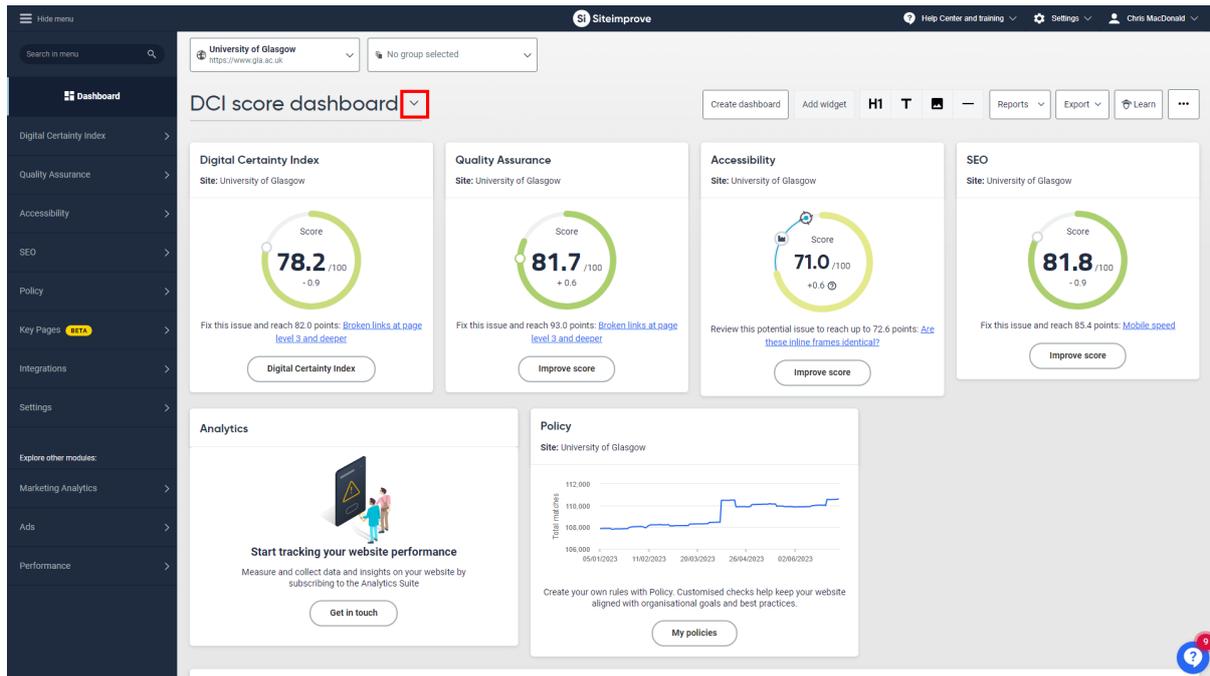


SITEIMPROVE TRAINING NOTES

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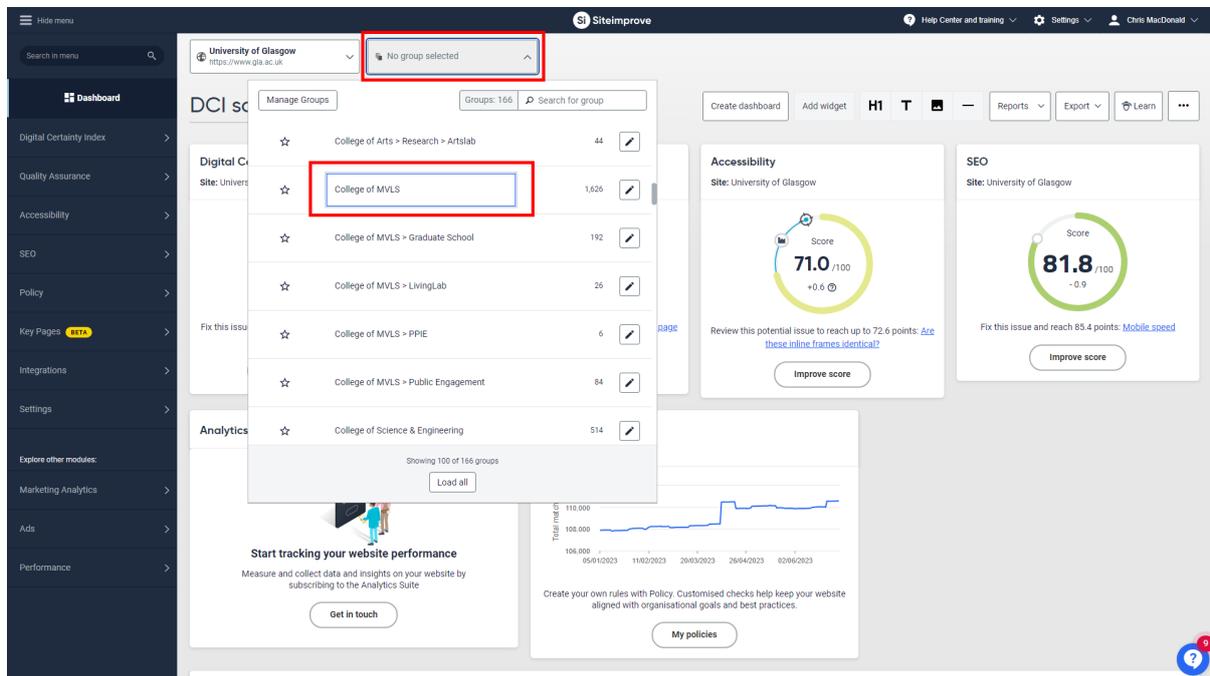
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Login to Siteimprove at <https://my2.siteimprove.com/> to see the DCI score dashboard:



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

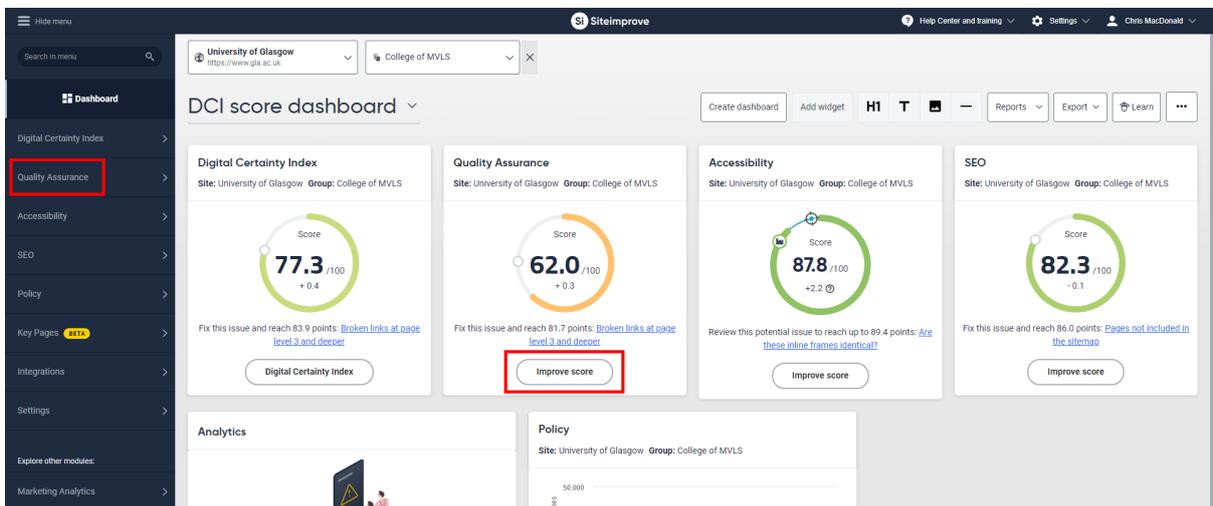
Broken links at page level 3 and deeper

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.

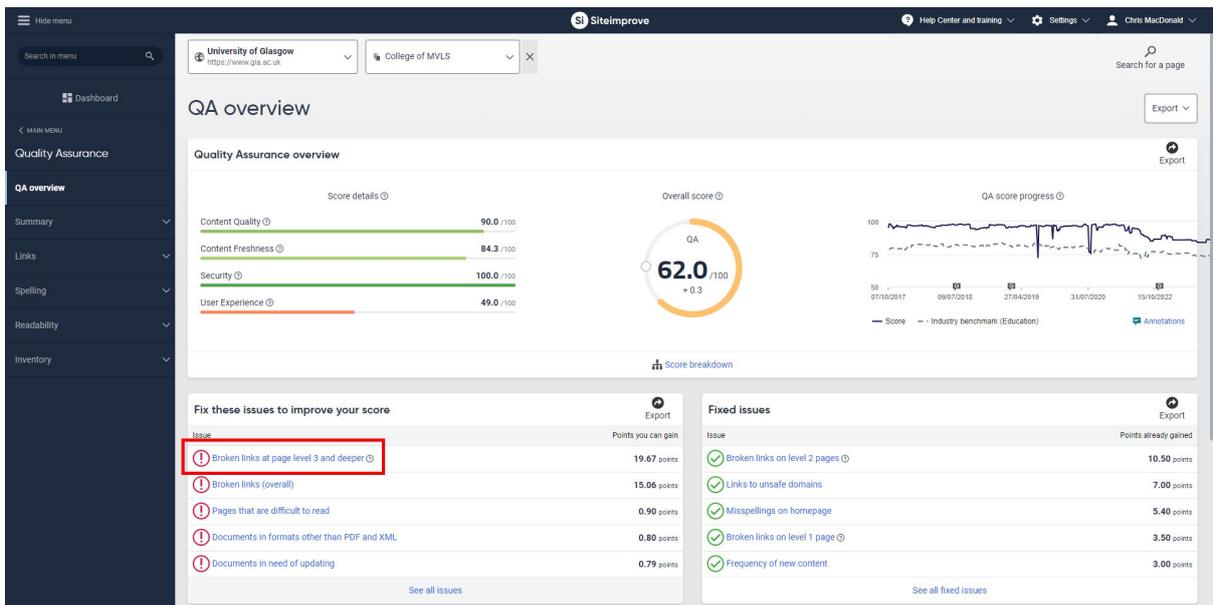
Broken links on level 2 pages

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 column headers. A red arrow points to the 'Broken links' column header, and a red box highlights the 'Broken links' icon in the first row of the table. The table is now sorted by the number of broken links, with the first row showing 11 broken links.

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 with details for each, including the URL and the page inspector icon. The first link is 'Biogeography, DOI:10.1111/bi.12712'. The page inspector icon is highlighted with a red box.

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 with the 'Broken links' section in the sidebar. The 'Highlight in:' dropdown is now set to 'HTML'. 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 thumbnail image of a wrasse. 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 article was first published on 01 February 2016, with a DOI of 10.1111/jbi.12712 and 22 citations. The page includes a 'SECTIONS' menu with options for PDF, TOOLS, and SHARE. The abstract section is 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, using median-joining networks, analysis of molecular variance and Bayesian estimates of the time since most recent common ancestor to resolve recent population history and connectivity.

