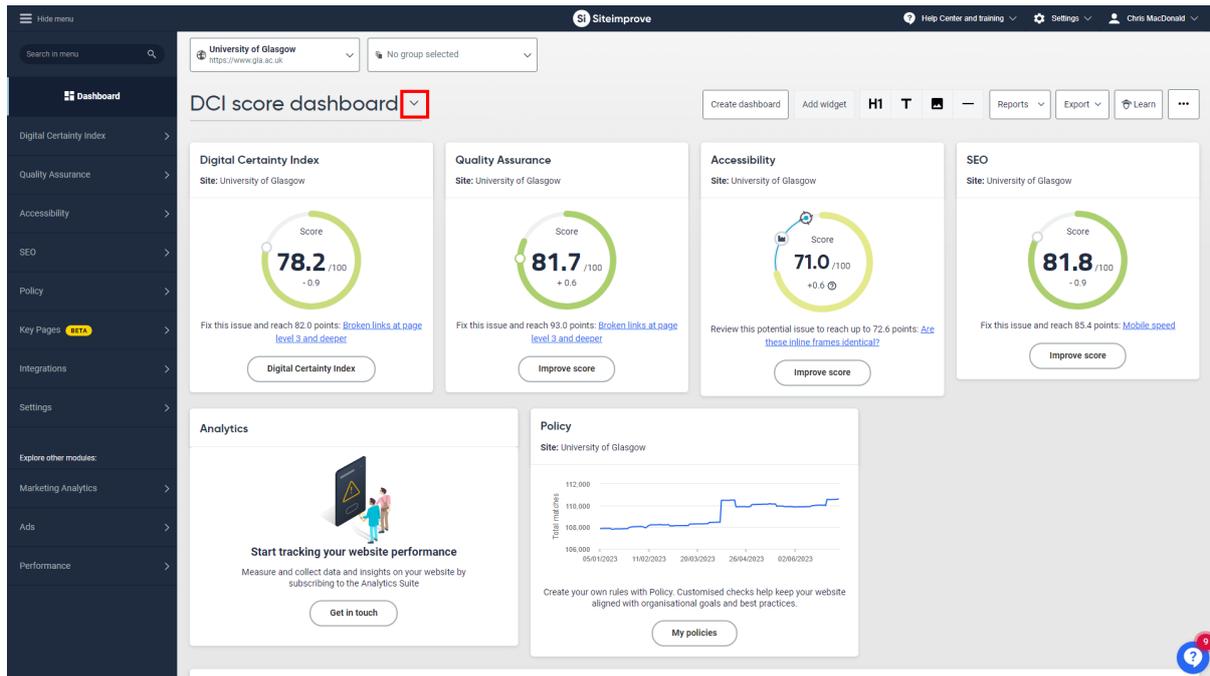


# SITEIMPROVE TRAINING NOTES

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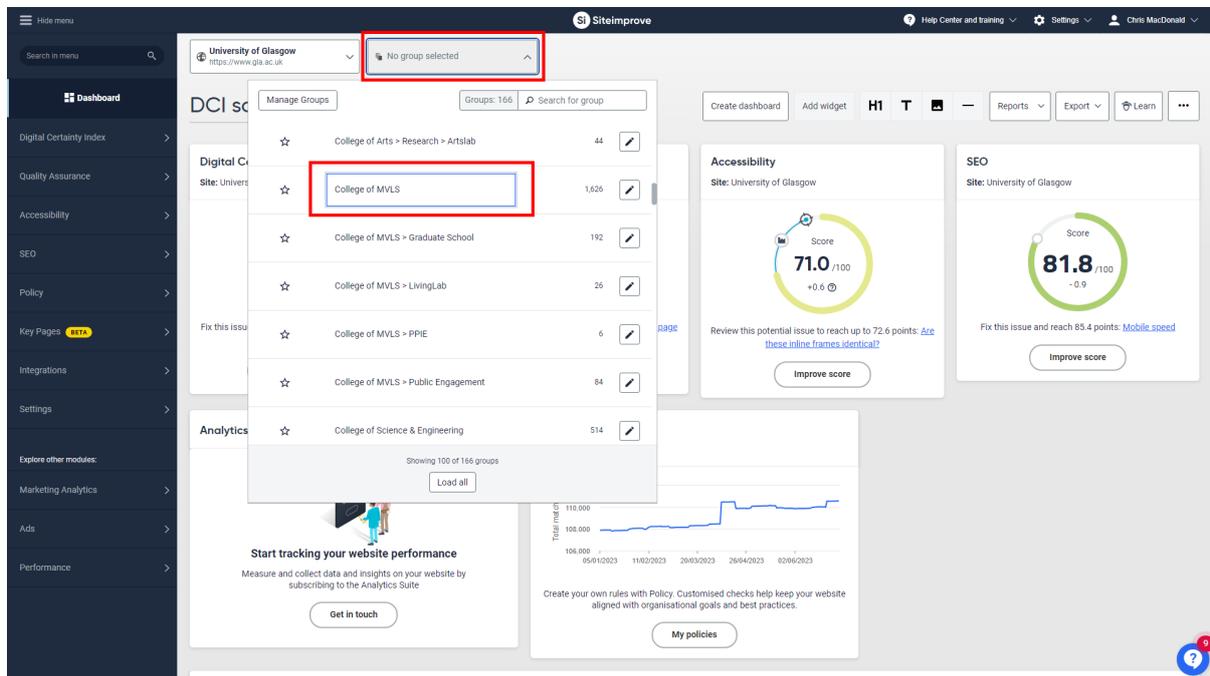
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Login to Siteimprove at <https://my2.siteimprove.com/> to see the DCI score dashboard:



You can change dashboard type using the highlighted drop down menu.

If you only have access to a single group, this should be selected by default. If you have more than single group access, you need to filter to view only results for the group you want to check:



As long as the above filter is selected, any results you view in Siteimprove across the modules will show MVLS results, until the filter is removed using the X.

# Quality Assurance

## Pages with broken links

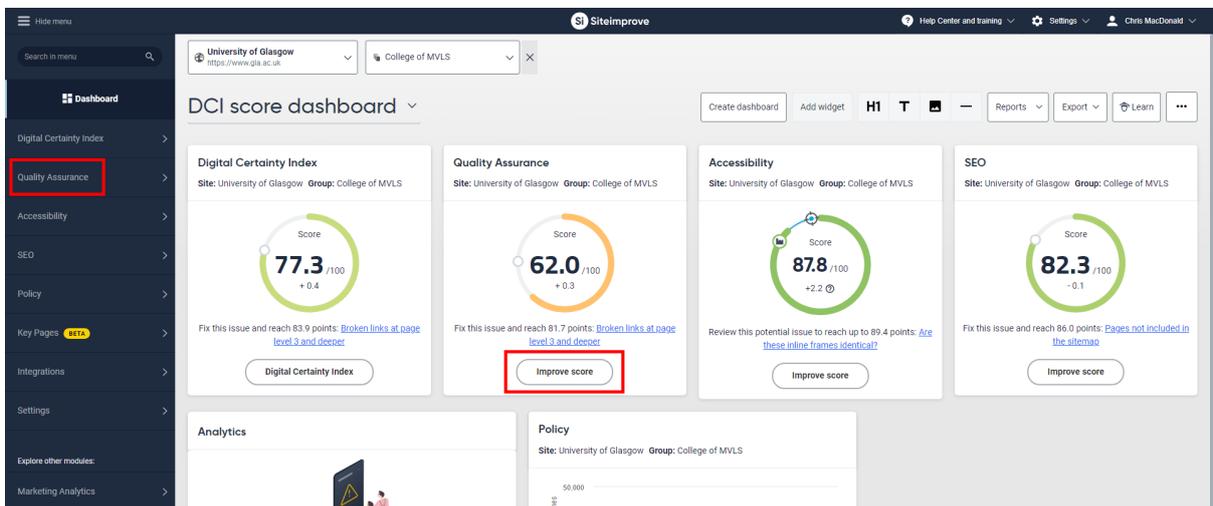
### Broken links at page level 3 and deeper

A level refers to the number of clicks between the homepage and a given page. Pages at level 3 and deeper are linked to the homepage (level 1) via another page at level 2.

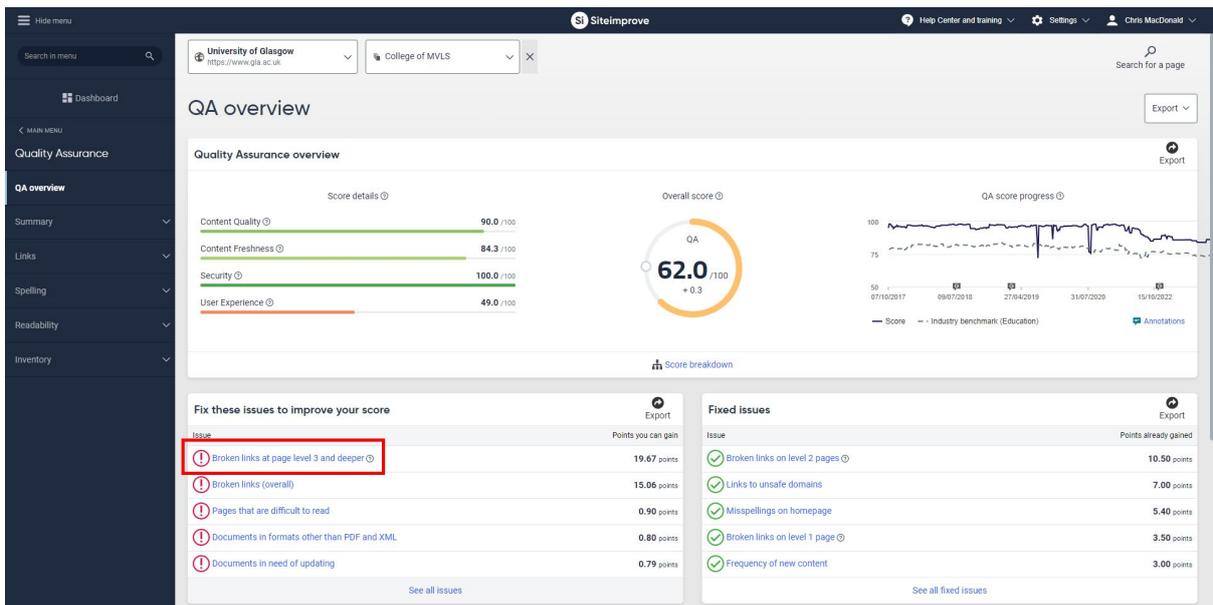
### Broken links on level 2 pages

See all the pages where broken links have been found. If a link seems to work fine in your browser but is flagged here, you can learn about the different scenarios where false positive broken links might occur.

From the DCI score dashboard select the Quality Assurance module, using one of the two options shown on the screen below:



The QA overview screen will display, select “Broken links are page level 3 and deeper”:



Please note – this screen is called “Pages with broken links” once selected:

The screenshot shows the Siteimprove interface for 'Pages with broken links'. The left sidebar has 'Links' selected, and 'Pages with broken links' is highlighted. The main content area displays a table with columns for Title, URL, Broken links, Clicks on link, Page level, and Page views. The table lists several pages from the University of Glasgow, with the first row showing 3 broken links and 3 clicks on the link.

Select the filter for Broken links to re-order the pages, showing the pages with the most broken links at the top of the screen:

This screenshot shows the same 'Pages with broken links' dashboard, but the 'Broken links' filter is selected in the top right corner. The table is now sorted by the number of broken links per page. The first row shows 11 broken links. A red arrow points to the 'Broken links' column header, and a red box highlights the 'Broken links' icon in the first row.

Now we will explore the 2 buttons on each row, the first is the **page inspector** that provides details on the error you are checking (broken links):



Select the **Inspector** to open a new tab with details of the broken links on the page:

The screenshot shows the 'Page report' for a broken link. The left sidebar has 'Broken links' selected. The main content area displays a list of broken links. The first link is highlighted in red, showing the URL 'https://www.gla.ac.uk/colleges/mvls/graduateschool/welcomemphd/partnersandcollaborators/' and the page it points to, 'https://www.gla.ac.uk/colleges/mvls/lifesciences/undergrad/undergraddegrees/animalbiology/stpublication/'.

The Broken links menu on the left lists all the occurrences on the page and you can select between them for more detail on where the broken links are:

The screenshot shows a web page with a sidebar on the left and a main content area on the right. The sidebar contains a 'Broken links' section with a list of 11 broken links. The 'Highlight in:' dropdown is set to 'HTML'. The main content area shows a list of scientific articles with red boxes highlighting broken links in the HTML code.

Sometimes broken links are only visible in the html code of the page, so if you don't see it in the content view, select Highlight in HTML:

The screenshot shows the same web page, but with the 'Highlight in:' dropdown set to 'HTML'. The sidebar shows the 'Broken links' section with the 'HTML' option selected. The main content area shows the HTML code with red boxes highlighting broken links.

You can easily switch back and forth between the content view and HTML to identify where the issue is.

Click on the link from the page content view, or copy and paste the link from the html view into a new tab:

The screenshot shows the Wiley Online Library interface. At the top, there is a search bar and a 'Login / Register' link. The main header features the 'Journal of Biogeography' logo and a volume/issue indicator: 'Volume 43, Issue 6, June 2016, Pages 1103-1115'. The article title is 'Phylogeography of Indo-Pacific reef fishes: sister wrasses *Coris gaimard* and *C. cuvieri* in the Red Sea, Indian Ocean and Pacific Ocean'. Below the title, the authors are listed: Paulina A. Ahni, Richard R. Coleman, Joseph D. DiBattista, Michael L. Berumen, Luiz A. Rocha, and Brian W. Bowen. The publication date is 01 February 2016, and the DOI is 10.1111/jbi.12712. The article is categorized under 'Original Article' and 'Full Access'. A 'SECTIONS' menu is visible, with options for PDF, TOOLS, and SHARE. The abstract section is partially visible, starting with 'Abstract' and 'Aim'. The 'Aim' section states: 'The aim of this study was to resolve the evolutionary history, biogeographical barriers and population histories for sister species of wrasses, the African *Coris (Coris cuvieri)* in the Indian Ocean and Red Sea, and the Yellowtail *Coris (Coris gaimard)* in the Pacific Ocean. Glacial sea level fluctuations during the Pleistocene have shaped the evolutionary trajectories of Indo-Pacific marine fauna, primarily by creating barriers between the Red Sea, Indian Ocean and Pacific Ocean. Here, we evaluate the influence of these episodic glacial barriers on sister species *C. cuvieri* and *C. gaimard*.' The 'Location' section lists 'Red Sea, Indian Ocean, Pacific Ocean.' The 'Methods' section describes the analysis of mitochondrial DNA cytochrome oxidase c subunit I (COI), nuclear introns gonadotropin-releasing hormone (GnRH) and ribosomal S7 protein in 426 individuals from across the range of both species.

If the broken link needs fixed or removed, we need to edit the page in t4.

The second is a link to **Open** the page with broken links:



Select the **Open** button to view the page on the live website:

The screenshot shows the University of Glasgow website. The header includes the university logo and navigation links: 'STUDY', 'RESEARCH', 'EXPLORE', and 'CONNECT'. A search bar is present with a 'go' button. The breadcrumb trail reads: 'Home / Colleges / College of Medical, Veterinary & Life Sciences / ... / Student Publications'. The main content area is titled 'ANIMAL BIOLOGY' and features a 'STUDENT PUBLICATIONS' section. This section includes a photograph of a student in a library reading a book. To the right of the photo, there is a text box that reads: 'A select list of Zoology and Marine & Freshwater Biology undergraduate student research papers that have been published in scientific journals. These publications are the result of honours projects, Summer Internships, and expedition work associated with the courses.' Below the photo, a list of publications is shown, with the first entry being: 'Apostolopoulou N.G., Smeti E., Lamorgese M., Varkitzi I., Whitfield P., Regnault C., Spatharis S., (2022), Microalgae show a range of responses to exometabolites of foreign species. Algal Research, 62, 102627.'

