

2025 Guideline Template

[Guideline Template - change to the short-name]

Background

- [Wiki Pages](#)
- [Conformance Conversations 2024](#)
- [Subgroup Handbook](#)
- Scratchpad for this Guideline – see the list of scratchpads on the Github wiki
- [WCAG3 Explainer](#) – Requirements and Methods
- [Decision Tree examples](#)

Guideline:

[The full Guideline text from the [Editor's Draft](#)]

User Need(s)

[List from the scratchpad any that are relevant to this guideline.]

Goal (informative document)

[Plain english sentence of what the guideline should achieve, e.g. “Non-text information is available to more people.”]

What to do (informative document, optional)

[In as plain-language as possible, outline how you would know if you have met the guideline . E.g. a general test procedure. It may not be applicable to all guidelines.]

Requirements

[Copy from the [Editor's Draft](#).

As you work on this stage, sort Requirements as Foundational or Supplemental. All Foundational Requirements are included in the Decision Tree. Each Foundational Requirement must have at least one Method.]

Foundational Requirements

[Create an applicability tree of scenarios. This should provide a logical path to the appropriate requirement. Always finish with a catch-all path. The requirement text should link to the requirement description further down the document.

The alt-text example is left below to assist, and there are [more examples](#).]

Applicability Tree

For each [image](#):

1. Would removing the [image](#) impact how people understand the page?

- No. The [decorative image is programmatically hidden](#). Pass.
- Yes, continue.

2. Is the [image](#) presented in a way that is available to user agents and assistive technology?

- Yes, [image](#) must meet [Image is programmatically determinable](#) AND the [accessibility support set](#) meets [Equivalent text alternative is available for image that conveys content](#). Pass.
- No, continue.

3. Is an equivalent text alternative available for the [image](#)?

- Yes, [image](#) must meet [Equivalent text alternative is available for image that conveys content](#). Pass.
- No, fail.

Supplemental Requirements

- [Supplemental Requirement 1]

Best Practices

[Any concrete things people can do which improve accessibility, but cannot be required for some reason.]

- [Best practice 1]

Requirement list

[Requirement Name]

[Requirement in full]

Level

[Foundational or Supplemental]

Testing

[This is intended to be more testing-oriented normative text, so there is a general basis for testing this guideline. It can prioritise testable language over plain language if necessary. It should include exceptions. Example from alt-text.]

[Example for alt-text: For each image equivalent information is available in text within the view, except when removing the image would not impact how people understand the page.]

Techniques

[List of technology/platform specific techniques.]

- ([Platforms]) [Method title]
- (HTML, EPUB) Using `alt` attributes so the image is ignored. - Example

[Requirement Name]

[Requirement in full]

Level

[Foundational or Supplemental]

Testing

[Test procedure for this requirement]

Techniques

[List of technology/platform specific techniques.]

- ([Platforms]) [Method title]
- (HTML, EPUB) Using `alt` attributes so the image is ignored. - Example

[Requirement Name]

[Requirement in full]

Level

[Foundational or Supplemental]

Testing

[Test procedure for this requirement]

Techniques

[List of technology/platform specific techniques.]

- ([Platforms]) [Method title]
- (HTML, EPUB) Using `alt` attributes so the image is ignored. - Example

[Assertion name]

Assertion Description

[Example] The organization has a documented style guide which includes guidance on text-alternatives, and a policy that editors are required to follow the style guide.

Meeting Minutes

Meeting Minutes

Use this for decisions, in-process scratchpads, and other rough notes.