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:



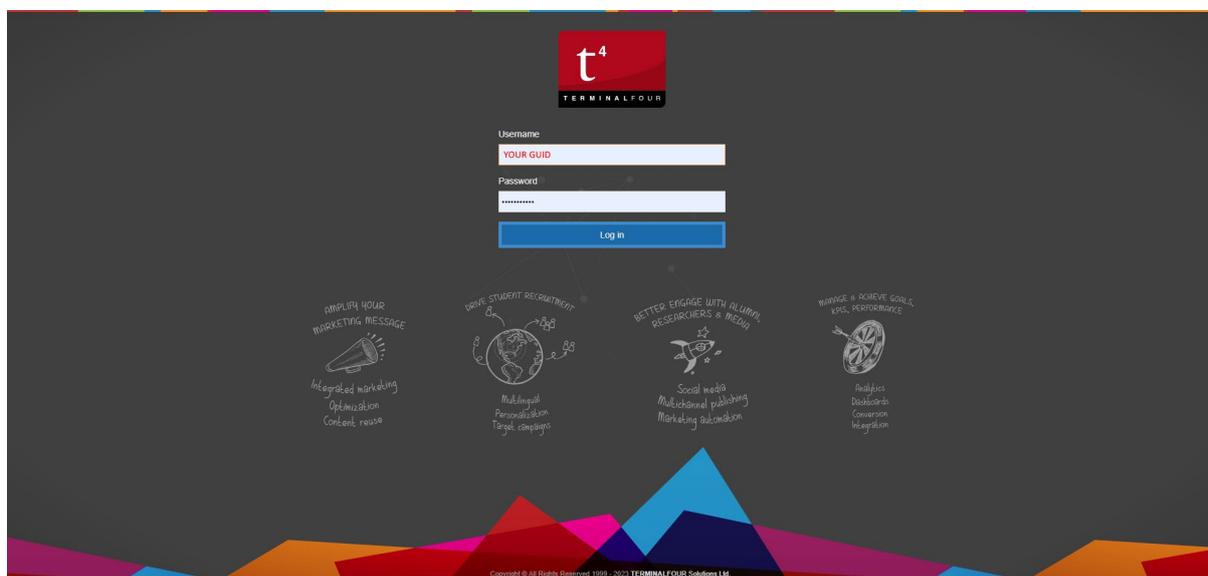
Select the **Open** button to view the page on the live website:

The screenshot shows the University of Glasgow website. The header includes the university logo and navigation links for 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 stating: '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 'JOBS AT GLASGOW' section includes a link for 'edit in t4' which is highlighted with a red box. Other sections include 'Subjects A-Z', 'Research units A-Z', 'Meet World Changing Glasgow', 'Staff A-Z', 'COLLEGE OF MEDICAL, VETERINARY & LIFE SCIENCES', 'Legal', and 'Current students'.

Login to t4 using your GUID and password combination:



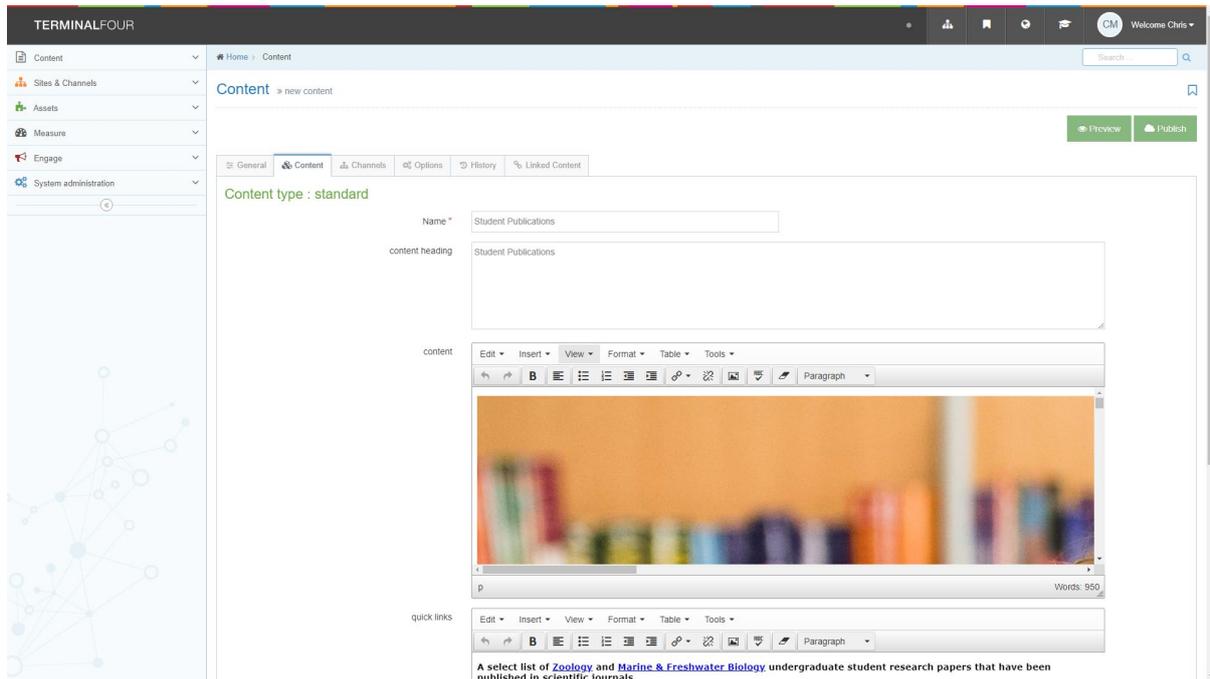
After logging in, you will be viewing the content tab of the page – **select the content**, or the **blue actions button > edit** to open it for editing:

The screenshot shows a content management system interface. On the left is a 'Site structure' sidebar. The main area is titled 'Content in this section' and contains a table with the following data:

Order	Name	Version	Status	Last modified	Publish date	
+	Student Publications standard	2.0	Approved	November 23, 2022 2:11 PM	N/A	Actions

The 'Student Publications' entry and its 'Actions' button are highlighted with red boxes. Below the table, there are buttons for 'Delete', 'Cancel', and 'Save changes'.

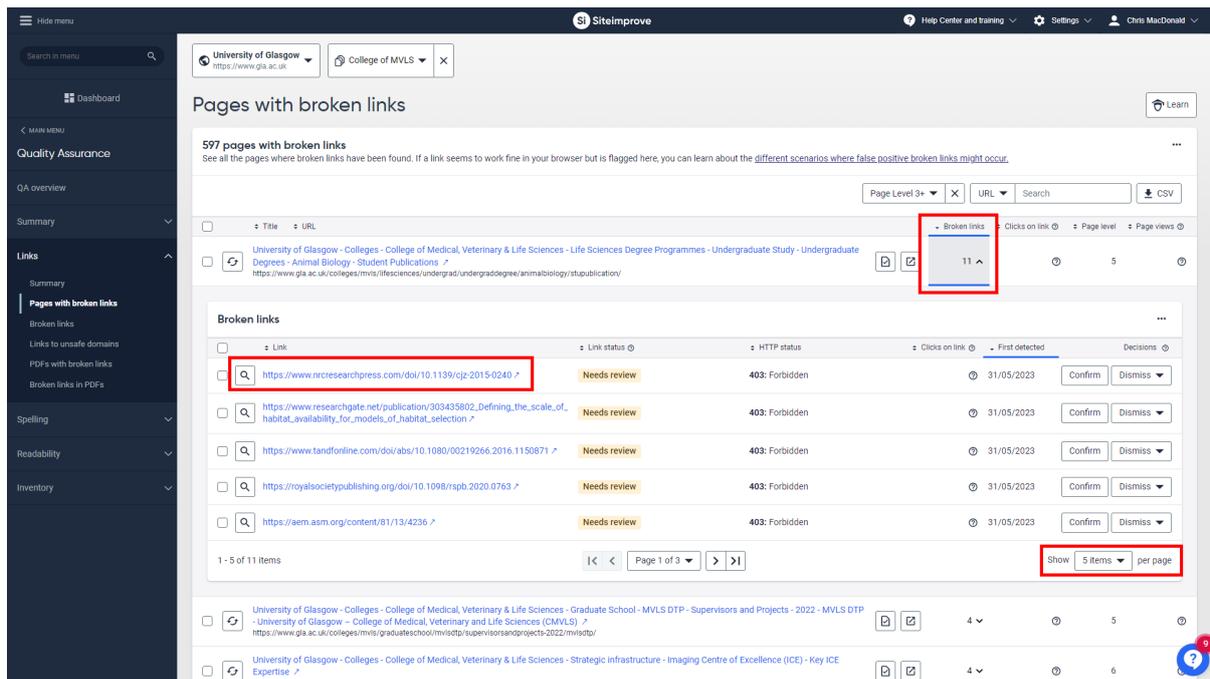
Now that we are viewing the content for the page in t4, we can edit it to fix, or remove the broken links:



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.

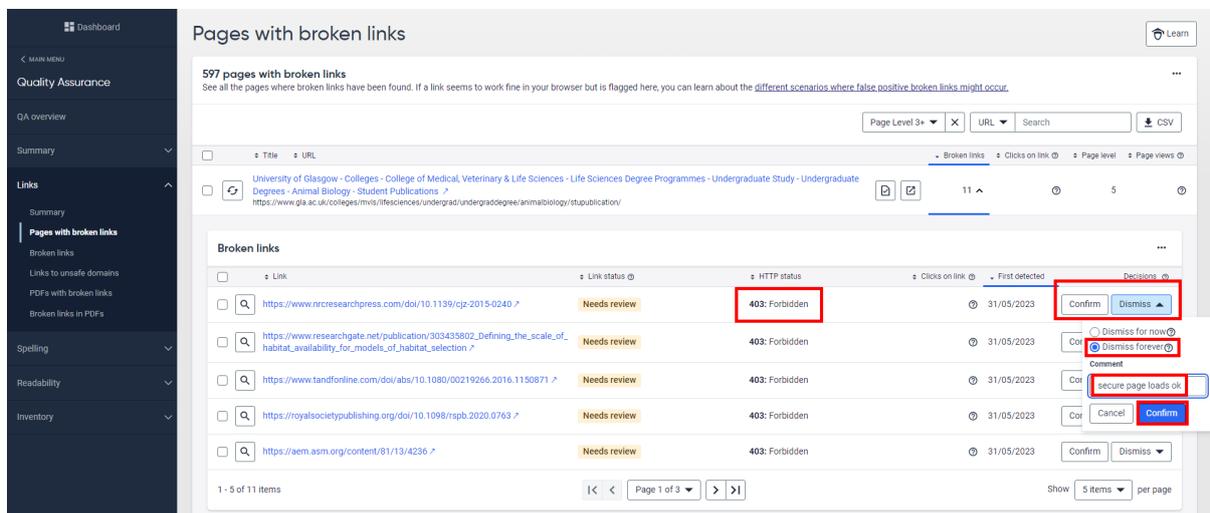
If you still have the Page Inspector open, this can be done there, however it's clearer and easier to use the main Siteimprove "Pages with broken links" tab that you should still have open.

