SDAO

Is Your Website ADA Compliant?

(and how to check!)

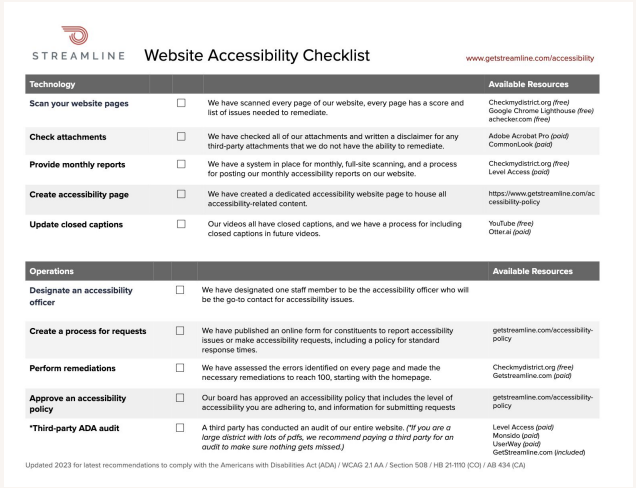
With live demos and examples!

Mac Clemmens
Streamline

Maria Lara
Streamline

Download the slide deck and checklist

getstreamline.com/orada



STREAMLINE **Website Accessibility Checklist** www.getstreamline.com/accessibility

Technology			Available Resources
Scan your website pages	☐	We have scanned every page of our website, every page has a score and list of issues needed to remediate.	Checkmydistrict.org *(free)* Google Chrome Lighthouse *(free)* achecker.com *(free)*
Check attachments	☐	We have checked all of our attachments and written a disclaimer for any third-party attachments that we do not have the ability to remediate.	Adobe Acrobat Pro *(paid)* CommonLook *(paid)*
Provide monthly reports	☐	We have a system in place for monthly, full-site scanning, and a process for posting our monthly accessibility reports on our website.	Checkmydistrict.org *(free)* Level Access *(paid)*
Create accessibility page	☐	We have created a dedicated accessibility website page to house all accessibility-related content.	https://www.getstreamline.com/accessibility-policy
Update closed captions	☐	Our videos all have closed captions, and we have a process for including closed captions in future videos.	YouTube *(free)* Otter.ai *(paid)*

Operations			Available Resources
Designate an accessibility officer	☐	We have designated one staff member to be the accessibility officer who will be the go-to contact for accessibility issues.	
Create a process for requests	☐	We have published an online form for constituents to report accessibility issues or make accessibility requests, including a policy for standard response times.	getstreamline.com/accessibility-policy
Perform remediations	☐	We have assessed the errors identified on every page and made the necessary remediations to reach 100, starting with the homepage.	Checkmydistrict.org *(free)* Getstreamline.com *(paid)*
Approve an accessibility policy	☐	Our board has approved an accessibility policy that includes the level of accessibility you are adhering to, and information for submitting requests	getstreamline.com/accessibility-policy
***Third-party ADA audit**	☐	A third party has conducted an audit of our entire website. *(*If you are a large district with lots of pdfs, we recommend paying a third party for an audit to make sure nothing gets missed.)*	Level Access *(paid)* Monsido *(paid)* UserWay *(paid)* GetStreamline.com *(included)*

Updated 2023 for latest recommendations to comply with the Americans with Disabilities Act (ADA) / WCAG 2.1 AA / Section 508 / HB 21-1110 (CO) / AB 434 (CA)

Why I'm passionate about this

MARIA LARA

- Web developer & Streamline's National Director
- Local government and online communications advocate
- Experience working with over 900 public websites on their accessibility practices
- Presented on topics such as ADA, cybersecurity, SEO, and public information affairs nationally

STREAMLINE

Why I’m passionate about this

MAC CLEMMENS

- Winner, Access Award, Disability Rights California
- Entrepreneur with passion for communication and technology
- Interested in SEO - which also benefits from accessibility
- CEO, Streamline, powering 1000+ districts nationwide

STREAMLINE

What we'll cover

01 WHY WEBSITE ACCESSIBILITY MATTERS

02 HOW TO CHECK

03 HOW TO COMPLY

Why is accessibility important?

Social responsibility: including individuals with disabilities is the right thing to do!

- ? of the population has a physical or mental disability that may affect their ability to get the information they need from your site.
- Disabilities can be physical (vision, motor) or even cognitive.

Good business: Increases the ability for search engines to find / index your site.

Legality: it's not just for federal agencies!

The Florida Story

- 2015: Websites required for all special districts, with a multitude of posting requirements
- 2016: attorneys started suing districts en masse for having inaccessible websites

Example lawsuits

Miami resident Juan Carlos Gil, who is legally blind, has filed nearly 200 lawsuits in Florida and across the country accusing government agencies, restaurants and stores of violating the ADA by not taking steps to ensure that documents on their websites can be accessed by anyone's personal computers.

REQUEST FOR ACCOMMODATION

Dear Maria Waldrop;

On 3/18/19 I went to your information site (the website www.itsmymaitland.org) trying to learn about the governmental functioning of Maitland, Florida through the documents you provide within your site.

I am legally blind, so I depend on a screen reader to help me understand electronic documents. My screen reader would not work with your electronic documents. I was specifically interested in documents related to the budget of the City of Maitland, Florida (electronic documents) for 2018, 2017, 2016 and 2015 and all City Commission agendas and back up material for year 2018, 2017 and 2016. Would you please make these documents accessible in your site so that they will work with screen readers?

I have visited www.itsmymaitland.org in the past and I continue to desire to visit www.itsmymaitland.org in order to become an active participant in the Maitland, Florida governmental process and to become informed about the programs, services and activities offered by Maitland, Florida as related to my intended future visits to Maitland, Florida.

Your site has many other electronic documents other than the specific ones which I have asked for above. In addition to the specific documents listed here, can you also make the other electronic documents within your site accessible so that they will work with screen readers so I don't have to take the steps to ask for each document in a mail request?

I appreciate your reply as soon as possible.

Thank you,

X _____

Juan Carlos Gil

We propose that the parties engage in negotiations on an expedited basis, with the goal of achieving an enforceable agreement providing for injunctive relief and reasonable attorney's fees and costs. We would be willing to pursue these negotiations either directly or with the assistance of a mutually acceptable mediator.

The remedial measures would include, at a minimum, the following:

- Designate one or more individuals to manage web accessibility testing, repairing, implementation, maintenance and reporting for a WCAG 2.0 compliant website within a reasonable time period;
- Create, adopt and maintain a web accessibility policy consistent with prevailing standards;
- Initiate a needs assessment and subsequent training for web and content development personnel on WCAG 2.0 accessibility programming, functionality and design;
- Contractually require that services procured and performed by third-party developers and other relevant service providers conform to prevailing WCAG 2.0 compliant accessibility standards and your web accessibility policy;
- Conduct independent third-party monthly automated and disabled end-user testing of website; and
- Implement other related policy, technology and programming, monitoring, and training measures as they are identified and needed.
- Pay compensation to our Client within 10 days in the amount of: $6500.00

Whether the Claimant secures your Website's compliance through pre-suit resolution and remediation or protracted litigation rests solely within your discretion. To that end, in the unfortunate circumstance that your Company fails to respond to this demand within **thirty (30) days** after the date of this correspondence, then we reserve the right to seek judicial enforcement, without further notice.

This letter is a confidential settlement communication and cannot be used in any action before any court. The statements of either party in these settlement negotiations cannot be considered admissions nor are they binding upon parties if no settlement is reached.

LANDMARK LAWSUIT: OREGON DEPARTMENT OF TRANSPORTATION ADA SETTLEMENT

The lawsuit filed by the Association of Oregon Centers for Independent Living on behalf of residents and visitors with disabilities has reached a settlement agreement. The agreement, which was approved by a U.S. District Court, requires the Oregon Department of Transportation to steadily upgrade their entire highway system to meet ADA compliance requirements.[1]

What it’s like to use a screen reader to surf the web…

Pop quiz!

Website accessibility lawsuits

Claims Rose ? in 2021

Average ADA Claim in 2019: ?

Average ADA Claim in 2022: ?

Percent of Districts Hit: ?

Sources: https://www.wsj.com/articles/lawsuits-over-digital-accessibility-for-people-with-disabilities-are-rising-11626369056
https://ada.jmbm.com/ada-website-accessibility-lawsuits-wont-go-away-in-2020-part-1-how-we-got-here/

Website accessibility lawsuits

Claims Rose 56% in 2021

Average ADA Claim in 2019: $4,000

Average ADA Claim in 2022: $39,000

Percent of Districts Hit: 6% (2,403+)

Sources: https://www.wsj.com/articles/lawsuits-over-digital-accessibility-for-people-with-disabilities-are-rising-11626369056
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Website accessibility lawsuits

What insurance will protect from ADA claims?

A) EPLI (Employment Practices Liability)
B) Cyber-insurance
C) Statewide or other insurance pools
D) None of the above

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Prowriters offers a plan for ADA coverage ($300/mo), but it can be expensive to meet the qualifying requirements. Also, neither plugins nor scanners offer liability protection.

Sources: https://www.wsj.com/articles/lawsuits-over-digital-accessibility-for-people-with-disabilities-are-rising-11626369056
https://ada.jmbm.com/ada-website-accessibility-lawsuits-wont-go-away-in-2020-part-1-how-we-got-here/

Meanwhile, in California...

California's AB 434 disability law has costly effects: Documents disappear as state spends millions *(Sacramento Bee, October 2019)*

- Dozens of wildfire reports disappeared from Cal Fire's website as this year's fire season began.
- Thousands of water science reports vanished from the Department of Water Resources website.
- More than 2 million documents, ranging from environmental impact reports to internal human resources guides, went missing from remote corners of Caltrans' website.

What does “accessible” mean?

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The major categories of disability type, in relation to website accessibility, are:

- **Visual**: blindness, low vision, color-blindness
- **Hearing**: deafness and hard-of-hearing
- **Motor**: Inability to use mouse, limited fine motor control
- **Cognitive**: learning disabilities, distractibility, inability to remember or focus on large amounts of information

People with disabilities often rely on assistive technology (AT) - screen readers, braille readers, browser zoom, etc...

What does “accessible” mean?

Accessibility covers things like:

- Font colors and contrast (low vision, color blind)
- Text alternatives for any non-text content so that it can be changed into other forms (braille or screen readers)
- Labels on form fields so a visitor knows what each field is for
- Captions on videos (especially meetings!)
- It also applies to PDFs and documents uploaded to your site

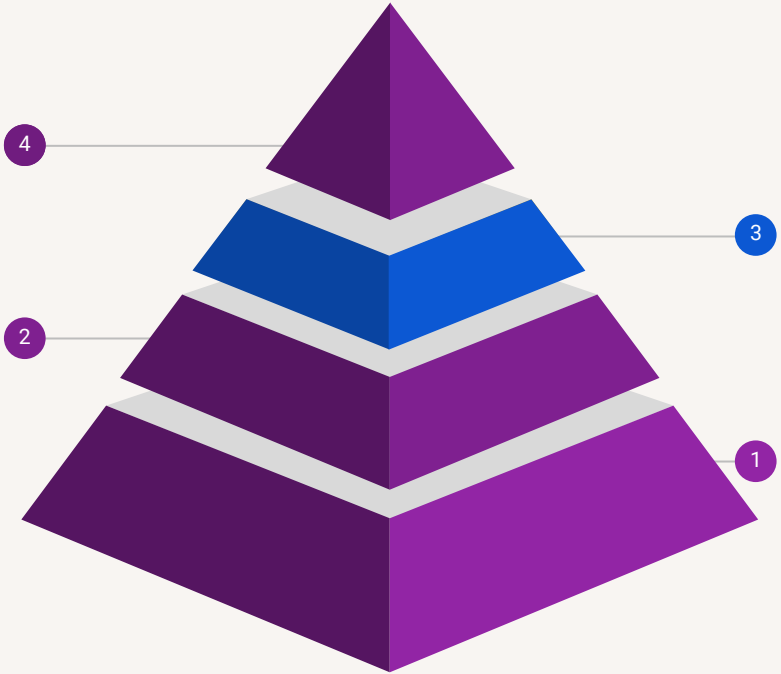
Legal foundations for website accessibility

State Laws

Requires that state agencies comply with accessibility guidelines. Examples include HB21-1110 or AB434 . FL Chapter 282

Section 508

A law referenced by the ADA that more specifically outlines how to meet accessibility standards for electronic content, including websites.



WCAG Guidelines

The international web accessibility guidelines that are referenced (directly and indirectly) by both state and federal laws regarding web accessibility.

ADA Compliance

The Americans with Disabilities Act protects the rights of people with disabilities. It's broad reach extends to websites, but doesn't reference web accessibility specifically.

WCAG 2.1 A

→ WCAG 2.1 AA

WCAG 2.1 AAA

WCAG 2.1 AA: Perceivable

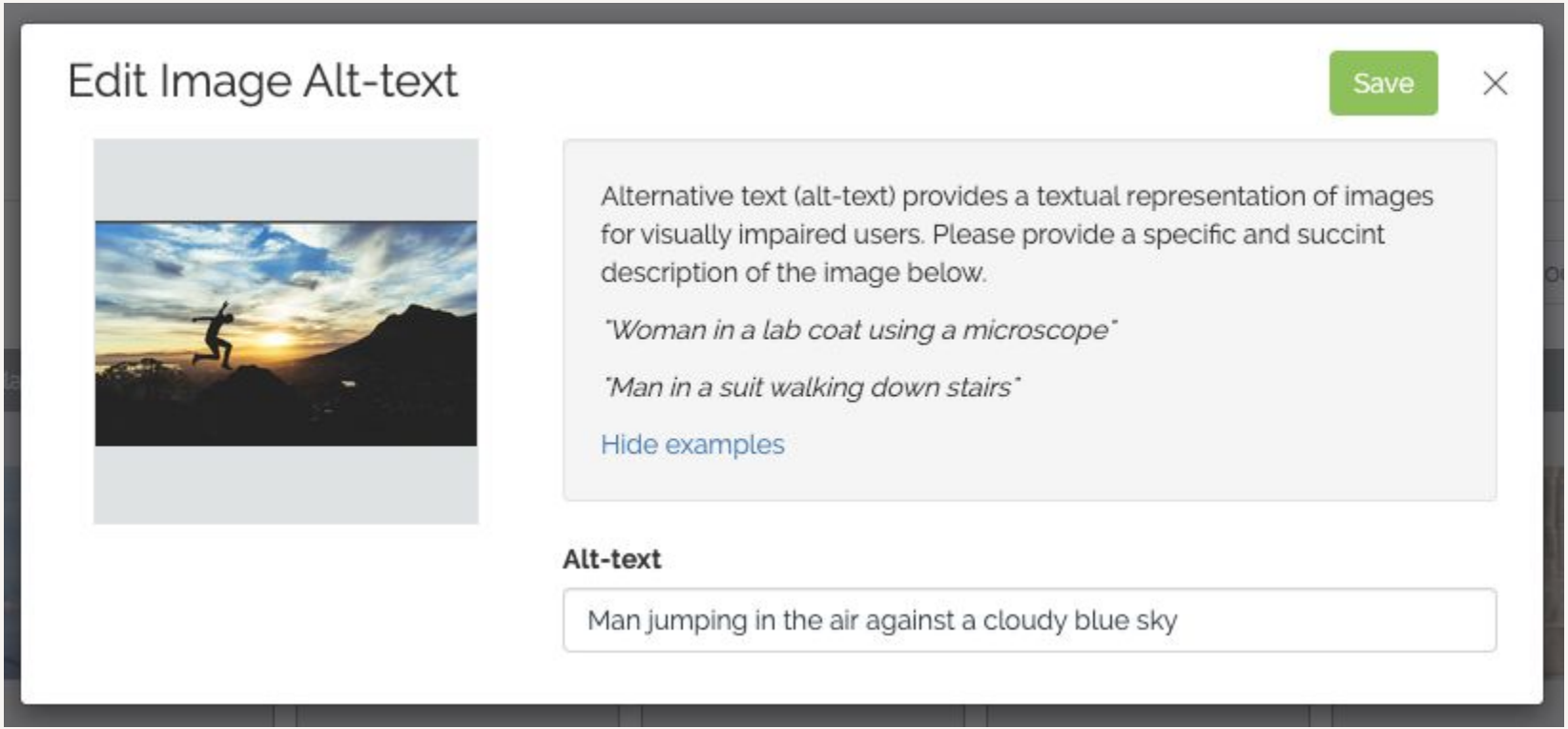
Guideline 1.1, Text Alternatives: Provide text alternatives for any non-text content

