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Increasing universal access by
developing *educational resources*

Creating Accessible Electronic Content

This resource is designed to be printed as a [one page PDF file](#). An HTML version is also available below.

The following handout provides general recommendations for **creating accessible content**. For **program-specific** instructions (e.g., Microsoft Word, PowerPoint, Adobe Acrobat) see our [other cheatsheets](#).

Write clearly

- Use the **simplest** language appropriate for your content.
- Use illustrations, icons, etc. to **supplement** text.
- Check spelling, grammar, and readability.
- Be careful with abbreviations, jargon, complex language, or anything that might **confuse the reader**.
- AVOID THE USE OF ALL CAPS. IT CAN BE DIFFICULT TO READ.

Use good semantic structure

- Organize your content using **true headings** (sometimes labeled as "H1" "Heading 1", etc.). The document title should be a first-level heading, the next level should be second-level, etc. **Avoid skipping levels** (e.g., jumping from

first-level to third-level headings).



- Use **true bulleted and numbered lists** rather than creating it by using the tab key and an asterisk or number.
- Provide a **table of contents** for long documents.
- Provide a **descriptive** document or **page title**.
- Use **true columns** instead of other methods (e.g., using the "Tab" key to create columns one line at a time).

Remember users with visual disabilities

- The use of color can enhance comprehension, but **do not use color alone** to convey information (e.g., "Items in red are due this week"). Using color is fine (e.g., "The items due this week have the red word 'due' next to them"), it just can't be the only way information is provided.
- Make sure that **color contrast is strong**, especially between text and background. This is true for images that include text as well.



- **Do not** use descriptions that **rely only on sight** (e.g., "click on the square", "the box on the left side of the page", "The big blue text").
- Use **adequate text size**, usually no smaller than 10 point.

Be careful with data tables

- If the tools allow **provide headers** for data tables.

Plan Element	Yes/No	Supporting Documentation	Additional Notes
An executive summary	Yes	Summary is attached	
A comprehensive timeline	Yes	3-year timeline in place	
Assignment of specific responsibilities	Yes	List of employee responsibilities	Our new staff assigned to a training program
Metrics, milestones and measurable steps	Yes	Attendance lists for the last 4 workshops attached	

- Use the **simplest table structure** possible. Be careful with spanned rows or columns and avoid multiple levels of table headers.
- Avoid** using tables for visual layout when possible.

Provide appropriate alternative text

- Many tools allow you to provide **alternative text** for images. These boxes are sometimes labeled with phrases like "alt text," "alternative," or even "description." If present, **use this field** to provide alternative text.
- Alternative text should present the **content** and **function**, not necessarily a description, of an image. If you had to remove the image, what text would you put in its place?
- If an image has no **relevant content** or **function**, is **decorative**, or the alternative text is **provided in nearby text**, then the image should have **empty alternative text** if possible (some tools have an option for "blank" or "empty"). If this is not an option, leave the field blank. You should **not** put empty spaces, empty quotes (except in HTML alt=""), or any other nonsense information in these fields.
- Avoid words** like "picture of," "image of," or "link to."
- Use the **fewest number of words** necessary.

Ensure links are descriptive

- Avoid phrases** like "Click here", "Here", "More", "More information", "Read more", and "Continue."



Not descriptive



Descriptive

- URL's as link text should usually **be avoided**, unless the document is intended to be printed or if the URL is relevant content.

Caption and/or provide transcripts for media

- Videos and live audio **must have captions and a transcript**. A transcript is sufficient for archived audio.
- Captions should be **accurately** reflecting the text in the video. The text should be equivalent.

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Creating Accessible Microsoft Word 2007/2010 Documents

This resource is designed to be printed as a [one page PDF file](#). An HTML version is also available below.

Headings

Create a uniform heading structure through use of styles in Word. This allows screen readers to navigate a document, and improves accessibility for everyone.

Adding and Editing Headings

Headings can be created using the Styles toolbar.

1. Select the text and **click**



on the appropriate style (e.g. "Heading 1").

