ADA Compliance Checklist

# 1. Alternative Text

**Alt Text:** All images and non-text content require alternative text

**Video & Audio Content:** Transcripts for all non-text content

**Closed captioning:** Videos with sound contain captions

**Audio description:** additional audio to describe non-verbal information

**Live captions:** Live presentations must have closed captions

**Audio description:** Transcripts for all non-text content

# 2. Site Presentation

**Website structure:** Proper mark-up techniques – correct header / html tags

**Meaningful** **order**: Present content in a meaningful order and sequence so that it reads properly

**Sensory** **Characteristics**: When providing instructions, provide for no single sensory ability.

**Audio** **Control**: Any audio must be able to be paused, stopped or muted

**Use** **of** **Color**: Do not rely on color alone to convey information

**Color** **Contrast**: There must be a color contrast ratio of at least 4.5:1 between all text and background.

**Text** **Resize**: Text must be able to be resized up to 200% without negative effects

**Images** **of** **Text**: Do not use images of text unless necessary (eg Logos)

# 3. User Control

**Keyboard** Only: Website must be accessible by keyboard only (i.e. no mouse).

**No** **Keyboard** Trap: Keyboard-only users must never get stuck on any part of the website

**Adjustable** **Time**: If time limits exist, users have the ability to turn it off, adjust it, extend it.

**Pause**, **Stop**, **Hide**: If there is content that blinks, or moves, users must be able to pause, stop, or hide it.

**Three** **Flashes**: Web pages do not contain anything that flashes more than three times

**Skip** **Navigation**: A “Skip to Content” or “Skip Navigation” link allows users to bypass the heading and go straight to the main content.

# 4. Site Naming Conciseness

**Page** **titles**: Each page of a website needs to have a unique and descriptive page title.

**Focus** **order**: Users must be able to navigate through a website in a logical sequential order

**Link** **anchor** **text**: link should be clear based on its anchor text (e.g. don’t use “click here”)

**Multiple** **ways**: There are multiple ways to access different pages/information

**Descriptive** **headings** **and** **labels**: labels must be clear and descriptive

**Focus** **indicator**: interface should indicate focus on that selected interface element

**Website** **language**: Set the language for the website.

**Language** **changes**: Indicate any language changes for an entire page or within the content.

# 5. Predictability

**No focus change**: Nothing changes merely because an item receives focus

**No input change**: Nothing changes just because information is entered into a field

**Consistent** **navigation**: Keep navigation layout consistent throughout all pages

**Consistent** **identification**: Components that have the same function are identified consistently

**Error** **identification**: Make any form errors easy to identify, understand, and correct.

**Form** **labels**: Label all form fields so that a user knows what input and format is expected.

**Error** **suggestions**: Suggest ways for user to correct input errors

**Error** **prevention**: Inputs are reversable, ability to correct input, review before submission

**Parsing**: Make sure HTML code is clean and free of errors

**Name, role, value:** Make sure components are compatible with assistive technology.