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

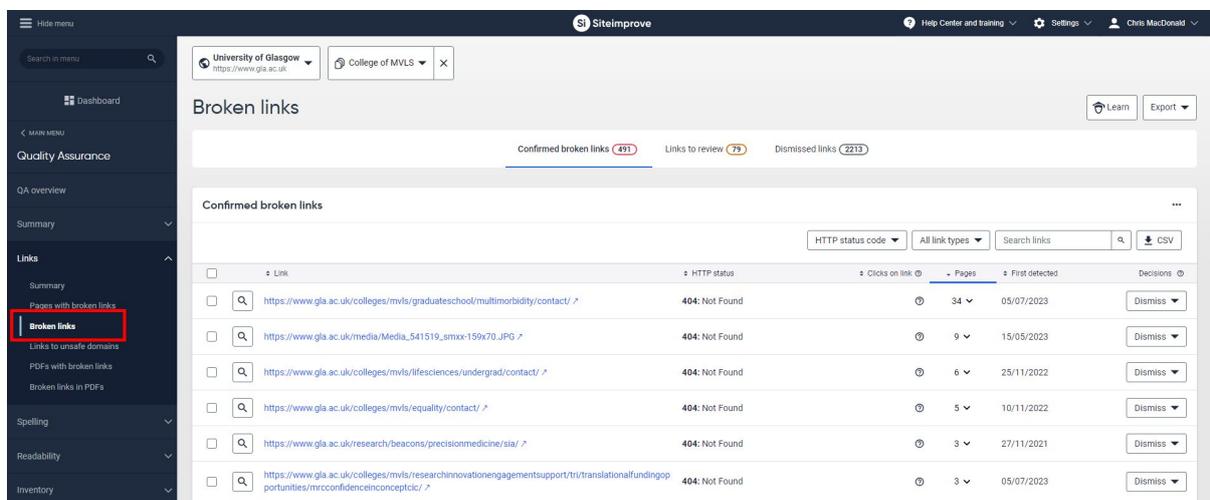
500: Internal Server Error – Site experiencing technical difficulties – update or remove link

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:

The screenshot shows the Siteimprove interface for the University of Glasgow website. The 'Broken links' section is active, displaying a list of confirmed broken links. The first link is highlighted with a red box: <https://www.gla.ac.uk/colleges/mvls/graduateschool/multimorbidity/contact/>. The HTTP status is 404: Not Found, and it is found on 34 pages. The 'Decisions' column shows a 'Dismiss' button. Below the link list, a table of 'Referring pages' is shown, listing several pages from the University of Glasgow that link to the broken page. The first page is 'University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Multimorbidity PHD programme for Health Professionals'. The second page is 'University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Multimorbidity PHD programme for Health Professionals - FAQs'. The third page is 'University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Multimorbidity PHD programme for Health Professionals - Supervisor Information'. The fourth page is 'University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Multimorbidity PHD programme for Health Professionals - Our Fellows - Neave Corcoran'. The fifth page is 'University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Multimorbidity PHD programme for Health Professionals - Our Fellows - Heather Walker'. The bottom of the screen shows another broken link: https://www.gla.ac.uk/media/Media_541519_smtx-159x70.JPG with a status of 404: Not Found.

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:

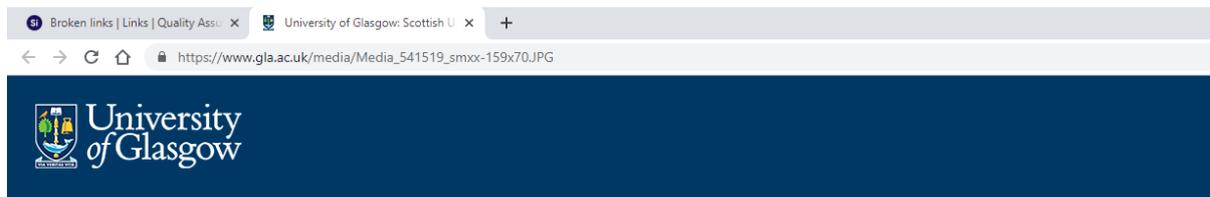
Broken images – an image that was being used on multiple pages has been deleted from the t4 media library, resulting in broken links on multiple pages. Edit these pages, then remove or replace the broken image and save/approve.

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	
https://www.gla.ac.uk/colleges/mvls/graduateschool/multimorbidity/contact/	404: Not Found	34	05/07/2023	Dismiss		
https://www.gla.ac.uk/media/Media_541519_smx-159x70.JPG	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			
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_625654_en.html	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			
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			
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			



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																									
<p>Score details</p> <ul style="list-style-type: none"> Content Quality: 89.6 /100 Content Freshness: 85.9 /100 Security: 100.0 /100 User Experience: 77.5 /100 	<p>Overall score</p> <p>QA: 82.0 /100 (+0.8)</p> <p>QA score progress chart showing score over time from 07/10/2017 to 29/10/2022, comparing current score to industry benchmark (Education).</p>																								
<p>Fix these issues to improve your score</p> <table border="1"> <thead> <tr> <th>Issue</th> <th>Points you can gain</th> </tr> </thead> <tbody> <tr> <td>Broken links at page level 3 and deeper</td> <td>11.39 points</td> </tr> <tr> <td>Broken links (overall)</td> <td>3.30 points</td> </tr> <tr> <td>Pages that are difficult to read</td> <td>0.90 points</td> </tr> <tr> <td>Documents in formats other than PDF and XML</td> <td>0.81 points</td> </tr> <tr> <td>Documents in need of updating</td> <td>0.70 points</td> </tr> </tbody> </table>	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	<p>Fixed issues</p> <table border="1"> <thead> <tr> <th>Issue</th> <th>Points already gained</th> </tr> </thead> <tbody> <tr> <td>Broken links on level 2 pages</td> <td>10.50 points</td> </tr> <tr> <td>Links to unsafe domains</td> <td>7.00 points</td> </tr> <tr> <td>Misspellings on homepage</td> <td>5.40 points</td> </tr> <tr> <td>Broken links on level 1 page</td> <td>3.50 points</td> </tr> <tr> <td>Frequency of new content</td> <td>3.00 points</td> </tr> </tbody> </table>	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
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Frequency of new content	3.00 points																								

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 Siteimprove 'All media files' interface. The left-hand menu is visible, with 'Media files' selected. The main content area displays a list of media files under the 'Images' category. The interface includes several filters and sorting options: 'Above 1 MB' (selected), 'Last modified', 'Images', 'All media file types', and 'All media files'. The first item in the list is highlighted with a red box: 'https://www.gla.ac.uk/media/Media_931497_smx.jpg' with a size of '9.14 MB' and 'OK' status. A 'Pages' column shows '1' page. Below the list, there are options for 'Export', 'Page level', and 'Showing all items'. The bottom right corner features a help icon with a red notification bubble.

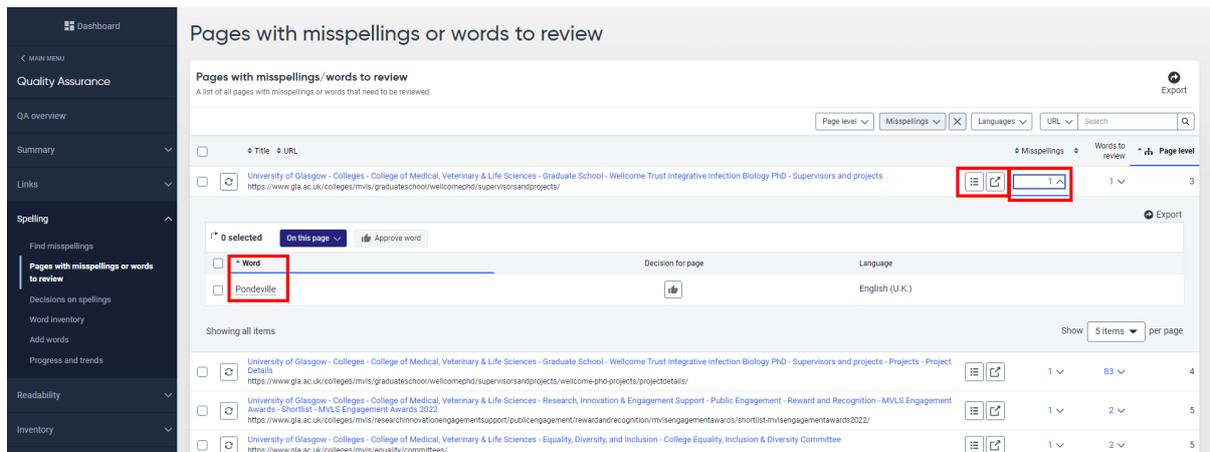
Pages with misspellings/words to review

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

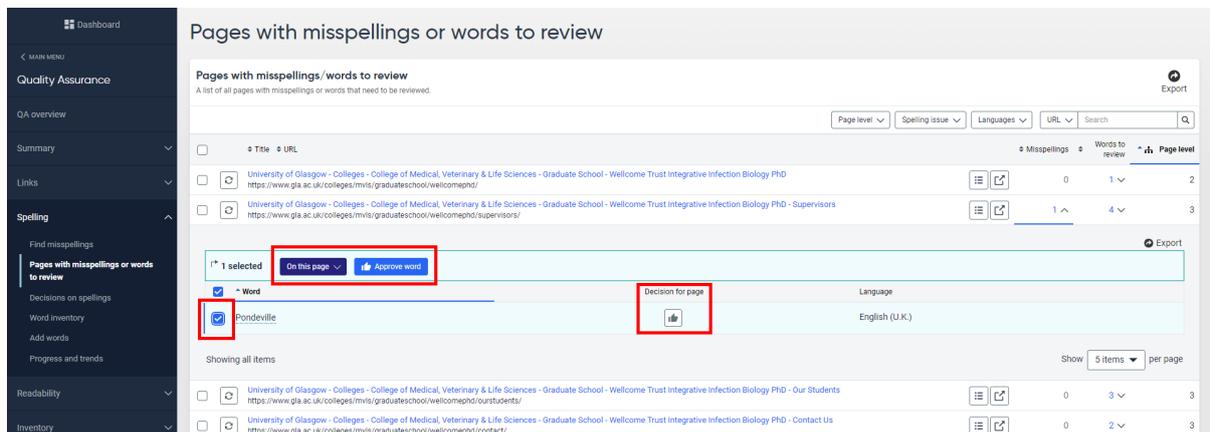
From the left hand menu, **select Spelling** > “Pages with Misspellings or words to review”:

The screenshot shows the Siteimprove 'Pages with misspellings or words to review' interface. The left-hand menu is visible, with 'Spelling' selected and 'Pages with misspellings or words to review' highlighted. The main content area displays a list of pages with misspellings or words that need to be reviewed. The interface includes filters for 'Page level', 'Misspellings', 'Languages', 'URL', and 'Search'. The list shows columns for 'Title', 'URL', 'Misspellings', 'Words to review', and 'Page level'. The first item is highlighted with a red box: 'University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Wellcome Trust Integrative Infection Biology PhD - Supervisors and projects' with 1 misspelling and 1 word to review. The second item is also highlighted: 'University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Graduate School - Wellcome Trust Integrative Infection Biology PhD - Supervisors and projects - Projects - Project Details' with 1 misspelling and 83 words to review. The bottom right corner features a help icon with a red notification bubble.

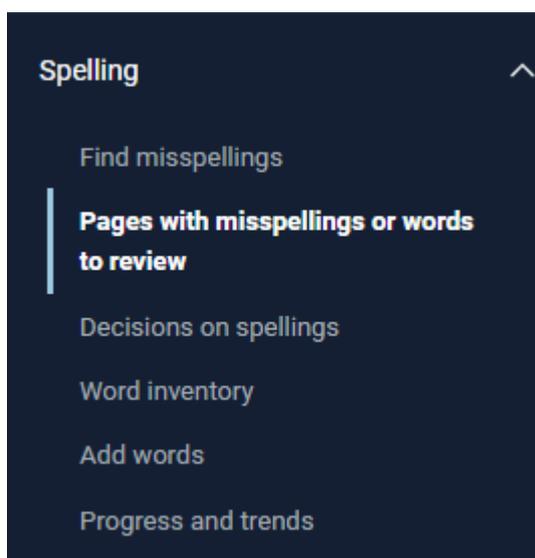
Open the details for the first misspelling using the **drop-down option** next to the page inspector and open page buttons:



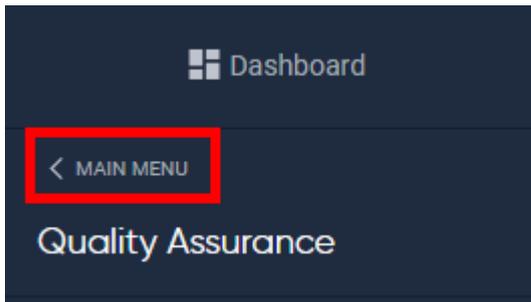
Once open, you can see the misspelled word along with options to approve the word on the page, or for the whole site. **Check the box** next to the word to see more options:



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:

Category	Score	Target
Level A	89.1 / 100	100
Level AA	96.2 / 100	100
WAF-ARIA authoring practices	71.6 / 100	100
Accessibility best practices	86.7 / 100	100

Issue	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

Issue	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 and are used for in-page screen reader navigation. It advises ensuring a nested structure (h1, h2, h3, etc.) and notes that correcting heading structure can also improve SEO. A "Related to this issue" section lists "Headings are not structured (1,496 occurrences)".

