



STATE OF NEVADA
GOVERNOR'S OFFICE

Office of the Chief Information Officer

100 N. Stewart Street, Suite 100 | Carson City, Nevada 89701
Phone: (775) 684-5800 | it.nv.gov | CIO@it.nv.gov | Fax: (775) 687-9097

COMPLIANT REMINDER CHECKLIST

1. HEADING STRUCTURE

- Check for missing **HEADING 1**.
- Ensure correct **HEADING ORDER** based on hierarchy.

REMINDER: Heading 1 (H1) **MOST IMPORTANT** Heading 6 (H6) **LEAST IMPORTANT**.

2. DOCUMENT DETAILS

- Confirm the presence of a **TITLE**.
- Verify that the **LANGUAGE** setting is specified.

3. ACCESSIBILITY ELEMENTS

- Check for alternative text for **IMAGES**.
- Ensure **TABLES** are correctly tagged.
- Ensure **TABLES** have a **SUMMARY**.
- Create **BOOKMARKS** for documents over 8 pages.

4. FORM FIELDS

- Verify clear and descriptive labels for **FORM FIELD**

5. READING ORDER

- Confirm the correct **READING ORDER**

6. DOCUMENT TAGS

- Ensure the document has been appropriately **TAGGED**.

This checklist should help in ensuring that the document meets ADA compliance requirements.