

# Digital Accessibility Quick Reference

## Our Commitment

Our goal is to provide accessible experiences for everyone, including people with disabilities, so they have an equal opportunity to engage with our materials. The State of Connecticut is striving to meet the success criteria defined in the Web Content Accessibility Guidelines (WCAG) version 2.2 to meet that goal.

WCAG 2.2 guidelines and success criteria were developed by the World Wide Web Consortium (W3C) and are organized under 4 principles, referred to as POUR:



### Perceivable

The content must be available to users via sight, hearing, and/or touch. This includes providing text alternatives (alt) for non-text content, captions for audio and video, and the ability to zoom in up to 400% without the content losing meaning.

### Operable

The product must be keyboard-accessible, navigable, and compatible with various (non-mouse) input methods. This principle also addresses the importance of providing enough time for users to read and finish tasks.

### Understandable

The content must be readable and predictable, with clear labels and instructions. Creating clear and consistent navigation, using fonts and styles that are easily read, and designing forms that are easy to understand and complete are included in this principle.

### Robust

The product must work with a variety of assistive technologies (like screen readers), browsers, and devices. The principle of robust includes using valid code and following technical specifications that ensure compatibility across different platforms and technologies.

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“Accessibility is the practice of making information, activities, and/or environments sensible, meaningful, and usable for as many people as possible.” SeeWriteHear

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### What accessibility features should your website have?

There are numerous straightforward, yet impactful, measures that can be implemented to make your products more accessible.

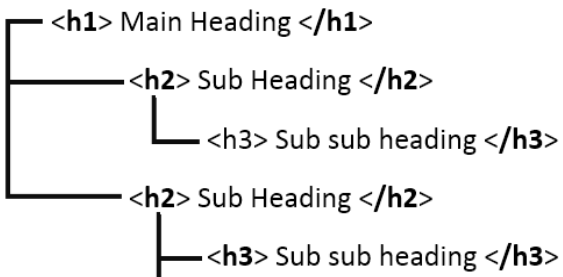
- Informational
- Decorative
- Functional (used as a button or link)



- Start by **adding descriptive alt text** to informative images and **enabling keyboard accessibility** for interactive elements. Mark images that are present solely for decoration and do not add context to the content as 'decorative'.

- Ensure a seamless user experience with a **clear navigation structure**, **high-contrast colors**, and **accessible forms** featuring clear instructions.

Headings should be **properly nested in sequential order** and there should be only **one <h1> on the page**.



Use <button>

Not <div role="button">

- Enhance multimedia inclusivity through **captions**, **transcripts**, and adherence to **semantic HTML** markup.

- Facilitate adaptability with **resizable text and layouts**, maintain **consistent page titles**, and provide **visible focus indicators** for keyboard navigation.

Previous image

These steps are a part of building a strong foundation for accessibility but they merely scratch the surface of building a truly inclusive and accessible digital presence and achieving full conformance.

Visitors to your website will have diverse accessibility needs. By following WCAG 2.2 recommendations, you help accommodate those needs and ensure your visitors have the best possible experience.



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How To: Create with accessibility in mind.

## Provide text for non-text content

All content not represented by text is invisible for screen readers. Provide concise descriptions in alt attributes for all content images and text alternatives for charts or data visualizations.

## Caption audio and video

Provide text alternatives for audio and video content. Captions should be made available with pre-recorded and live video/audio content. Most media platforms are able to automatically caption videos. These are not always accurate, so be sure to review.

## Use the tools in the application

When creating a heading, table, or list on the page, be sure to use the buttons in the toolbar of the application that you are using. This makes the content easier to navigate and understand.

## Add labels to form elements

Form fields must have labels so users know what information is being requested (not in the placeholder text). Provide easily understood instructions when fields are required or if special formats are required such as dates and phone numbers.

## Use contrasting colors

Text should be easy to read. Make sure that background colors are different enough in contrast that the text is clearly distinguished. Use a [color contrast checker](#) to be sure.

## Make content understandable without relying on color

Colors should not be necessary to understand the content and its current state. For example don't highlight errors just with red text. Add text or an icon with a legend.

## Write descriptive link text

The linked text should tell the user what the link will do/where it will go if they click it. Avoid generic text like 'click here' or 'learn more'; it doesn't help the user.

## Show where the :focus is at all times

Navigating by keyboard needs the currently focused element to be visibly highlighted. Interactive elements should get focused in a **useful order** and be focusable by default. E.g. Use a `<button>` instead of a `<span role="button">`.

Checklist: Test for accessibility before sharing.

- **Use the accessibility checkers in the application** - Microsoft Office and Adobe applications (Word, Excel, PowerPoint, Acrobat, etc...) have accessibility checkers built into them. Use the checkers to identify any issues and correct them.
- **Zoom to 400%** - Use your browser or document viewer zoom. Does all text remain visible?
- **Check keyboard navigation** - Use your TAB key to navigate through the page and your ENTER key to activate each button, link, or menu item. Anything that a user can do with a mouse, they should be able to do using only a keyboard.
- **Understand how a screen reader will communicate your content** - Turn off your monitor and review with a screen reader like VoiceOver (Apple) or NVDA (Windows) or use helpful testing tool like ANDI to learn what the screen reader will read to the user.

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## Helpful Resources

Our goal is to provide accessible experiences for everyone so they have an equal opportunity to engage with our materials. The State of Connecticut is striving to meet the criteria defined in the [WCAG 2.2 \(Level AA\) guidelines](#).

To reach that goal, we want to make sure our content can be accessed by everyone, including people with disabilities. Please use the resources below as you take the important steps to ensure that your content is fully accessible.

### Document Accessibility

- [Create Accessible Office Documents \(Microsoft\)](#)
- [Make Your Outlook Email Accessible \(Microsoft\)](#)
- [Create Accessible Documents \(Section508.gov\)](#)
- [Create Accessible PDFs \(Section508.gov\)](#)
- [Create Accessible Presentations \(Section508.gov\)](#)
- [Create Accessible Spreadsheets \(Section508.gov\)](#)
- [PDF Accessibility Overview \(Adobe\)](#)

### Media Accessibility

- [Accessible Images Tutorial \(W3.org\)](#)
- Create Accessible [Audio and Video](#), and [Synchronized Media](#) (Section508.gov)
- Adding [Alternative Text](#) to Images
  - [LinkedIn](#)
  - [Instagram](#)
  - [X \(Formerly Twitter\)](#)

### Captioning Videos

- [YouTube](#)
- [Vimeo](#)
- [TikTok](#)

### Color Contrast

- [Understanding Color Contrast \(Contrast Minimum\) \(W3.org\)](#)
- [Color Contrast Checker \(WebAIM\)](#)

### Accessibility Law

- [Web Accessibility Laws and Policies \(W3.org\)](#)