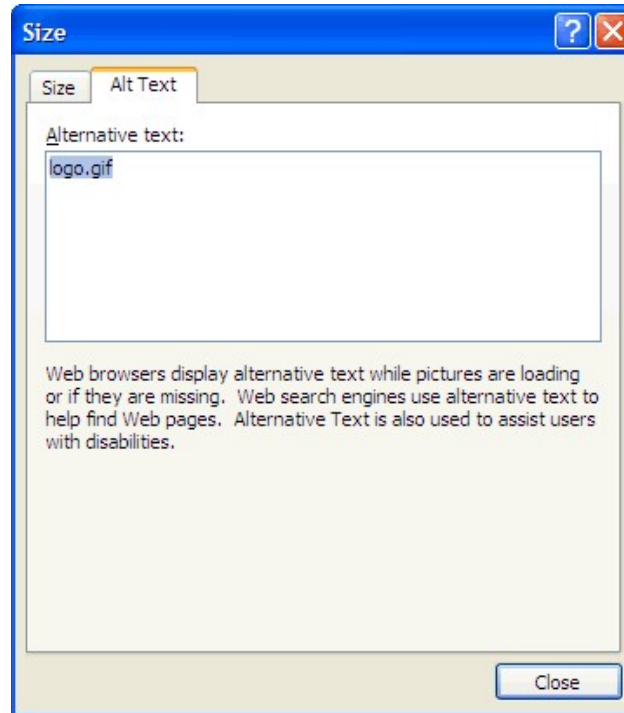
2. Headings 1, 2, or 3 can also be assigned using **Ctrl + Alt + 1, 2, or 3**, respectively.

Alternative Text for Images

Images can be given appropriate alternative text in Word. This Alt text is read by a screen reader in a Word file and should remain intact when exporting to HTML or PDF.

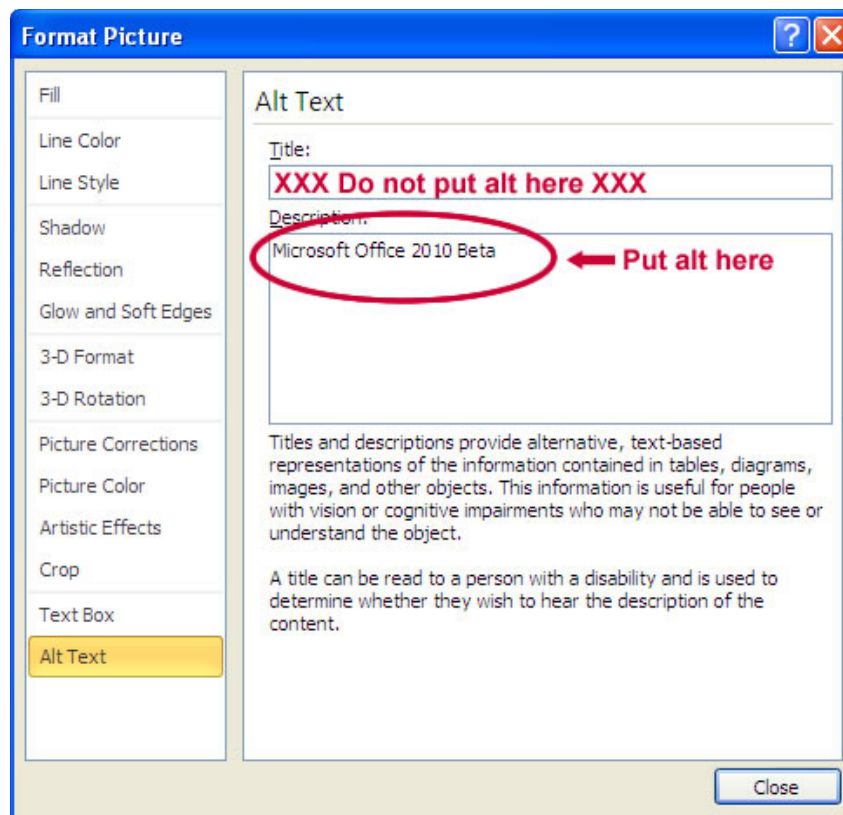
Word 2007

1. Right-click on the image and select *Size*.
A dialog box will appear.
2. Select the *Alt Text* tab, and replace the filename with appropriate alternative text.