Scroll down to the page footer, then **select the Edit in t4 link:**

The footer contains several columns of links. The 'edit in t4' link is located under the 'JOBS AT GLASGOW' section, below 'Current vacancies' and above 'MD'.

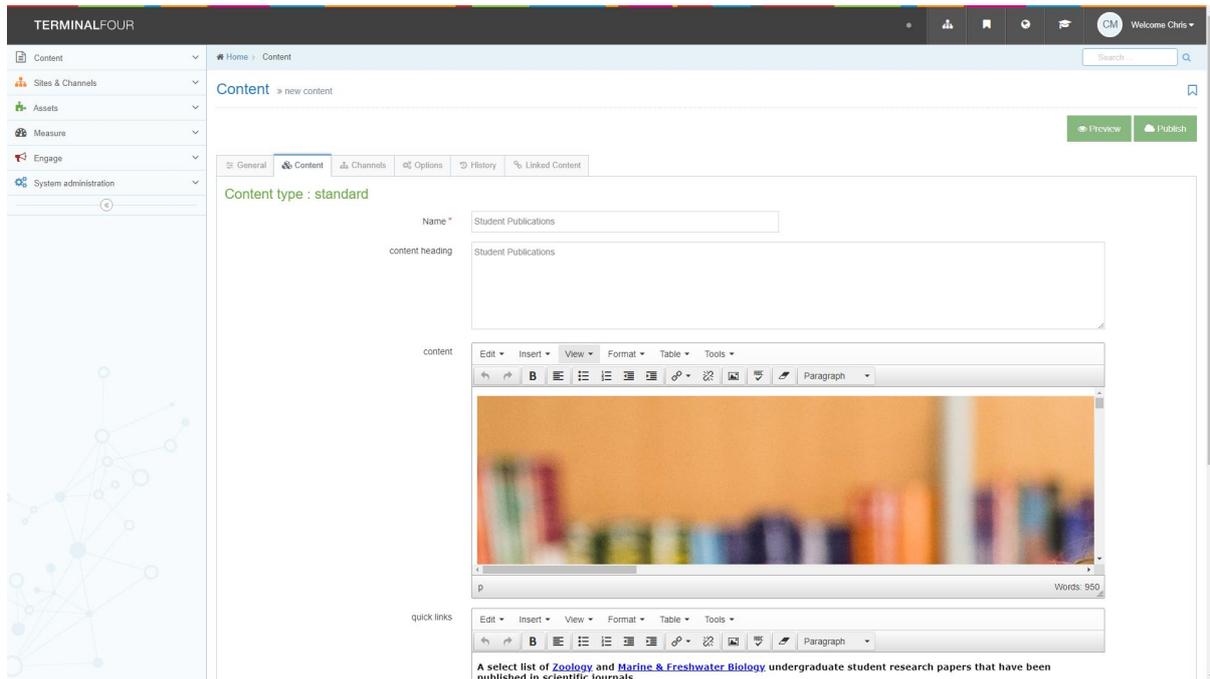
**Login to t4 using your GUID and password combination:**

The login page features a 't4 TERMINALFOUR' logo at the top. Below it are input fields for 'Username' (containing 'YOUR GUID') and 'Password', followed by a 'Log in' button. The background has a dark theme with colorful geometric shapes and several hand-drawn style icons representing marketing and recruitment strategies.

After logging in, you will be viewing the content tab of the page – **select the content, or the blue actions button > edit to open it for editing:**

The interface shows a breadcrumb trail: 'Section > configure sections and their associated content'. Below this is the current editing path: 'Home > Colleges > College of Medical, Veterinary & Life Sciences > Life Sciences Degree Programmes > Undergraduate Study > Undergraduate Degrees > Animal Biology > Student Publications'. There are 'Duplicate branch' and 'Publish section' buttons at the top right. The main area is titled 'Content in this section' and contains a table with one entry: 'Student Publications' (standard), version 2.0, status 'Approved', last modified 'November 23, 2022 2:11 PM', and publish date 'N/A'. The 'Actions' button for this entry is highlighted with a red box. At the bottom, there are 'Delete', 'Cancel', and 'Save changes' buttons.

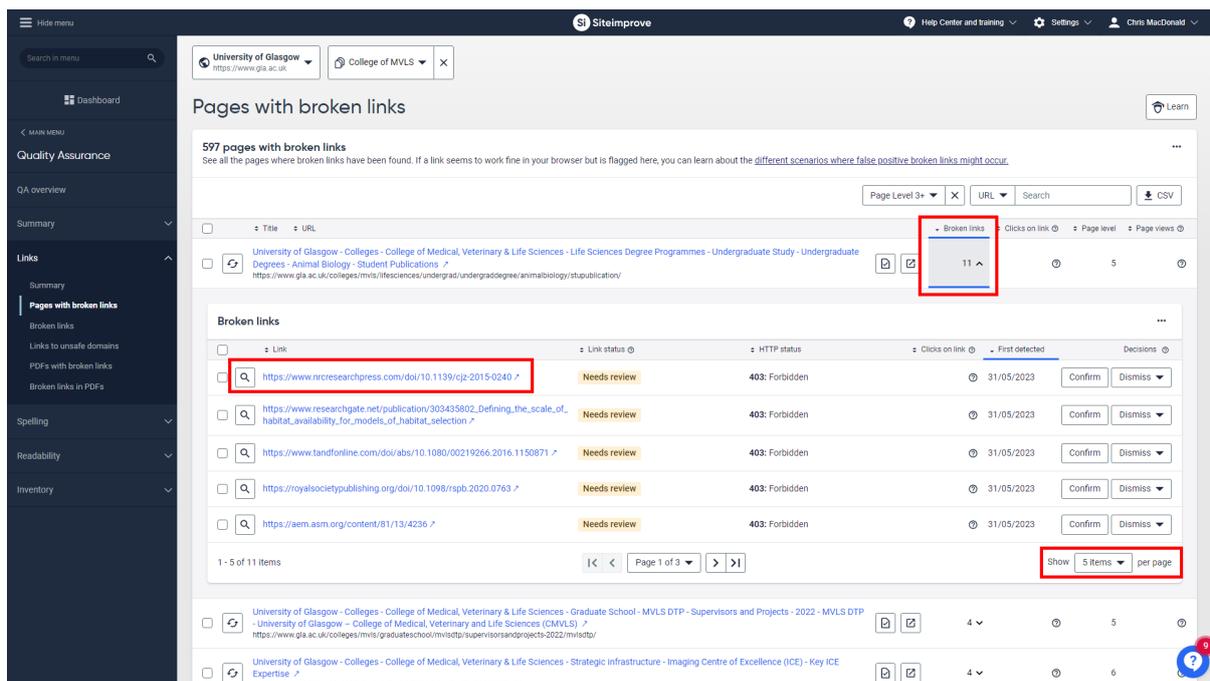
Now that we are viewing the content for the page in t4, we can edit it to fix, or remove the broken links:



Once the broken link has been removed/fixed, we need to tell Siteimprove that this has been done, to clear the entry off the list.

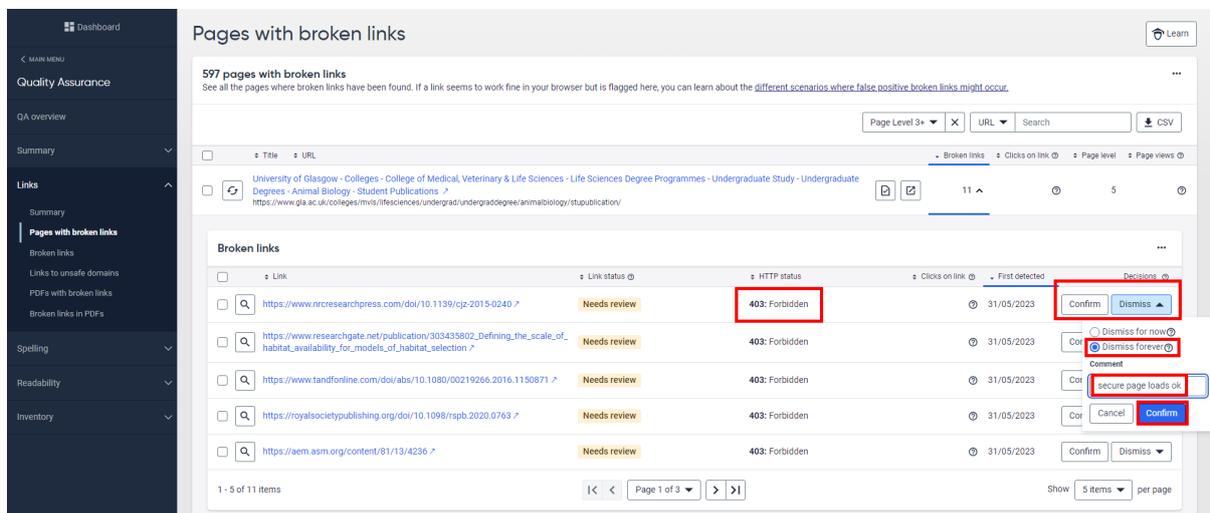
If you still have the Page Inspector open, this can be done there, however it's clearer and easier to use the main Siteimprove "Pages with broken links" tab that you should still have open.

View the Pages with broken links, **click on Broken links** to expand the list of broken links on the page, with Siteimprove showing 5 items per page, across 3 pages. You can change these options:



For the 403: Forbidden link that we checked (which loaded the page), we now want to dismiss this broken link as being checked - dismissing it as the page does load, however due to being located on a non-UofG server, comes up as forbidden. This is expected as Siteimprove doesn't crawl that server.

In the rows of broken links on the page, **select Dismiss** from the Decisions column on the right > check **Dismiss forever** > add a **Comment** "secure page loads ok" for a 403: Forbidden > then **Confirm**.



Some of the HTTP status messages that you will see includes:

**404:** Not Found – target page for link is no longer there – update or remove broken link

**403:** Forbidden – page is not accessible by Siteimprove – if it loads, dismiss, if not, remove link

**410:** Gone – page has been archived – update or remove broken link

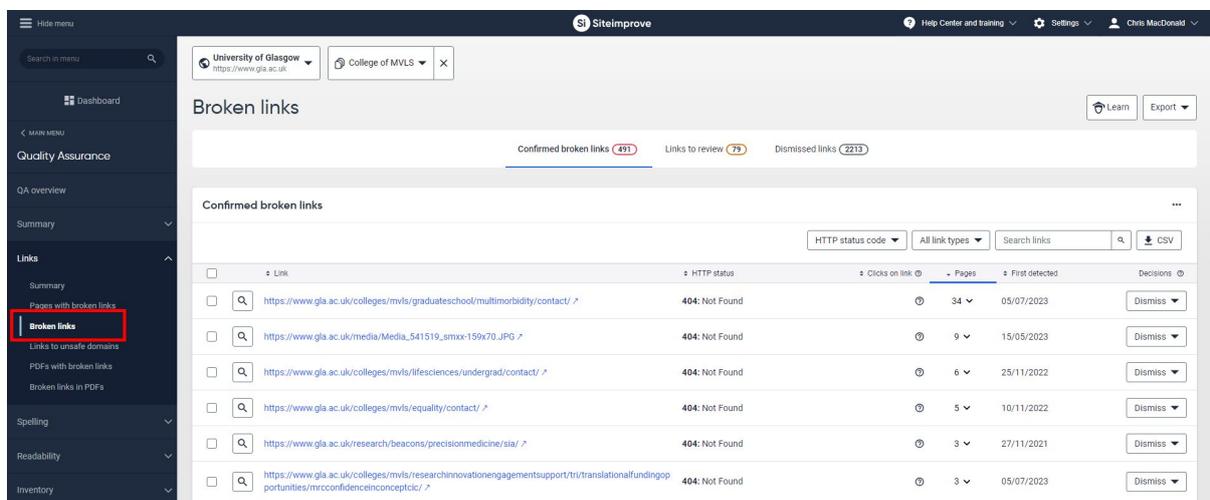
**500:** Internal Server Error – Site experiencing technical difficulties – update or remove link

**503:** Service Unavailable – site cannot be reached as offline/moved – update or remove link

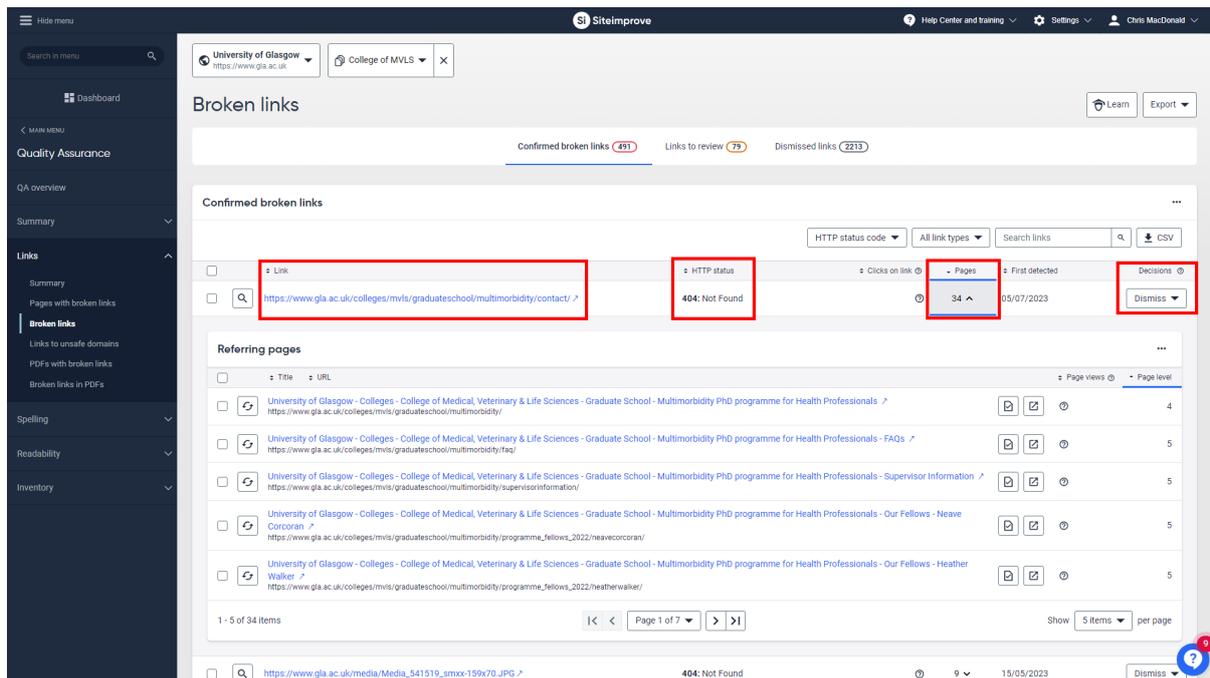
## Broken links (overall)

### Confirmed broken links

We will now check the next item in the QA list/left hand navigation – **select “Broken links”**:



The Broken links section lists similar information as the previous section but instead of listing a page and all the broken links on it, the list shows a broken link with all the pages it is broken on:



In the above screen you can see the broken link (ending /contact/), the HTTP status 404: Not Found (which we know will require a fix for the broken link), how many pages have the broken link on them, along with the decision option.

This check is useful for when you have a section of your website set with left hand navigation to make it a microsite, using the page layout options.

When this is done in t4, you need to have a subsection with contact details and an output uri of just **contact**, for the footer Contact us link to work. If this is missing, you will see errors like the one above, multiple broken Contact us links across all your pages.

Once you have added the missing contact us section in t4, then checked the broken links in the footer the following day to ensure they are no longer an issue, then you can dismiss the broken link.

Some other results that you might see in this section includes:

Broken images – an image that was being used on multiple pages has been deleted from the t4 media library, resulting in broken links on multiple pages. Edit these pages, then remove or replace the broken image and save/approve.

Multiple broken links on staff pages – usually when staff link their Research Profile to a Project or Research section in t4 but the project has ended and the website has been removed. Edit these pages to remove or update the broken links before saving.

