WCAG 2.1 Content Accessibility Guide

Some things to remember when adding content to your website

Language & Text

No.	Guideline	Level	Summary
1.3.1	Info and Relationships	A	Ensure content, instructions, labels, etc are written in a way that the relationship between information and structure is conveyed on different displays (including screen readers)
1.3.2	Meaningful Sequence	A	Present content in a meaningful reading order (does not need to be linear)
1.3.3	Sensory Characteristics	A	Use more than one sense for instructions for those who may not be able to perceive shape, size or orientation
2.4.2	Page Titled	A	Use helpful, relevant and clear page titles
2.4.4	Link Purpose (In Context)	A	Use clear, consise labelling to describe the purpose of each link
2.4.6	Headings and Labels	AA	Use clear and descriptive headings and labels
2.4.9	Link Purpose (Link Only)	AAA	Every link's purpose is clear from its text. If destination the same use same description. Links with different purposes can use differrent descriiptions
2.4.10	Section Headings	AAA	Break up content with headings for better organisation of sections
3.1.3	Unusual words	AAA	Explain any figurative or specialised words (provide an explanation or even link to a glossary)
3.1.4	Abbreviations	AAA	Explain any abbreviations. Offer expanded form of abbreviations
3.1.5	Reading Level	AAA	Ensure those with reading difficulties can comprehend content - equivalent to that of a 9 year old's comprehension level.
3.1.6	Pronunciation	AAA	Explain any words that are hard to pronounce where they are required to understand content
3.3.2	Labels or Instructions	A	Label form elements clearly and give instructions
3.3.3	Error Suggestion	AA	Provide clear form correction instructions when users make errors
3.3.5	Help	AAA	Provide detailed context-sensitive help and instructions

Images

No.	Guideline	Level	Summary
1.1.1	Non-text Content	A	Provide text alternatives for non-text content - ALT tags, captions, descriptions
1.4.5	Images of Text	AA	Don't use images of text
1.4.9	Images of Text (No Exception)	AAA	Don't use images of text - No exceptions except for Brand Logos

Video & Audio

No.	Guideline	Level	Summary
1.2.1	Audio-only and Video-only (Pre-recorded)	A	Provide alternative equivalent information to video-only and audio-only content
1.2.2	Captions (Pre-recorded)	A	Provide captions for all videos with audio content
1.2.3	Audio Description or Media Alternative (Pre-recorded)	A	Video with audio has a second alternative equivalent description
1.2.4	Captions (Live)	AA	Live videos have captions provided for all audio content
1.2.5	Audio Description (Pre-recorded)	AA	Users have access to audio description for video content
1.2.6	Sign Language (Pre-recorded)	AAA	Provide sign language translations for videos
1.2.7	Extended Audio Description (Pre-recorded)	AAA	Provide extended audio description for videos where pauses in foreground audio are insufficient to convey sense of the video
1.2.8	Media Alternative (Pre-recorded)	AAA	Provide a text alternative to videos
1.4.7	Low or No Background Audio	AAA	Audio is clear for listeners to hear
2.3.1	Three Flashes or Below	AAA	No content flashes more than three times per second

Visual Design

No.	Guideline	Level	Summary
1.4.1	Use of Colour	A	Don't use presentation of information, categorisation or an action that relies solely on colour
1.4.3	Contrast (Minimum)	AA	Contrast ratio between text (including images of text) and background is at least 4.5:1
1.4.6	Contrast (Enhanced)	AAA	Contrast ratio between text (including images of text) and background is at least 7:1
1.4.11	Non-Text Contrast	AA	Extend color contrast of at least 3:1 to non-text content such as infographics, diagrams, element states, etc.
3.2.4	Consistent Identification	AA	Use icons, wayfinding elements and buttons consistently

Data Tables

No.	Guideline	Level	Summary
1.3.1 (H51)	Info and Relationships (Using table markup to present tabular information)	A	Use table markup (<table>) to present tablular data
1.3.1 (H39)	Info and Relationships (Using caption elements to associate data table captions with data tables)	A	Use captions to identify tables
1.3.1 (H63)	Info and Relationships (Using the scope attribute to associate header cells and data cells in data tables)	A	Use the scope attribute to associate header cells & data cells
1.3.1 (H73)	Info and Relationships (Using the summary attribute of the table element to give an overview of data tables)	A	Use the summary attribute of the table element to give an overview of data tables

Lists

No.	Guideline	Level	Summary
1.3.1 (H48)	Info and Relationships (Using ol, ul and dl for lists or groups of links)	A	Use ol, ul and dl for lists or groups of links

PDF's / Word Docs

No.	Guideline	Level	Summary
1.3.1 (PDF6)	Info and Relationships (Using table elements for table markup in PDF Documents)	A	Use HTML table elements for markup in PDF documents
1.3.1 (PDF9)	Info and Relationships (Providing headings by marking content with heading tags in PDF documents)	A	Use HTML heading tags to mark content
1.3.1 (PDF10)	Info and Relationships (Providing labels for interactive form controls in PDF documents)	A	Provide HTML labels for interactive form controls in PDF's
1.3.1 (PDF11)	Info and Relationships (Providing links and link text using the Link annotation and the /Link structure element in PDF documents)	A	Provide links and link text using the link annotation tool
1.3.1 (PDF12)	Info and Relationships (Providing name, role, value information for form fields in PDF documents)	A	Provide name, role, value information for form fiels in PDF's
1.3.1 (PDF17)	Info and Relationships (Specifying consistent page numbering for PDF documents)	A	Specify consistent page numbering
1.3.1 (PDF20)	Info and Relationships (Using Adobe Acrobat Pro's Table Editor to repair mistagged tables)	A	Use Adobe Acrobat Pro's Table Editor to repair any mistagged tables
1.3.1 (PDF21)	Info and Relationships (Using List tags for lists in PDF documents)	A	Use HTML list tags for any lists in PDF's

Sourced from the **Understanding WCAG 2.1 Guide**

Here's some further guides to help you with the particulars:

Microsoft Word Accessibility Guide | **Adobe PDF Accessibility Guide**