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

This screenshot shows the "Pages with this issue" section. It features a table with columns for Title, URL, Occurrences, and Page views. The first row is highlighted, and a tooltip is visible over the URL column.

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/ in new tab	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 breadcrumb trail is "Home / Colleges / College of Medical, Veterinary & Life Sciences / ... / SCREDS scheme". The page title is "COLLEGE OF MEDICAL, VETERINARY & LIFE SCIENCES". The navigation menu includes "Graduate School", "Clinical Academic Training", and "SCREDS scheme". The main content area features a large image of a modern building at night, 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 Issue' section shows the error details and a 'Code examples' button. The main content area shows the webpage with the selected text 'SCREDS Clinical Lecturer Posts & GP Academic Fellows' highlighted in a blue box. A red arrow points to this box. The page title is 'DEVELOPMENT SCHEME, CLINICAL ACADEMIC TRAINING'.

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 'Issues' panel on the left shows the error 'Headings are not structured' with 4 occurrences. The 'Selected Issue' section shows the error details and a 'Code examples' button. The main content area shows the webpage with the selected text 'SCREDS Clinical Lecturer Posts & GP Academic Fellows' highlighted in a blue box. A red arrow points to this box. The HTML view shows the code for the selected text, which is an h4 element. The code is highlighted in a red box.

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
A	0.55 points	36 pages	53 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.

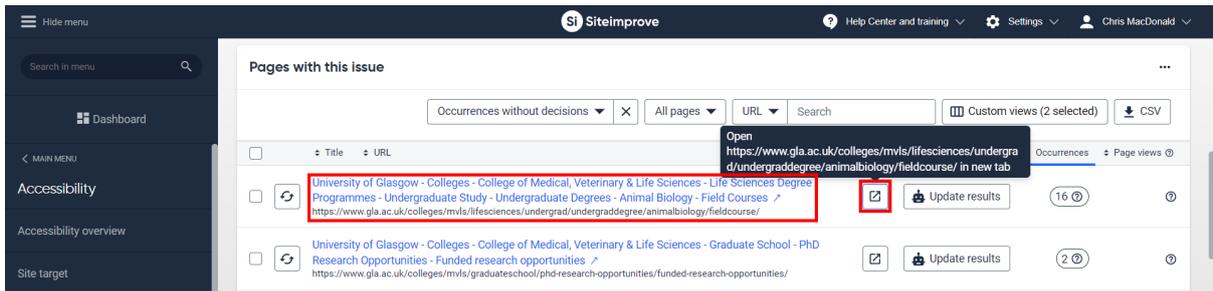
Learn more

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.

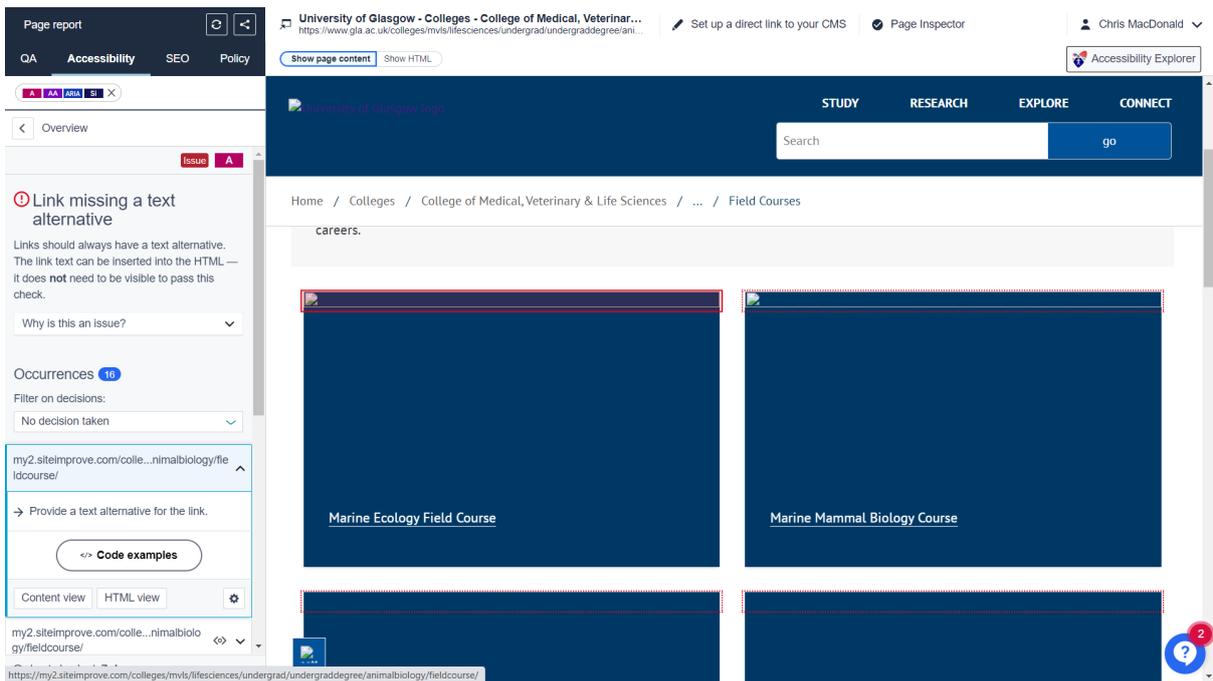
Related to this issue

Link missing a text alternative (85,039 occurrences) →

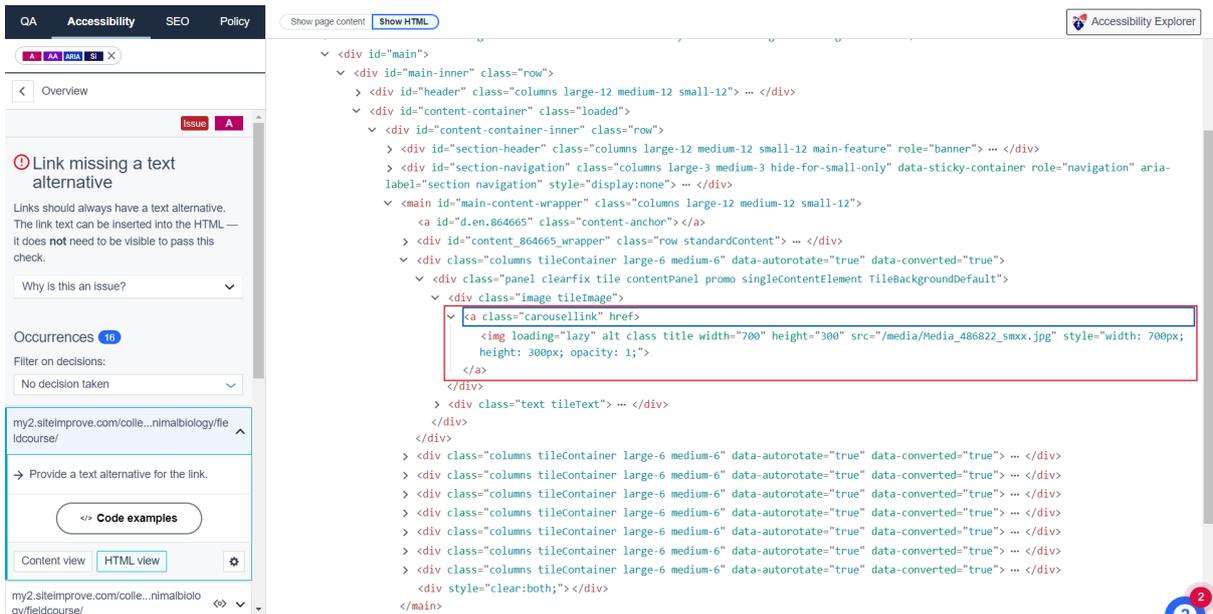
View the first issue > **select the text/link** to open the **page inspector**, then **select the open page button**, so we can view/edit the page in t4:



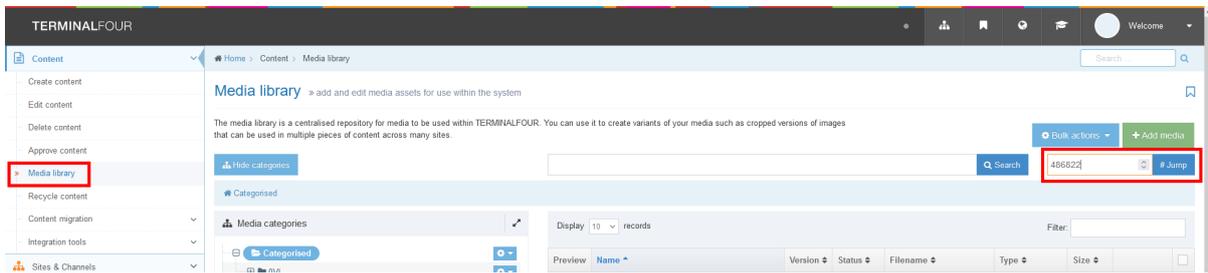
Click on the **link/text** to view the page inspector:



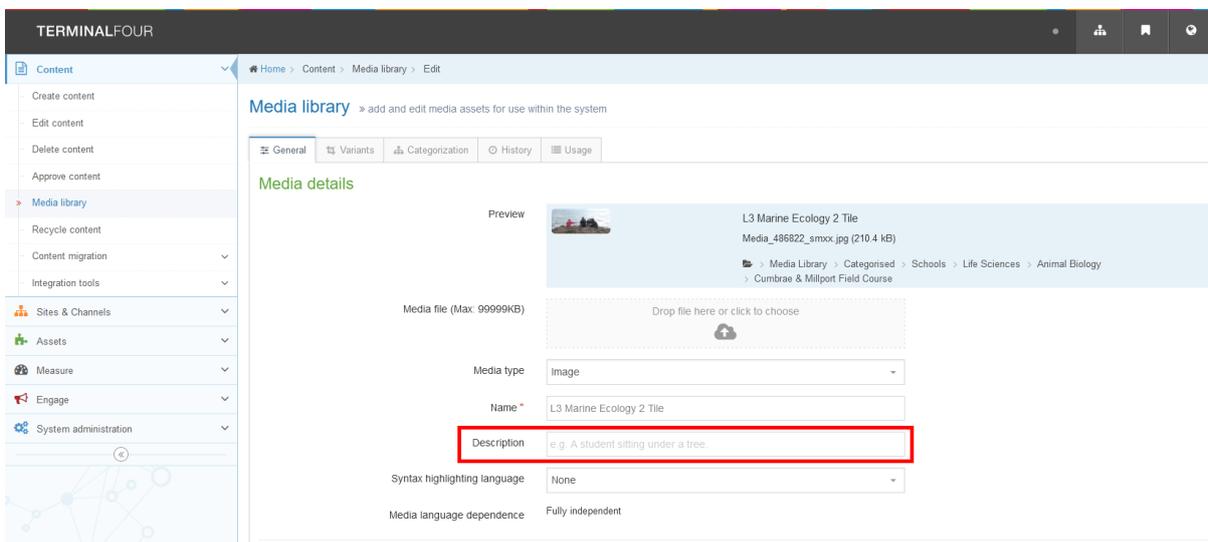
You can see it's the images causing problems from the red highlight above. **Click HTML view:**



