

# ADA WEBSITE COMPLIANCE CHECKLIST

## LEVEL A COMPLIANCE

### Basic Guidelines for Web Accessibility Compliance

- Images have alternate text that can be read by screen reader software.
- Video or audio-only content is accompanied by a text transcript or description.
- Links that are provided to media players are required to view content.
- Headings are presented in a logical order and are accurate.
- "b" (bold) and "i" (italics) formats are replaced with "strong" and "em." HTML formats
- Links or heading tags are not blank (no text or empty).
- The presentation of the web pages do not rely solely on color.
- Automatically-played audio does not occur or can be stopped.
- The keyboard can be used to navigate the site.
- Keyboard focus is never stuck on one particular page element.
- Time limits provide notifications to the user. (ie countdown clocks or time expirations)
- Automatically scrolling or blinking content can be stopped.
- No strobe effects or rapidly flashing colors occur on the site.
- "Skip navigation" functionality allows keyboard users to quickly access content.
- Page titles clearly and succinctly describe page content.
- Buttons and links are working. They are clearly and logically named.
- Elements receiving focus do not change content in a substantial way.
- Form input fields are identified to the user (ie Contact Form).
- Forms have labels and legends that can be read by screen reader software.
- There are no major website validation errors.

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## LEVEL AA COMPLIANCE (Level A & AA)

### Generally Accepted to Meet Web Accessibility Regulations

- Live video or audio content includes captions.
- Contrast ratio between text and page backgrounds is at least 4.5-to-1.
- Text on pages can be resized to 200% while still maintaining form.
- Images include an ALT tag (text description connected to the image in the background).
- Pages on the site can be accessed in multiple ways.
- Keyboard focus is provided, visible, and clear.
- The language of content is identified with any language changes.
- Menus and buttons are used consistently regardless of the user's location in the site.
- Users are given suggestions on how to solve input errors.
- Whenever the user is entering sensitive data, an error prevention technique is used.
- Underlined text should link to another webpage. If not, the underline should be removed.
- Redundant links on the same page are eliminated or minimized where possible.

## LEVEL AAA COMPLIANCE (Level A, AA, & AAA)

### Maximum Web Accessibility Compliance

- Most PDFs and Documents are accessible and can be read by screen readers.
- Contrast ratio between text and page backgrounds is at least 7:1.
- Closed Captions on all Videos
- Audio Controls

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## TIPS TO PROTECT YOUR WEBSITE

- Don't hire an expensive consultant to tell you that your website is not compliant. Unless you have made an effort to make your site compliant, it probably isn't.
- Don't rebuild your website from scratch. Website projects are never fun!
- Beware of free solutions. Free solutions solve parts of the problem but not enough to protect you from a lawsuit.
- Beware of manual solutions. We are all human. We all make mistakes. It's almost impossible to get this right on every page (old and new).

## We provide an affordable, automated solution.

- Don't worry about rebuilding a single web page. Our solution layers on top of your existing website pages, like magic.
- Your website will be 95% ADA Compliant within 48 hours.
- Our software scans your site for new content every 24 hours.
- Accessibility Statement - Post on your website to describe the efforts your organization has made to become ADA Compliant.
- Press Release Template - Share your website's proactive ADA accomplishments through online and social media channels.
- Accessibility Document Cheatsheet - A cheatsheet for your team on how to create accessible PDFs and DOCs.



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