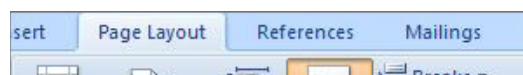
Word 2010

1. Right-click on the image and select *Format Picture*. A dialog box will appear.
2. Select the *Alt Text* tab on the sidebar. Enter appropriate Alt text to the *Description* field, not the Title field.



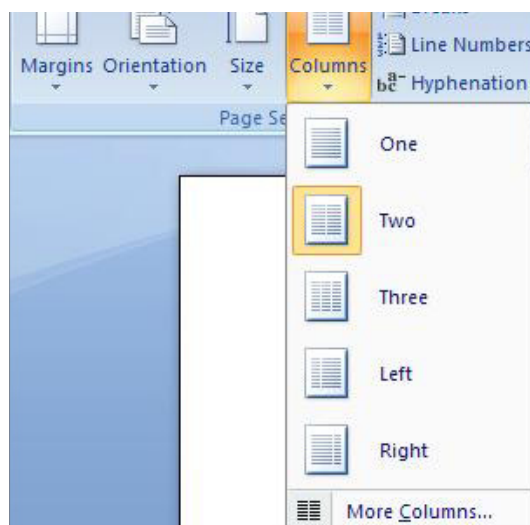
Columns

When creating columns, **always use true columns**, not columns created by hand with the *Tab* key.



Creating Columns

1. Select *Page Layout* on the Ribbon.
2. Select *Columns* in the Page Setup group.

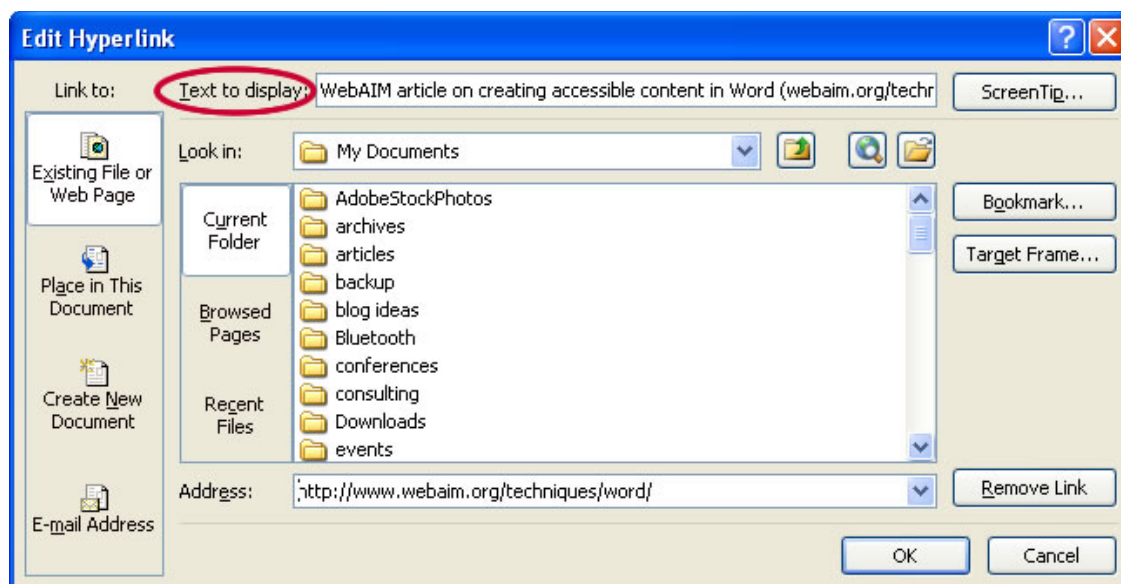


Data Tables

- Use the *Insert Table* command to create tables, not by hand with spaces or the *Tab* key.
- There is no way to easily create table headers in Word.
- The first row can be identified as table headers in PDF (but not in HTML). To do this, Right click on the first row in the table and select *Table Properties > Row > Repeat as header row at the top of each page*.

