

In this abbreviated session, we review the steps for ensuring that the email you send using Gmail is ADA compliant.

Just a quick review of the most recent push for ADA compliance at the college and all of the other public institutions, especially higher education. By April 24th, 2026, everything we create must be ADA compliant. By everything, we mean digital files. At least that is the primary concern for us today. And by a ADA compliant, we mean we meet the standards described in the web content guidelines for accessibility.

Basically, create email following the details in this presentation and you have done what you need to do to comply.

We will address color contrast, providing alternative text for images, making sure links are properly formatted, and we avoid images of text, flashing content, and using color alone

to highlight important text.

The most important component of color to ensure compliance is color contrast, which compares background and foreground color. It is measured in a ratio.

A ratio greater than 7:1 ensures all colors have sufficient contrast.

Greater than 4.5:1 for graphic and large text. We use the color contrast checker, an extension for Google Chrome to check.

Of course, if you use black text on white backgrounds, you will be fine.

We also must add alternative text to images. All text is read by a screen reader to describe the image. To add text to an image in Gmail, click the