# Robust: WCAG criteria

### 4.1.1 Parsing

**Level A**

The HTML does not contain markup errors that are known to cause conflicts with assistive technologies (such as incorrect nesting of elements, or duplicate ids).

### 4.1.2 Name, role, value

**Level A**

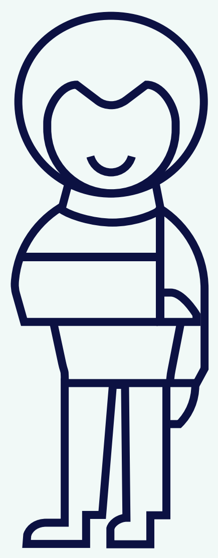
The code enables assistive technologies to understand the name, role and state of every user interface component.

### 4.1.3 Status messages

**Level AA**

Status messages are identified in code, so that assistive technologies can convey them to users.

## Solve for one, extend to many



| One arm | Arm injury | New parent |
|---|---|---|
| Permanent **26K** | Temporary **13M** | Situational **8M** |

Source: Microsoft Inclusive Design