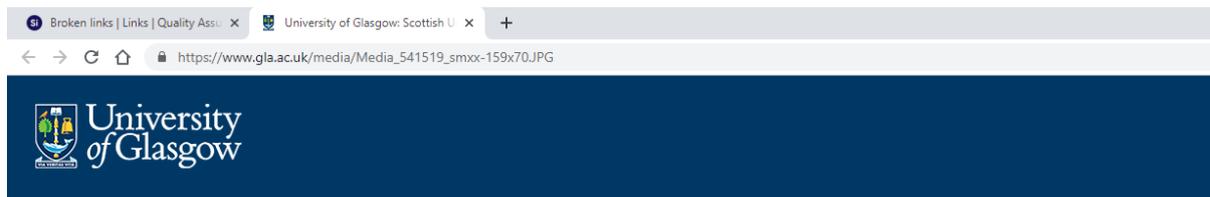
Now we will check the next item on the list - it's a broken image being used in multiple newsletter sections. You can see from the information below that the broken image appears on several referring pages, so will need removed from each one, or the existing entry in the t4 media library should have a new/replacement image uploaded, in place of 541519, which when selected (using the open button to the right of the page inspector) will show the image as a broken media file link, as seen in the second image:

**Confirmed broken links**

Link	HTTP status	Clicks on link	Pages	First detected	Decisions
<a href="https://www.gla.ac.uk/colleges/mvls/graduateschool/multimorbidity/contact/">https://www.gla.ac.uk/colleges/mvls/graduateschool/multimorbidity/contact/</a>	404: Not Found	34	05/07/2023	Dismiss	
<a href="https://www.gla.ac.uk/media/Media_541519_smx-159x70.JPG">https://www.gla.ac.uk/media/Media_541519_smx-159x70.JPG</a>	404: Not Found	9	15/05/2023	Dismiss	

**Referring pages**

Title	URL	Page views	Page level
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - MVLS newsletters - Summer 2017 - Your Newsletter Needs You!	https://www.gla.ac.uk/colleges/mvls/newsletters/summer2017/headline_242474_en.html	10	10
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - MVLS newsletters - Winter 2018 - Your Newsletter Needs You!	https://www.gla.ac.uk/colleges/mvls/newsletters/winter2018/headline_625554_en.html	10	10
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - MVLS newsletters - Summer 2019 - Your Newsletter Needs You!	https://www.gla.ac.uk/colleges/mvls/newsletters/summer2019/headline_630723_en.html	10	10
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - MVLS newsletters - Winter 2019 - Your Newsletter Needs You!	https://www.gla.ac.uk/colleges/mvls/newsletters/winter2019/headline_702244_en.html	10	10
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - MVLS newsletters - Winter 2017 - Your Newsletter Needs You!	https://www.gla.ac.uk/colleges/mvls/newsletters/winter2017/headline_559886_en.html	10	10



## NOT FOUND

The web page (or resource) you requested could not be found. please check that you have entered the web address correctly, or:

- [navigate to the resource from the University of Glasgow home page](#)

If you have no suitable replacement, or the image and pages it is on are no longer required, then after the file is deleted from the media library and the server the issue should clear out from Siteimprove after the next crawl. If it doesn't, check with the Webteam so we can purge the server, to ensure the file is completely removed/deleted.

## QA > Inventory

A few more useful things that you can check in the Quality Assurance Module, are in the **Inventory** menu, **Documents** in need of updating (PDF/Word) and all **Media files** in need of updating:

**Quality Assurance overview**

Score details

Content Quality	89.6 /100
Content Freshness	85.9 /100
Security	100.0 /100
User Experience	77.5 /100

Overall score: **82.0** /100 (+0.8)

QA score progress chart showing score over time (07/10/2017 to 29/10/2022) compared to industry benchmark (Education).

**Fix these issues to improve your score**

Issue	Points you can gain
Broken links at page level 3 and deeper	11.39 points
Broken links (overall)	3.30 points
Pages that are difficult to read	0.90 points
Documents in formats other than PDF and XML	0.81 points
Documents in need of updating	0.70 points

[See all issues](#)

**Fixed issues**

Issue	Points already gained
Broken links on level 2 pages	10.50 points
Links to unsafe domains	7.00 points
Misspellings on homepage	5.40 points
Broken links on level 1 page	3.50 points
Frequency of new content	3.00 points

[See all fixed issues](#)

## Documents in need of updating

View details of all documents in your chosen file format: Excel, PDF, PowerPoint, Word, XML or All documents. **Please note** - limited data is available for external documents and documents that have been excluded from the crawl. **Click on Documents** from the **Inventory** menu, then **select PDF**:

Document type	Internal	External	All
Excel	190	17	207
PDF	8,492	2,658	11,150
PowerPoint	310	21	331
Word	1,531	71	1,602
XML	0	10	10
All documents	10,523	2,777	13,300

For each document type, you will find useful info such as the media ID number and pages that the file is located on:

Document title	URL	Size	Status	Pages	Referring PDFs	Last modified
Unknown ID	https://www.gla.ac.uk/media/Media_723046_smx.pdf	166 KB	OK	2		15/05/2020
Unknown ID	https://www.gla.ac.uk/media/Media_500186_smx.pdf	166 KB	OK	1		15/05/2020

## Media files in need of updating

The Media page offers information about Audio, Image, Video, Flash and Java Applet files found (depending on the type of file you have chosen to look at), divided into internal and external categories. **Select images** from the list of Media files:

Media type	Internal	External	All
Audio	0	0	0
Images	2,117	9	2,126
Video	3	17	20
Flash	0	0	0
Java applets	0	0	0
All media files	2,120	26	2,146

Using this section can be a useful way to list all files of a certain type from a group, including the info below that can also be found in the Accessibility Module:

Images larger than 1MB

Pages with images larger than 1MB

The options and filters on the screen below should be getting familiar now, with options to view the affected page, image size, filter types for the selection, the page inspector and open page button:

The screenshot shows the 'All media files' section in Siteimprove. The left-hand menu is visible, with 'Media files' selected. The main content area displays a list of media files. The first row is highlighted with a red box. The filters at the top are also highlighted with red boxes: 'Above 1 MB', 'Images', and '1' pages. The table below shows the following data:

URL	Size	Status	Pages	Referring PDFs	Last time modified
https://www.gla.ac.uk/media/Media_931497_smx.jpg	9.14 MB	OK	1	0	18/04/2023
https://www.gla.ac.uk/media/Media_931494_smx.jpg	8.65 MB	OK	1	0	18/04/2023
https://www.gla.ac.uk/media/Media_886391_smx.png	8.44 MB	OK	1	0	16/01/2023
https://www.gla.ac.uk/media/Media_563630_smx.jpg	8.11 MB	OK	1	0	22/06/2023
https://www.gla.ac.uk/media/Media_931495_smx.jpg	6.94 MB	OK	1	0	18/04/2023
https://www.gla.ac.uk/media/Media_753603_smx.png	6.75 MB	OK	1	0	16/01/2023
https://www.gla.ac.uk/media/Media_931498_smx.jpg	6.30 MB	OK	1	0	18/04/2023
https://www.gla.ac.uk/media/Media_911629_smx.jpg	6.19 MB	OK	1	0	18/04/2023
https://www.gla.ac.uk/media/Media_625296_en.jpg	5.50 MB	OK	1	0	22/06/2023

## Pages with misspellings/words to review

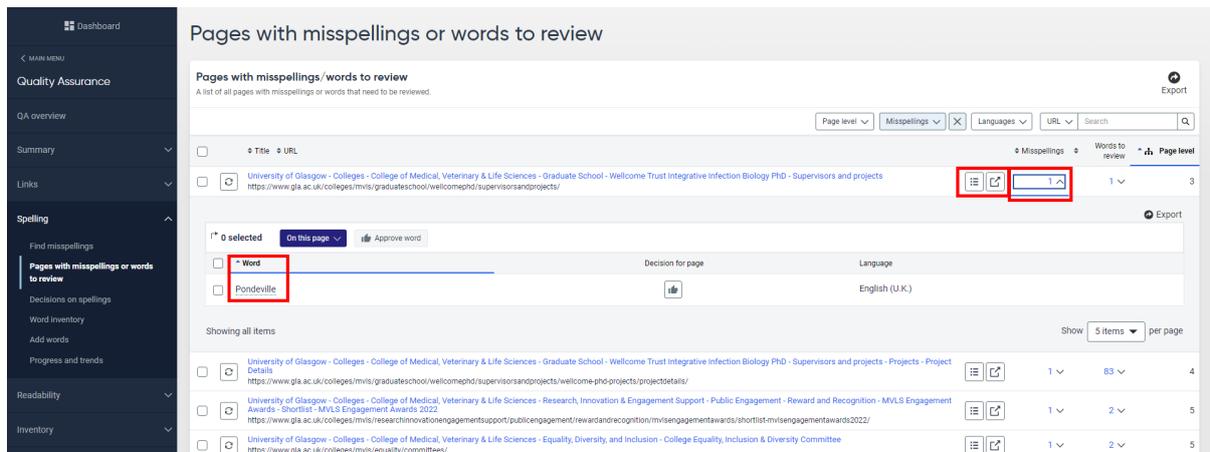
A list of all pages with misspellings or words that need to be reviewed.

From the left hand menu, **select Spelling** > “Pages with Misspellings or words to review”:

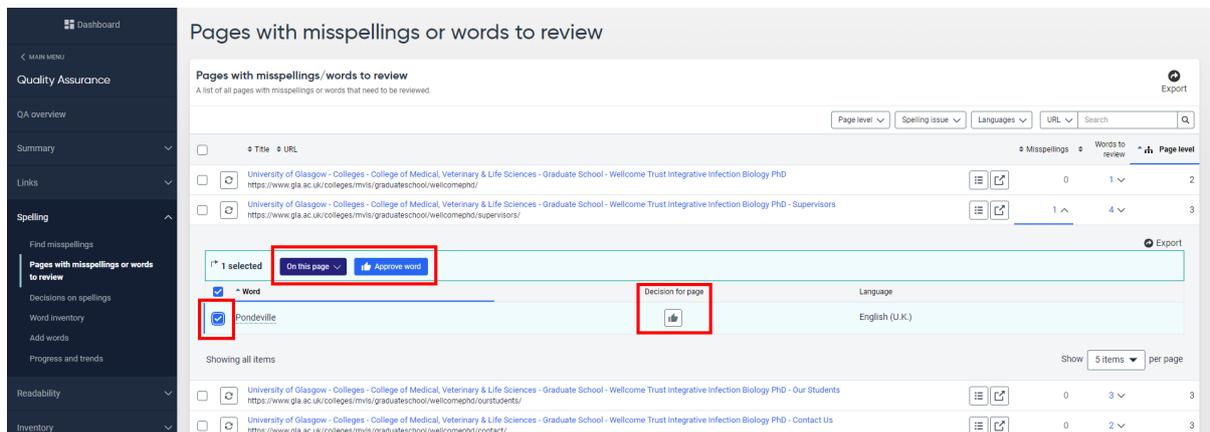
The screenshot shows the 'Pages with misspellings or words to review' section in Siteimprove. The left-hand menu is visible, with 'Spelling' selected. The main content area displays a list of pages with misspellings. The filters at the top are also highlighted with red boxes: 'Misspellings' and 'Words to review'. The table below shows the following data:

Title	URL	Misspellings	Words to review	Page level
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Wellcome Trust Integrative Infection Biology PhD - Supervisors and projects	https://www.gla.ac.uk/colleges/mvls/graduateschool/wellcomephdsupervisorsandprojects/	1	1	3
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Wellcome Trust Integrative Infection Biology PhD - Supervisors and projects - Projects - Project Details	https://www.gla.ac.uk/colleges/mvls/graduateschool/wellcomephdsupervisorsandprojects/wellcome-phd-projects/projectdetails/	1	83	4
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Research, Innovation & Engagement Support - Public Engagement - Reward and Recognition - MVLS Engagement Awards - Shortlist - MVLS Engagement Awards 2022	https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementssupport/publicengagement/rewardandrecognition/mvlsengagementawards/shortlist-mvlsengagementawards2022/	1	2	5
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Equality, Diversity, and Inclusion - College Equality, Inclusion & Diversity Committee	https://www.gla.ac.uk/colleges/mvls/equalitycommittee/	1	2	5
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - MVLS DTP - Supervisors and Projects - 2022 - MVLS DTP - University of Glasgow - College of Medical, Veterinary and Life Sciences (CMVLS)	https://www.gla.ac.uk/colleges/mvls/graduateschool/mvlsdtp/supervisorsandprojects-2022/mvlsdtp/	1	43	5
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - PhD Research Opportunities - Funded research opportunities - FindaPhD Search	https://www.gla.ac.uk/colleges/mvls/graduateschool/phd-research-opportunities/funded-research-opportunities/findaphd-search/	2	18	5
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Multimorbidity PhD programme for Health Professionals - FAQs	https://www.gla.ac.uk/colleges/mvls/graduateschool/multimorbidityphd/	1	4	5
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Research, Innovation & Engagement Support - MVLS Research Impact Support - Quick start	https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementssupport/mvls-impact/quick-start-impact/	2	8	5
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - News - Formula meal replacement diets an effective method for type 2 diabetes management		1	2	5

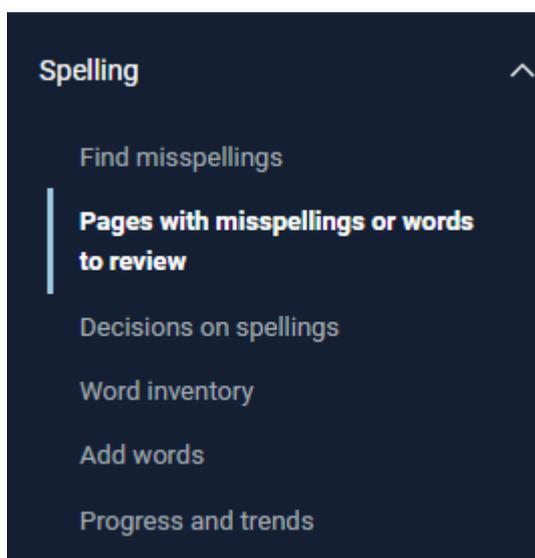
Open the details for the first misspelling using the **drop-down option** next to the page inspector and open page buttons:



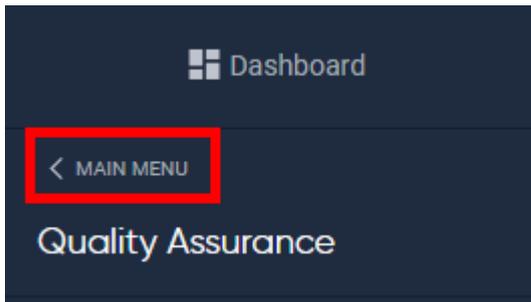
Once open, you can see the misspelled word along with options to approve the word on the page, or for the whole site. **Check the box** next to the word to see more options:



If you want to review words in the inventory, or previous decisions on spellings, these options are in the main Spelling menu:



Select "MAIN MENU" below the Dashboard and above the Quality Assurance menu.



Select "Accessibility" from the left-hand menu.

## Accessibility Overview

From the **Accessibility overview** screen, select either **Issues** from the left, or **See all issues** under the "Fix these issues to improve your score" heading on the page:

Issues	Occurrences	Points you can gain
Inline frame missing a text alternative →	23	1.34 points
Element IDs are not unique →	1,973	1.04 points
Form field missing a label →	16	0.61 points
Link missing a text alternative →	57	0.55 points
Table cell missing context →	4	0.42 points

Resolved issues	Occurrences	Points already gained
Page missing a title →	1,584	1.58 points
Some roles are invalid →	8,255	1.58 points
Visible label and accessible name do not match →	3	1.58 points
Required ARIA attribute is missing →	8,239	1.58 points
Hidden element has focusable content →	2,051	1.58 points

## Issues

We will now go through the main issues that affect your Accessibility score in Siteimprove.

### Headings are not structured

One or more heading levels have been skipped.