Guideline 1.2, Time-based Media: Provide alternatives for time-based media

Guideline 1.3, Adaptable: Create content that can be presented in different ways (for example simpler layout) without losing information or structure

Guideline 1.4, Distinguishable: Make it easier for users to see and hear content including separating foreground from background

Guideline 1.1, Text Alternatives: Provide text alternatives for any non-text content



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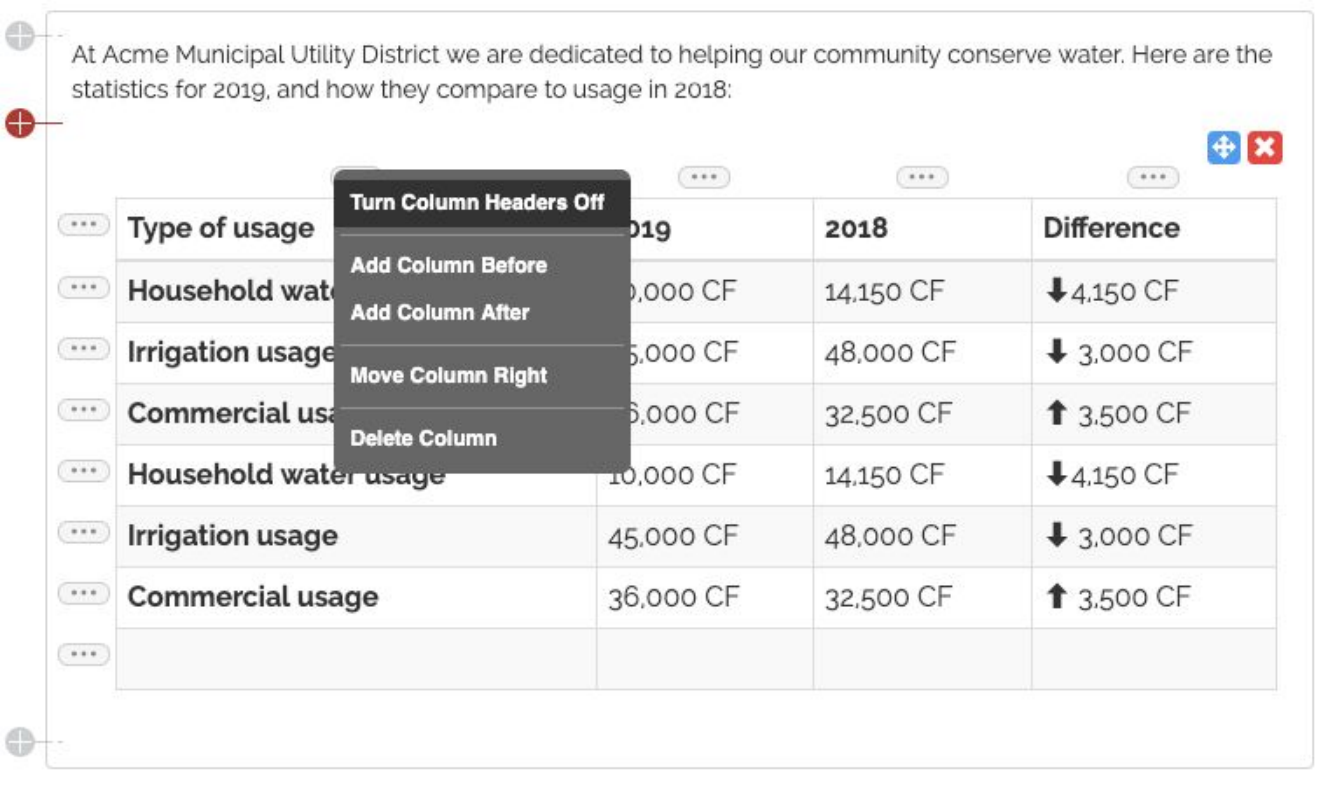

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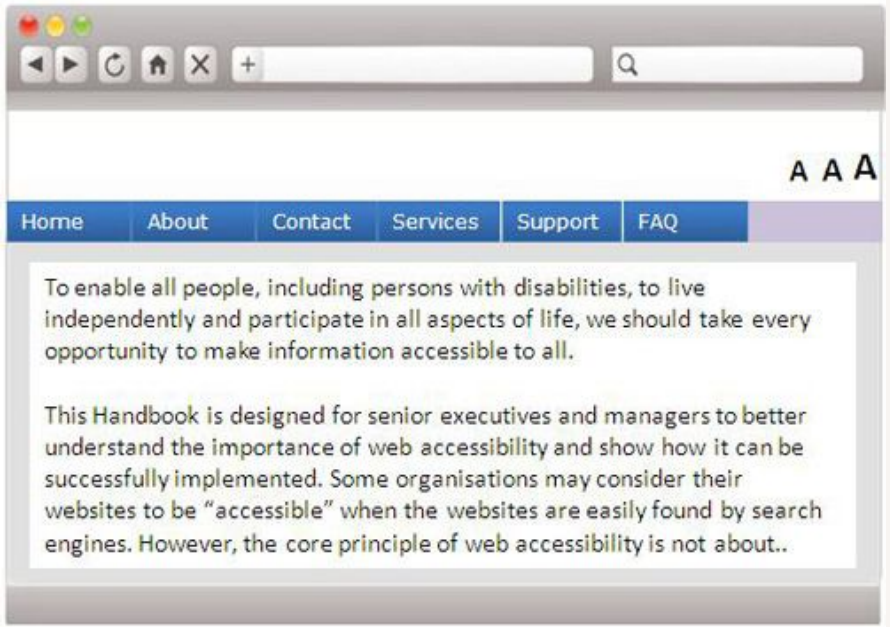

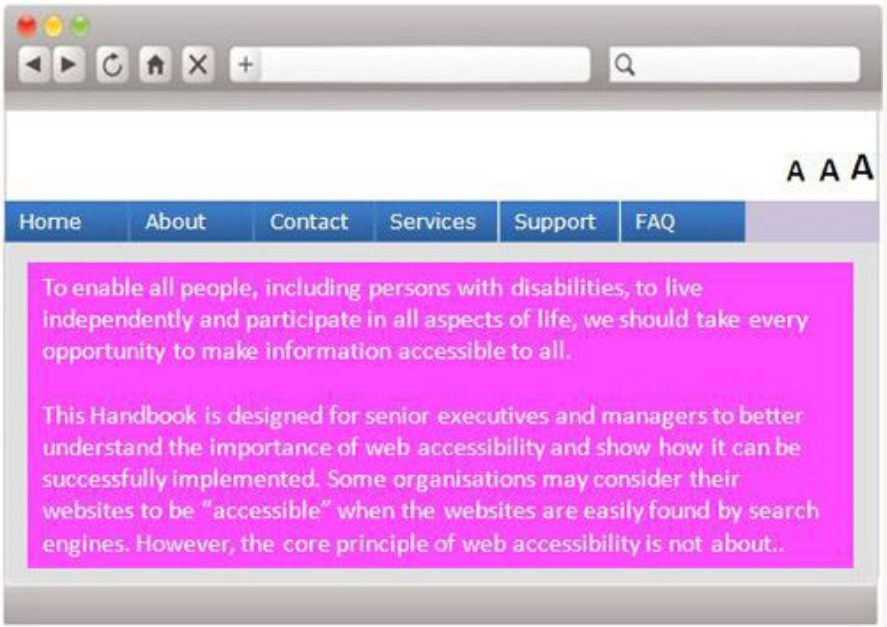

WCAG 2.1 AA: Operable

Guideline 2.1, Keyboard Accessible: Make all functionality available from a keyboard

Guideline 2.2, Enough Time: Provide users enough time to read and use content

Guideline 2.3, Seizures and Physical Reactions: Do not design content in a way that is known to cause seizures or physical reactions

Guideline 2.5, Input Modalities: Make it easier for users to operate functionality through various inputs beyond keyboard

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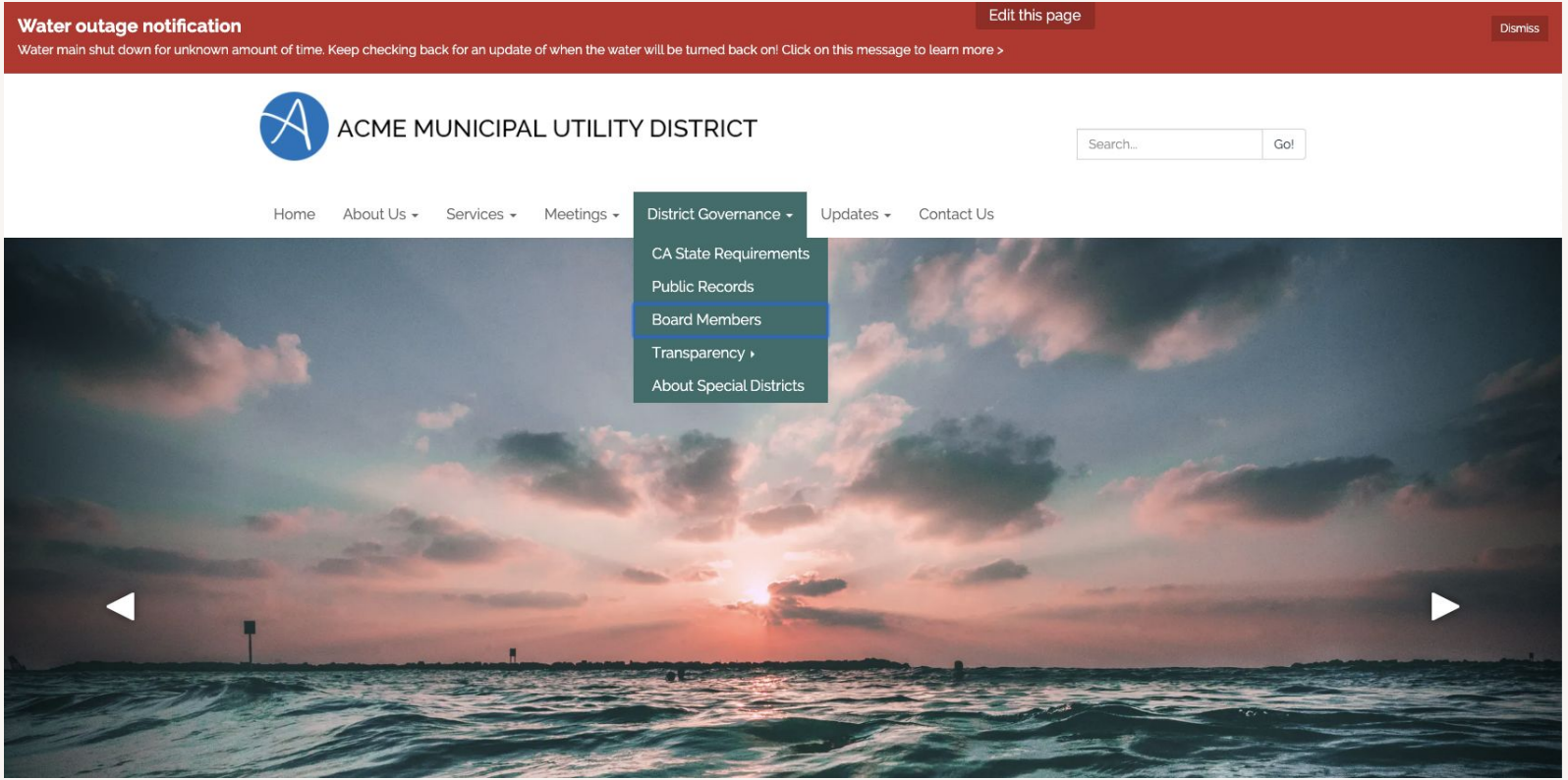


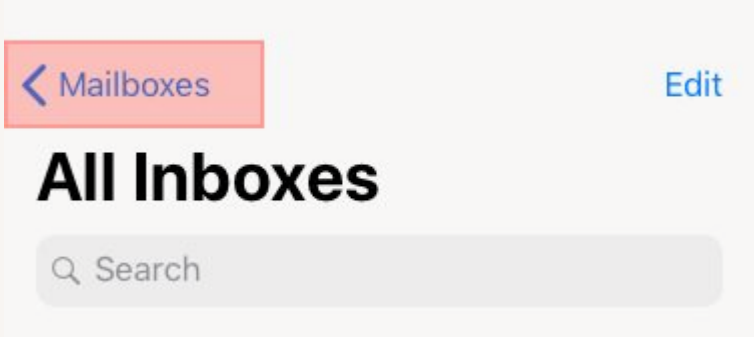
Guideline 2.2, Enough Time: Provide users enough time to read and use content

(Example: Interruption or alerts can be postponed or suppressed by the user.)

Guideline 2.3, Seizures and Physical Reactions: Do not design content in a way that is known to cause seizures or physical reactions

Guideline 2.5, Input Modalities: Make it easier for users to operate functionality through various inputs beyond keyboard

(Example: Clickable targets are at least 44 by 44 pixels in size)



WCAG 2.1 AA: Understandable

Guideline 3.1, Readable: Make text content readable and understandable

Guideline 3.2, Predictable: Make Web pages appear and operate in predictable ways

Guideline 3.3, Input Assistance: Help users avoid and correct mistakes

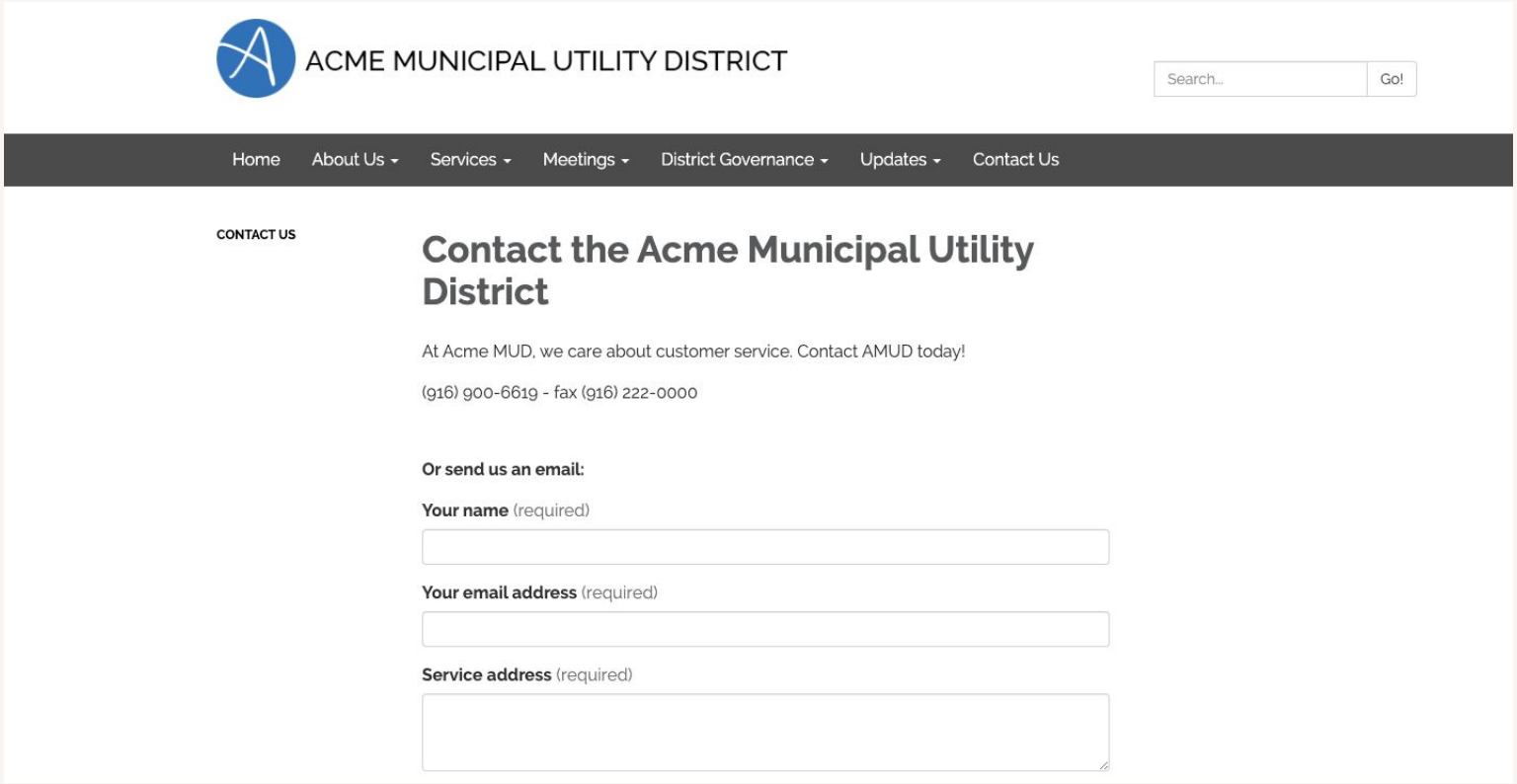
Guideline 3.1, Readable: Make text content readable and understandable

"A more understandable alternative is provided for content that is more advanced than can be reasonably read by a person with roughly **9 years of primary education**."

