



DIGITAL ACCESSIBILITY AT-A-GLANCE

A check list of digital basics to keep in mind from WeCo Accessibility Services. Learn more at: theweco.com

Make your text and layout accessible

- Label style elements such as titles, headings and bullet points.
- Keep writing concise and clear.
- Design/write from what your audience knows, not what your organization knows.
- Leave white space, keep page clutter-free.
- Space links with enough distance to allow users with limited motor skills to easily select them.
- Represent information in more than one way
- Provide a "skip to" option for users to go directly to the navigation bar or main content.
- Don't use color to convey a message.
- Add closed captions, transcripts, and when applicable, video descriptions to videos.
- Provide multiple options to give/receive info such as check, drop and text boxes.
- Add alternative text tags and captions for visual elements such as images and charts.
- Offer a text alternative version of key information that can be translated into other forms like Braille.
- Make your web page responsive
- Provide on/off controls for timers, graph.
- Limit information to 1-2 screen lengths.
- Prominently display a link to your site map to make it easier to find information.
- ASK your audience for experiential feedback.

Note: This checklist is a limited sample of the digital accessibility requirements found in WeCo's Standards of Access® which include WCAG 2.0 AA, Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and WeCo's own Standards. They do not include all of the requirements for any of these guidelines, laws or standards. A complete list of these requirements can be found at WeCo's Free Accessibility Library at: <http://theweco.com/wecos-free-access-library/>