Steps to Website Accessibility

Step #1: Content Reflow (no 2D scrolling)

- Allow users to resize screens up to 200% without losing content or functionality.
- Additionally, a 1280px screen should be resizable to 400% without requiring horizontal scrolling.

Step #2: Default Color Contrast

- Ensure a minimum contrast ratio of 4.5:1 between text and backgrounds, with larger text requiring a 3:1 ratio.
- Hover text contrast also matters and needs to be checked.

Step #3: Layout Structure

- Screen Reader Compatibility: Ensure content is presented in the correct reading order for screen readers. (WAVE and tabbing)
- Logical Page Structure: Include all pages users are expected to find in a menu, and provide a search field and sitemap link.
- Interactive Elements:
  - Ensure that navigation through interactive elements, such as forms and links, follows a logical order. (tabbing with visible focus)
  - Form specific: Use descriptive labels for form fields, not placeholder text and make sure your forms have error identification comments with clear instruction.

Step #4: Audio/Visual Content Requirements

- Provide captions for videos and transcripts for audio content. For videos with both audio and visuals, include audio descriptions for important visual details.
- Allow users to pause or stop videos that autoplay for more than 3 seconds.

Step #5: Alt Text for Images

- Properly tag all images with alternative text so screen readers can explain the image to the user.

Step #6: Links & Button Text

- Use descriptive link text (avoid "click here.")

Step #7: Accessibility Policy

- Best practices to show you consider accessibility important include a specific page dedicated to the Website Accessibility Process with a form to submit an accessibility concern.

Step #8: Documents

- Check your website documents now to see the magnitude of your situation.
- Learn to create ADA accessible Word and Excel documents asap.
- Consider replacing forms and applications with online forms.
- Consider how your municipality wants to handle non-compliant documents.
  - What to put into Legacy Document Archive.
  - What to pull off the website.
  - Create a process to assist public when a document within the legacy archive is requested.

Once Compliant - Ongoing Maintenance and Resources for Your Website Editor "and Resources"

- Use WAVE: https://webaim.org/resources/contrastchecker/
- Double check your colors with: https://webaim.org/resources/contrastchecker/
- Pay attention to your button and link text
- Start uploading only compliant documents now
- Review all your images – can your vendor add ai tagging?
- Review any videos/audio on your website – make sure that have transcripts and subtitles as necessary.
- Pay attention to your website headings.