Guideline 3.2, Predictable: Make Web pages appear and operate in predictable ways

(Example: the spawning of pop-up windows must be initiated by the user, or the user is provided an option to disable such changes.)

Guideline 3.3, Input Assistance: Help users avoid and correct mistakes



WCAG 2.1 AA: Robust

Guideline 4.1, Compatible: Maximize compatibility with current and future user agents, including assistive technologies

What you can do to comply

It’s a team effort

Technology

Work with your website provider to scan, remediate, and create reports

Operations

Work with your board & staff to create a district policy

1. Technology

Scan website pages

Check your attachments

Update your captions

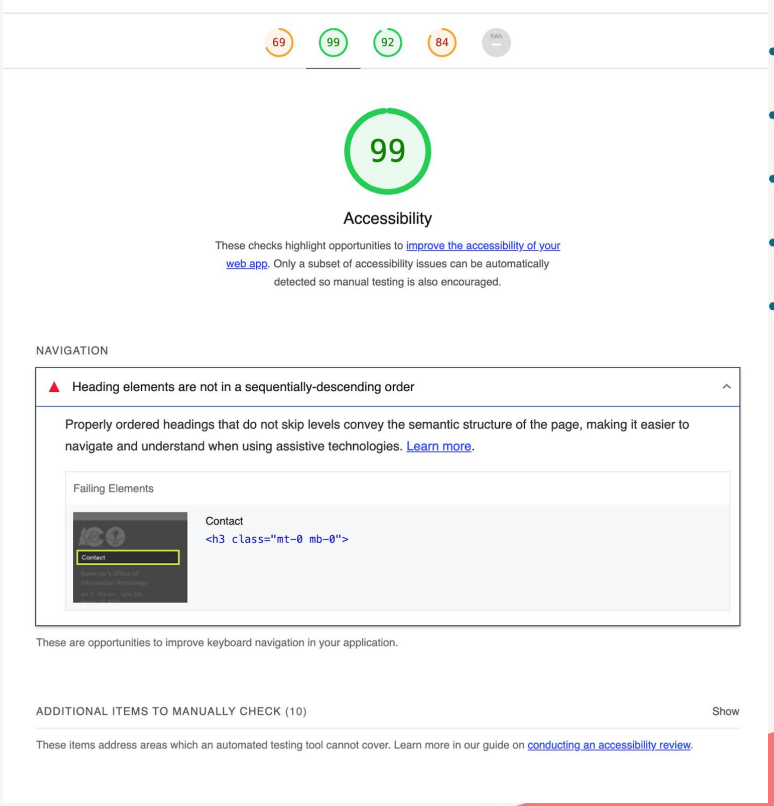
Create a dedicated accessibility page

Provide monthly reports

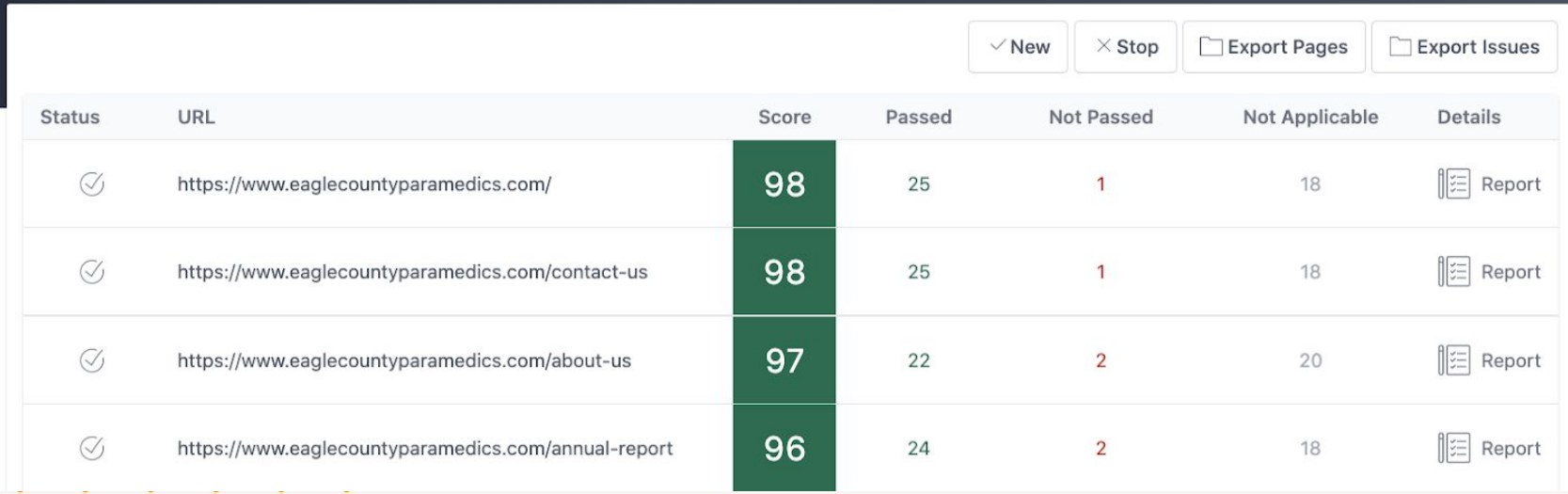
Scan your *entire* website

Tip: this tool scans all pages for free

checkmydistrict.org



ACCESSIBILITY CHECK



Compliance

Transparency | Accessibility

Your Accessibility Snapshot

Last Site Scan: 5/11/22 - 4:32pm

Re-scan Site

Homepage Score
98/100

Pages (Need Attention)
18

Files (Need Attention)
Coming Soon!

Images (Need Attention)
7

Site Snapshot

6 Month Accessibility Snapshot

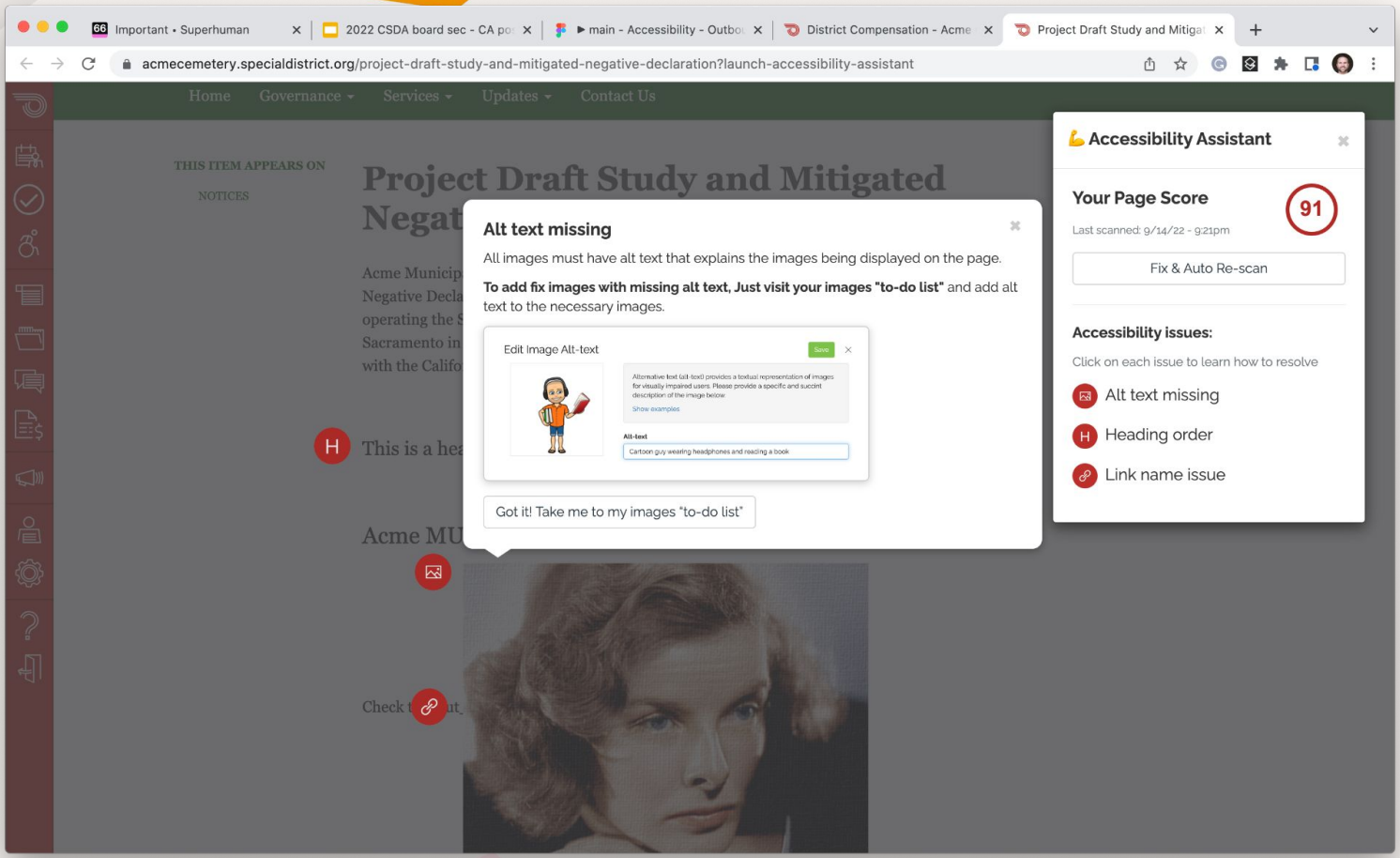
Your Accessibility To-Do List:

These are the items that are preventing your website from passing accessibility scans.

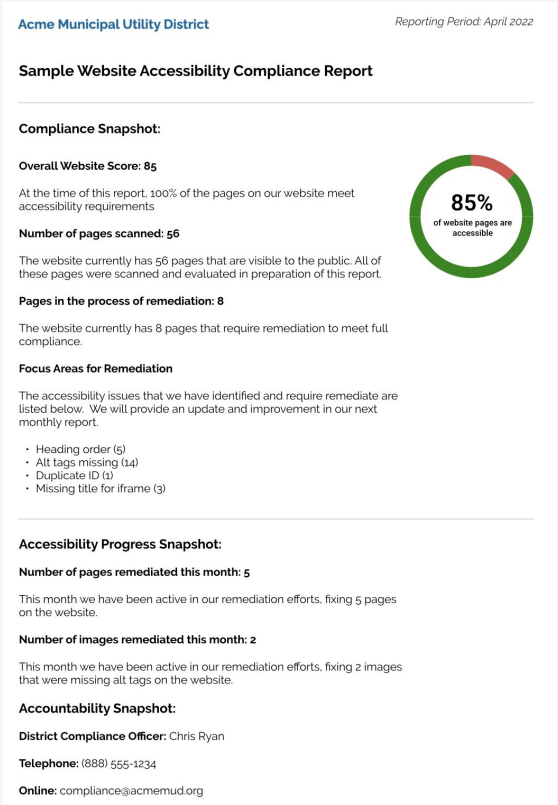
Images | Pages

Visit the page for quick instructions on how to resolve accessibility issues.

Page	Score
2022 Election Information	99 (Visit page for details)
EMT/Paramedic: Day Shift and 48/96 Shift	99 (Visit page for details)
Med Pool EMTs	99 (Visit page for details)
Annual Report	98 (Visit page for details)


Important • Superhuman
2022 CSDA board sec - CA po
main - Accessibility - Outbo
District Compensation - Acme
Project Draft Study and Mitiga
acmecemetery.specialdistrict.org/project-draft-study-and-mitigated-negative-declaration?launch-accessibility-assistant
Home
Governance
Services
Updates
Contact Us
THIS ITEM APPEARS ON
NOTICES
Project Draft Study and Mitigated
Negat
Acme Municip
Negative Decla
operating the S
Sacramento in
with the Califo
This is a hea
Acme MU
Check t ut
Alt text missing
All images must have alt text that explains the images being displayed on the page.
To add fix images with missing alt text, Just visit your images "to-do list" and add alt text to the necessary images.
Edit Image Alt-text
Save
Alternative text (alt-text) provides a textual representation of images for visually impaired users. Please provide a specific and succint description of the image below
Show examples
Alt-text
Cartoon guy wearing headphones and reading a book
Got it! Take me to my images "to-do list"
Accessibility Assistant
Your Page Score
91
Last scanned: 9/14/22 - 9:21pm
Fix & Auto Re-scan
Accessibility issues:
Click on each issue to learn how to resolve
Alt text missing
Heading order
Link name issue

Recommended: Provide Monthly Reports



Acme Municipal Utility District

Reporting Period: April 2022

Sample Website Accessibility Compliance Report

Compliance Snapshot:

Overall Website Score: 85

At the time of this report, 100% of the pages on our website meet accessibility requirements

Number of pages scanned: 56

The website currently has 56 pages that are visible to the public. All of these pages were scanned and evaluated in preparation of this report.

Pages in the process of remediation: 8

The website currently has 8 pages that require remediation to meet full compliance.

Focus Areas for Remediation

The accessibility issues that we have identified and require remediate are listed below. We will provide an update and improvement in our next monthly report.

- Heading order (5)
- Alt tags missing (14)
- Duplicate ID (1)
- Missing title for iframe (3)

Accessibility Progress Snapshot:

Number of pages remediated this month: 5

This month we have been active in our remediation efforts, fixing 5 pages on the website.

Number of images remediated this month: 2

This month we have been active in our remediation efforts, fixing 2 images that were missing alt tags on the website.