Heading tags help assistive technology users to understand how content is structured. They're also used for in-page screen reader navigation.

When adding heading tags, you should ensure that they follow a nested structure. h1 is used for the primary heading, followed by h2 for subheadings, and so on to h6.

Correcting your heading structure may also help to improve your site's SEO.

The screenshot shows the Siteimprove Accessibility interface. The main heading is "Headings are not structured". Below it, a table provides summary statistics:

Conformance	Points you can gain	Pages with this issue	Number of occurrences	Difficulty level	Responsibility
SI	0.35 points	638 pages	645 occurrences	Intermediate	Visual design

The description states: "One or more heading levels have been skipped." The "Learn more" section explains that heading tags help assistive technology users understand content structure and that correcting the structure can improve SEO. A "Related to this issue" link points to "Headings are not structured (1,496 occurrences)".

Scroll down to find the unstructured headings list > click the link/text to open the first issue:

The screenshot shows the "Pages with this issue" section. A table lists the pages with the issue:

Title	URL	Occurrences	Page views
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Clinical Academic Training - SCREDS scheme	https://www.gla.ac.uk/colleges/mvls/graduateschool/clinicalacademictraining/scredsscheme/	4	
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Digital Education - Our staff	https://www.gla.ac.uk/colleges/mvls/digitaleducation/ourstaff/	2	
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Research, Innovation & Engagement Support - Translational Research Initiative - Training & Resources - Opportunity Audits	https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementsupport/tri/trainingresources/opportunityaudits/	2	
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Life Sciences Degree Programmes	https://www.gla.ac.uk/colleges/mvls/lifesciences/	2	
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences	https://www.gla.ac.uk/colleges/mvls/	2	

This will open the page with the issue as shown below:

The screenshot shows the website page for the College of Medical, Veterinary & Life Sciences. The page title is "COLLEGE OF MEDICAL, VETERINARY & LIFE SCIENCES". The breadcrumb trail is "Home / Colleges / College of Medical, Veterinary & Life Sciences / ... / SCREDS scheme". The page content includes a navigation menu with "Graduate School", "Clinical Academic Training", and "SCREDS scheme". A large image of a modern building is shown, with a caption "SCREDS Clinical Lecturer Posts & GP Academic Fellows". Below the image, the text reads: "SCREDS, Clinical Lecture Posts & GP Academic Fellows. SCREDS provides an integrated training and career development pathway enabling clinicians to pursue concurrently or sequentially academic and clinical training within the NHS."

Click the link/text to the left of the open button to open a new tab with the Page Inspector:

The screenshot shows the Page Inspector tool interface. On the left, the 'Issues' panel displays the error 'Headings are not structured' with 4 occurrences. The 'Occurrences' list shows four instances of 'H4 Empty'. The selected occurrence is 'SCREDS Clinical Lecturer Posts & GP Academic Fellows'. The main content area shows the webpage with the selected text highlighted in a blue box, and a red arrow pointing to it from the sidebar. The sidebar also shows 'Content view' and 'HTML view' buttons.

You can see the selected issue highlighted (SCREDS Clinical Lecturer text) and hopefully you noticed the 4 occurrences on the page, from the previous list of issues. This also displays on the left menu when viewing the page inspector, with each one needing selected to view it on the page.

Switch between the Content view and HTML view if you are struggling to find the issue on the page. From the HTML view, you can see that the headings on the page jump from an h2 to an h4:

The screenshot shows the Page Inspector tool interface with the 'HTML view' selected. The left sidebar shows the issue details and a list of occurrences. The main content area shows the HTML code for the selected text, which is an h4 element. A red arrow points to the h4 tag in the code, and another red arrow points to the h2 tag above it, illustrating the jump in heading levels.

As with other examples, if you are unsure how to fix the issue, or require more info, this can be found when you select "Why is this an issue?" as shown below:

**! Headings are not structured**

One or more heading levels have been skipped.

**Why is this an issue?** ^

Heading tags help assistive technology users to understand how content is structured. They're also used for in-page screen reader navigation.

When adding heading tags, you should ensure that they follow a nested structure.

**h1** is used for the primary heading, followed by **h2** for subheadings, and so on to **h6**.

To resolve these issues > edit the page in t4, then change the headings from an h4 to an h3. Normally, the main page header is your h1, so these should be edited to follow the nested structure. Once done, a Siteimprove crawl should clear the issue on the page, once all 4 issues on the page are fixed.

## Link/Inline Frame/Button missing a text alternative

All three of these issues are similar, missing alt text for each element that needs added to the code in t4 to resolve the problem.

**Links should always have a text alternative.** The link text can be inserted into the HTML — it does not need to be visible to pass this check.

Links represented by images or icons can be problematic for visitors who are blind or have low vision - The text alternative should describe the link's purpose — or what visitors can expect to find after they click it.

Issues / Link missing a text alternative

**Link missing a text alternative** Export

Conformance	Points you can gain	Pages with this issue	Number of occurrences	Difficulty level	Responsibility
<b>A</b>	<b>0.55</b> points	<b>36</b> pages	<b>53</b> occurrences	●●● Advanced	Content writing

**Description**

Links should always have a text alternative. The link text can be inserted into the HTML — it does **not** need to be visible to pass this check.

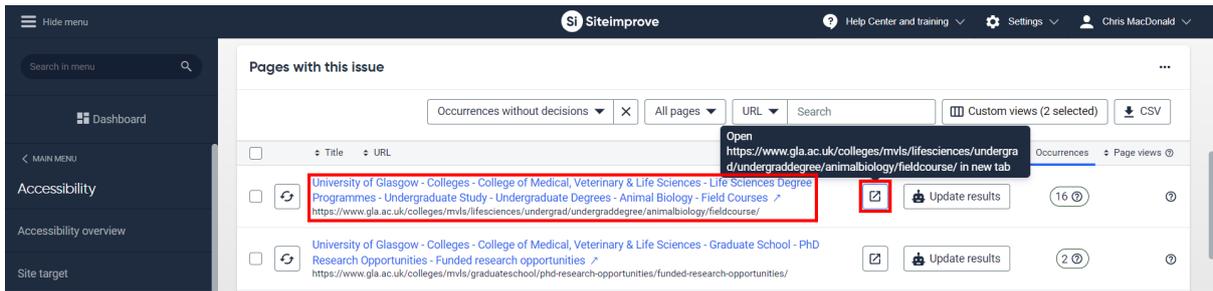
**Learn more**

Links represented by images or icons can be problematic for visitors who are blind or have low vision. The text alternative should describe the link's purpose — or what visitors can expect to find after they click it.

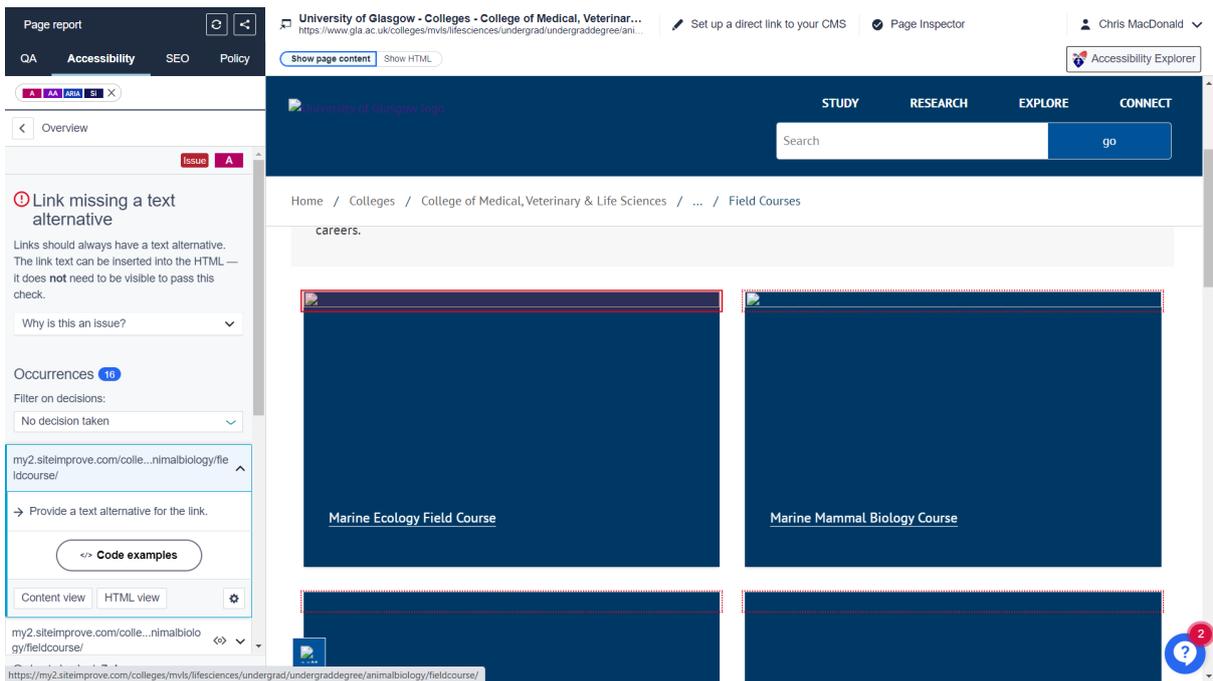
**Related to this issue**

✔ [Link missing a text alternative \(85,039 occurrences\)](#) →

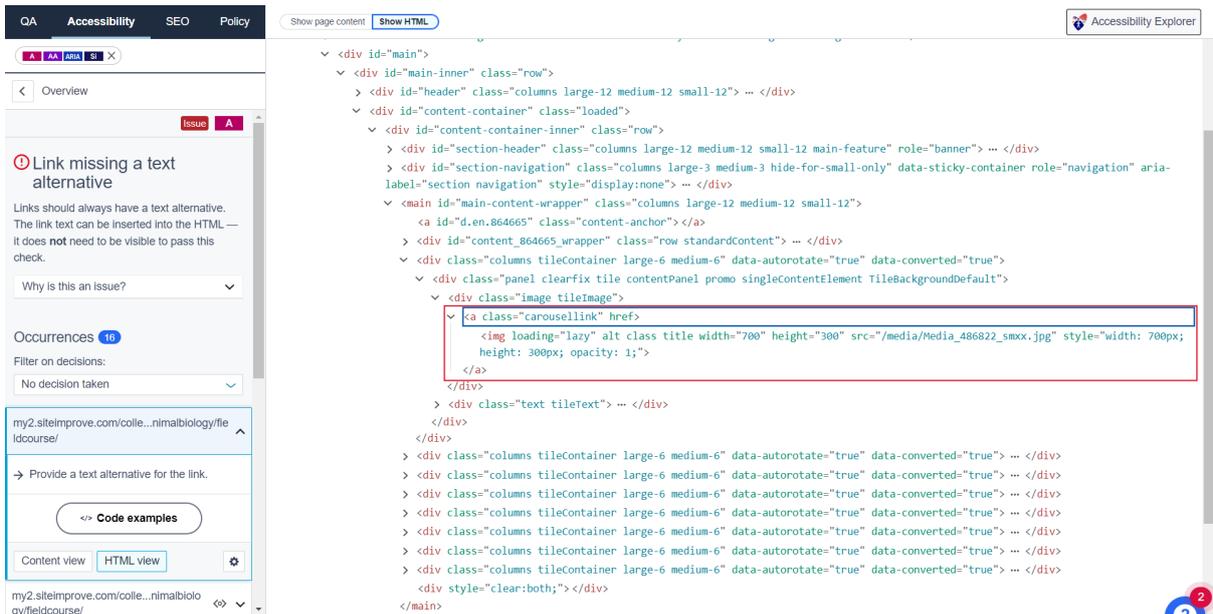
View the first issue > **select the text/link** to open the **page inspector**, then **select the open page button**, so we can view/edit the page in t4:



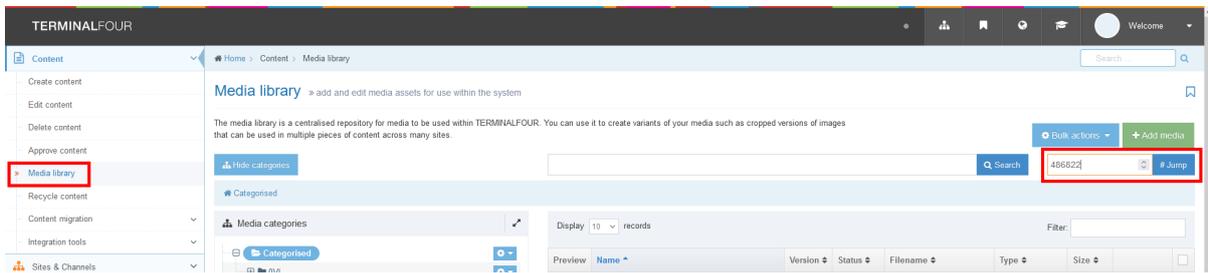
Click on the **link/text** to view the page inspector:



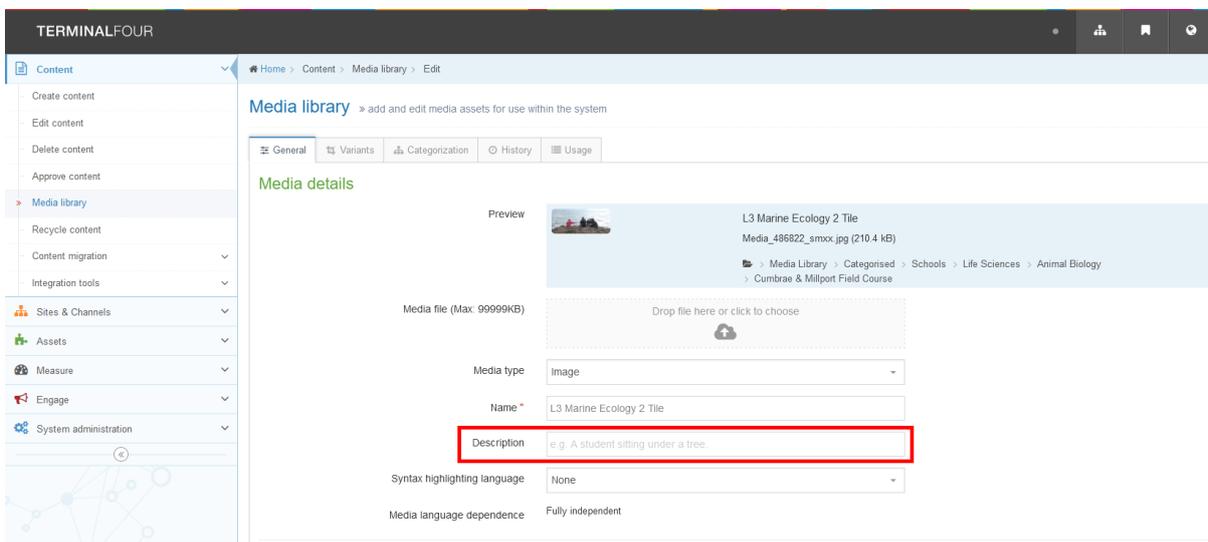
You can see it's the images causing problems from the red highlight above. **Click HTML view:**



