

ADA COMPLIANCE CHECKLIST

THE DO'S AND DON'T'S FOR FILES

ALL PDFS SHOULD BE TAGGED

A tag is an invisible label that provides information about the metadata such as the intended reading order and contents of a PDF document.



DOCUMENTS SHOULD BE SEARCHABLE

Being able to search a document will aid in the overall navigation of a file to all students

ALTERNATIVE TEXT FOR UNSEARCHABLE DOCUMENTS

When screen readers encounter alternative text, they are able to inform the student of the file's description and information aloud.



TABLES AND CHARTS

Tables and charts should identify headers, labels, and summaries to make the information easier to navigate for students who use screen readers,

TOGETHER WE CAN BUILD A MORE ACCESSIBLE FUTURE