ADA How to Guide:
Make your Website Accessible

Starting Jan 1, 2018 all government sites are required to have completely Americans with Disabilities Act (ADA) compliant websites. As a rule of thumb, these errors pertain to missing "behind the scenes" stuff – attributes and tags screen readers and those with disabilities use to better access and navigate our website. These are things like adding alternative text to images, checking for broken links, adding link destinations and descriptions, making sure all text and images are inline so they can be properly read, etc. Most of these things aren't outwardly seen when viewing the doc, but picked up by tools used by those with disabilities.

It is our job to transition and update everything currently on our web pages and everything we upload in real time to meet these new requirements. Below are helpful instructions that will guide you on how to correct a number of common errors.

To delete/hide a page on your website:

Time saver: Keep an eye out on your website for old/irrelevant information. If you notice a page that is no longer relevant, or doesn't have any information on it – DELETE IT or hide it from public view. It is a waste of time to correct ADA issues on irrelevant pages that can be deleted.

1. Log on to your web editing account
2. Go to the **parent page** of the one in which you would like to delete (i.e. I want to delete/hide this page about flex learning days, I would direct myself to the parent families page.)
3. From the parent page, click on "Page Options" on the top design tool bar
4. Find "Page Status" and click on it
5. Find the title of the page you wish to hide/delete (in this case, it would be "Flexible Learning Days"
6. If you wish to delete page, check the box to the left of the page title, then scroll to the bottom and click archive. **THIS CANNOT BE UNDONE.**
7. If you wish to hide the page prom public view, find the page title on the list, select the "Hide Selection" bubble, then scroll to the bottom and click archive. If you wish to make it visible again, you can come back here and select "Show".

Hyperlinks:

You MUST hyperlink an entire descriptive sentence when linking out to another document or website destination. Do not just hyperlink a single word like "here", "more" or "view".
i.e. "Click here to visit the XYZ site." **vs. "**Click here to visit the XYZ site."
"View XYZ form to learn more" vs. "View XYZ form to learn more"

You MUST add a tooltip. This can be the same wording that you use for the link text. (Gives a screen reader a hint at what it is directing to.)

i.e. "Click here to visit XYZ site." Or "View XYZ form, here." If the tooltip box appears, do not leave this tooltip box blank!

Broken links:
In the website redesign, a number of hyperlink connections were broken. Be sure the links on your pages lead to the correct internal or external source. If it is an old link, keep in mind the destination source may be outdated or expired – if this is the case please replace the hyperlink with an updated version of the source or delete the hyperlink.

Page Titles:

When you are adding a new portion to your website (i.e. a new program/club/student group arises and you want to give them a space on the website) please be sure each subpage for the new program is accurately titled (i.e. when you are making a new contact page for this program, label it "Contact XYZ Club" rather than a general "contact us" or "XYZ program information" vs. "program information") A main ADA issue found on pages was identical link text ("contact us") used to lead to a number of different places on your website (contact page for admin vs. contact page for club leaders vs. contact page for main offices etc.). While this may be clear enough for those of us that can visually follow along with where we are clicking, these too-general link text descriptions are very confusing for screen reader users.

 If link text (i.e. "Contact us") is used in multiple areas, but all directing to the same destination it is not an issue

To Change Page Title:

1. Login to your web editing account
2. Go to the page in which you wish to change the title
3. Click on "Page Options" on the top black toolbar
4. Select "Page Properties"
5. Change title and update page

Images:

When adding logos, graphs, icons, or any images to your site, you MUST include alternative text. This will be an option when you are uploading the image – just fill in a short description that will show when you hover over the image on the site. For an image that is already on your site, you must add alternative text.

Add alt text to existing image on website:

1. Find image missing alt text (if nothing comes up when you hover over image, it does not have alt text)

2. Sign into web editing
3. Turn on design mode
4. Click the edit pencil of the content box the image in housed in
5. Right click on image and choose "properties"
6. Add text in the "Alt Text" box

i.e Alt text: Students playing
Alt text: FHS band
Alt text: XYZ logo

Word Docs and PDFs:

Generally, it is easier to fix compliancy issues on a word doc rather than a PDF. If you have the document available in Word Document, I would advise you to start there, then save as PDF, run a check via Adobe Acrobat, and then upload the document as PDF.

If a form from our website is from another source (i.e. MDE) and not originally created by us, we will have to turn to that specific source to provide us with an ADA compliant version of the form (which for MDE should not be an issue, as they too are a government entity and are under the same ADA requirements we are). This then is a matter of making sure we have the most updated version of the file (found by us on their MDE site, or by reaching out to a MDE contact who can provide an updated, compliant file) uploaded to our site.

If it is an original document is created by ISD 192 you _must_ make it accessible before uploading.

****Try to avoid scanned-in images in all cases**. They are extremely hard to make accessible, as the systems do not read them as text. It is always best to convert to a word document (or track down original word doc), make accessible, save as pdf, make accessible, upload accessible pdf to website.**

Check for Accessibility of Word Documents:

1. Open the document in Word
2. Click File>Check For Issues>Check Accessibility
3. A box will come up with issues and warnings on your document. Follow the instructions to fix each error.

Check for Accessibility of PDFs:

1. Open the document in **Adobe Acrobat Pro** (*Adobe Reader will not work*)
2. Click View>Tools>Accessibility
3. Run Full Check
4. A sidebar will come up with issues and warnings on your document. Follow the instructions to fix each error.
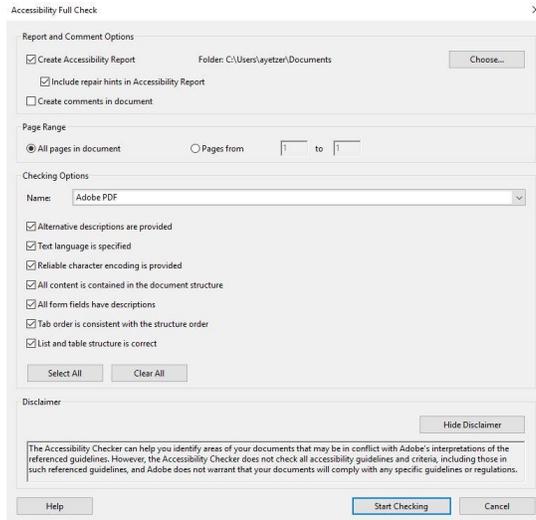
Linking to PDF's or documents from other pages:

Tip: If you are linking to a document on another part of the district website, hyperlink to the page the document can be found on, not the specific document. This way, if the owner of the document goes in to update the doc, it will not break the link you have created, and users on your site will still be directed to the updated version.

Keep in mind **these issues above need to be fixed on all past postings as well as new content you add to your website in the present.** If you are on an old content page and notice an undescriptive hyperlink or image without alt text: add it in!

This job is tedious, but so important to do efficiently and correctly. Once this big first overhaul is finished, we will all be in a routine to be on the watch for ADA compliancy and will make future corrections and uploads *much* easier.

Thank you for your help in making sure our site is able to be used best by all; we truly appreciate it.

If you have any questions, please send an email to Sally McConnaughey (smcconnaughey@farmington.k12.mn.us) or call 651-463-5079.