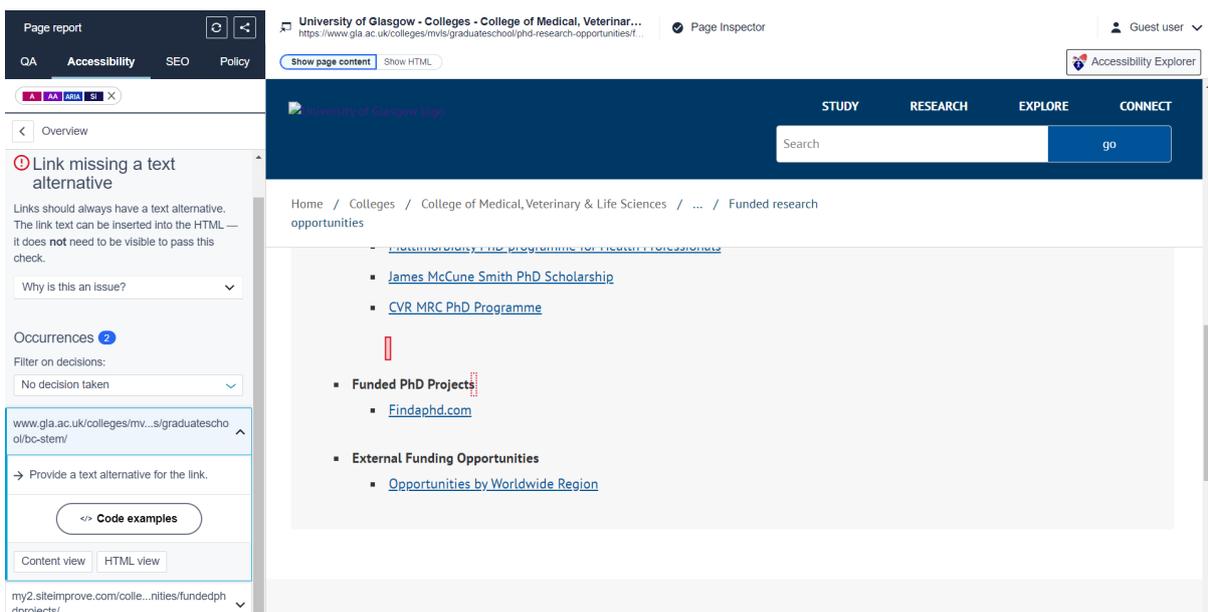
The above example can be fixed by adding alt text to the image in the media library. The quickest way to do this is to add the 6-digit media ID number shown in the code above (**486822**) into the **jump field** of the **t4 media library**:



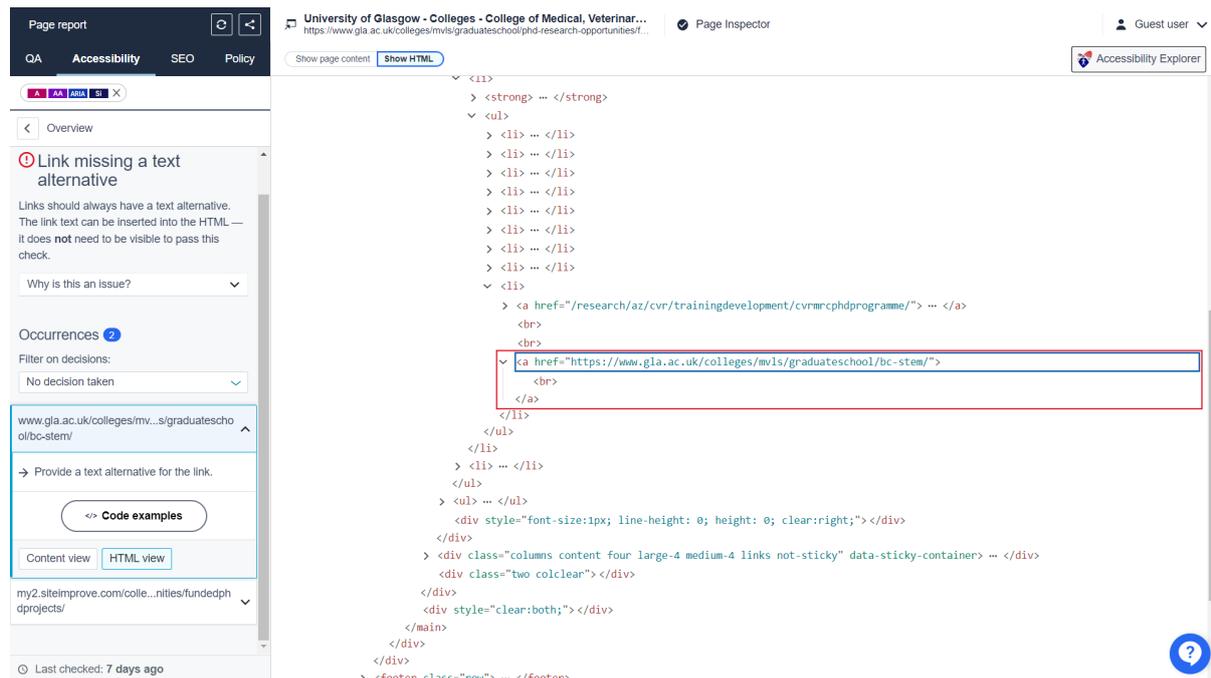
In the **General tab** of the media file entry you can see the empty **Description field**. Either **add descriptive text** of the image yourself, or pass on the job to the person who added the file that should have entered alt text when uploading (view the History tab below to see who added the file):



Next, we will look at a standard example of a link missing a text alternative:



For this one, it's not obvious where the links are, so we need to view the HTML code:



An example of correct link text in the code would look like this:

```
<a href="http://www.gla.ac.uk/postgraduate/taught/">Postgraduate Taught Courses</a>
```

Knowing this, you can see in the code in the above image that the line break `</br>` should be replaced by the descriptive text "BC-Stem" or similar.

The two related issues with missing text alternatives are similar to fix, just add the missing text element to the link/button or iframe (with media alt text added to the media library).

Every **inline frame (iframe)** should have a text alternative that summarises its content or purpose.

Inline frames (iframes) are used to insert content from other parts of the web - A title that summarises the visual content will help screen reader users to understand the iframe's purpose on the page.

**Buttons** should always have a text label. The label can be inserted into the HTML — it does not need to be visible to pass this check.

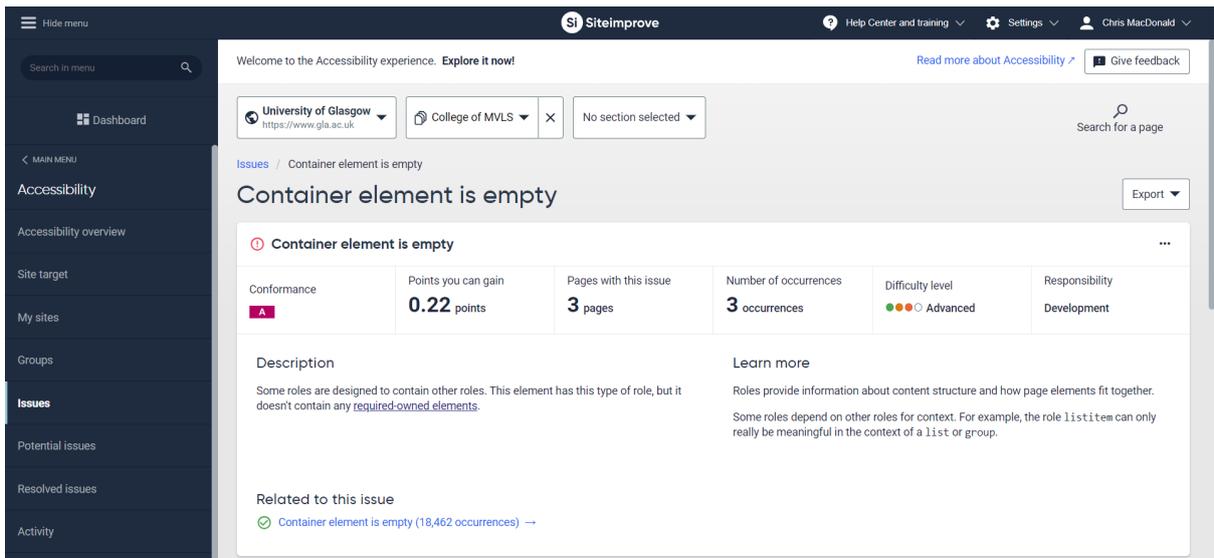
If a text alternative is not provided, buttons represented by images or icons may be unusable to visitors using assistive technology - In this case, the text alternative should describe what the button does or what users can expect to happen if they click it (not the visual features of the button).

## Container element is empty

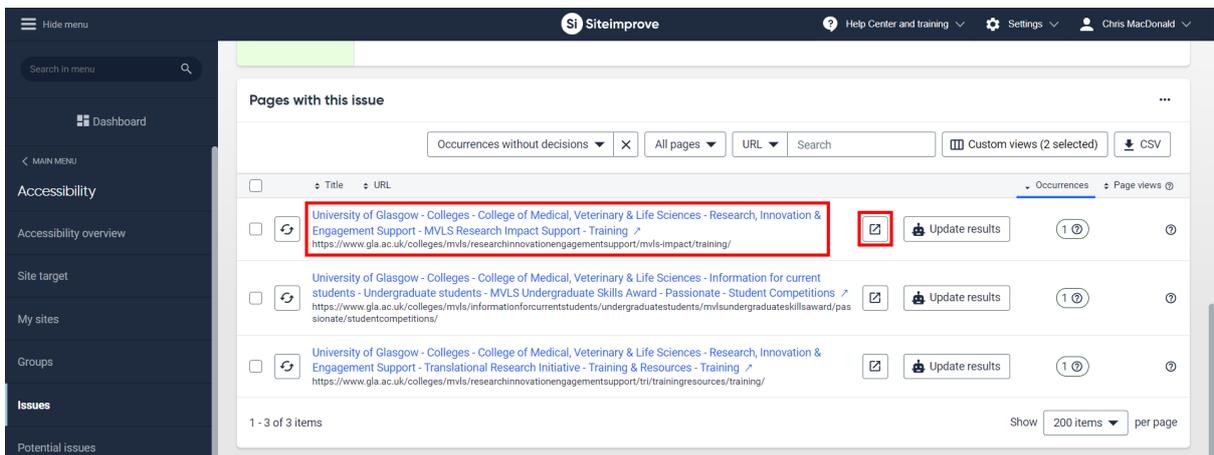
Some roles are designed to contain other roles. This element has this type of role, but it doesn't contain any required-owned elements.

Roles provide information about content structure and how page elements fit together.

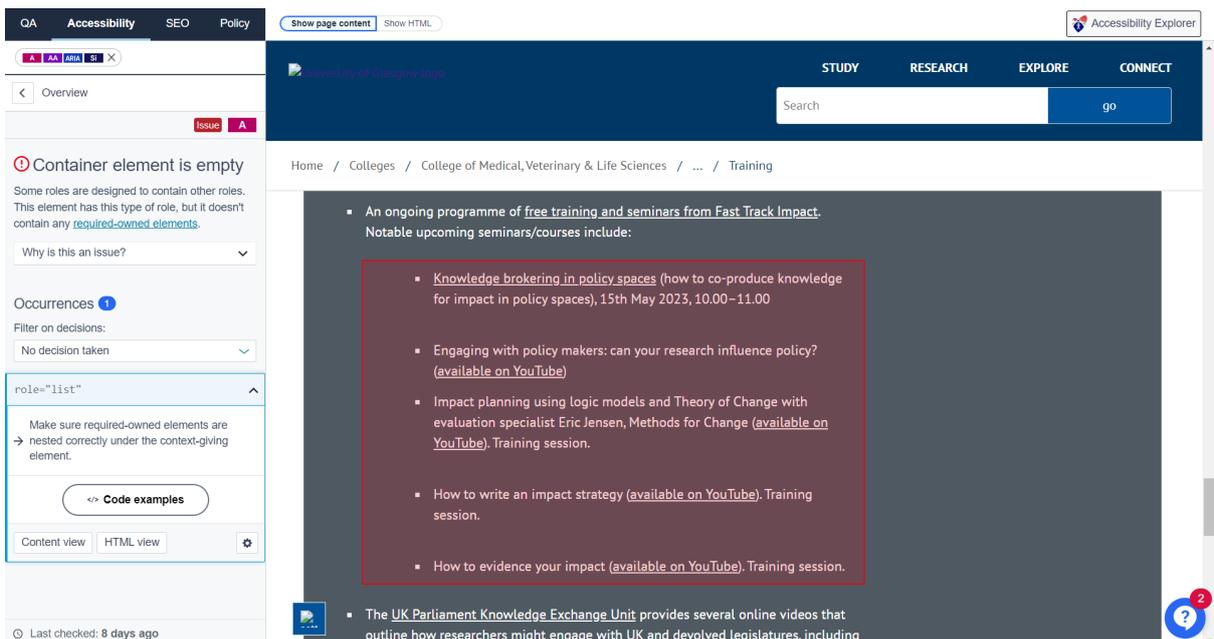
Some roles depend on other roles for context. For example, the role list item can only really be meaningful in the context of a list or group.



What this means, is that there is an unordered list on the page with an extra opening and closing list tag that is not required. **Open the webpage and view the Siteimprove page inspector:**



You can see on the inspector that there is a list within a list:



## Remove the extra opening <ul> and closing </ul> tags in t4 to resolve the issue:

**Container element is empty**  
Some roles are designed to contain other roles. This element has this type of role, but it doesn't contain any [required-owned elements](#).

Why is this an issue? ▼

Occurrences **1**

Filter on decisions:  
No decision taken ▼

role="list" ▲

Make sure required-owned elements are nested correctly under the context-giving element.

[Code examples](#)

Content view HTML view ⚙️

```
id="content_846366" class="maincontent fullwidth columns content medium-12 large-8">
> <p> ... </p>
<ul>
  <li>
    An ongoing programme of
    > <a target="_blank" href="https://www.fasttrackimpact.com/impactculture-free-training-and-discussion"> ... </a>
    . Notable upcoming seminars/courses include:
    <br>
    <br>
    <ul>
      > <ul> ... </ul>
    </ul>
  </li>
</ul>
> <ul> ... </ul>
<div style="font-size:1px; line-height: 0; height: 0; clear:right;"></div>
</div>
<div class="onecolclear"></div>
</div>
</div>
<div style="clear:both;"></div>
</main>
```

## Empty headings

These pages contain one or more "empty" headings (heading tags with no text content).

Headings help to break up content and make it easier for visitors to scan a page for information. They need to be set up correctly so that visitors using screen readers can use them in this way.

A heading is considered "empty" if there is no text for a screen reader to relay to the user. Image headings are considered empty if no text alternative is available.

Empty headings can also be created accidentally in some CMS editors — this is usually due to the "heading" style being applied to spaces in between text.

Welcome to the Accessibility experience. [Explore it now!](#) [Read more about Accessibility](#) [Give feedback](#)

University of Glasgow <https://www.gla.ac.uk> College of MVLS [X](#) No section selected ▼

Issues / Empty headings Export

Conformance	Points you can gain	Pages with this issue	Number of occurrences	Difficulty level	Responsibility
<b>A</b>	<b>0.18 points</b>	<b>2 pages</b>	<b>2 occurrences</b>	<span style="color: green;">●</span> <span style="color: orange;">●</span> <span style="color: red;">○</span> Intermediate	Content writing

**Description**  
This page contains one or more 'empty' headings (heading tags with no text content).

**Learn more**  
Headings help to break up content and make it easier for visitors to scan a page for information. They need to be set up correctly so that visitors using screen readers can use them in this way.  
A heading is considered "empty" if there is no text for a screen reader to relay to the user. Image headings are considered empty if no text alternative is available.  
Empty headings can also be created accidentally in some CMS editors – this is usually due to the "heading" style being applied to spaces in between text.