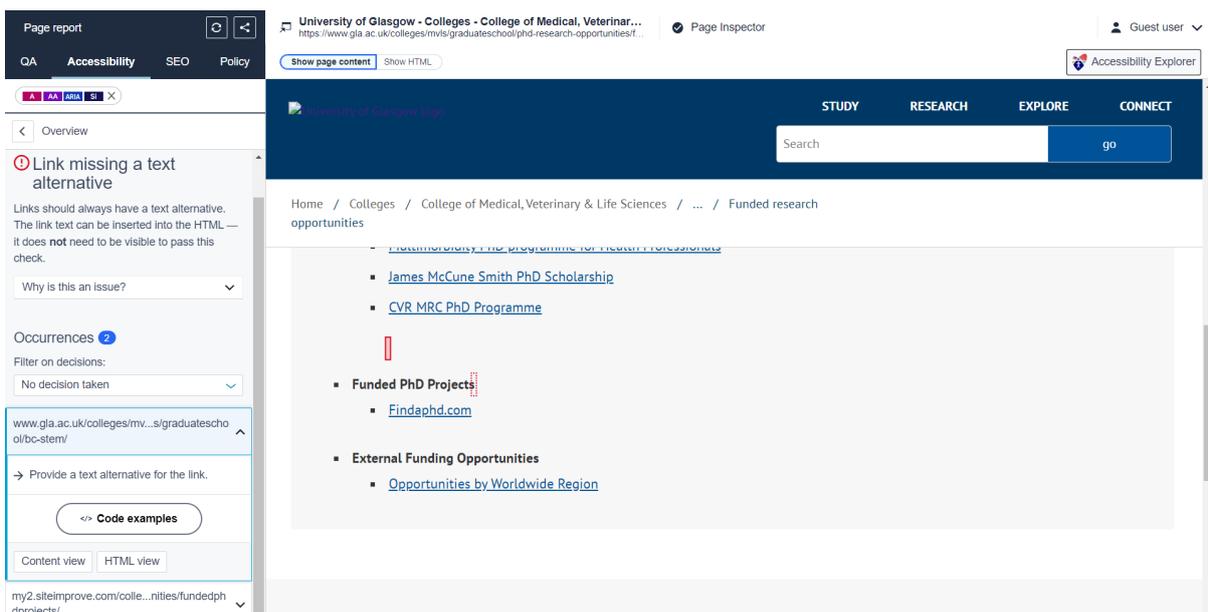
The above example can be fixed by adding alt text to the image in the media library. The quickest way to do this is to add the 6-digit media ID number shown in the code above (**486822**) into the **jump field** of the **t4 media library**:



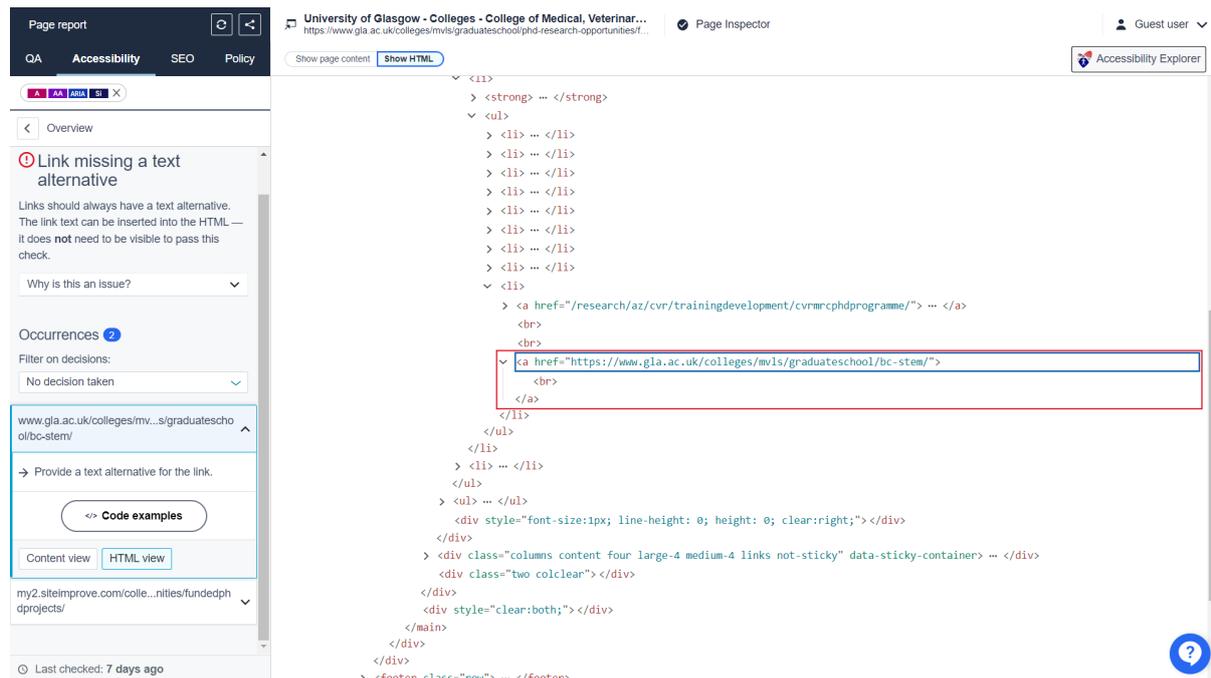
In the **General tab** of the media file entry you can see the empty **Description field**. Either **add descriptive text** of the image yourself, or pass on the job to the person who added the file that should have entered alt text when uploading (view the History tab below to see who added the file):



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.

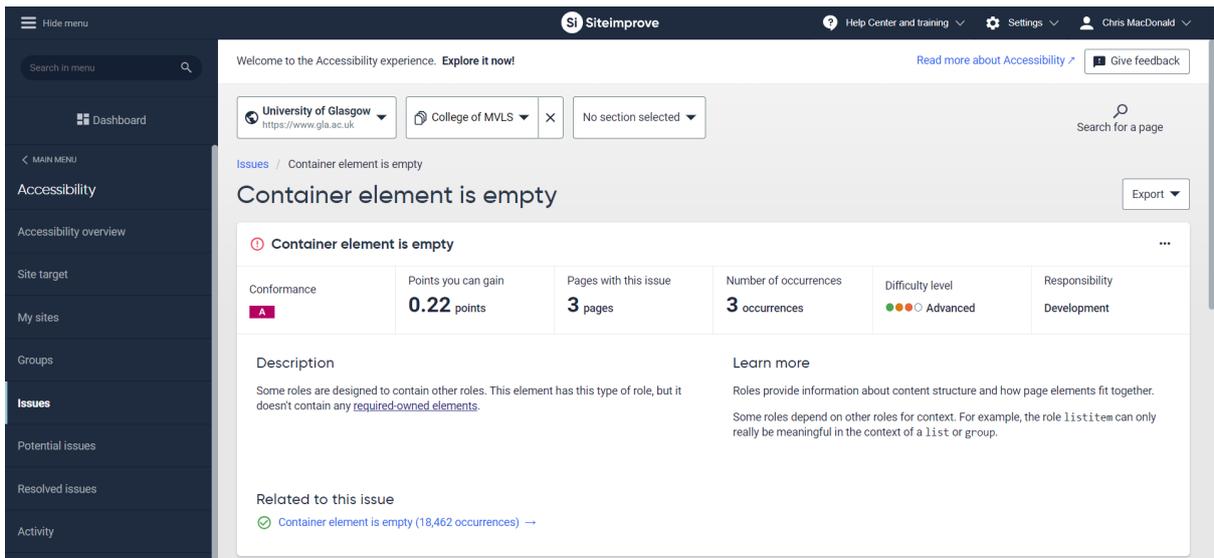
If a text alternative is not provided, buttons represented by images or icons may be unusable to visitors using assistive technology - In this case, the text alternative should describe what the button does or what users can expect to happen if they click it (not the visual features of the button).

Container element is empty

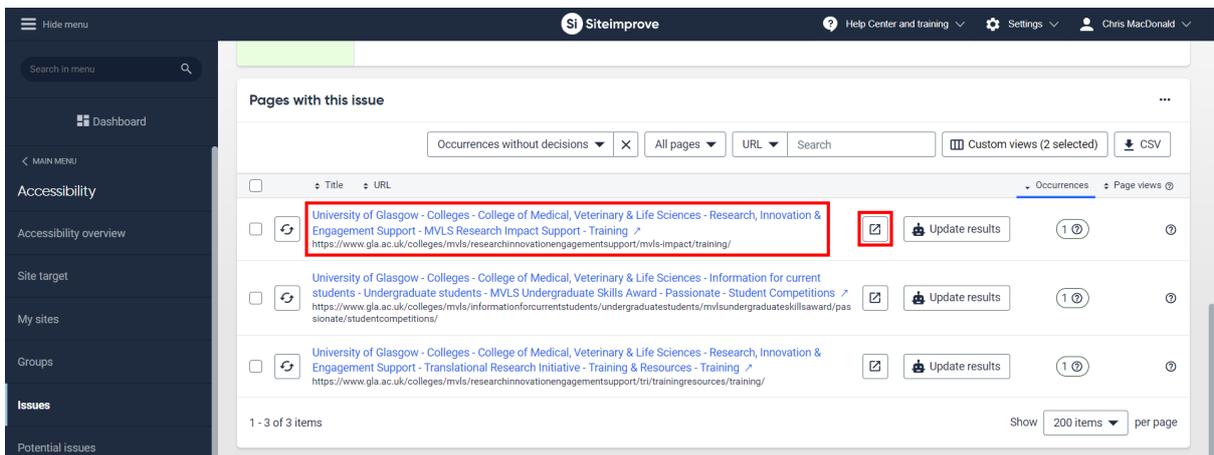
Some roles are designed to contain other roles. This element has this type of role, but it doesn't contain any required-owned elements.