Accountability Snapshot:

District Compliance Officer: Chris Ryan

Telephone: (888) 555-1234

Online: compliance@acmemud.org

- Overall score
- What was scanned
- Pages that will be remediated
- Timeline for remediation
- Link to policy
- Contact person

2. Operations

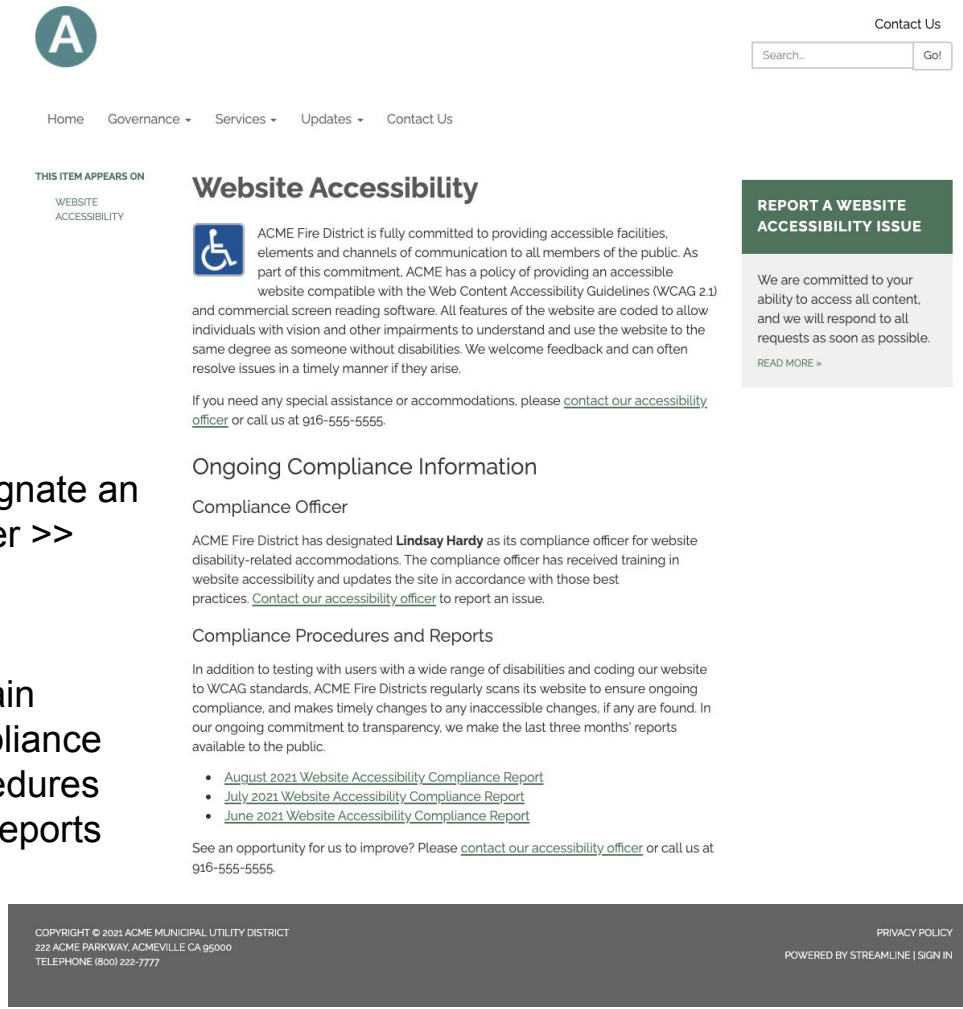
Designate an accessibility officer

Process for requests

Perform regular remediations

Approve an accessibility policy

Third party ADA audit



Designate an officer >>

Explain compliance procedures and reports

<< Form to report accessibility issues that automatically CC website developers and are tracked just like a public records request

Visit example page

Accessibility Policy

Garberville Sanitary District is committed to ensuring that this website is accessible to people with disabilities. We strive to ensure all the pages on our website meet W3C WAI's Web Content Accessibility Guidelines 2.1, Level AA conformance, however, if you have any problems accessing content on our site please use the form below to report any issues, or call us at (707) 923-9566.

We will do our best to address any issues as quickly as possible.

Report an issue with our site:

Your name (required)

Email address (required)

Sample Accessibility Statement

[Entity Name] is fully committed to providing accessible facilities, elements and channels of communication to all members of the public. As part of this commitment, [Entity Name] has a policy of providing an accessible website compatible with the Web Content Accessibility Guidelines (WCAG 2.1) and commercial screen reading software. All features of the website are coded to allow individuals with vision and other impairments to understand and use the website to the same degree as someone without disabilities. We welcome feedback and can often resolve issues in a timely manner if they arise. If you need any special assistance or accommodations, please contact us at [link to form] or [phone number] or [email address].

getstreamline.com/accessibility-statement

Most important takeaways

Checklist

Technology

1. Scan your website pages
2. Check attachments
3. Provide monthly reports
4. Create dedicated accessibility page
5. Update captions

Operations

1. Designate accessibility officer
2. Perform remediations
3. Third party ADA audit
4. Approve an accessibility policy
5. Create process for requests

STREAMLINE

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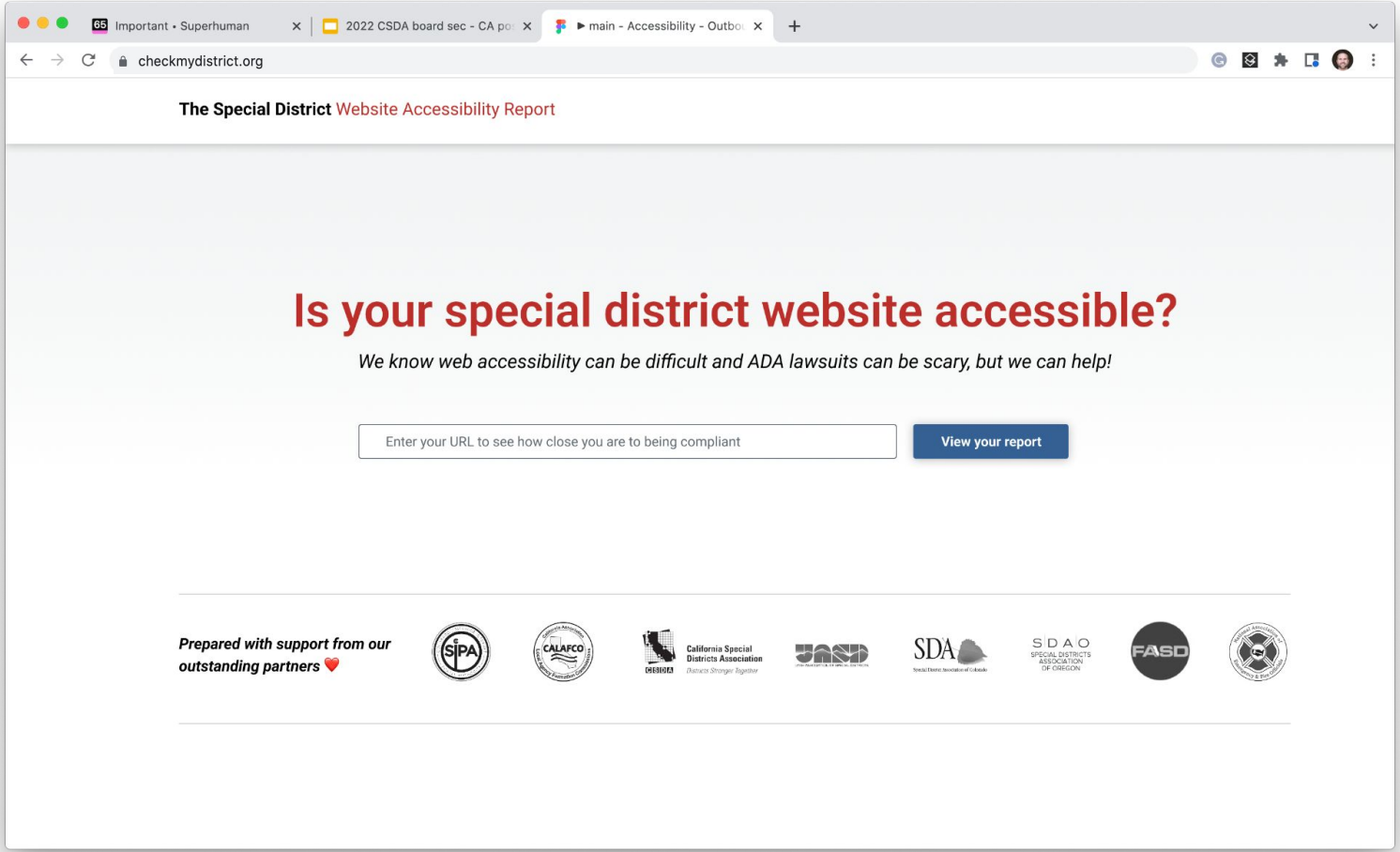
Accessibility testing tools

- checkmydistrict.org (free, for districts, brought by SDAO and National Coalition!)
- Lighthouse (free web version) getstreamline.com/accessibility-scanner
- Lighthouse - testing tool in the Google Chrome browser (free)
- Achecker.ca - web based testing tool (free)
- Userway - used in legal community (paid)
- CommonLook - remediation services and tools (paid)
- Monsido - online automated testing service (paid)
- ADA Site Compliance - testing and remediation company (paid)
- Level Access - testing company (paid, more expensive/comprehensive)
- WebAIM Color Contrast checker (free) webaim.org/resources/contrastchecker/


Important • Superhuman
2022 CSDA board sec - CA por
main - Accessibility - Outbo
checkmydistrict.org
The Special District Website Accessibility Report
Is your special district website accessible?
We know web accessibility can be difficult and ADA lawsuits can be scary, but we can help!
Enter your URL to see how close you are to being compliant
View your report
Prepared with support from our outstanding partners ❤️
SIPA
CALAFCO
California Special Districts Association
Districts Stronger Together
SDA
SDAO
SPECIAL DISTRICTS ASSOCIATION OF OREGON
FASD

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checkmydistrict.org

The Special Distri

Is ible?

elp!

Prepared with suppo
outstanding partner

FASD

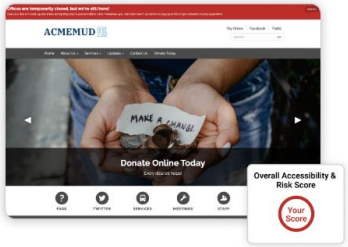
We are preparing your report...

Close

We just need a bit more information so we can send you your special district accessibility report

What you'll find in your report:

1. Your current accessibility / risk snapshot
2. Top accessibility issues on your site
3. Pages that need to be fixed
4. Your timeline to reach accessibility
5. Your monthly progress tracker



Where should we send your accessibility report?

Organization Name*

Your Name*

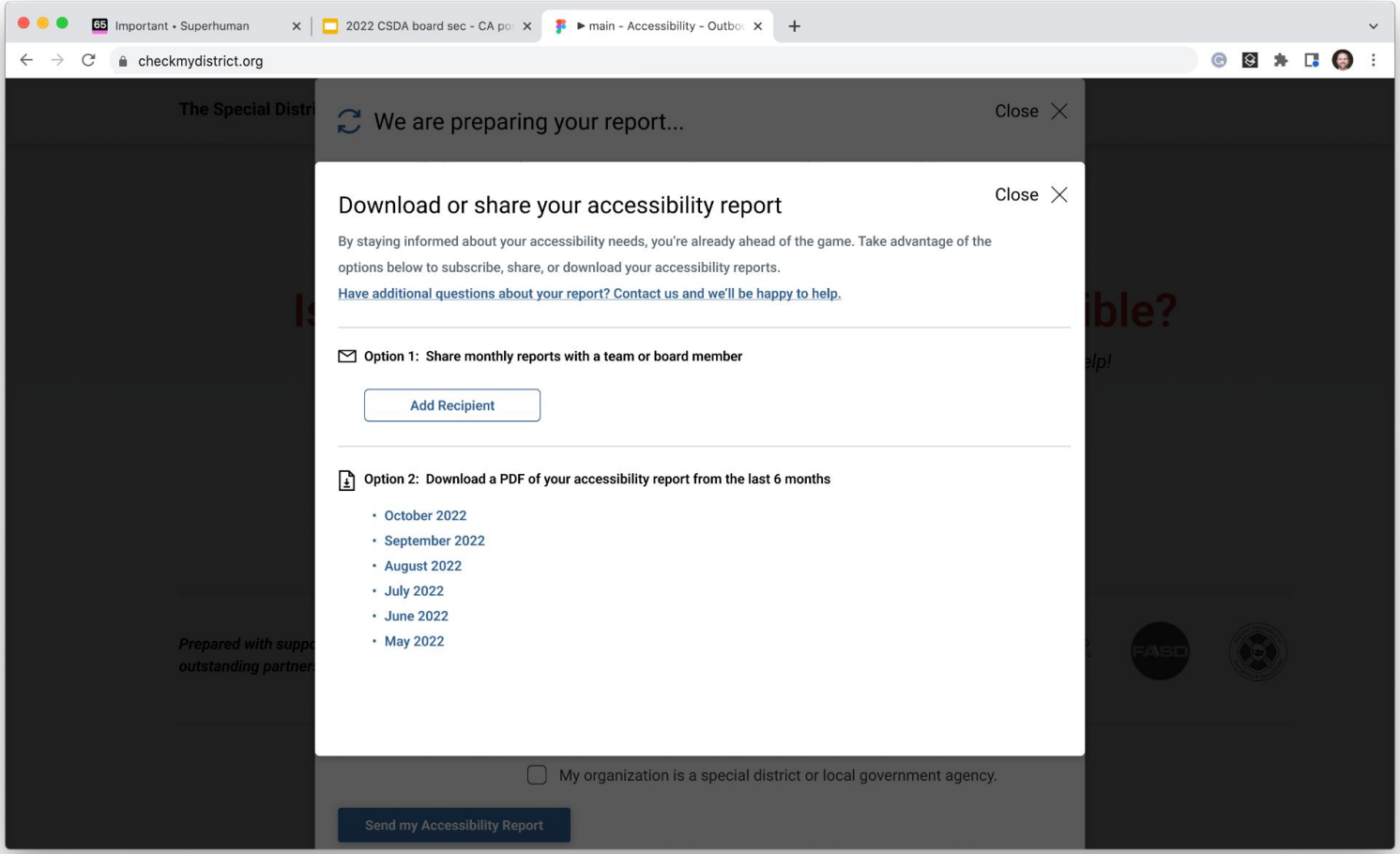
Email*

Job Title*

I'd like to receive monthly accessibilty reports (free)

My organization is a special district or local government agency.

