



DIGITAL ACCESSIBILITY AT-A-GLANCE

A checklist of digital basics to keep in mind

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MAKE YOUR TEXT AND LAYOUT ACCESSIBLE

- Label style elements such as titles, headings, and bullet points.
- Keep content concise and clear.
- Design/write from what your audience knows, not what your organization knows.
- Leave some white space, keep pages clutter-free.
- Space links with enough distance to allow users with limited motor skills to easily select them.
- Provide a “skip to” option to allow users to go directly to the navigation bar or main content.

REPRESENT INFORMATION IN MORE THAN ONE WAY

- Don't use color to convey a message.
- Add closed captions, transcripts, and when applicable, audio descriptions, to videos.
- Provide multiple options to give/receive info such as checkboxes, dropdowns, 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, such as braille.

MAKE YOUR WEB PAGE RESPONSIVE

- Provide on/off controls for timers, graphics, and sound.
- 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 2.1 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/>.