



KEY POINTS TO ACCESSIBILITY

Preparing Content For Your Website

WHY IS ACCESSIBILITY IMPORTANT?

State and federal requirements, such as the Americans with Disabilities Act (ADA) and U.S. Workforce Rehabilitation Act Section 508, ensure that people with disabilities have access to government programs, services and information. Government websites fall into the category of “public services” under Title II of the ADA.

KEYS TO MAKING YOUR WEBSITE ACCESSIBLE

PROOFREAD THE CONTENT

Is the grammar, spelling and punctuation correct?

CHECK THE REFERENCES

Are all of the references cited properly?

CHECK THE FORMATTING

Is everything formatted properly?
For examples, see the other side of this card.

FOR MORE INFORMATION

Visit PAI’s training website: <http://training.pa.egov.com>

REFERENCES

Accessibility-related resources

- <http://www.section508.gov/>
- <https://www.w3.org/WAI>
- <http://webaim.org>
- <https://www.access-board.gov>
- <http://colororacle.org/>
- <http://www.freedomscientific.com/Products/Blindness/JAWS>
- <http://www.cynthiasays.com/>
- <https://gds.blog.gov.uk/2016/05/19/doing-the-hard-work-to-make-accessibility-simple/>



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Basic Formatting Examples

SITE & PAGE PROPERTIES

Title [Add a concise title to describe the content subsite/page]

Description [Type a brief description, including keywords, to describe the content within the subsite/page]

IMAGE PROPERTIES

Filename [Filename using naming convention followed by file type (.jpg, .gif, .png)]

Title [Add a concise title to describe the image]

Keywords [Add descriptive adjectives, commonly used while searching]

Alt Text [Add alt text that will be read by screen readers to describe the picture, or display when the image is not available]

DOCUMENT PROPERTIES

Filename [Filename using naming convention followed by file type (.docx, .pdf)]

Title [Add a concise title to describe the document]

Link Display Text [Links display as clickable text, this text should be descriptive of the destination]

PARAGRAPH TEXT FORMATTING

[Format body of paragraph as “Paragraph Text” Mark Up style]

Heading 1 [Attribute the “Heading 1” mark up style to a concise title to describe the page content. Only one <H1> per page]

Heading [#] [Attribute a “Heading [2-4]” mark up style to the text in ascending order to call out section titles, subsections and general content]

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