

# How to Make Your Content ADA Compliant

Apptegy provides school districts with a fully ADA compliant website that meets WCAG 2.0 AA compliance. The big concern is how to keep a website compliant as users begin adding content. In this document, I will walk you through the different areas of Thrillshare and your website where you can ensure your content, and your website as a whole, remains compliant.

## **Videos**

Areas affected: News, Static Pages

Steps to remain compliant: Videos must have closed captioning.

Videos can be a great resource for sharing engaging content for your users to enjoy. With Apptegy, you have the ability to embed videos from the internet in News stories and on static pages of your website. While YouTube offers automatic closed captioning on videos, these closed captions are often inaccurate on their own. If you are the owner of the video you are uploading, you can edit these closed captions to make sure that they are correct. For videos in Vimeo, a subtitle file must be uploaded with that file before closed captioning is available. If a video does not have closed captioning available, it is not ADA compliant!

## **Images**

Areas affected: Gallery, Live Feed, News, Staff, Static Pages

Steps to remain compliant: Fill out Title and Description fields, name files appropriately before uploading

### **Gallery:**

When uploading images to the gallery section of Thrillshare, users are given the ability to add a Title and Description to each photo they upload. These fields will directly edit the alt-text of an image in the HTML code, making these photos compliant! When creating a title and description for a photo, imagine what you would say if you were describing the image out loud. It isn't necessary to add words like "picture of a..." in the description. And if the image is an image of text, simply copy the text of the picture in the description.

## **News section:**

### Cover photo:

While there is no option to add a title or description to the cover photo of an article, your picture is still sending information about that picture to the alt-text of the HTML code by telling it the name of the file you are uploading. This means appropriately naming a picture file before uploading it is very important! For example, if you are uploading a picture of a football, name that file "football" will let users accessing the site with screen reading technology know that the image is of a football without having to see the picture itself!

### Photos in an article:

Photos added in article behave differently than the cover photo of the article. To make sure photos added to the content of the article are compliant, click on the picture after you have uploaded it in the article. You will see an Edit button appear in the center of that photo. Click that edit button, and then you will be able to edit the Title field of that photo. Just like with gallery photos, adding this Title will directly edit the alt-text, making your photos compliant!

## **Static pages:**

### Images uploaded in the Text option:

Images uploaded in the Text option of static pages behave the same as photos uploaded in the content of a news article. After uploading a photo in the Content area of the Text box, click on that image. An Edit button will appear. Clicking that Edit button will allow you to add a Title field to that photo, which will make your picture ADA compliant.

### Images uploaded in the Image option:

Images uploaded by clicking the Image option can be easily made compliant by adding a caption in the Caption field and displaying that caption. Not only will the alt-text display the name of the picture file, but it will also display the caption of that photo to describe what that photo is.

### Images uploaded in the Slides, Gallery, or Grid options:

Uploading images using the Slides, Gallery, or Grid options is not recommended if you are attempting to maintain ADA compliance. While the file names will be displayed in the alt-text like with all other photos, these descriptions will be lost in a lot of extra code that goes into making

those photos display in these special ways on your site. Using these features is not recommended when attempting to maintain ADA compliance!

### **Live Feed pictures:**

If you've added images to your posts in the Live Feed recently, you've probably noticed that adding images in the Live Feed now requires that alt-text be added to all images posted through the Live Feed. To add your image description (or alt-text), you'll simply need to add a title or description to each photo added through the Live Feed before proceeding to publish your post.

Note: All posts with images added prior to the update (on 8/21) will automatically use the title of the individual image as alt-text. If necessary, you will now have the ability to edit the alt-text in any post made with images by hovering over the post and selecting the edit icon.

### **Staff pictures:**

The option to add Title and Description fields are not available when uploading a photo to a member of your staff directory. Alt-text for pictures uploaded to the Staff directory will instead rely on the name of the picture file that is being uploaded, so make sure the file contains the staff member's name before uploading it to that Staff contact.

## **Documents**

Area affected: Documents

How to remain compliant: Upload documents in a compliant format or post the same information in a text format elsewhere on the website

### **PDF Documents:**

PDF documents are the main offender of non-compliant documents. To ensure that your PDF is accessible, make sure that the text content of the PDF is specifically recognized as text. If you are able to highlight specific words in your PDF, your PDF recognizes your content as text and your document is ADA compliant. If your PDF contains images, those images will need to have appropriate alt-text in the same way that the photos uploaded to your website do.

To check if your PDF document is fully compliant, follow the instructions provided here on Adobe's website: [Create and verify PDF accessibility](#)

## **Word Documents:**

Word documents that consist entirely of plain text will often already be accessible. Documents that contain other content such as photos and headings will be subject to additional compliance rules like the ones required of your website content.

To check if your Word document is fully compliant, follow the instructions provided here on Microsoft's website: [Make your Word documents accessible](#)

## **Excel Documents:**

While Excel spreadsheets contain many unique elements not found in Word or PDFs, many of the rules of accessibility are the same. It is important to make sure all pictures and shapes include alt-text. It is also important to give sheet tabs unique names and to remove any blank sheets from the document. Using headings appropriately is also very important in Excel documents.

To check if your Excel document is fully compliant, follow the instructions provided here on Microsoft's website: [Make your Excel spreadsheets accessible](#)

## **Headers**

Area affected: News, Static Pages

How to remain compliant: Use Heading 1 to start the main content area. Use Heading 2 for main sections. Use Heading 3 for sub-sections. Use Heading 4 for sub-sections within Heading 3 sub-sections. Use Heading 5 for sub-sections within Heading 4 subsections.

Who this affects: Users with visual disabilities.

Within the content editor of News stories and Static Pages, you have the ability to change the Heading format of your text within the Format option indicated with the ¶ symbol. These headers are very important indicators for users accessing the site with a screen reader to be able to easily skim through content and find areas of interest, so it is important that these headings are used in the appropriate order. The Heading 1 option should be used when starting a new content area. Think of this as the title for information below. After this title heading, Heading 2 is a good way to separate your information into major topics. If you need to separate your topics down further, using a Heading 3 is a good way to separate further. Heading 4 can be used to separate Heading 3 content further, and Heading 5 can be used to separate Heading 4 content. The important thing to remember when using headings is to keep them in order. You should never use a heading of a higher number after a header of a lower number (ex. Heading 3 after a Heading 4). This whole process starts over each time you begin with a new Heading 1 to indicate that you are starting an entirely new topic. Also, not every heading has to be used each time you post information. In some instances, only a Heading 1 needs to be used if only one subject is being covered. For an example of how to use headings

properly, look no further than this document! The headings in this document follow the ADA-compliant format!