

# 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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