Links

Word **automatically creates a hyperlink** when a user pastes a full URL onto a page. These may not make sense to screen reader users, so more information is needed.



Editing Hyperlinks

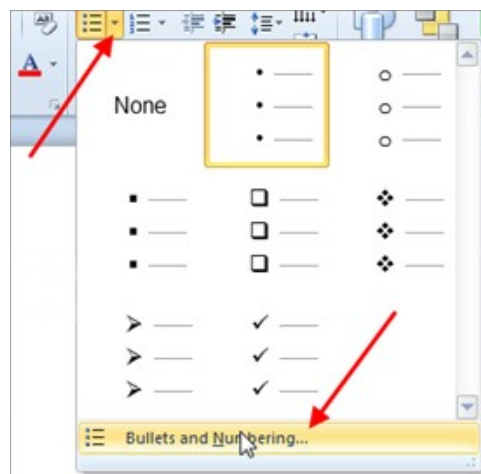
1. Select a hyperlink, right click, and select *Edit Hyperlink* or *Ctrl + k*.
2. Change the text in the *Text to Display* field to a more meaningful description.

Lists

Use **true numbered and bulleted lists** to emphasize a point or a sequence of steps.

Creating Lists

1. Select *Page Layout* on the Ribbon.
2. Select *Bullets and Numbering*.

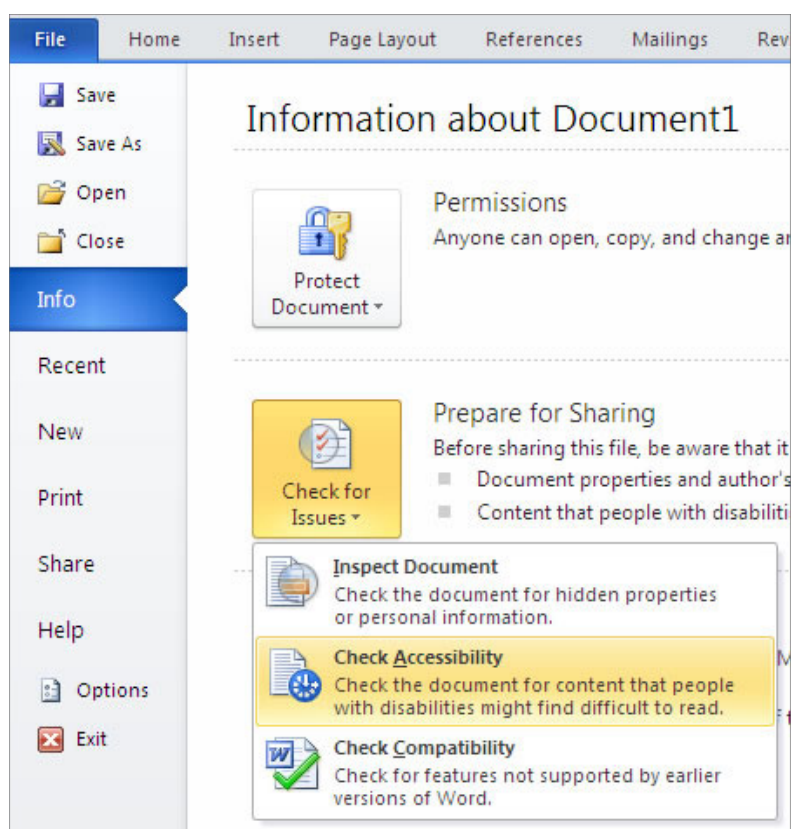


Word 2010 Accessibility Checker

Word 2010 includes an accessibility resource that **identifies and repairs accessibility issues**.

Running the Accessibility Checker

1. Select *File > Info > Check for Issues > Check Accessibility*.
2. The checker presents **accessibility errors, warnings, and tips** on how to repair the errors.



Other Principles

- Ensure that font size is sufficient, around **12 points**.
- Provide sufficient **contrast**.
- Don't use color **as the only way** to convey content.
- Provide a **table of contents**, especially for long documents.
- Use **simple** language.

