

Basic ADA Compliance Rules

- * Never use ALL CAPS - a screen reader will read each individual letter instead of the whole word. Instead, to emphasize something, use **bold** or *italics*.
- * Make sure all images have the “alt text” filled in. This is found on the right column when uploading images in Wordpress. For further details see the pdf titled “Entering Images.”
- * Use the block editor, not the classic editor.
- * Avoid adding extra html. On the old site, we often had to do this in order to make the site work. Screen readers have trouble with that. If a WordPress block isn’t doing what you want it to, find a different way to present the information.
- * When linking a document, use the “Link List” block. The link needs to include whether or not it is a pdf, and the size of that pdf. For example, “Catalog (PDF 2MB)”.
- * When linking to a different webpage, use either the Link List block or the Button block. If linking to an external site, make sure to check the box that says “open in new tab.”
- * Avoid shortened urls except on advertising. Internal use does not count as advertising.
- * In edit mode on a foreign language page, on the right column under the documents tab, make sure the language is set for either “Spanish” or “Chinese.” This way a screen reader will read it in the proper language.