Send my Accessibility Report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We are preparing your report...
Close
Download or share your accessibility report
Close
By staying informed about your accessibility needs, you're already ahead of the game. Take advantage of the options below to subscribe, share, or download your accessibility reports.
Have additional questions about your report? Contact us and we'll be happy to help.
Option 1: Share monthly reports with a team or board member
Add Recipient
Option 2: Download a PDF of your accessibility report from the last 6 months
October 2022
September 2022
August 2022
July 2022
June 2022
May 2022
My organization is a special district or local government agency.
Send my Accessibility Report

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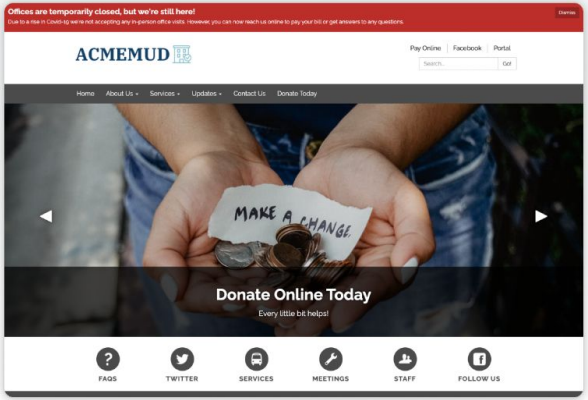
The Special District Website Accessibility Report

Download or Email this Report

ACME Municipal Utility District

Web Accessibility & Risk Report

Prepared on 11/13/22 - 10:03am



What you'll find in this report:

1. Your current accessibility / risk snapshot
2. Top accessibility issues on your site
3. Pages that need to be fixed
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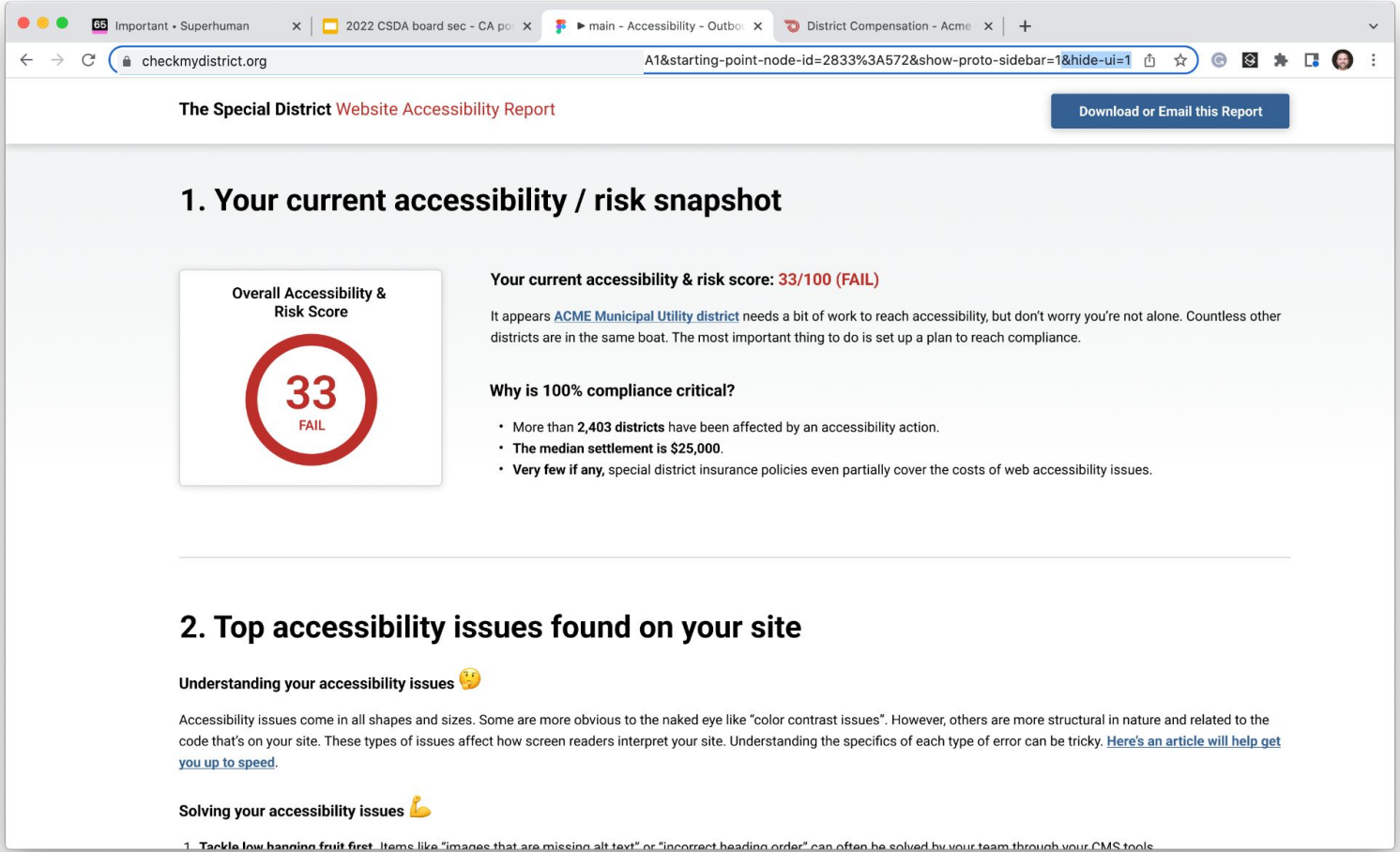
Prepared with support from our outstanding partners ❤️

SPA · CALAFCO · California Special Districts Association · SDA · SDAO Special Districts Association of Oregon · FASD

1. Your current accessibility / risk snapshot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District Compensation - Acme
checkmydistrict.org
A1&starting-point-node-id=2833%3A572&show-proto-sidebar=1&hide-ui=1
The Special District Website Accessibility Report
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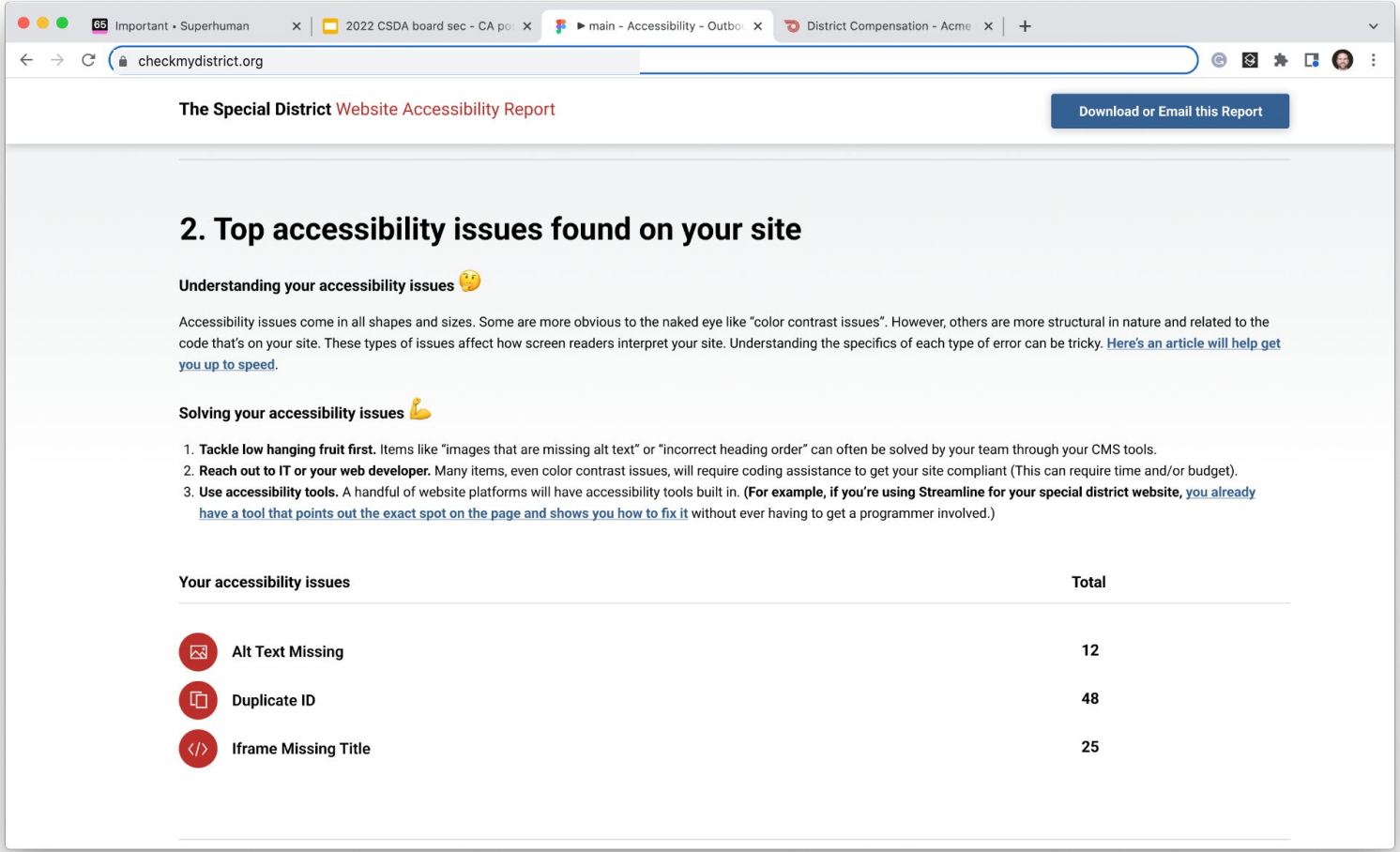
1. Your current accessibility / risk snapshot
Overall Accessibility & Risk Score
33
FAIL
Your current accessibility & risk score: 33/100 (FAIL)
It appears ACME Municipal Utility district needs a bit of work to reach accessibility, but don't worry you're not alone. Countless other districts are in the same boat. The most important thing to do is set up a plan to reach compliance.
Why is 100% compliance critical?
More than 2,403 districts have been affected by an accessibility action.
The median settlement is $25,000.
Very few if any, special district insurance policies even partially cover the costs of web accessibility issues.
2. Top accessibility issues found on your site
Understanding your accessibility issues 🤔
Accessibility issues come in all shapes and sizes. Some are more obvious to the naked eye like "color contrast issues". However, others are more structural in nature and related to the code that's on your site. These types of issues affect how screen readers interpret your site. Understanding the specifics of each type of error can be tricky. Here's an article will help get you up to speed.
Solving your accessibility issues 💪
1. Tackle low hanging fruit first. Items like "images that are missing alt text" or "incorrect heading order" can often be solved by your team through your CMS tools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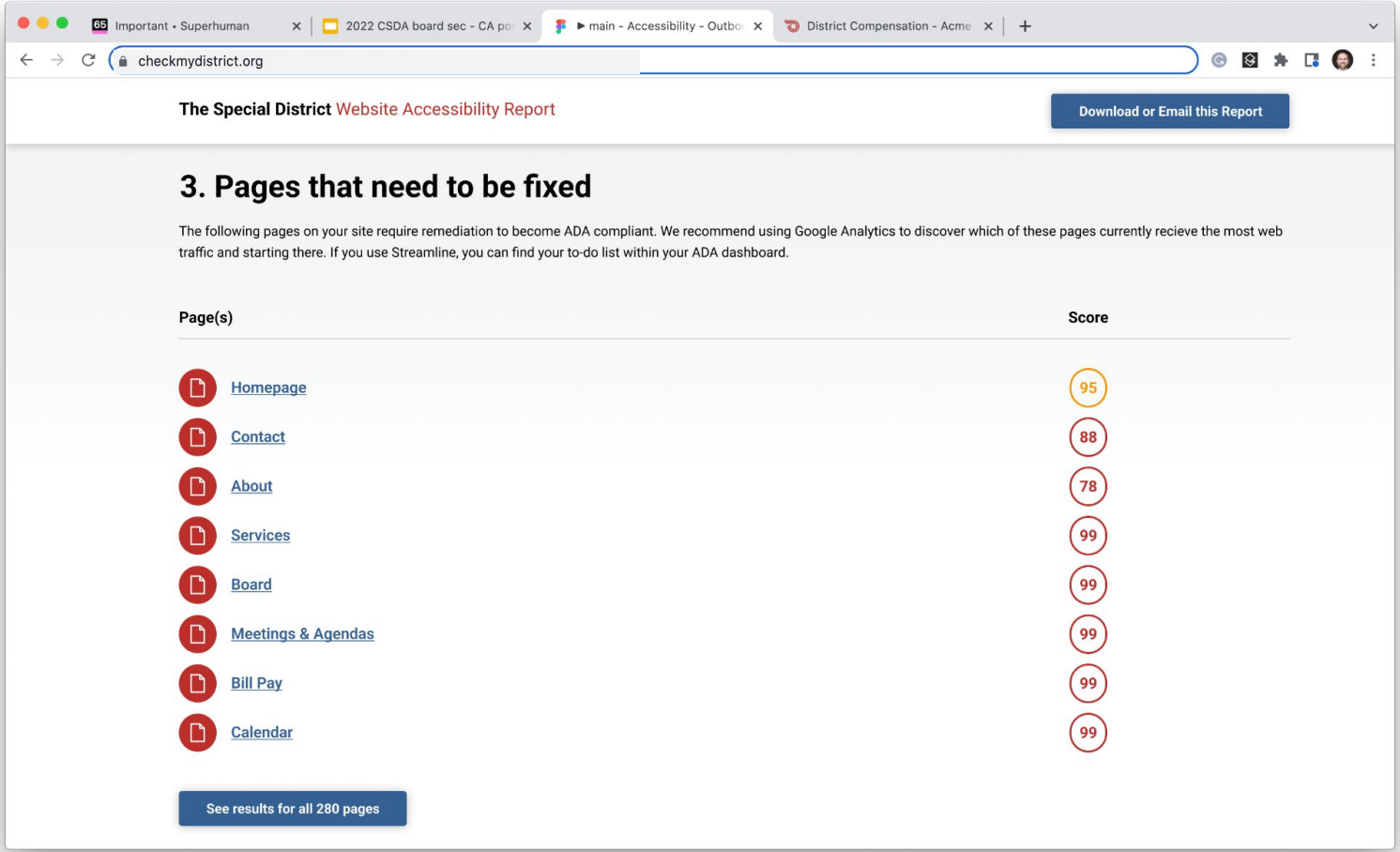
2. Reach out to IT or your web developer. Many items, even color contrast issues, will require coding assistance to get your site compliant (This can require time and/or budget).
3. Use accessibility tools. A handful of website platforms will have accessibility tools built in. (For example, if you're using Streamline for your special district website, you already have a tool that points out the exact spot on the page and shows you how to fix it without ever having to get a programmer involved.)
Your accessibility issues
Total
Alt Text Missing
12
Duplicate ID
48
Iframe Missing Title
25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The Special District Website Accessibility Report
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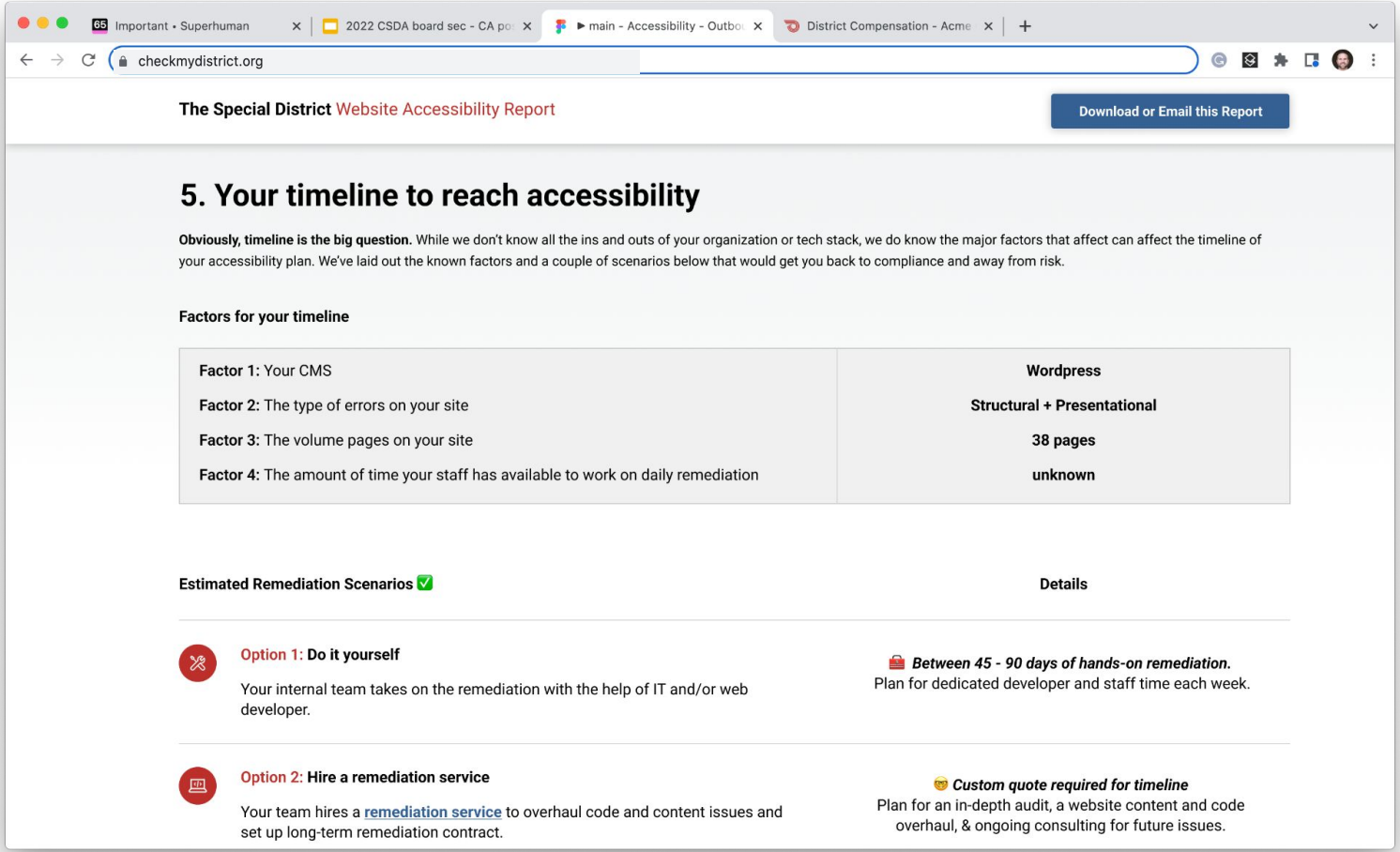
3. Pages that need to be fixed
The following pages on your site require remediation to become ADA compliant. We recommend using Google Analytics to discover which of these pages currently recieve the most web traffic and starting there. If you use Streamline, you can find your to-do list within your ADA dashboard.
Page(s)
Score
Homepage 95
Contact 88
About 78
Services 99
Board 99
Meetings & Agendas 99
Bill Pay 99
Calendar 99
See results for all 280 pages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5. Your timeline to reach accessibility
Obviously, timeline is the big question. While we don't know all the ins and outs of your organization or tech stack, we do know the major factors that affect can affect the timeline of your accessibility plan. We've laid out the known factors and a couple of scenarios below that would get you back to compliance and away from risk.
Factors for your timeline
Factor 1: Your CMS
Wordpress
Factor 2: The type of errors on your site
Structural + Presentational
Factor 3: The volume pages on your site
38 pages
Factor 4: The amount of time your staff has available to work on daily remediation
unknown
Estimated Remediation Scenarios ✅
Details
Option 1: Do it yourself
Your internal team takes on the remediation with the help of IT and/or web developer.
Between 45 - 90 days of hands-on remediation.
Plan for dedicated developer and staff time each week.
Option 2: Hire a remediation service
Your team hires a remediation service to overhaul code and content issues and set up long-term remediation contract.
Custom quote required for timeline
Plan for an in-depth audit, a website content and code overhaul, & ongoing consulting for future issues.