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

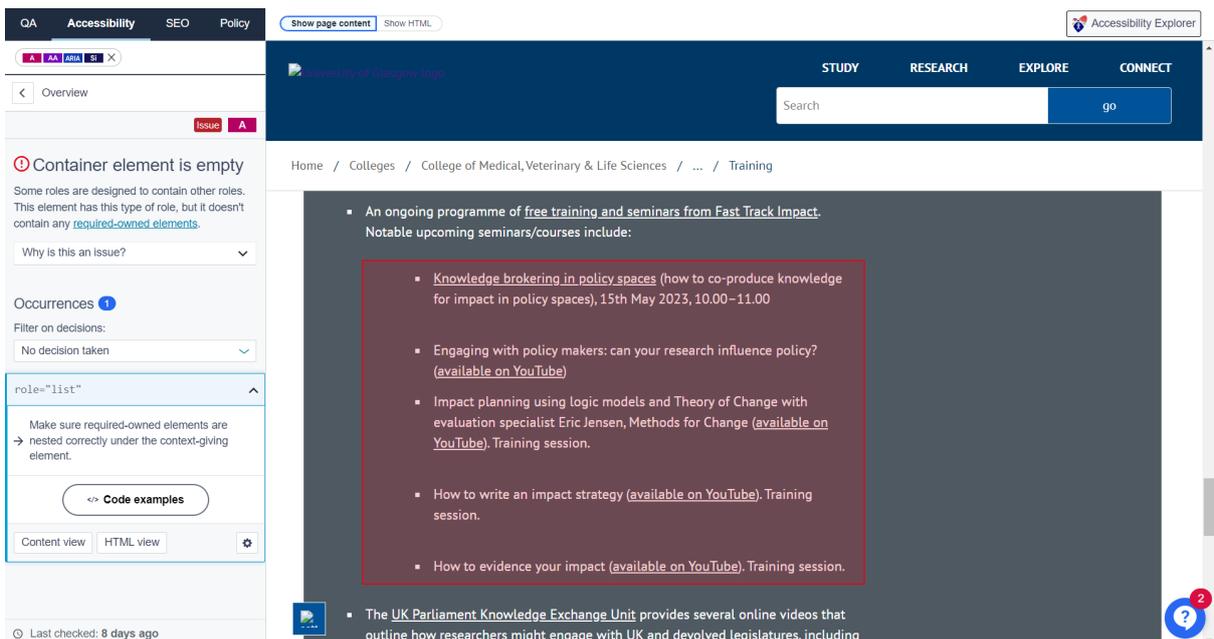
Some roles depend on other roles for context. For example, the role list item can only really be meaningful in the context of a list or group.



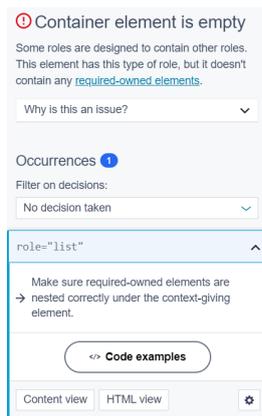
What this means, is that there is an unordered list on the page with an extra opening and closing list tag that is not required. **Open the webpage and view the Siteimprove page inspector:**



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



Remove the extra opening and closing tags in t4 to resolve the issue:



```
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>
```

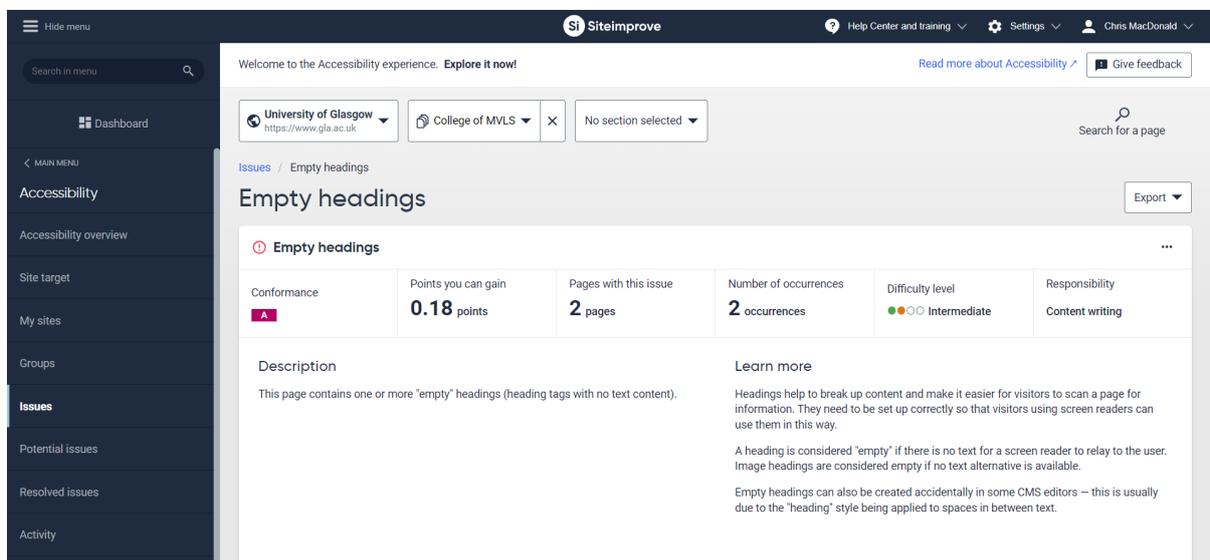
Empty headings

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

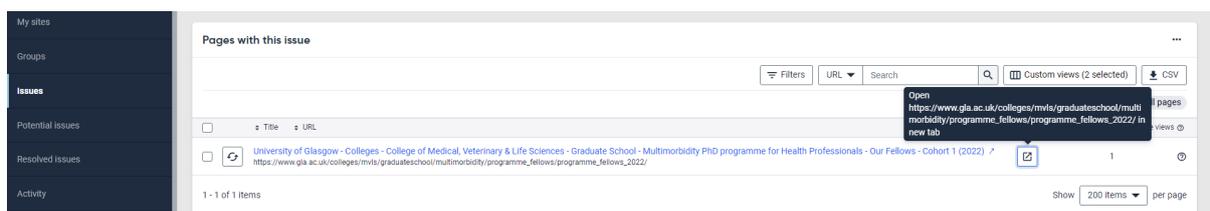
Headings help to break up content and make it easier for visitors to scan a page for information. They need to be set up correctly so that visitors using screen readers can use them in this way.

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.

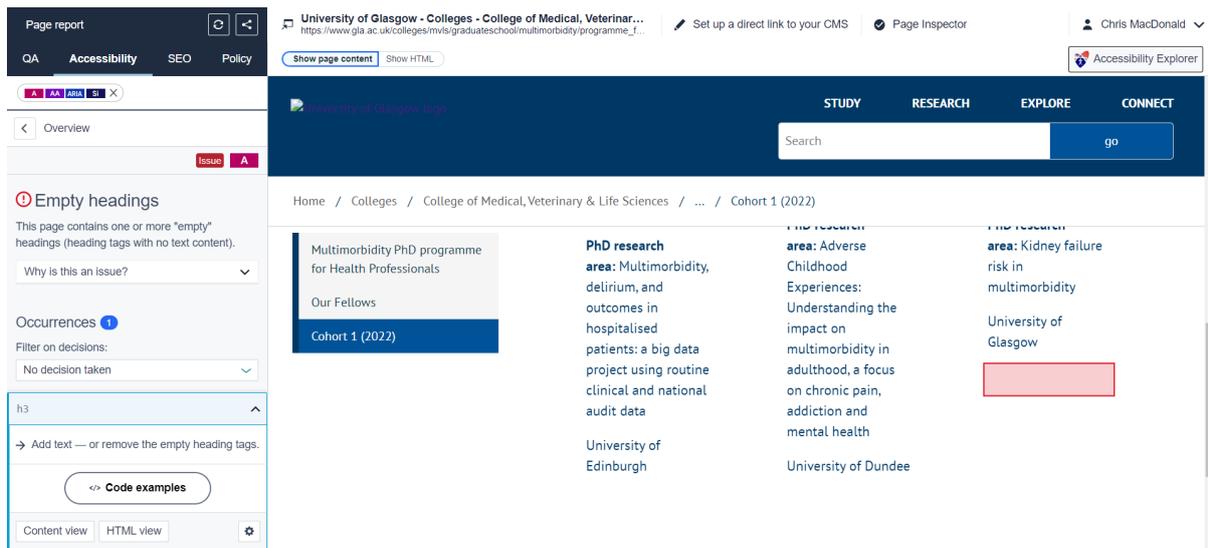
Empty headings can also be created accidentally in some CMS editors — this is usually due to the "heading" style being applied to spaces in between text.



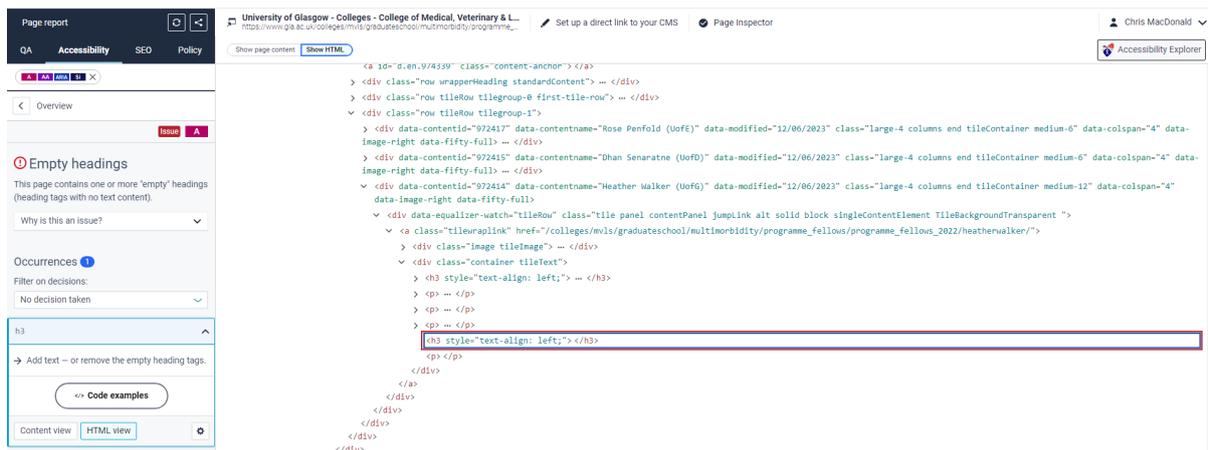
Scroll down to view any pages with this issue:



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 styling-optional> </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	https://www.gla.ac.uk/colleges/mvls/cz/contact/		
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Strategic Infrastructure - Imaging Centre of Excellence (ICE) - Working at ICE - 7T MRI Utilisation Application	https://www.gla.ac.uk/colleges/mvls/strategicinfrastructure/ice/workingatice/	4	
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Strategic Infrastructure - University of Glasgow Clinical Innovation Zone - Contact us	https://www.gla.ac.uk/colleges/mvls/strategicinfrastructure/cz/contact/	4	
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Imaging Centre of Excellence (ICE) - Working at ICE - 7T MRI Utilisation Application	https://www.gla.ac.uk/colleges/mvls/ice/workingatice/7tmriutilisationapplication/	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 e-mail 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.718989" class="content-anchor"></a>  
> <div id="content_718989_wrapper" class="row standardContent">  
> <div data-contentid="718989" data-contentname="Enquiry Form" data-modified="15/04/2020" id="content_718989" 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.718988" class="content-anchor"></a>  
> <div id="content_718988_wrapper" class="row standardContent"> ... </div>  
> <div data-contentid="718985" data-contentname="Stage 1" data-modified="15/04/2020" class="row standardContent racc_parent"> ... </div>  
> <div data-contentid="718987" data-contentname="Stage 2" data-modified="15/04/2020" class="row standardContent racc_parent"> ... </div>  
> <div data-contentid="718986" data-contentname="Stage 3" data-modified="15/04/2020" class="row standardContent racc_parent"> ... </div>  
> </main>  
> </div>  
> </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.718989" class="content-anchor"></a>  
> <div id="content_718989_wrapper" class="row standardContent">  
> <div data-contentid="718989" data-contentname="Enquiry Form" data-modified="15/04/2020" id="content_718989" 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.718988" class="content-anchor"></a>  
> <div id="content_718988_wrapper" class="row standardContent"> ... </div>  
> <div data-contentid="718985" data-contentname="Stage 1" data-modified="15/04/2020" class="row standardContent racc_parent"> ... </div>  
> <div data-contentid="718986" 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 section states: "There is insufficient colour contrast between the text and background on this page to meet the minimum contrast requirement." The Learn more section explains: "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)."