## Scroll down to view any pages with this issue:

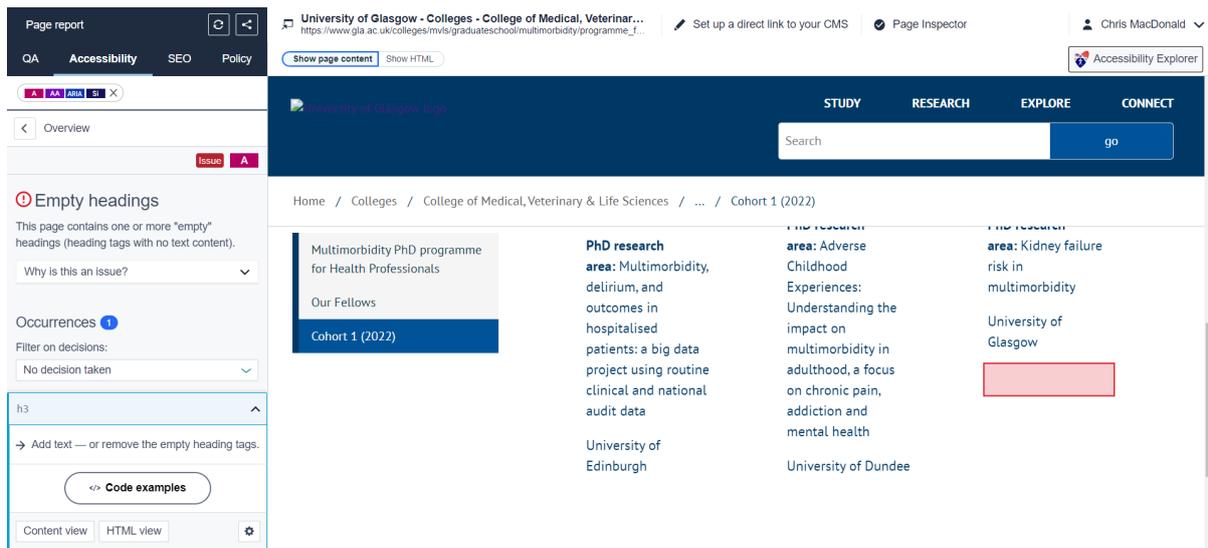
Pages with this issue

Filters URL Search Custom views (2 selected) CSV

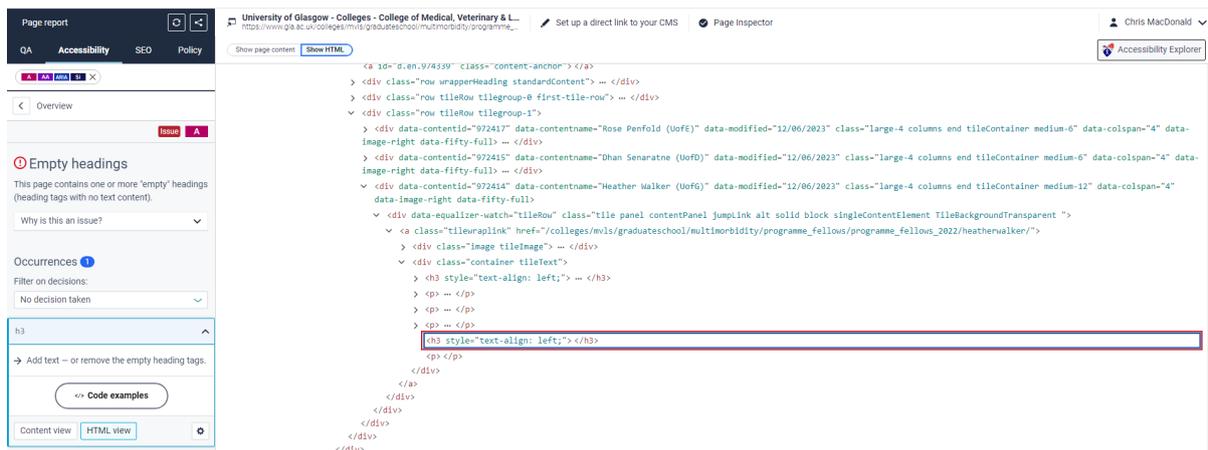
Title	URL	Pages
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Multimorbidity PhD programme for Health Professionals - Our Fellows - Cohort 1 (2022)	<a href="https://www.gla.ac.uk/colleges/mvls/graduateschool/multimorbidity/programme_fellows/programme_fellows_2022/">https://www.gla.ac.uk/colleges/mvls/graduateschool/multimorbidity/programme_fellows/programme_fellows_2022/</a>	1

1 - 1 of 1 items Show 200 items per page

Click the main link/text to open the page inspector:



View the HTML code in the page inspector, where you can clearly see the h3 tags with no text inbetween:



Delete the empty `<h3 style='text-align: left;'></h3>` tags to clear the issue.

These issues are usually empty `<p>` paragraph or `<h>` headers, created when the t4 editor incorrectly decides they need a few extra returns between paragraphs, with either standard text selected (leaving empty `<p>` tags) or having a header style selected (leaving empty `<h3>` or similar tags), although other empty code elements will sometimes display.

## Form field missing a label

Every form element should have a descriptive text label.

Unclear labels make form-filling harder for everyone.

A label may already be visible on the page — but to be accessible, that label needs to be associated with the form element in the HTML. This helps visitors using screen readers to understand what information is required, while also making it easier for speech-input users to control the form element.

## Select Accessibility > Issues > Form field missing a label:

Welcome to the Accessibility experience. Explore it now! [Read more about Accessibility](#) [Give feedback](#)

University of Glasgow <https://www.gla.ac.uk> College of MVLS No section selected

Issues / Form field missing a label [Export](#)

Conformance	Points you can gain	Pages with this issue	Number of occurrences	Difficulty level	Responsibility
A	0.62 points	4 pages	16 occurrences	Advanced	Content writing

**Description**  
Every form element should have a descriptive text label.

**Learn more**  
Unclear labels make form-filling harder for everyone. A label may already be visible on the page – but to be accessible, that label needs to be associated with the form element in the HTML. This helps visitors using screen readers to understand what information is required, while also making it easier for speech-input users to control the form element.

**Related to this issue**  
Form field missing a label (1,269 occurrences) →

By now you should be used to opening both the direct link to the page, to edit the issue in t4, and the page inspector for more details:

Pages with this issue

Filters URL Search Custom views (2 selected) CSV

Decisions: Occurrences without decisions State: All pages

Title	URL	Occurrences	Page views
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - University of Glasgow Clinical Innovation Zone - Contact us	<a href="https://www.gla.ac.uk/colleges/mvls/cz/contact/">https://www.gla.ac.uk/colleges/mvls/cz/contact/</a>		
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Strategic Infrastructure - Imaging Centre of Excellence (ICE) - Working at ICE - 7T MRI Utilisation Application	<a href="https://www.gla.ac.uk/colleges/mvls/strategicinfrastructure/ice/workingatice/">https://www.gla.ac.uk/colleges/mvls/strategicinfrastructure/ice/workingatice/</a>	4	
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Strategic Infrastructure - University of Glasgow Clinical Innovation Zone - Contact us	<a href="https://www.gla.ac.uk/colleges/mvls/strategicinfrastructure/cz/contact/">https://www.gla.ac.uk/colleges/mvls/strategicinfrastructure/cz/contact/</a>	4	
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Imaging Centre of Excellence (ICE) - Working at ICE - 7T MRI Utilisation Application	<a href="https://www.gla.ac.uk/colleges/mvls/ice/workingatice/7tmriutilisationapplication/">https://www.gla.ac.uk/colleges/mvls/ice/workingatice/7tmriutilisationapplication/</a>	4	

1 - 4 of 4 items Show 200 items per page

You can see the 4 form fields on the page are affected by the issue, with us viewing the first one. Click on Code examples:

Page report QA Accessibility SEO Policy

University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Strategic Infrastructure - Imaging Centre of Excellence (ICE) - Working at ICE - 7T MRI Utilisation Application

Form field missing a label

Why is this an issue? Occurrences Filter on decisions: No decision taken

Text field <input name="require\_contact\_details-your\_name">

Code examples

Text field <input name="require\_contact\_details-institution">

Text field <input name="require\_contact\_details-your\_email\_address">

Text field <textarea name="require\_brief\_outline">

STRATEGIC INFRASTRUCTURE / 7T MRI Utilisation Application

7T MRI Scanner Utilisation

If you would like to enquire about utilising the 7T MRI Scanning Facility at ICE, please complete the Enquiry Form below, and someone from the team will contact you in due course.

Name\* Institution E-mail address\* Brief outline of your research interests and proposed project

Submit

clear form

(once we view the Code examples, we'll then be viewing the HTML view using the button below it)

You can see from the code examples how to fix the issue:

Page report  
QA Accessibility SEO Policy

University of Glasgow - Colleges - College of Medical, Veterinary & L...  
https://www.gla.ac.uk/pages...  
Set up a direct link to your CMS Page Inspector

Chris MacDonald

Accessibility Explorer

Form field missing a label

Text field <input name="require\_contact\_Details-Your\_Name">

<> Example solutions to this issue

Add a label, making sure it's properly associated with the form field.

Using the <label> tag.

```
<label>  
  first name  
<input />  
</label>
```

Using the for attribute.

```
<label  
  for="country">Country</label>  
<select id="country">  
  <option></option>  
</select>
```

Using aria-labelledby.

```
<div id="country">Country</div>  
<textarea aria-  
 -labelledby="country"></textarea>
```

Last checked: 5 days ago

```
<div id="main-inner" class="row">  
> <div id="header" class="columns large-12 medium-12 small-12"> ... </div>  
> <div id="content-container" class="loaded">  
> <div id="content-container-inner" class="row">  
> <div id="section-header" class="columns large-12 medium-12 small-12 main-feature" role="banner"> ... </div>  
> <div id="section-navigation" class="columns large-3 medium-3 hide-for-small-only" role="navigation" aria-label="section navigation"> ... </div>  
> <main id="main-content-wrapper" class="columns large-9 medium-9 small-12">  
> <a id="d.en.718909" class="content-anchor"></a>  
> <div id="content_718909_wrapper" class="row standardContent">  
> <div data-contentid="718909" data-contentname="Enquiry Form" data-modified="15/04/2020" id="content_718909" class="maincontent fullwidth columns content medium-12 large-8">  
> <h3> ... </h3>  
> <p> ... </p>  
> <form action="/www.gla.ac.uk/cgi-bin/webform.cgi" id="change of owner" method="post" name="change of owner">  
> <input id="email_to" name="email_to" type="hidden" value="jacqueline.coutts@glasgow.ac.uk">  
> <table cellpadding="2" border="0" bgcolor="#999999" style="width: 650px;">  
> <tbody>  
> <tr bgcolor="#ffffff">  
> > <td width="24%" height="27" bgcolor="#cccccc"> ... </td>  
> > <td width="76%" bgcolor="#cccccc">  
> > > <input id="Contact_Details-Your_Name" name="require_contact_Details-Your_Name" size="50" type="text">  
> > </td>  
> > </tr>  
> > <tr bgcolor="#ffffff"> ... </tr>  
> > <tr bgcolor="#ffffff"> ... </tr>  
> > <tr bgcolor="#ffffff"> ... </tr>  
> > <tr style="background-color: #ffffff;"> ... </tr>  
> </tbody>  
> </table>  
> </form>  
> <div style="font-size:1px; line-height: 0; height: 0; clear:right;"></div>  
> <div class="onecolclear"></div>  
> </div>  
> <a id="d.en.718908" class="content-anchor"></a>  
> <div id="content_718908_wrapper" class="row standardContent"> ... </div>  
> <div data-contentid="718905" data-contentname="Stage 1" data-modified="15/04/2020" class="row standardContent racc_parent"> ... </div>  
> <div data-contentid="718907" data-contentname="Stage 2" data-modified="15/04/2020" class="row standardContent racc_parent"> ... </div>  
> <div data-contentid="718906" data-contentname="Stage 3" data-modified="15/04/2020" class="row standardContent racc_parent"> ... </div>  
> </main>  
> </div>
```

At the top left, click the left arrow next to the text “Form field missing a label”, then click HTML view:

Overview

Issue A

Form field missing a label

Every form element should have a descriptive text label.

Why is this an issue?

Occurrences 1

Filter on decisions: No decision taken

Text field <input name="require\_contact\_Details-Your\_Name">

Add a label, making sure it's properly associated with the form field.

Code examples

Content view HTML view

```
<div id="header" class="columns large-12 medium-12 small-12"> ... </div>  
> <div id="content-container" class="loaded">  
> <div id="content-container-inner" class="row">  
> <div id="section-header" class="columns large-12 medium-12 small-12 main-feature" role="banner"> ... </div>  
> <div id="section-navigation" class="columns large-3 medium-3 hide-for-small-only" role="navigation" aria-label="section navigation"> ... </div>  
> <main id="main-content-wrapper" class="columns large-9 medium-9 small-12">  
> <a id="d.en.718909" class="content-anchor"></a>  
> <div id="content_718909_wrapper" class="row standardContent">  
> <div data-contentid="718909" data-contentname="Enquiry Form" data-modified="15/04/2020" id="content_718909" class="maincontent fullwidth columns content medium-12 large-8">  
> <h3> ... </h3>  
> <p> ... </p>  
> <form action="/www.gla.ac.uk/cgi-bin/webform.cgi" id="change of owner" method="post" name="change of owner">  
> <input id="email_to" name="email_to" type="hidden" value="jacqueline.coutts@glasgow.ac.uk">  
> <table cellpadding="2" border="0" bgcolor="#999999" style="width: 650px;">  
> <tbody>  
> <tr bgcolor="#ffffff">  
> > <td width="24%" height="27" bgcolor="#cccccc"> ... </td>  
> > <td width="76%" bgcolor="#cccccc">  
> > > <input id="Contact_Details-Your_Name" name="require_contact_Details-Your_Name" size="50" type="text">  
> > </td>  
> > </tr>  
> > <tr bgcolor="#ffffff"> ... </tr>  
> > <tr bgcolor="#ffffff"> ... </tr>  
> > <tr bgcolor="#ffffff"> ... </tr>  
> > <tr style="background-color: #ffffff;"> ... </tr>  
> </tbody>  
> </table>  
> </form>  
> <div style="font-size:1px; line-height: 0; height: 0; clear:right;"></div>  
> <div class="onecolclear"></div>  
> </div>  
> <a id="d.en.718908" class="content-anchor"></a>  
> <div id="content_718908_wrapper" class="row standardContent"> ... </div>  
> <div data-contentid="718905" data-contentname="Stage 1" data-modified="15/04/2020" class="row standardContent racc_parent"> ... </div>  
> <div data-contentid="718906" data-contentname="Stage 2" data-modified="15/04/2020" class="row standardContent racc_parent"> ... </div>
```

You can see we are viewing the first instance again and can view the full code, which shows us that the form field is missing a label, so add this in to resolve the issue as indicated in the examples.

## Colour contrast does not meet minimum requirement

Description - There is insufficient colour contrast between the text and background on this page to meet the minimum contrast requirement.

Learn more - Text and background colours that conflict or have too little contrast between each other can cause readability issues for users who are colour blind or have low vision (vision loss equivalent to approx. 20/40 vision).

To meet the WCAG contrast requirement, you should have a contrast ratio of 4.5:1 for normal text, and 3:1 for large text (18pt and above, or 14pt bold).

In Accessibility > Issues, **select “Colour contrast does not meet minimum requirement”** to view more details:

The screenshot shows the Accessibility Issues page for the University of Glasgow. The main heading is "Colour contrast does not meet minimum requirement". Below this, there is a table with the following data:

Conformance	Points you can gain	Pages with this issue	Number of occurrences	Difficulty level	Responsibility
AA	0.03 points	6 pages	82 occurrences	Intermediate	Visual design

The description states: "There is insufficient colour contrast between the text and background on this page to meet the minimum contrast requirement." It also includes a "Learn more" section explaining that text and background colours that conflict or have too little contrast can cause readability issues for users who are colour blind or have low vision. To meet the WCAG contrast requirement, a contrast ratio of 4.5:1 for normal text and 3:1 for large text is required.