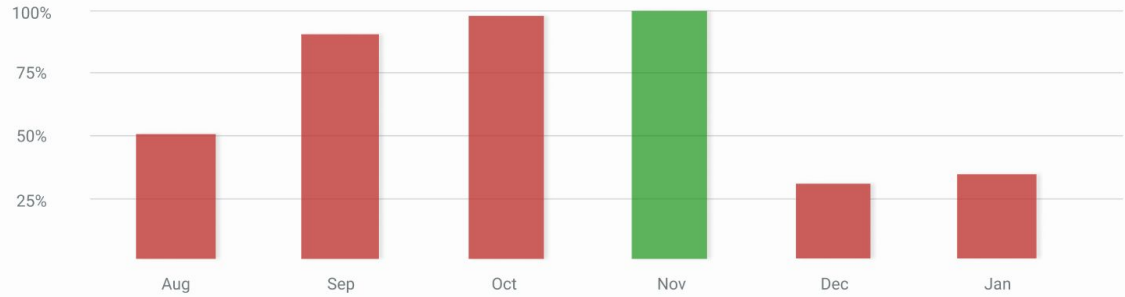
The Special District Website Accessibility Report

Download or Email this Report

6. Your monthly progress tracker

Charting your progress is a key component of remediation. To make this step easy for you we've recorded the past 6 months of accessibility metrics for your site below. Feel free to subscribe and even share this report with your team or board members.

6 Month Site Scan Snapshot - Overall Website Score



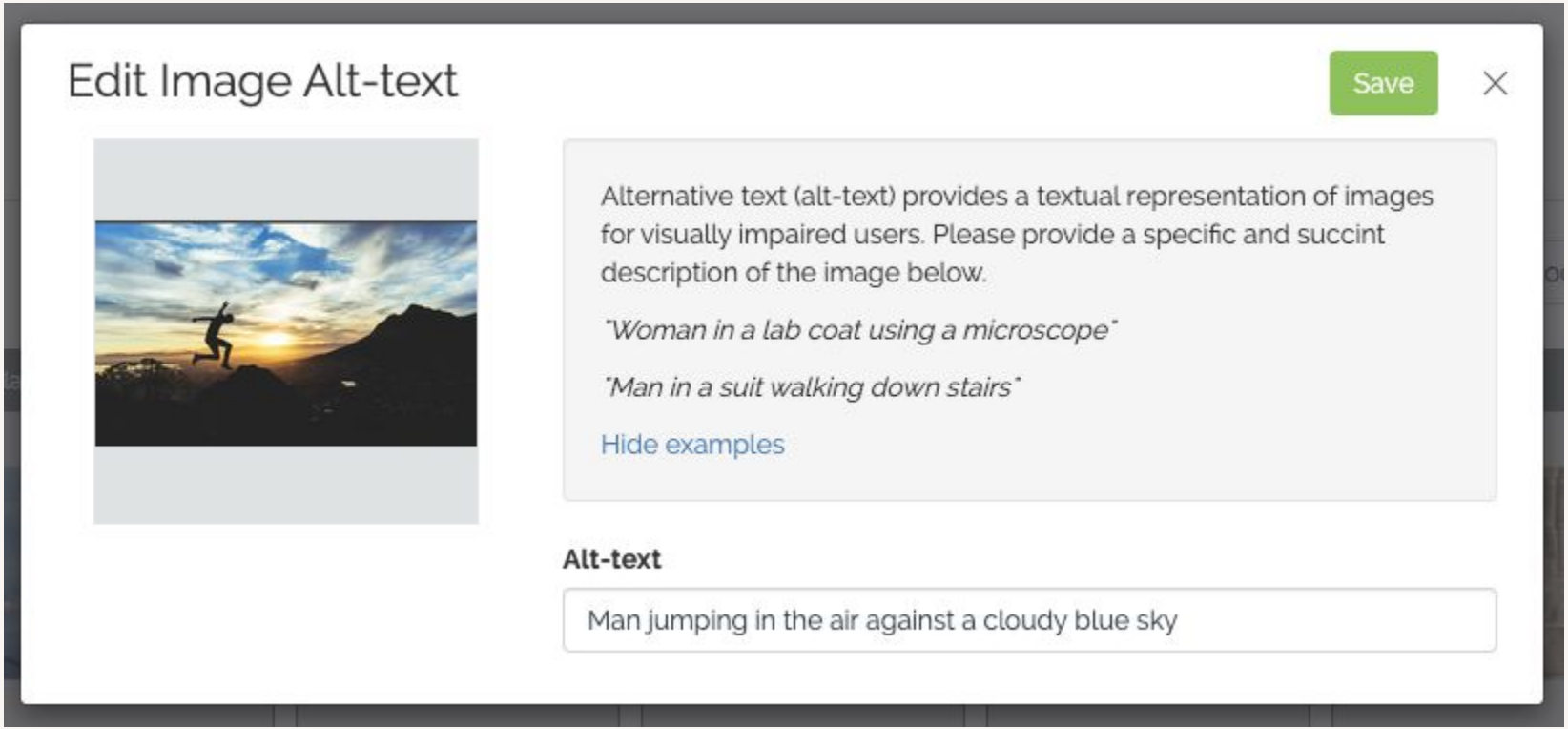
Month	Overall	Pages that require remediation	Images missing alt text

Bonus:
Pro tips to help with accessibility

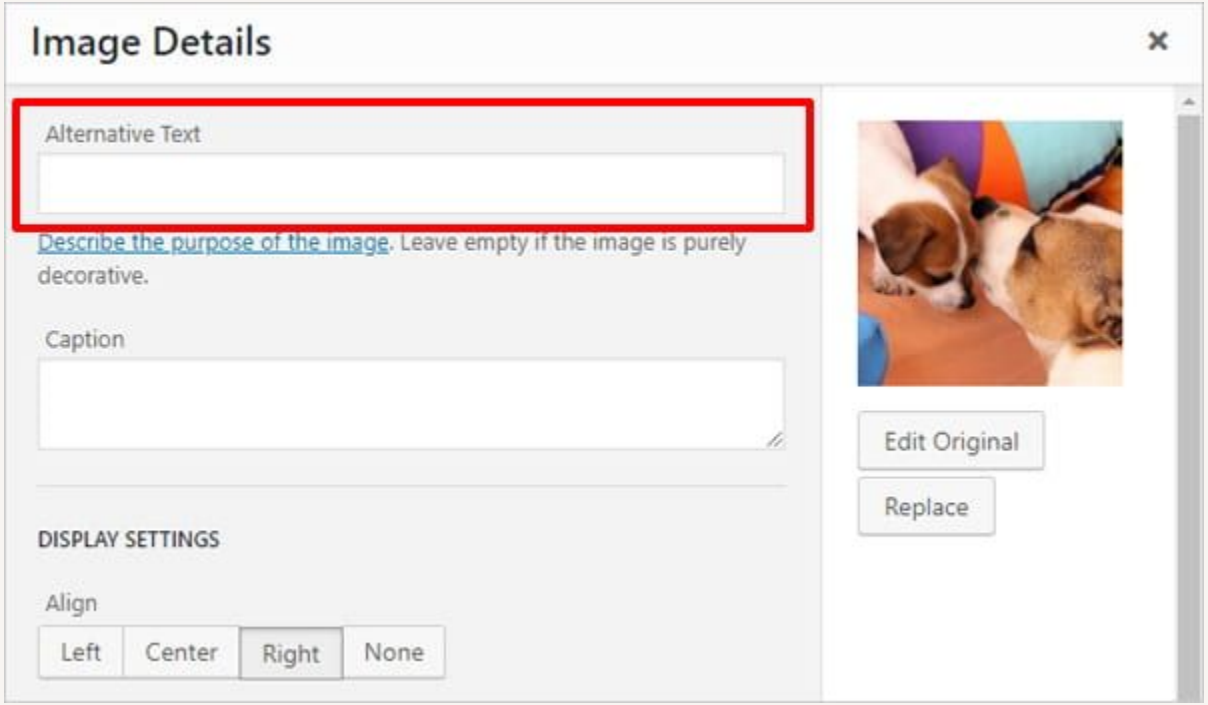
Creating accessible website content

1. Alt-text for images
2. Don't use flyers! (At least, not by themselves...)
3. Color contrast - how to check
4. Creating accessible documents (PDFs)
5. Testing tools

Images: alt-text



Images: alt-text



Images: flyers

FAIL

PASS

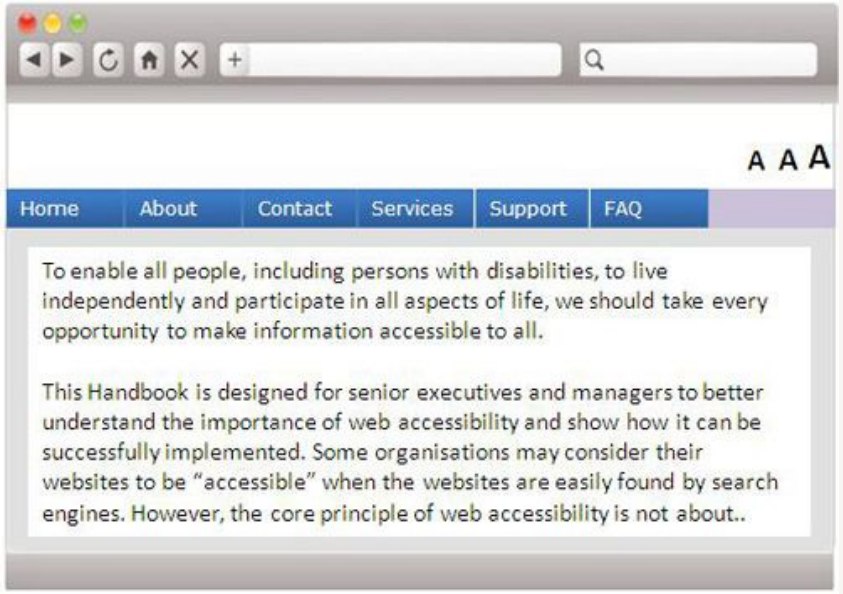
Water conservation is the practice of using water efficiently to reduce unnecessary water usage. According to Fresh Water Watch, water conservation is important because fresh clean water is a limited resource, as well as a costly one. As a homeowner, you're probably already well aware of the financial costs of inefficient water use. Conservation of this natural resource is critical for the environment — and our wallets.

America's population has doubled over the last half century, and our demand for water has tripled. Water conservation is more important than ever, and the world is looking for tips on saving water. The great news is that with just a few simple changes, you can reduce your water footprint. And Constellation is here to help!

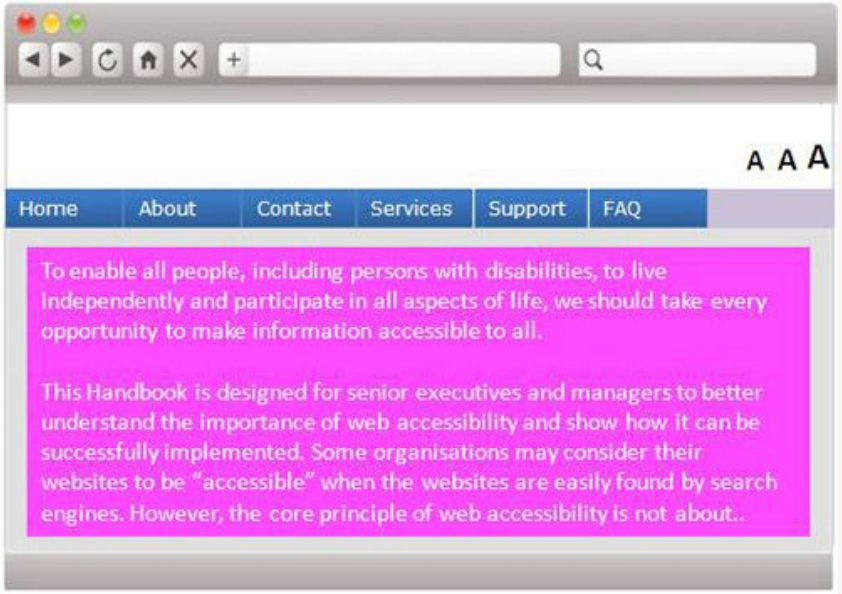
How to save water: 10 tips for saving water around the home

The majority of household water use comes from toilets, washing machines, showers, baths, faucets and leaks, but what you can do to save water is fairly simple. These 10

