# ADA Compliance Quick Check

Wondering what steps you can take to help make your webpages/documents accessible to all viewers? This checklist will help you with the main issues to pay attention to:

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| Use Heading Styles to Convey Structure |
|  | Heading 1’s are present in content |
|  | * The document’s first read (such as a title) should be a Heading 1
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|  |  |
|  | Heading 2’s are present in content |
|  | * Subsections and/or chapters should be Heading 2s
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|  |  |
|  | Heading 3’s are present in content (if applicable) |
|  | * Sub-subsections should be Heading 3s
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|  |  |
|  | Linked table of contents have been added to online documents |
|  |  |
| **Alternative Text and Labels** |
|   | Alt. Text has been added to all images and does not say “image” |
|  | * Make sure you describe the **idea** that is supposed to be given from the image rather than using descriptive adjectives to describe just the image
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|  |  |
|  | Tables have been properly labeled with headers |
|  |  |
|  | Add text alternative for tables (if applicable) |
|  |  |
| Be Mindful of Page Layout and Design |
|  | Keep white space to a minimum |
|  | Use a page break rather than multiple “Enter” keystrokes |
|  |  |
|  | Keep a high level of color contrast |
|  | A 4.5:1 color contrast ratio is needed for all content. If the content is being used for a mobile device, the suggested color ratio is 20:1 |
|  |  |
|  | Use proper hyperlinks |
|  | * Do not say “Click here to learn more”; use a name that can stand alone such as: “to find more information see the Accessible Technology Initiative at CSUSM on the Community page”
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Remember all university-affiliated content must be accessible to viewers with screen readers and other assistive computer technologies. Doing so will make your content easier to reference in an online setting and promote your content online.