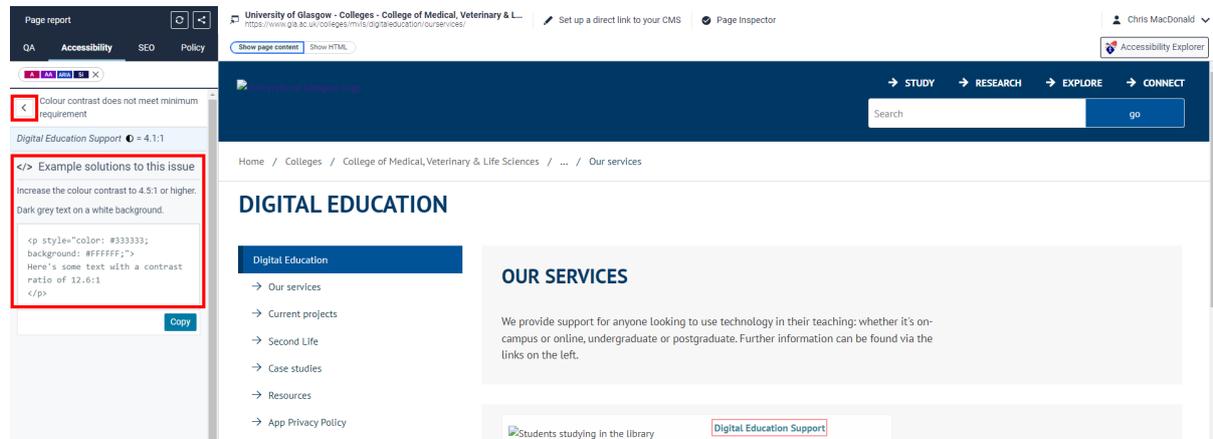
Select the **Page inspector** link and **Open page** button, which you should be very familiar with now:

The screenshot shows the "Pages with this issue" table. The table has columns for Title, URL, Occurrences, and Page Views. The second row is highlighted, and the "Page Inspector" link and "Open page" button are circled in red. The "Open page" button is labeled "OPEN PAGE 8".

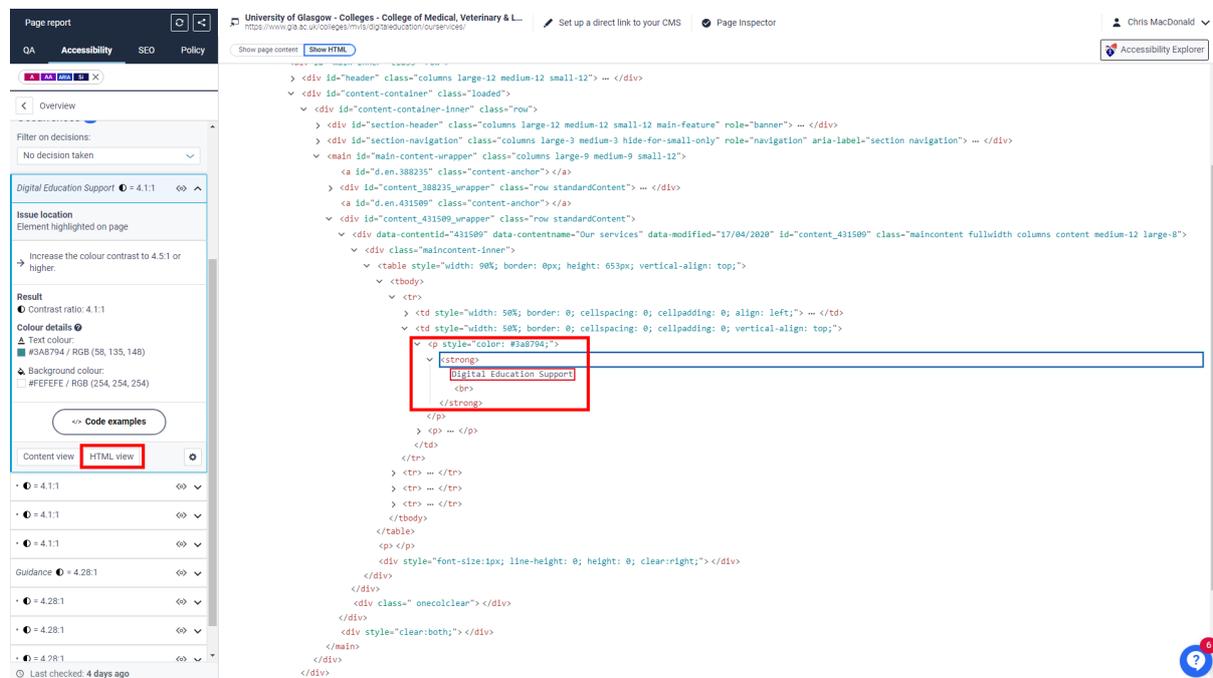
The Page inspector shows issues with the text and bullet points which are all using a custom text colour that is below contrast ratio requirements. **View the Code examples:**

The screenshot shows the Page Inspector tool. The left sidebar displays the issue details, including the contrast ratio of 4.1:1 and the "Code examples" button. The main content area shows the "DIGITAL EDUCATION" page with the "OUR SERVICES" section. The text "Digital Education Support" is highlighted in red, and the "Code examples" button is also highlighted in red.

Note the example solutions below to see if they help. If they don't and you are unable to amend the contrast properly, speak to your [PWP](#) for help. They can contact the Webteam for assistance if it is not obvious where the issue is:



Select the **back arrow** highlighted above to return to the page inspector, then select **HTML view**:



Note the `<p style="color: #3a8794;">`. The colour code #3a8794 is the problem here as the light blue being used is too light to be properly accessible. If in doubt, change to black text on a white background.

The above example is also a good point to highlight that the text colour being used is not meeting brand colour guidance for the web:

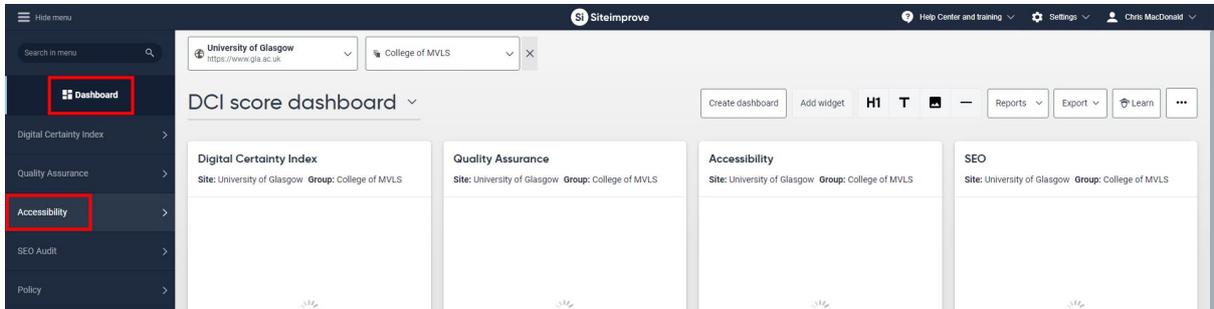
[www.gla.ac.uk/myglasgow/staff/webpublishing/advicefort4users/webcolourpalette](http://www.gla.ac.uk/myglasgow/staff/webpublishing/advicefort4users/webcolourpalette)

If you must use colour to display differences to the content you are adding, you should always make sure the colour palette above is being followed, as these have already been tested for contrast ratio.

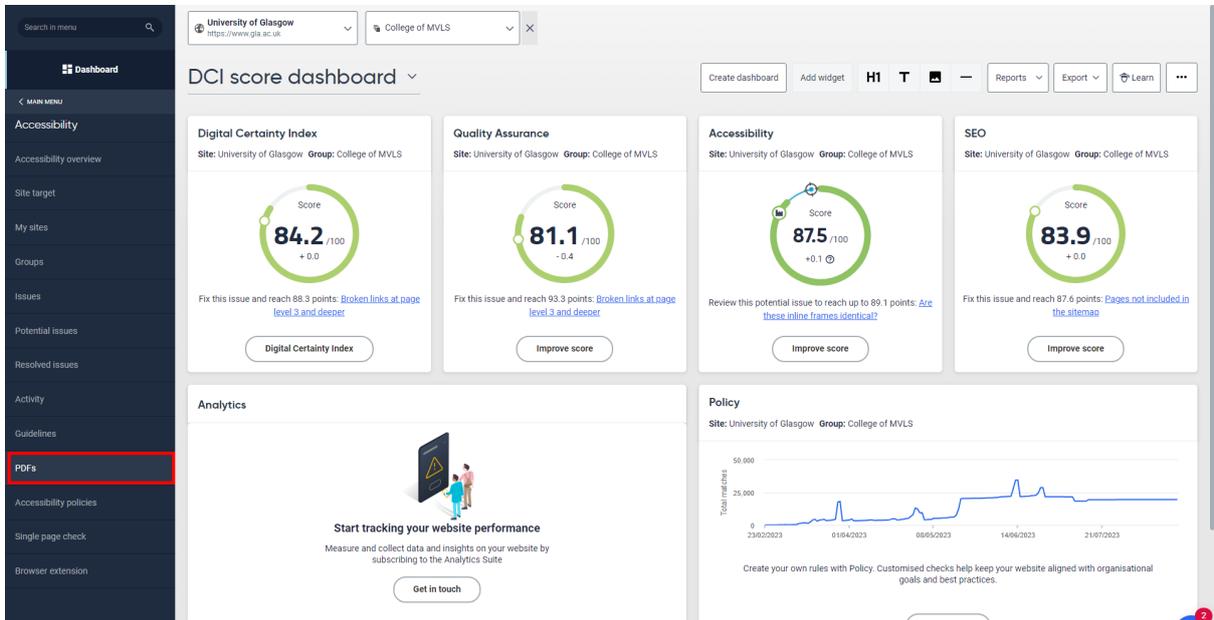
If using splash text, it's always best to check that the text colour is a strong enough contrast ratio to be clearly visibly compared to the background colour. Use simple combinations if you are not sure.

# PDF's – Accessibility tested PDF's

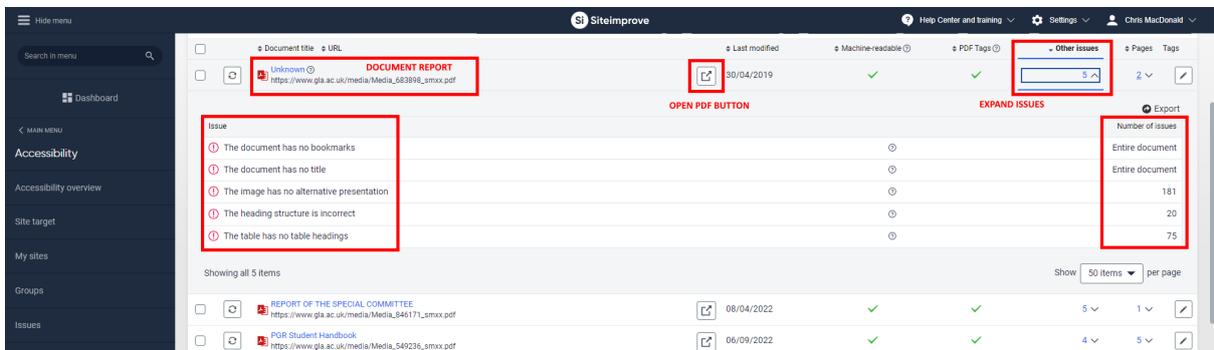
We will now review Siteimprove's PDF checker. Click on "Dashboard" to view the DCI score dashboard (or your default/current dashboard) then select the Accessibility Module:



Scroll down and select PDFs:



In the PDF's section the issues are laid out in a similar fashion to others we have looked at:



The Document Report is like the Page Inspector, there is an open PDF button and you can see the number and list of issues, by expanding to open the drop down for the issues affecting the PDF.

Click on the **Document Report** link for the first item in your list and a new tab will open, listing the Accessibility issues affecting the PDF on the left:

The screenshot shows the Siteimprove Document Report interface. On the left, a sidebar lists accessibility issues under the heading 'Issues'. The issues are categorized into 'The entire document' and 'Page content with issues'. The 'The entire document' category includes two issues: 'The document has no bookmarks' and 'The document has no title'. The 'Page content with issues' category includes three issues: 'The image has no alternative presentation' (181 instances), 'The heading structure is incorrect' (20 instances), and 'The table has no table headings' (75 instances). The main content area displays a preview of the PDF document, which is a cover page for the 'Athena SWAN Charter' with a large stylized 'A' logo. A small question mark icon is visible in the bottom right corner of the preview area.

If you **hover the mouse over the ? icon**, you will get extra details on the document issues:

This screenshot shows a tooltip that appears when hovering over the question mark icon next to the 'The document has no bookmarks' issue. The tooltip contains the following text:

**The document has no bookmarks**

In order for all users to have an accessible table of contents in long documents it is important to provide bookmarks.

**How to fix it:**

Create bookmarks in the original document (such as MS Word or Adobe InDesign) from a table of contents or the heading structure and save it again. If this is not possible then use a remediation tool to create bookmarks in the pdf.

To fix this one, the above suggestion will work, or you can open the PDF in Adobe Acrobat Pro (if you have access) and run the Accessibility checker built in, to fix issues like this with one click.

Acrobat Pro will run through your PDF and add missing bookmarks.

Without this, the best thing to do is fix the original Word document, if you can locate or access the file. You can also work in Word with the Accessibility checker running > Review > Check Accessibility.

Siteimprove Document Report  Media\_683898\_smx.pdf  
[https://www.gla.ac.uk/media/Media\\_683898\\_smx.pdf](https://www.gla.ac.uk/media/Media_683898_smx.pdf)

Quality Assurance Accessibility

**Issues**  
 Last checked: 18/08/2023 13:49

The entire document

- ! The document has no bookmarks
- ! The document has no title**

Page content with issues

- + ! The image has no alternative presentation
- + ! The heading structure is incorrect
- + ! The table has no table headings

**The document has no title**

The title should state the topic of the document. (The document title is not necessarily the same as the file name).

The document title is used by screen reader users to identify the document topic.

**How to fix it:**

State the document title in the document properties in the original document (such as MS Word or Adobe InDesign) and save it as pdf with tagging.

If this is not possible the document title can also be given in the document properties of the pdf with a remediation tool.

All Word and PDF documents should have a title, ensure this is added to the document properties. Acrobat and other PDF accessibility checkers can open this properties area for you to add a title.

Quality Assurance Accessibility

**Issues**  
 Last checked: 18/08/2023

The entire document

- ! The document has no bookmarks
- ! The document has no title

Page content with issues

- + ! The image has no alternative presentation**
- + ! The heading structure is incorrect
- + ! The table has no table headings

**The image has no alternative presentation**

An image is present.

If the image is used for decoration, background or another purpose where it has no function it should be defined as an 'Artifact'.

If the image conveys information or has a function of some sort, an alternative text description should be provided for the image. This way a screen reader will be given information about the image.

**How to fix it:**

Provide alternative text or 'Artifact' definition for the image in the original document (such as MS Word or Adobe InDesign) and save it as pdf with tagging.

If this is not possible the alternative text or Artifact definition can also be added in the pdf with a remediation tool.

The above should be familiar – always add alt text to any images uploaded to the t4 media library.

**Issues**  
Last checked

The entire document

! The heading structure is incorrect

! The sections in the document should be divided using headings (Heading 1, heading 2 etc.).

Page content with issues

+ ! The text in a large font or in bold is not in itself a heading in the underlying structure. 181

+ ! The headings should follow a hierarchical structure and not skip levels. In order for user agents such as screen readers to render content properly for a user the underlying tagging of headings is important. 20

+ ! The headings should follow a hierarchical structure and not skip levels. In order for user agents such as screen readers to render content properly for a user the underlying tagging of headings is important. 75

**The heading structure is incorrect**

A level in the hierarchy of headings is skipped.

The heading where a level is skipped is highlighted in the document.

The sections in the document should be divided using headings (Heading 1, heading 2 etc.).

Text in a large font or in bold is not in itself a heading in the underlying structure.

The headings should follow a hierarchical structure and not skip levels. In order for user agents such as screen readers to render content properly for a user the underlying tagging of headings is important.

**How to fix it:**

Tag headings in the original document (such as MS Word or Adobe InDesign) in a meaningful hierarchy and save it as pdf with the tagging.

If this is not possible then use a remediation tool to create headings in the pdf.

If the heading structure is wrong, or you have a table with no headings (as shown below) then using Adobe Acrobat Pro Accessibility checker, or editing the original Word file is the best quick fix.

! The document has no bookmarks ?

! The document has no title ?

Page content with issues

+ ! The image has no alternative presentation ?