Color contrast



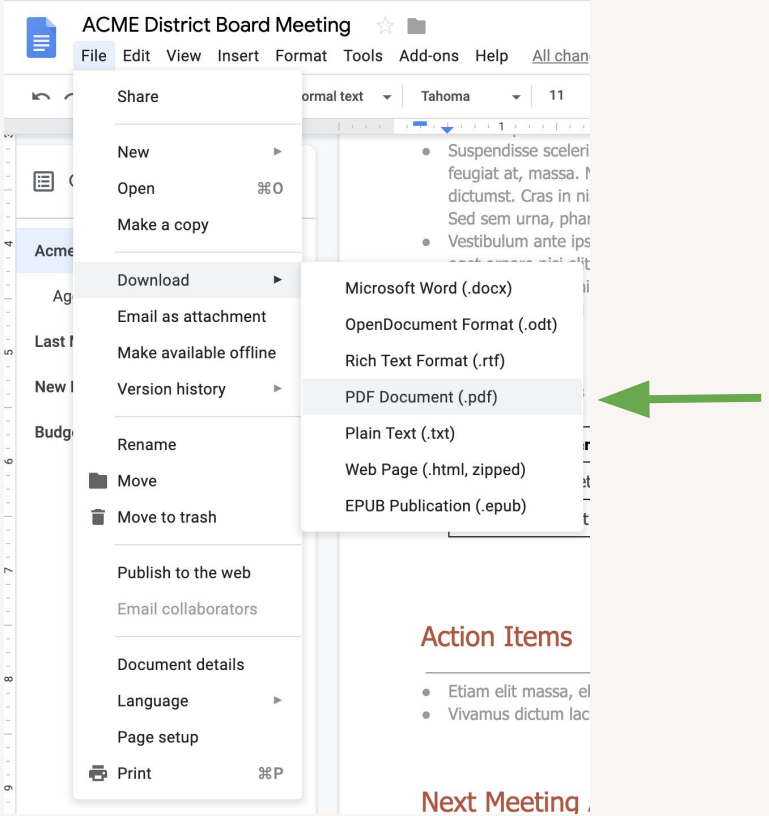
pass



fail

Creating accessible documents - Google Docs

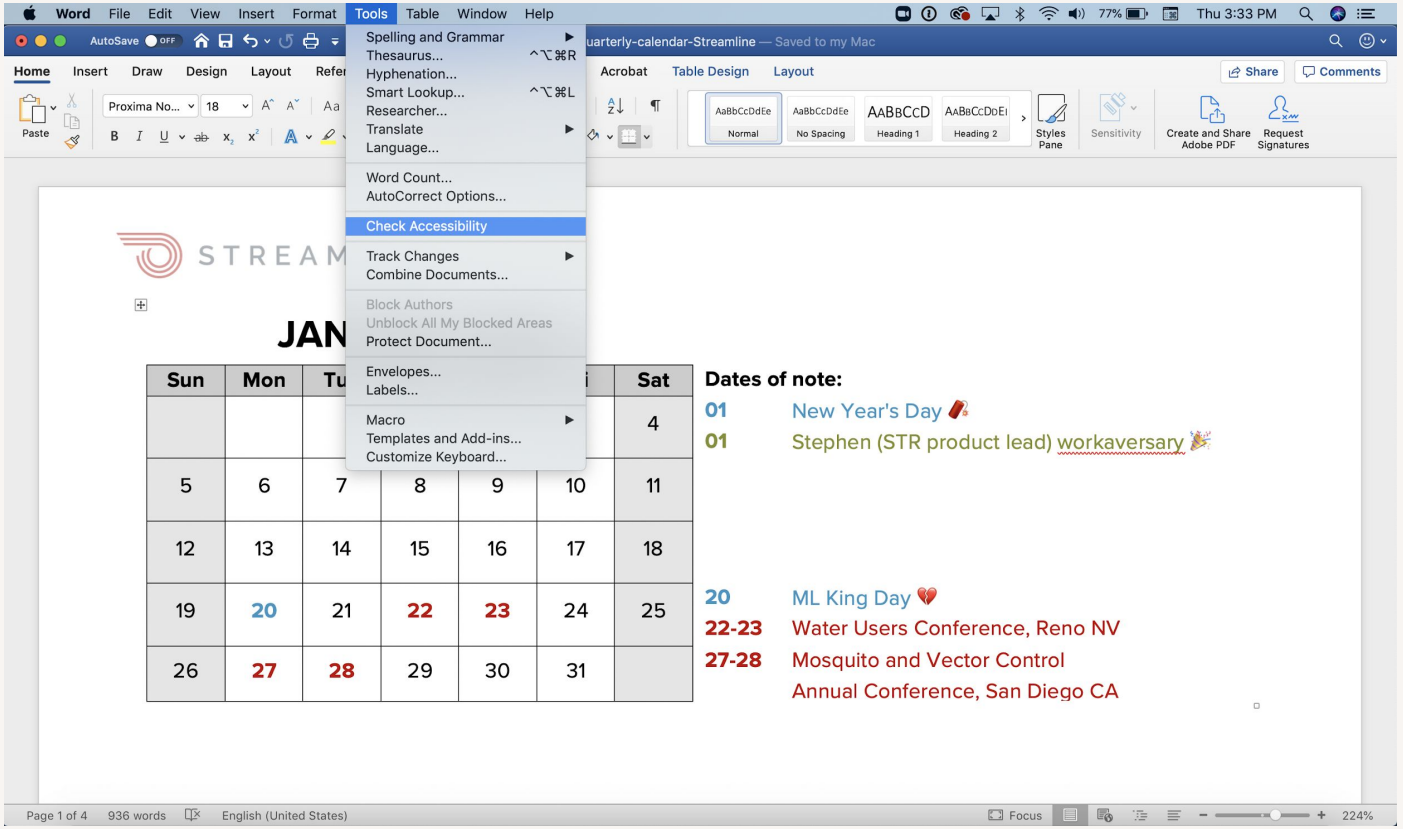
- Google Docs is an alternative to Microsoft Office that features great collaborative features
- It's slightly different, but worth considering (we use it!)
- Has a list of accessibility tips
- **Acrobat not required!**



Creating accessible documents - Microsoft Word

Creating accessible documents - Microsoft Word

- **Start with an accessible Office template**
- **Create agenda or other document**
- Export to PDF
- Use Acrobat to test / add an other required accessibility functions


Word File Edit View Insert Format Tools Table Window Help
Thu 3:33 PM
Spelling and Grammar
Thesaurus... ^⌥⌘R
Hyphenation...
Smart Lookup... ^⌥⌘L
Researcher...
Translate
Language...
Word Count...
AutoCorrect Options...
Check Accessibility
Track Changes
Combine Documents...
Block Authors
Unblock All My Blocked Areas
Protect Document...
Envelopes...
Labels...
Macro
Templates and Add-ins...
Customize Keyboard...
Home Insert Draw Design Layout Acrobat Table Design Layout
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Paste
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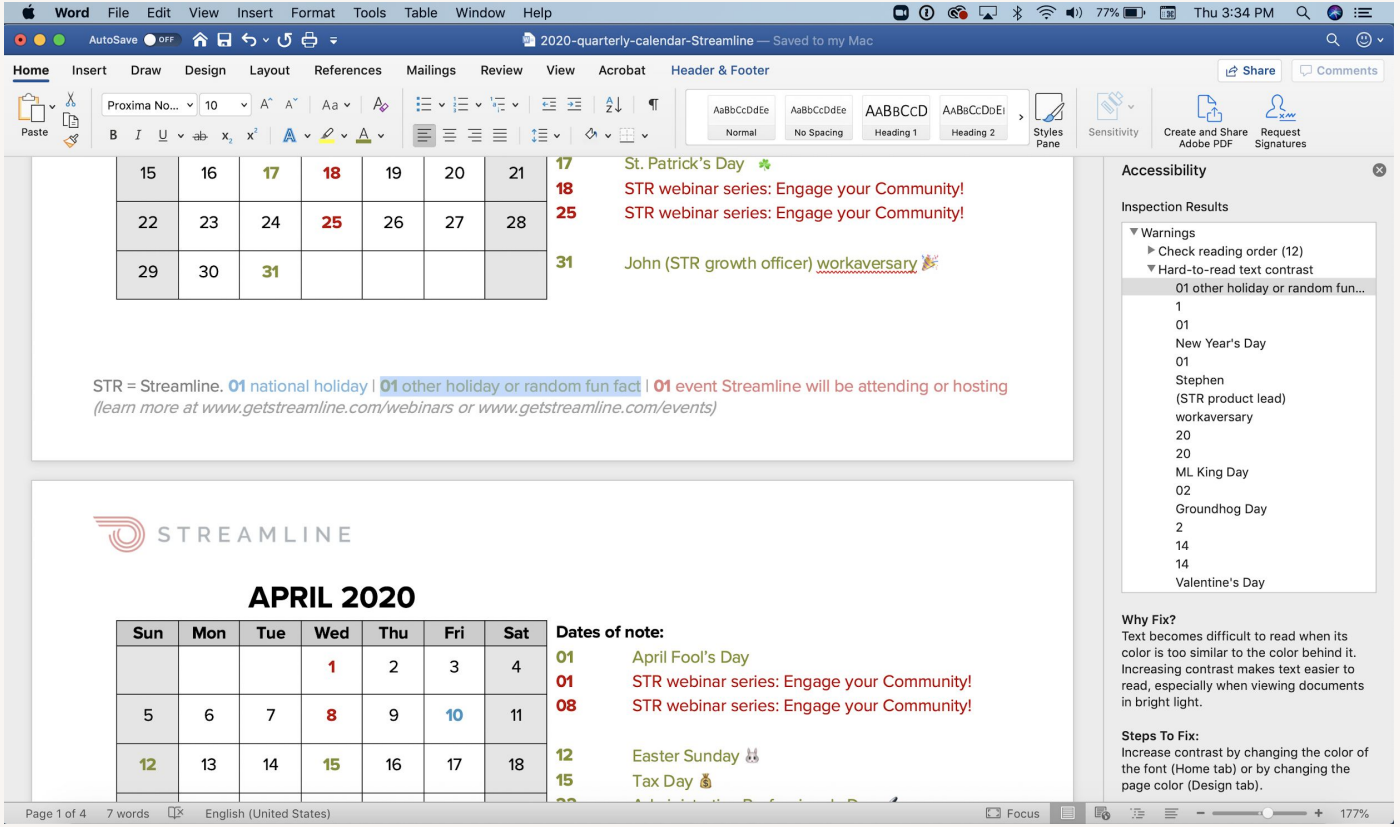
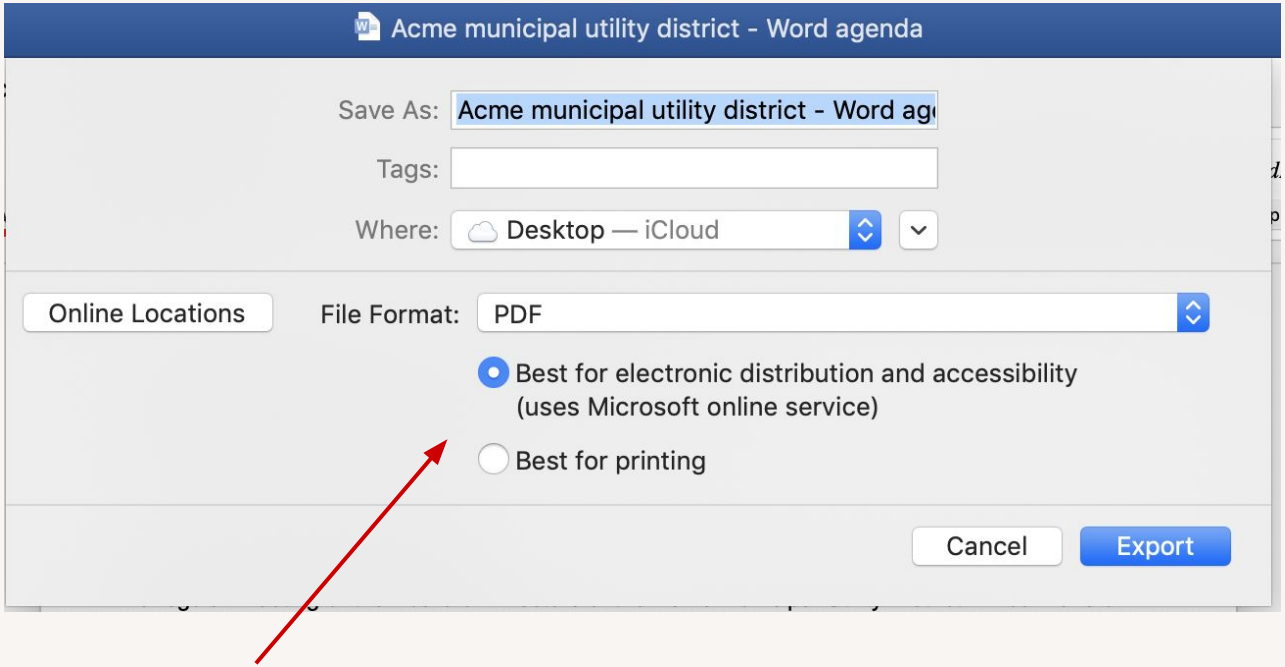
Styles Pane
Sensitivity
Create and Share Adobe PDF
Request Signatures
JAN
Sun Mon Sat
4
5 6 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
Dates of note:
01 New Year's Day
01 Stephen (STR product lead) workaversary
20 ML King Day
22-23 Water Users Conference, Reno NV
27-28 Mosquito and Vector Control
Annual Conference, San Diego CA
Page 1 of 4 936 words English (United States)
Focus
224%


Word File Edit View Insert Format Tools Table Window Help
Thu 3:34 PM
2020-quarterly-calendar-Streamline — Saved to my Mac
Home Insert Draw Design Layout References Mailings Review View Acrobat Header & Footer
Share Comments
Paste
Styles Pane
Sensitivity
Create and Share Adobe PDF
Request Signatures
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31
17 St. Patrick's Day
18 STR webinar series: Engage your Community!
25 STR webinar series: Engage your Community!
31 John (STR growth officer) workaversary
STR = Streamline. 01 national holiday | 01 other holiday or random fun fact | 01 event Streamline will be attending or hosting
(learn more at www.getstreamline.com/webinars or www.getstreamline.com/events)
STREAMLINE
APRIL 2020
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
Dates of note:
01 April Fool's Day
01 STR webinar series: Engage your Community!
08 STR webinar series: Engage your Community!
12 Easter Sunday
15 Tax Day
Accessibility
Inspection Results
Warnings
Check reading order (12)
Hard-to-read text contrast
01 other holiday or random fun...
1
01
New Year's Day
01
Stephen
(STR product lead)
workaversary
20
20
ML King Day
02
Groundhog Day
2
14
14
Valentine's Day
Why Fix?
Text becomes difficult to read when its color is too similar to the color behind it. Increasing contrast makes text easier to read, especially when viewing documents in bright light.
Steps To Fix:
Increase contrast by changing the color of the font (Home tab) or by changing the page color (Design tab).
Page 1 of 4 7 words English (United States)
Focus
177%

Creating accessible documents - Microsoft Word

- Start with an accessible Office template
- Create agenda or other document
- **Export to PDF**
- **Use Acrobat to test / add an other required accessibility functions**



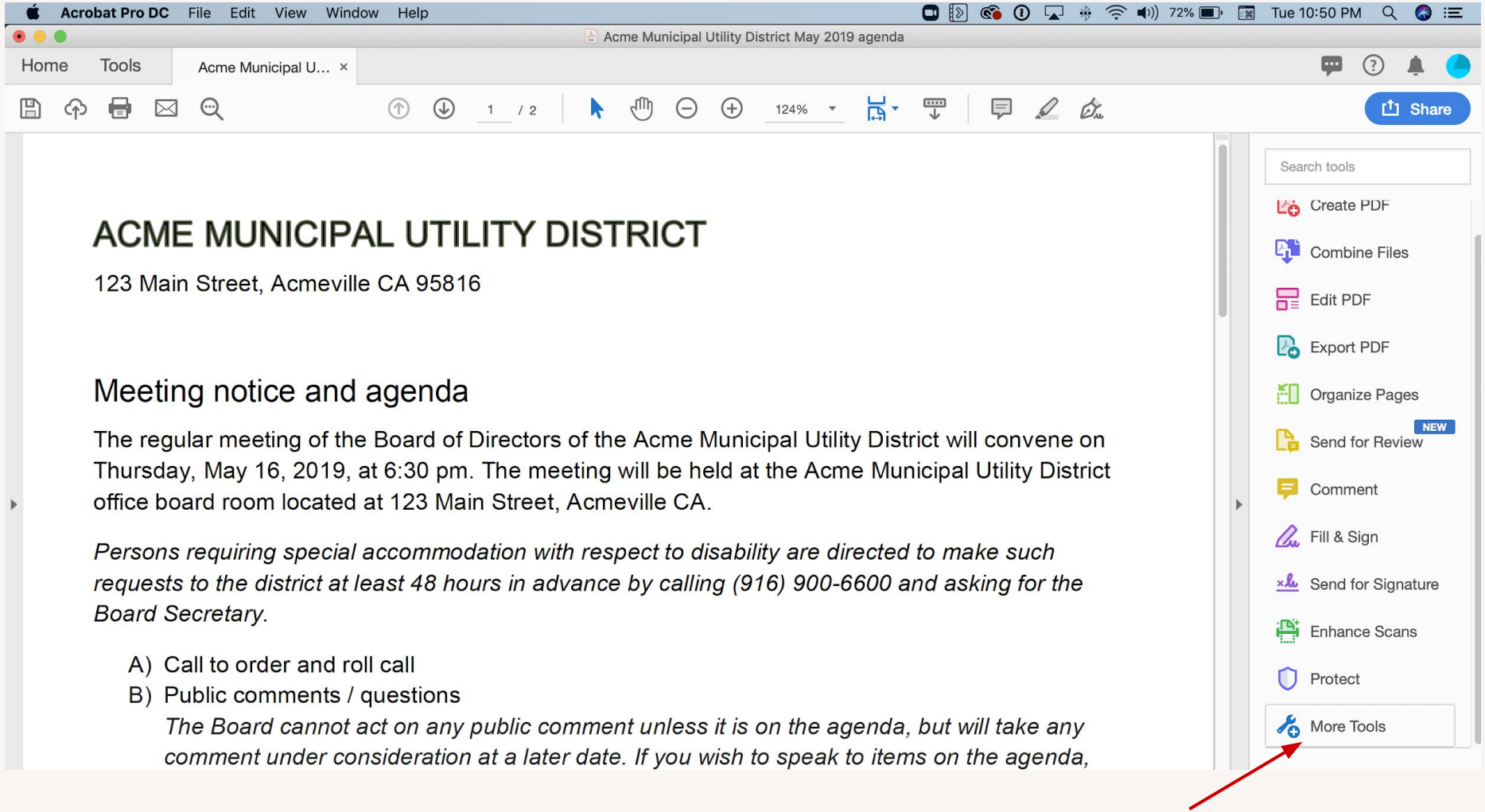
Save as PDF, best for accessibility

How to get Acrobat

- You’ll need Acrobat Pro (not to be confused with Acrobat Reader)