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 in red and contains the following information:

Title	URL	Occurrences	Page Views
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Digital Education - Our services	https://www.gla.ac.uk/colleges/mvls/digitaleducation/ourservices/	8	

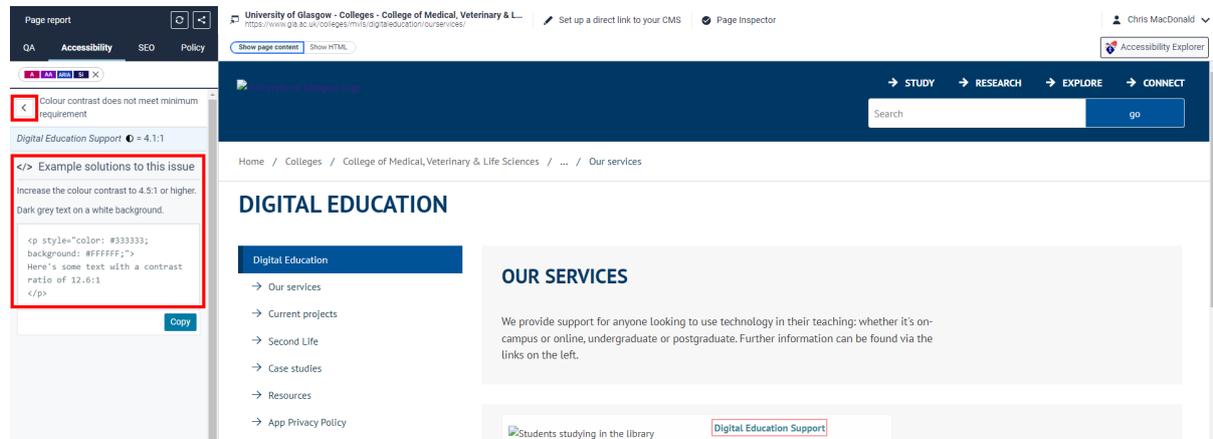
The "Page Inspector" link and the "Open page" button are highlighted in red. A tooltip for the "Open page" button shows the URL: "https://www.gla.ac.uk/colleges/mvls/digitaleducation/ourservices/ in new tab".

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:**

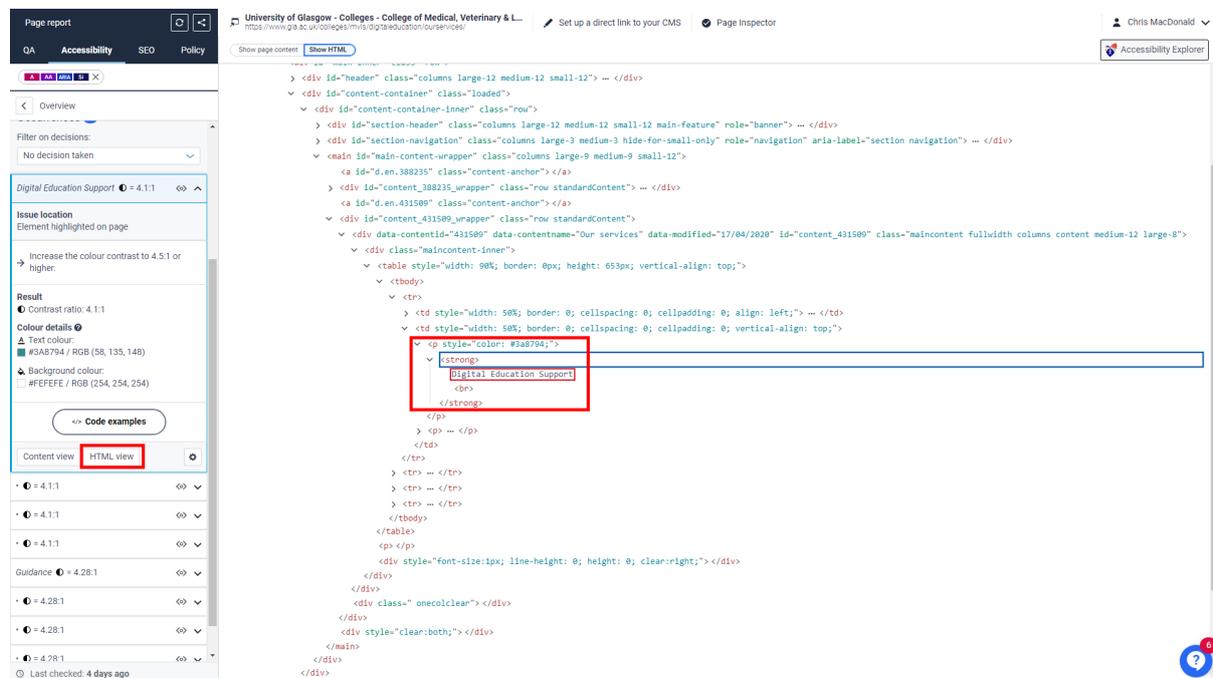
The screenshot shows the Page Inspector tool. The main heading is "Colour contrast does not meet minimum requirement". The Occurrences section shows "Digital Education Support" with a contrast ratio of 4.1:1. The Code examples section is highlighted in red and shows the following code:

```
<div class="Digital Education Support">  
  <ul>  
    <li>Advice on technology-enhanced approaches to teaching and learning</li>  
    <li>Blended learning</li>  
    <li>The flipped classroom</li>  
  </ul>  
</div>
```

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:

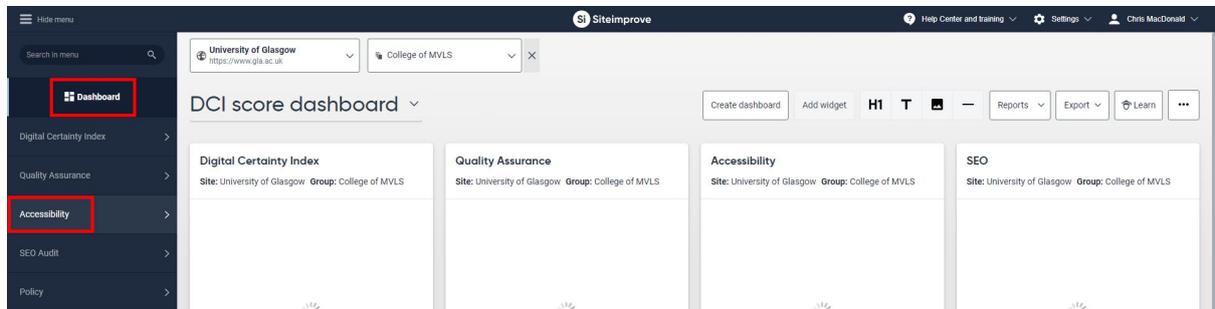
www.gla.ac.uk/myglasgow/staff/webpublishing/advicefort4users/webcolourpalette

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.

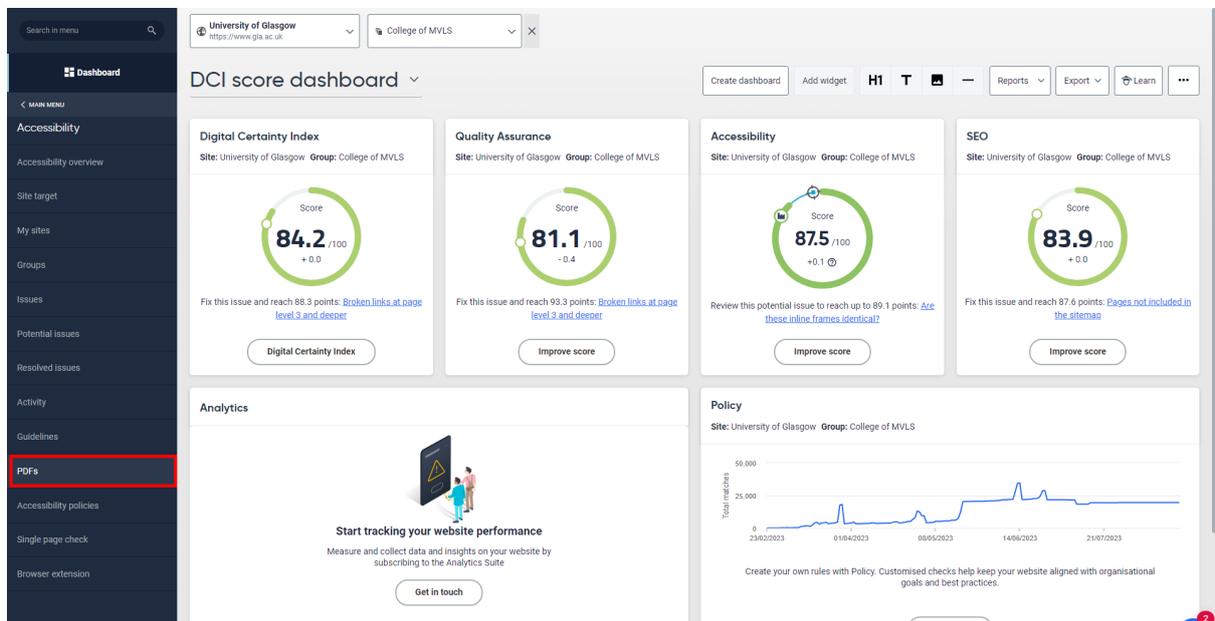
If using splash text, it's always best to check that the text colour is a strong enough contrast ratio to be clearly visibly compared to the background colour. Use simple combinations if you are not sure.

PDF's – Accessibility tested PDF's

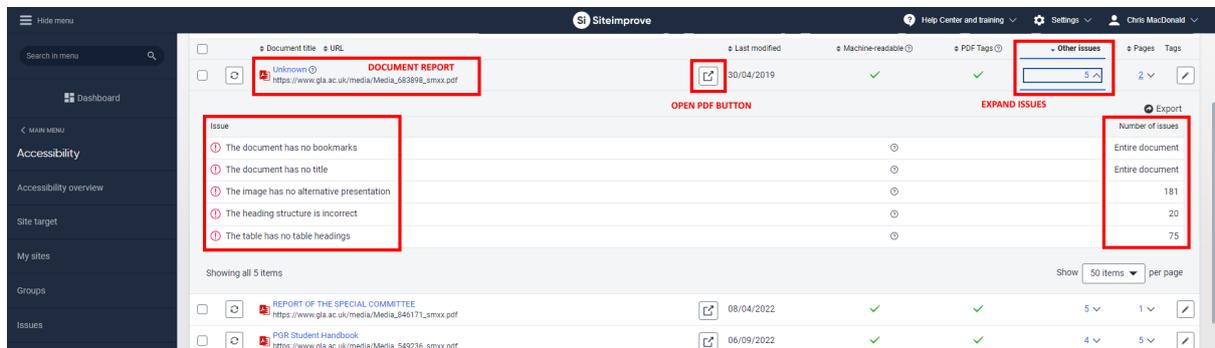
We will now review Siteimprove's PDF checker. Click on "Dashboard" to view the DCI score dashboard (or your default/current dashboard) then select the Accessibility Module:



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. The left sidebar is titled 'Issues' and lists accessibility problems. A red box highlights the first two items under 'The entire document': 'The document has no bookmarks' and 'The document has no title'. Below this, under 'Page content with issues', are 'The image has no alternative presentation' (181 issues), 'The heading structure is incorrect' (20 issues), and 'The table has no table headings' (75 issues). The main content area displays a PDF page with logos for 'Athena SWAN' and 'University of Gloucestershire'.

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

This screenshot shows the same interface as above, but with a tooltip for the 'The document has no bookmarks' issue. The tooltip text reads: '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.' The issue entry in the sidebar is also highlighted with a red box.

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

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 to the original document.