+ ! The heading structure is incorrect ?

+ ! The table has no table headings ?

**The table has no table headings**

There is a table present without a definition of what headings for rows or columns are.

Highlighting these headings using, for example bold text, does not in itself create a table heading in the underlying structure. In order for user agents to render content properly for a user the underlying tagging of table headings is important.

**How to fix it:**

Tag table headings in the original document (such as MS Word or Adobe InDesign) and save it as pdf with tagging.

If this is not possible then use a remediation tool to create table headings in the pdf.

If we exit the Document Report to view the list of Accessibility-tested PDFs, you can see a different issue on the next PDF, along with the suggestions on how to fix it:

The screenshot shows the Siteimprove interface with a list of PDFs. The second PDF, 'REPORT OF THE SPECIAL COMMITTEE', has a highlighted issue: 'The form element does not have a label explicitly connected'. A red box highlights this issue, and another red box highlights the 'How to fix it:' section, which provides instructions on connecting text labels and controls using the title attribute.

## Policy > My policies

Policies are extra checks that can be set up, with the list below the most common ones addressing accessibility issues.

From the Siteimprove menu, **select “Policy”** to be taken to the **Policy overview** screen:

The screenshot shows the 'Policy overview' screen in Siteimprove. It features three main cards representing different priority levels: 393 High Priority, 271 Medium Priority, and 514 Low Priority. Each card includes a circular icon with an arrow and a breakdown of content, documents, and media counts.

Select “My policies” from the menu, you can select favourites using the stars:

The screenshot shows the 'My policies' screen in Siteimprove. It displays a list of active policies, with a red box highlighting the star icons used for marking favourites. The policies listed include 'Click Here link text', 'PDF links in sections newer than Sep 2018', 'EU Accessibility Directive: Documents published on or after 23 September 2018', 'Word documents', and 'Broken media files'.

Select the list of favourites shown in the screen below, the select the Favourites tab:

The screenshot shows the 'My policies' page in Siteimprove. The 'Favourites' tab is highlighted with a red box. A dropdown menu for the 'Priority' filter is also highlighted with a red box, showing options: High priority, Medium priority, Low priority, and Open (No priority set). The main list shows five policies, with the first one being 'Click Here link text'.

You can also sort using the Priority filter as indicated. Select the first item on the list:

## Click Here link text

Link text match is exactly "click here" or is exactly "here"

This policy is set up to find all instances of a link using the text "click here" or "here" which is bad practice for accessibility (see writing for the web).

Select the Click Here link text policy to view the page below, with familiar links that open a page report, along with the button to open the page (allowing you to quickly edit in t4 if required):

The screenshot shows the 'Policy details' page for the 'Click Here link text' policy. The policy name is highlighted with a red box. A line graph shows the number of matches over time, with a total of 39 matches. Below the graph is a table of matches with columns for Title, URL, Page level, Match detected, Occurrences, and Tags. The first match is highlighted with a red box.

Title	URL	Page level	Match detected	Occurrences	Tags
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Imaging Centre of Excellence (ICE) - News & Events - News 2020	<a href="https://www.gla.ac.uk/colleges/mvls/ice/newsevents/news2020/">https://www.gla.ac.uk/colleges/mvls/ice/newsevents/news2020/</a>	6	03/10/2023	2	
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Research, Innovation & Engagement Support - Translational Research Initiative - Case Studies - XR Life Science	<a href="https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementsupport/tri/casestudies/xrlife-science/">https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementsupport/tri/casestudies/xrlife-science/</a>	7	20/08/2023	1	

Click on the link to view a page report:

Siteimprove Page report for University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Imaging Centre of Excellence (ICE) - News & Events - News 2020. The interface shows a match for the text "Click Here link text" on the page. The page content includes a link to "Imaging Centre of Excellence (ICE)" and several news items from 2020, including one about restricted access to the MRI unit and another about a grant awarded to establish a Precision unit.

This will highlight instances on the page of here or click here being used for links. Once amended, these issues should clear out from Siteimprove following a publish/crawl cycle.

## EU Accessibility Directive:

### Documents published on or after 23 September 2018

Identifies documents that were published on or after 23 September 2018. The EU's accessibility directive requires that all documents and forms published on public sector websites from this date onward are made accessible within two years.

Lists all documents on a page that are required to be checked and made accessible (PDF, Word or other office files) in order to comply with Accessibility legislation.

Click on the link for a Document report for PDF's (not available for Word) and also use the familiar open page button to then view or edit the page in t4, or filter the selection order:

EU Accessibility Directive: Documents published on or after 23 September 2018. The report shows 146 matches. A line graph displays the number of matches over time, with a significant peak in late 2023. Below the graph is a table of document matches:

Document title	URL	Pages	Referring PDFs	Match detected	Details
Media_949793_smx	https://www.gla.ac.uk/media/Media_949793_smx.docx	1	0	01/10/2023	
Media_1005906_smx	https://www.gla.ac.uk/media/Media_1005906_smx.docx	1	0	30/09/2023	
Media_846038_smx	https://www.gla.ac.uk/media/Media_846038_smx.docx	1	0	17/09/2023	
Media_995196_smx	https://www.gla.ac.uk/media/Media_995196_smx.pdf	1	0	01/09/2023	
Media_993963_smx	https://www.gla.ac.uk/media/Media_993963_smx.pdf	1	0	19/08/2023	

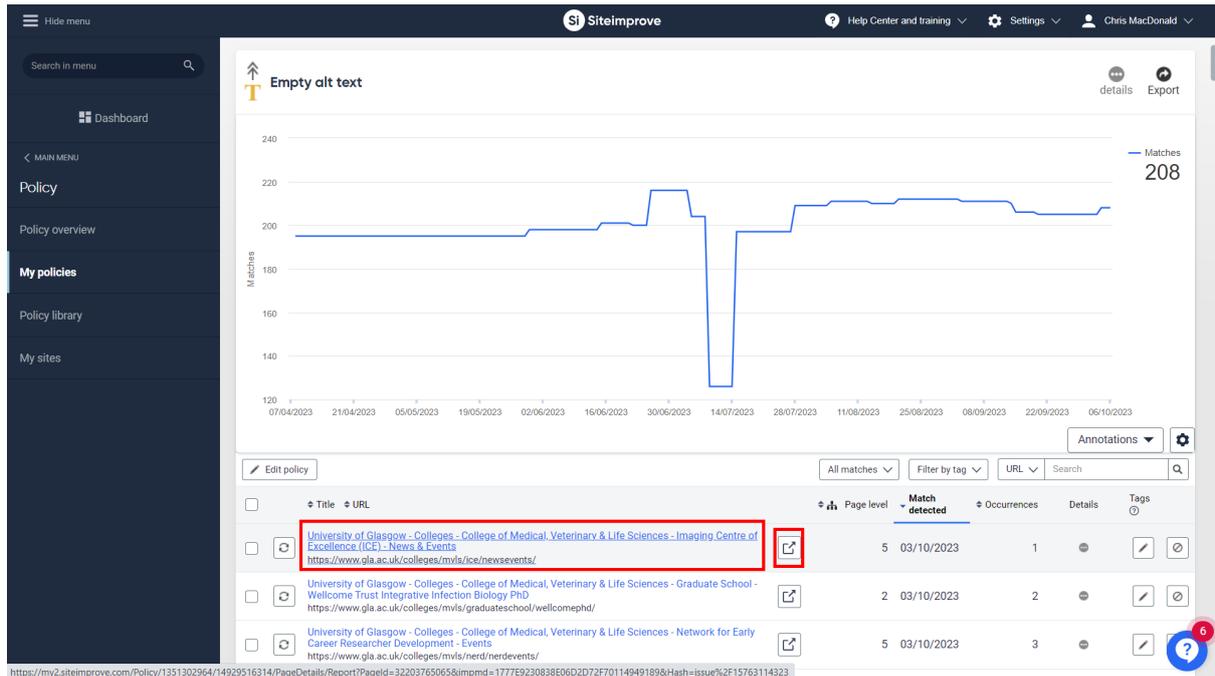
You should use MS Word or Adobe Acrobat accessibility checkers, or manual fixes, to sort out any issues and make your documents accessible.

Once your media files are accessible, these can be uploaded in place of the existing file in the t4 media library. As long as the name and no other file details are changed, then the file should update on the website before the nightly publish, following the next media server synch which is every couple of hours.

## Empty alt text (Images missing an alt attribute)

Alternative text associated with an image allows meaning to be conveyed to someone with a visual impairment

Lists the instances of images being used on a page that are missing a description/alt text:



We need to find the media ID number from the page inspector, so we can Add alt text to this image.

Click the link to view the **Page report**, then note the affected image:

Siteimprove Page report

Quality Assurance Accessibility SEO Policy

Show page content Show HTML Enable CSS Disable CSS Chris MacDonald

Enable JavaScript Disable JavaScript

Matches

Last checked: 30/09/2023 00:10

Content matches

- Empty alt text
- CSS selector match: img[alt=""]
- Institute word
- Pages containing "institute"

University of Glasgow

Home / Colleges / College of Medical, Veterinary & Life Sciences / ... / News & Events

## IMAGING CENTRE OF EXCELLENCE (ICE)

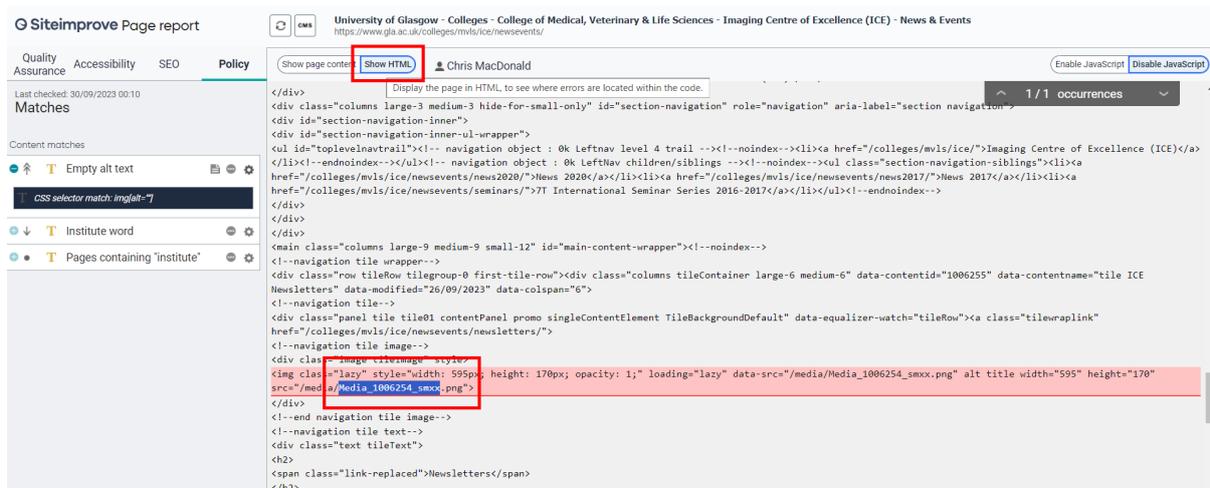
Imaging Centre of Excellence (ICE)

- News 2020
- News 2017
- 7T International Seminar Series 2016-2017

Newsletters

- ICE newsletter archive (links for UoG staff)

As seen above and below, you can switch between page content and HTML view, select Show HTML:

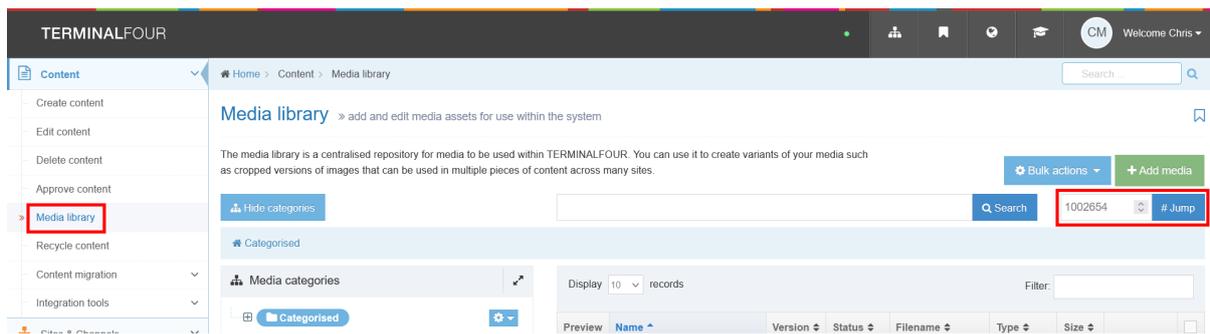


Siteimprove keeps the image highlighted in red while displaying the HTML code.

You are looking for the 5 to 7 digit media ID number for your t4 image file:

**Example** - `src="/media/Media_1006254_smx.png"`

With this noted, we then **enter the image media ID number** to the **Jump field** in the media library:



Finally, **add the missing alt text to the description field** for the image:

Media type: Image

Name \*: ICE cube logo

Description: Image of ICE cube logo with ICE Building

Syntax highlighting language: None

Media language dependence: Fully independent

For images, enter descriptive text unless the image is used for layout or non-informative purposes, does not present important content and does not appear within a link

## Email addresses missing a "mailto:" attribute

Find all email addresses that do not have the 'mailto:' attribute - It is not good practice to have an email address that is not clickable. This will require the user to copy the email address in order to send an email.

Shows any email address on a page that needs a "mailto:" attribute attached to it, allowing easier click and send options. Using the familiar link/page report and button to view the page/edit in t4 options, switch between the Show page content and Show HTML options to identify the link, then fix in t4:



The correct code for the example above, with missing **mailto:** prefix added:

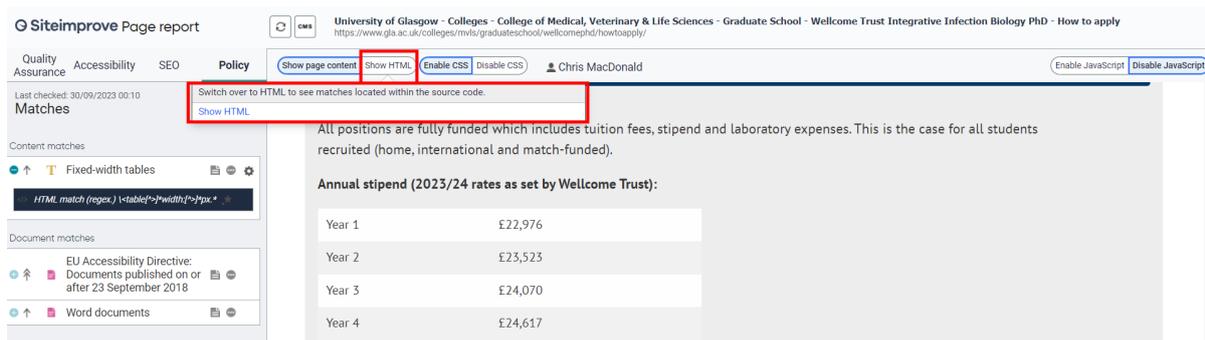
```
<p>mailto:mvls-pgt-gsa@glasgow.ac.uk</p>
```

In t4, if you add an email address using the link option, the editor will recognise an email address and prompt you to automatically add the mailto: attribute.

## Fixed-width tables

In accordance with responsive web design guidelines, fixed-width tables should be avoided to ensure that they are optimized for viewing on mobile devices.

Will list tables set with a fixed width, which is not good for the flexible web design grid of responsive t4 content types. Identify the pages these are on using the page inspector and open page button, then remove the fixed width for the table using the edit table properties option in the editor.



This last issue is not a policy but something to keep an eye out for in the QA module:

## Links to unsafe domains

Domains that have been identified as potentially risky by Google's Web Risk API. An advisory is provided by Google in regards to Web Risk. If users go to potentially risky domains through links on your site, this can reflect negatively on your site's trustworthiness.

If you discover the above issue, please email [webteam@glasgow.ac.uk](mailto:webteam@glasgow.ac.uk) for us to check.