Using Acrobat Pro

- Open the PDF you exported from Word
- Right sidebar, under Tools, choose *More Tools > Accessibility*
- Choose *Full check*
- Right mouse click on anything on the left that shows as failed, and “fix”
- Save PDF



ACME MUNICIPAL UTILITY DISTRICT

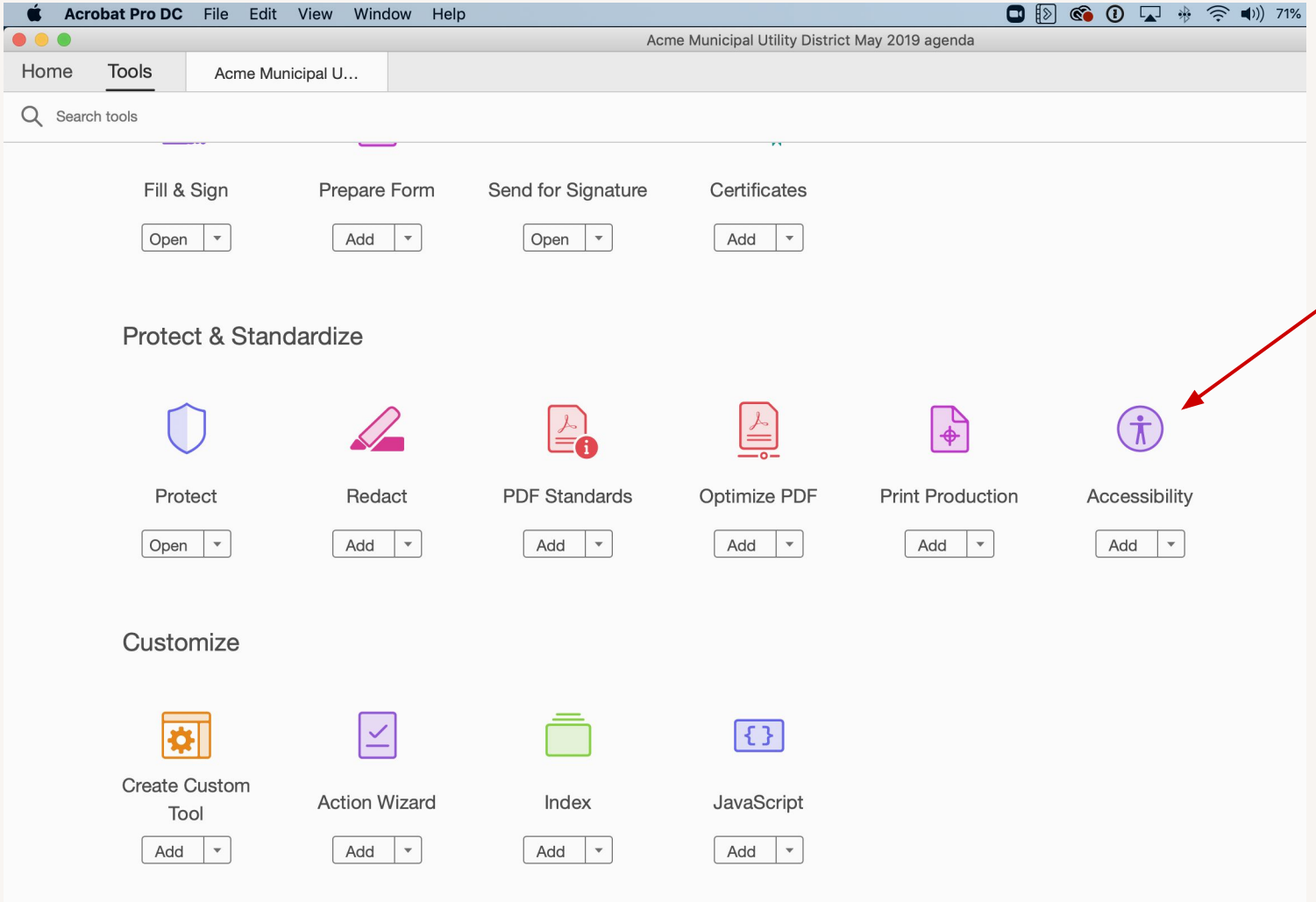
123 Main Street, Acmeville CA 95816

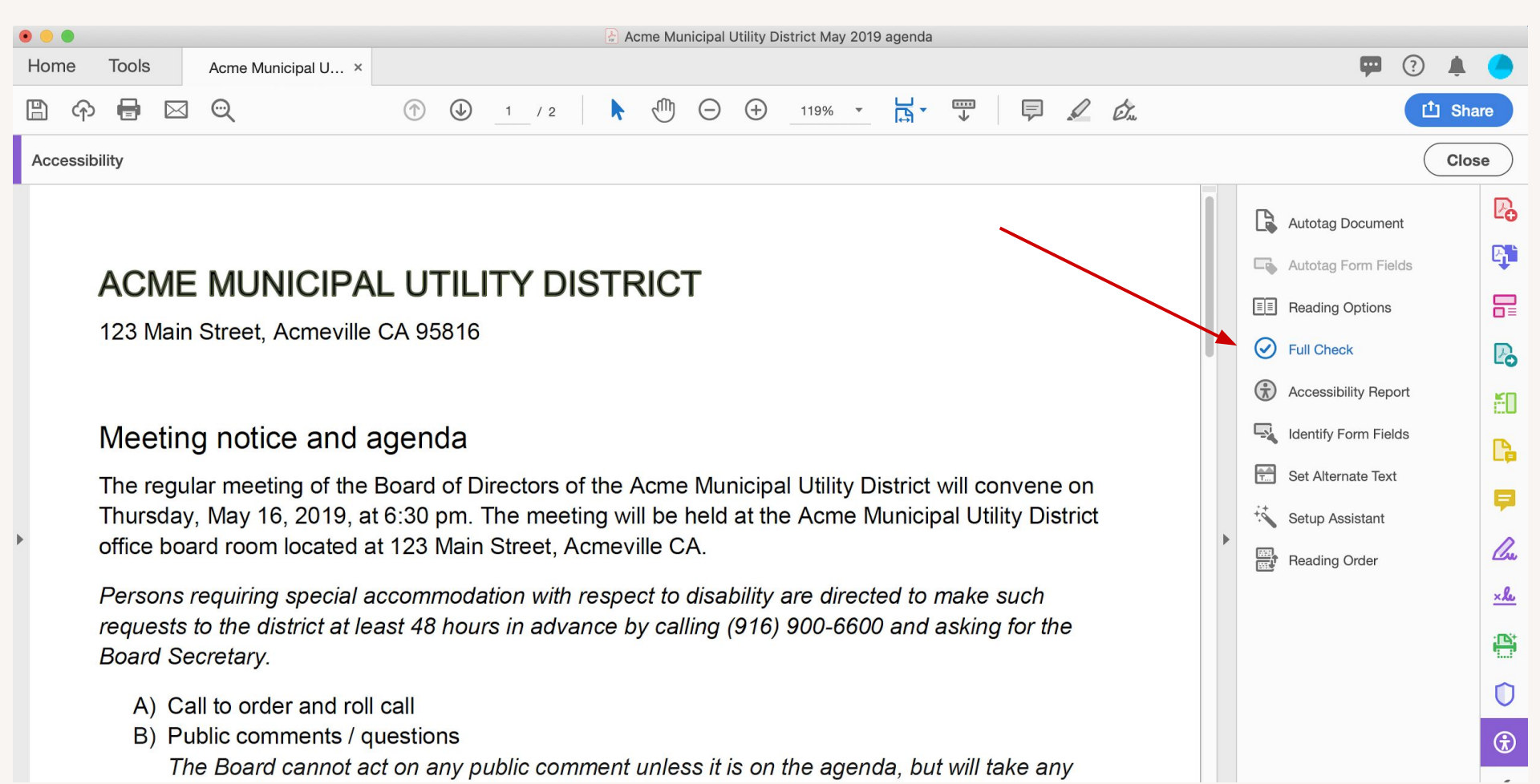
Meeting notice and agenda

The regular meeting of the Board of Directors of the Acme Municipal Utility District will convene on Thursday, May 16, 2019, at 6:30 pm. The meeting will be held at the Acme Municipal Utility District office board room located at 123 Main Street, Acmeville CA.

Persons requiring special accommodation with respect to disability are directed to make such requests to the district at least 48 hours in advance by calling (916) 900-6600 and asking for the Board Secretary.

A) Call to order and roll call
B) Public comments / questions
The Board cannot act on any public comment unless it is on the agenda, but will take any comment under consideration at a later date. If you wish to speak to items on the agenda,


Acrobat Pro DC File Edit View Window Help
71%
Acme Municipal Utility District May 2019 agenda
Home
Tools
Acme Municipal U...
Search tools
Fill & Sign
Open
Prepare Form
Add
Send for Signature
Open
Certificates
Add
Protect & Standardize
Protect
Open
Redact
Add
PDF Standards
Add
Optimize PDF
Add
Print Production
Add
Accessibility
Add
Customize
Create Custom Tool
Add
Action Wizard
Add
Index
Add
JavaScript
Add


Acme Municipal Utility District May 2019 agenda
Home
Tools
Acme Municipal U...
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119%
Share
Accessibility
Close
Autotag Document
Autotag Form Fields
Reading Options
Full Check
Accessibility Report
Identify Form Fields
Set Alternate Text
Setup Assistant
Reading Order
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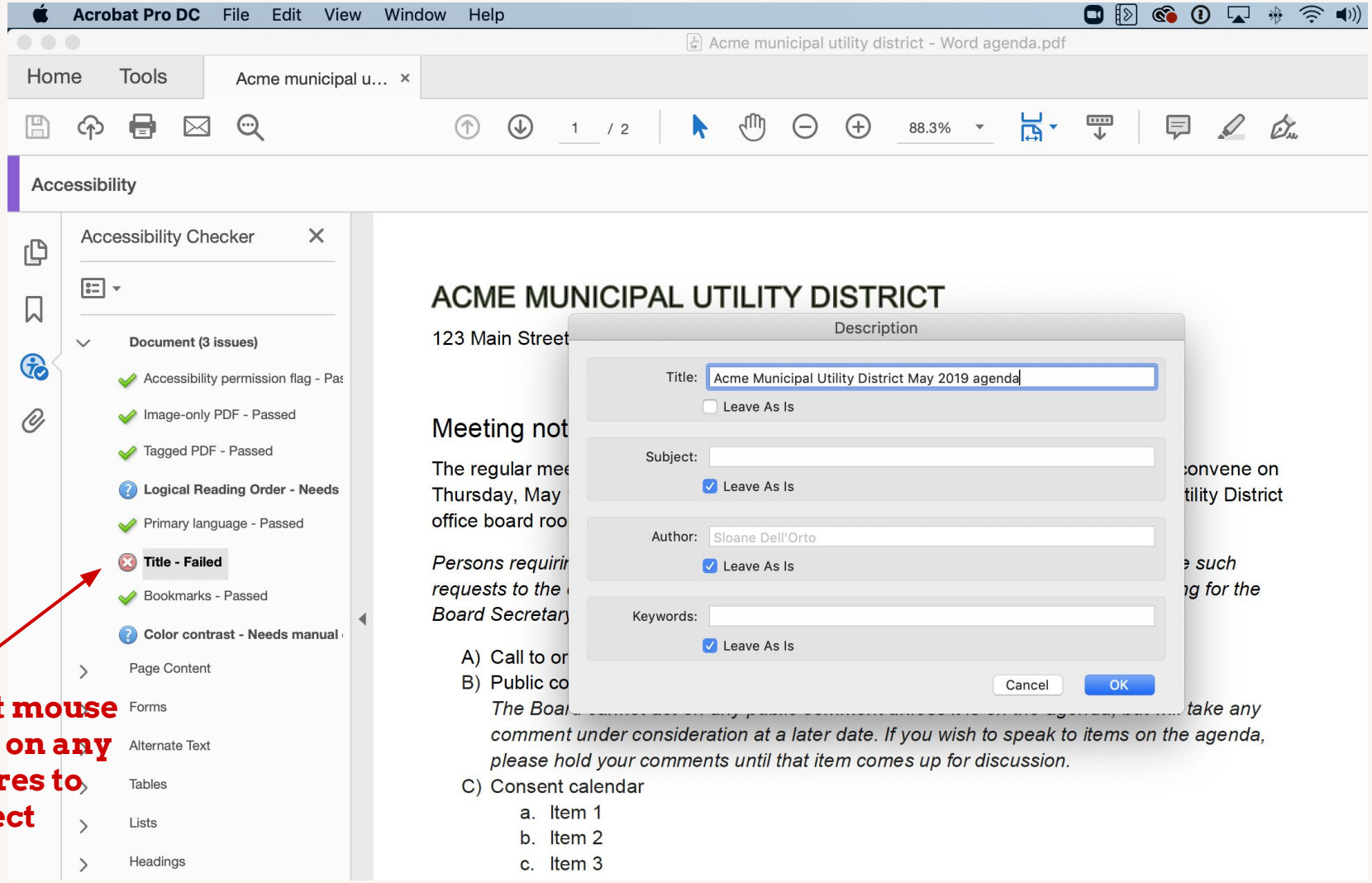
Acrobat Pro DC File Edit View Window Help
Acme municipal utility district - Word agenda.pdf
Home Tools
Acme municipal u...
1 / 2
88.3%
Accessibility
Accessibility Checker
Document (3 issues)
Accessibility permission flag - Pas
Image-only PDF - Passed
Tagged PDF - Passed
Logical Reading Order - Needs
Primary language - Passed
Title - Failed
Bookmarks - Passed
Color contrast - Needs manual
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ACME MUNICIPAL UTILITY DISTRICT
123 Main Street
Meeting not
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Thursday, May
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Board Secretary
A) Call to or
B) Public co
The Boar
comment under consideration at a later date. If you wish to speak to items on the agenda,
please hold your comments until that item comes up for discussion.
C) Consent calendar
a. Item 1
b. Item 2
c. Item 3
Description
Title: Acme Municipal Utility District May 2019 agenda
Leave As Is
Subject:
Leave As Is
Author: Sloane Dell'Orto
Leave As Is
Keywords:
Leave As Is
Cancel
OK
Right mouse click on any failures to correct

Thank you!

SDAO SPECIAL DISTRICTS ASSOCIATION OF OREGON

Contact us!

We're here to help!

Mac Clemmens
mac@getstreamline.com

Maria Lara
maria@getstreamline.com