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 displays three categories of policies: 393 High Priority, 271 Medium Priority, and 514 Low Priority. Each category has a circular icon with an arrow pointing up or down, indicating the status of the policy. Below each category, there are icons for Content, Documents, and Media, with corresponding 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 search and filter options. The policies are listed with their names, creation dates, and match counts. A red box highlights the 'My policies' menu item in the sidebar, and another red box highlights the star icon next to the first policy, 'Click Here link text'.

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

The screenshot shows the 'My policies' interface in Siteimprove. The 'Favourites (5)' tab is selected and highlighted with a red box. A dropdown menu for 'Priority' is also highlighted with a red box, showing options: High priority, Medium priority, Low priority, and Open (No priority set). The list of policies includes 'Click Here link text', 'EU Accessibility Directive: Documents published on or after 23 September 2018', 'Email addresses missing a "mailto:" attribute', 'Empty alt text', and 'Fixed-width tables'.

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, peaking at 39. Below the graph is a table of matches, with the first row highlighted by a red box. The first row shows a match on 03/10/2023 with 2 occurrences, linked to a news article from the University of Glasgow.

Title	URL	Page level	Match detected	Occurrences	Details	Tags
University of Glasgow - Colleges - College of Medical, Veterinary & Life Sciences - Imaging Centre of Excellence (ICE) - News & Events - News 2020	https://www.gla.ac.uk/colleges/mvls/ice/newsevents/news2020/	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	https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementsupport/tri/casestudies/xrlife-science/	7	20/08/2023	1		

Click on the link to view a page report:

The screenshot shows the Siteimprove Page report interface. The top navigation bar includes 'Quality Assurance', 'Accessibility', 'SEO', and 'Policy'. The 'Policy' tab is active, showing a match for 'Click Here link text'. The match details indicate that the link text is 'Click Here link text' and is located on the page 'Imaging Centre of Excellence (ICE)'. The page content is displayed, showing a news item from 2020 with a link highlighted in red. The link text is 'Click Here link text'.

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:

The screenshot shows the Siteimprove EU Accessibility Directive: Documents published on or after 23 September 2018 interface. The top navigation bar includes 'Help Center and training', 'Settings', and 'Chris MacDonald'. The main content area features a line graph showing the number of matches over time, with a total of 146 matches. Below the graph is a table of document matches. The table has columns for 'Document title', 'URL', 'Pages', 'Referring PDFs', 'Match detected', and 'Details'. The 'Match detected' column is highlighted in red. The table lists several documents, including 'Media_949793_smx' and 'Media_995196_smx'. The 'Match detected' column shows dates such as 01/10/2023, 30/09/2023, 17/09/2023, 01/09/2023, and 19/08/2023. The 'Details' column contains icons for viewing or editing the document.

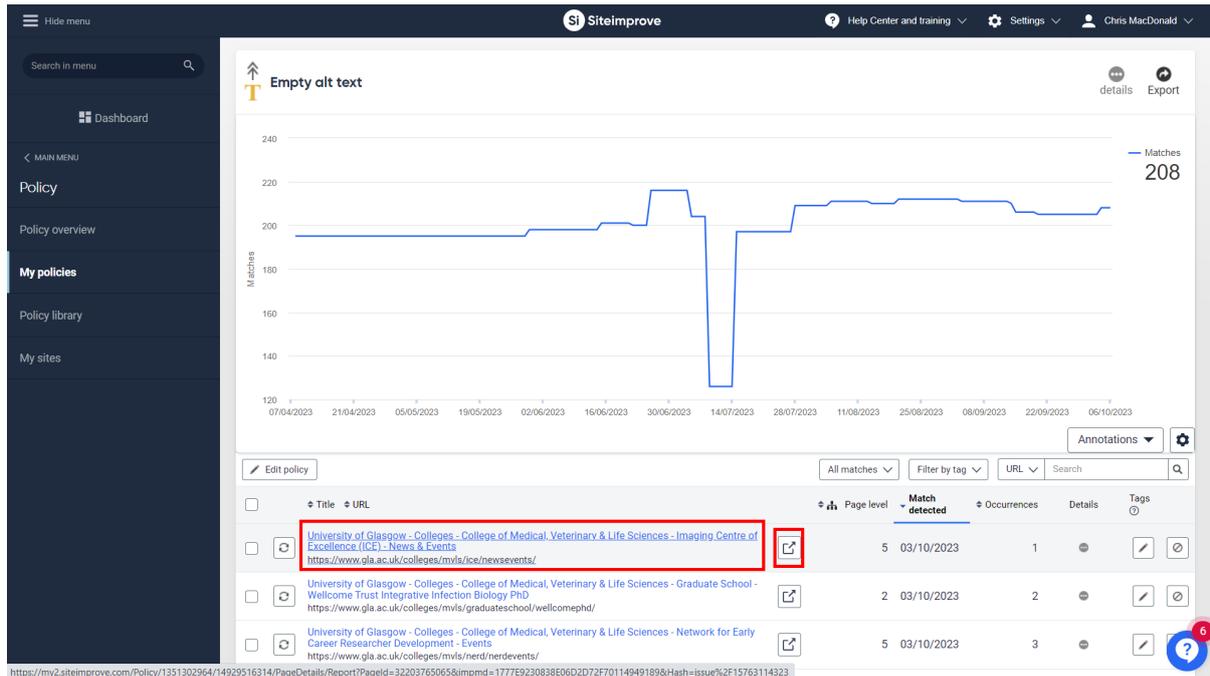
You should use MS Word or Adobe Acrobat accessibility checkers, or manual fixes, to sort out any issues and make your documents accessible.

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:

Quality Assurance Accessibility SEO Policy

Show page content Show HTML Enable CSS Disable CSS Chris MacDonald

Enable JavaScript Disable JavaScript

1 / 1 occurrences

University of Glasgow

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

IMAGING CENTRE OF EXCELLENCE (ICE)

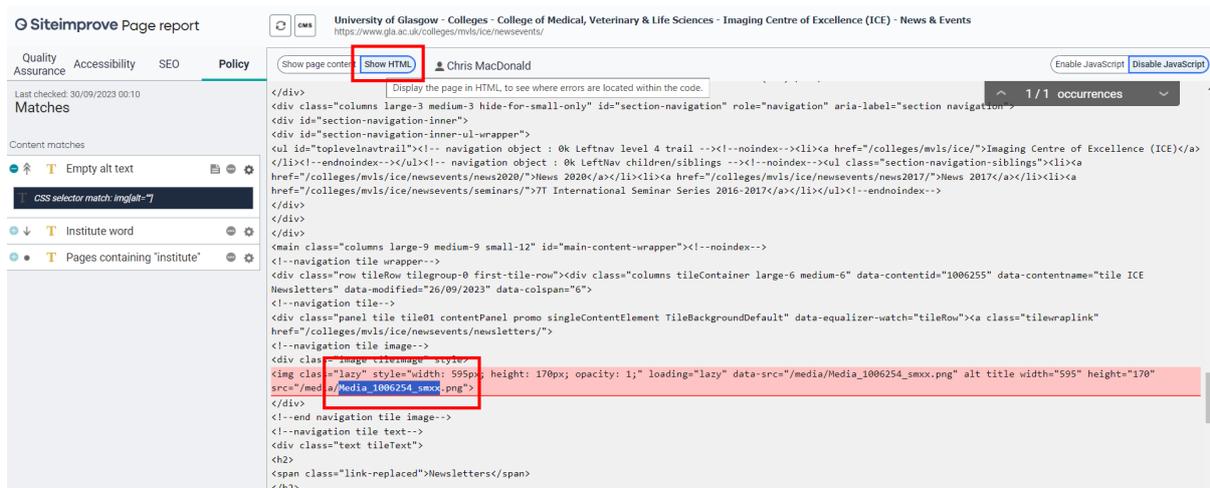
Imaging Centre of Excellence (ICE)

- 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:

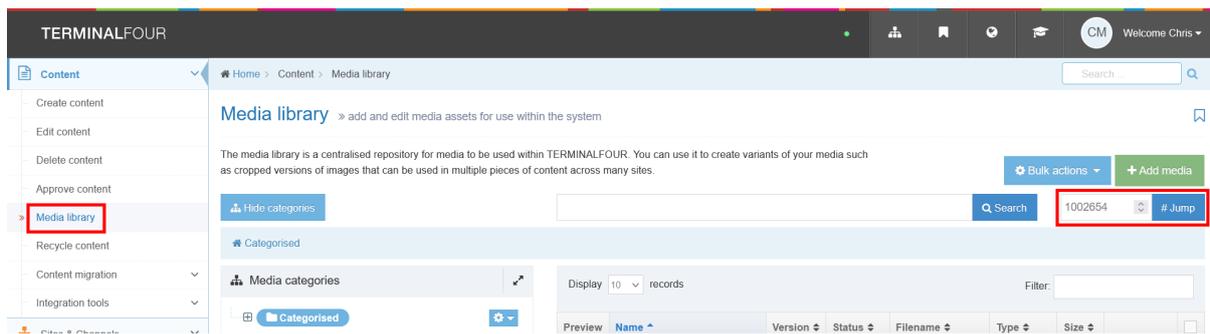


Siteimprove keeps the image highlighted in red while displaying the HTML code.

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 screenshot shows the Siteimprove Page report interface. The 'Policy' tab is active, and a match is listed under 'Matches' with the title 'Email addresses missing a "mailto:" attribute'. The 'Show HTML' button is highlighted with a red box. The HTML source code is visible, showing a link to 'mailto:mvls-pgt-gsa@glasgow.ac.uk' that is not properly formatted. The 'Show HTML' button is also highlighted with a red box.

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

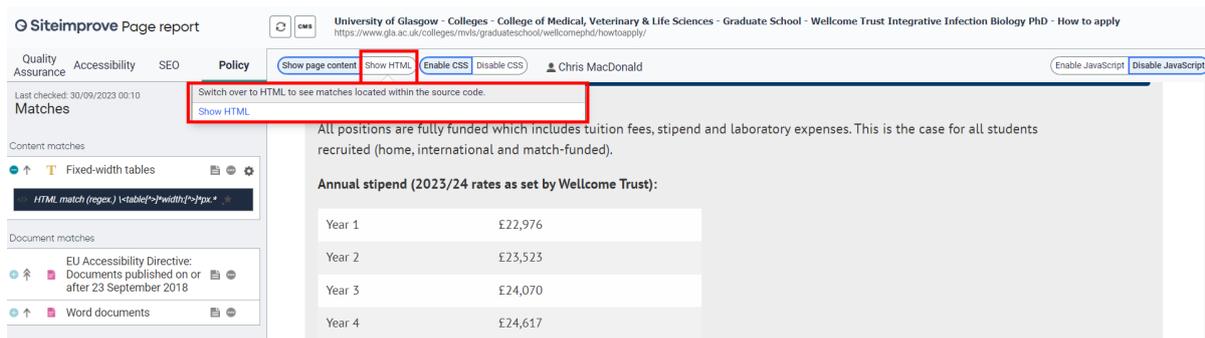
```
<p>mailto:mvls-pgt-gsa@glasgow.ac.uk</p>
```

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.



The screenshot shows the Siteimprove Page report interface. The 'Policy' tab is active, and a match is listed under 'Matches' with the title 'Fixed-width tables'. The 'Show HTML' button is highlighted with a red box. The HTML source code is visible, showing a table with a fixed width. The 'Show HTML' button is also highlighted with a red box.

Annual stipend (2023/24 rates as set by Wellcome Trust):	
Year 1	£22,976
Year 2	£23,523
Year 3	£24,070
Year 4	£24,617

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 for us to check.