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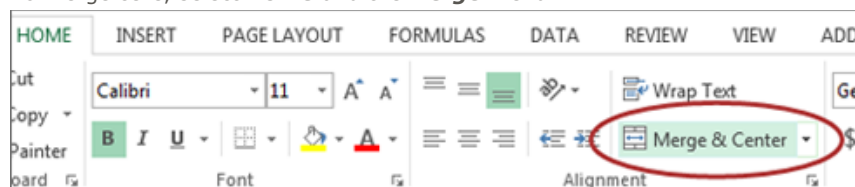
Creating Accessible Spreadsheets in Microsoft Excel 2010/13 (Windows) & 2011 (Mac)

This resource is designed to be printed as a [one page PDF file](#). An HTML version is also available below.

Screen readers and Excel

Users who are blind rely on software called a screen reader to interact with spreadsheets.

- Screen readers will **read the cell number** as users navigate from cell to cell (e.g., "Grand Total A 23").
- Spanned cells will be identified by a screen reader (e.g., "Budget A1 through G1"). If content spans multiple cells visually, **these cells should be merged**. To merge cells, select **Home** and the **Merge** menu.



Merged cells should not be used in tables. They can be confusing for screen reader users who expect one row and/or column header for each cell.

- A screen reader user will usually **start with the first cell (A1)**, so this is a good place to put important information about the sheet.

- Be careful with **empty rows and columns**. While they may sometimes be necessary to visually separate data, **they can cause a screen reader user to think the sheet has ended**, even when it has not.

Images and Charts

- While images can be given alternative text in the same way as other Office tools ([see other cheatsheets](#)), they can sometimes **introduce reading order issues** and should typically **not be added to spreadsheets**.
- **Charts cannot be given alternative text**. Ensure the data used to create the chart is available and clearly structured, and preferably precedes the chart.

Other principles

- **Spell check is not automatic** as it is in Word/PowerPoint. Make sure to spell check each sheet.
- **Do not use color alone to convey information**.

Assignments (overdue in red)		
Introduction		
Chapter 1		

Inaccessible

Assignments	Overdue	
Introduction	Yes	
Chapter 1	No	

Accessible

Table 'Headers'

If your spreadsheet includes tables, there is a special way to **add table 'header' information** that will be read in some screen readers. Tables can be identified with formula names of **Title**, **TitleRegion**, and others.

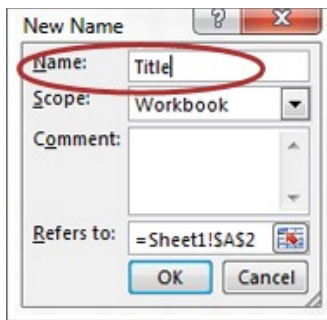
- These formulas **do not update when the table changes**, so be sure your table is complete first.
- This **only works for a single level of headers**. Complex tables will need to be simplified or restructured.

One table per sheet:

For sheets with one table only, select the cell in the **upper-left corner of the table** (not the table title).

	A	B	C
1	Contact Info		
2	HERE	Phone	Email
3	Ellen Hardy	812.168.1569	ellen.hardy@un
4	Jay Garrett	620.669.1752	jay.garrett@un
5	Steve Pratt	681.227.6247	steve.pratt@un

In **Windows**, select **Formulas > Define Name** and the **New Name** dialog opens.
 In **Mac**, select **Insert > Name > Define** and the **Define Name** dialog opens.



In the **Name** field, replace the existing text with **one of the following 3 values**, depending on your table layout:



If the table has **column and row headers**, enter **Title**



If the table has **row headers only**, enter **RowTitle**



If the table has **column headers only**, enter **ColumnTitle**

Don't Confuse "Column" and "Row" headers. Remember that **ColumnTitle** is for **vertical** headers and **RowTitle** is for **horizontal** headers. Also be sure to type **RowTitle** or **ColumnTitle** as one word, **without a space**.

After entering the correct value in the **Name** field, select **Ok**. Although the initial text is still visible, accessibility information has been added for a screen reader user.

Only add a **Name** to the first cell in the table. **Do not repeat this step** for other header cells within the same table.

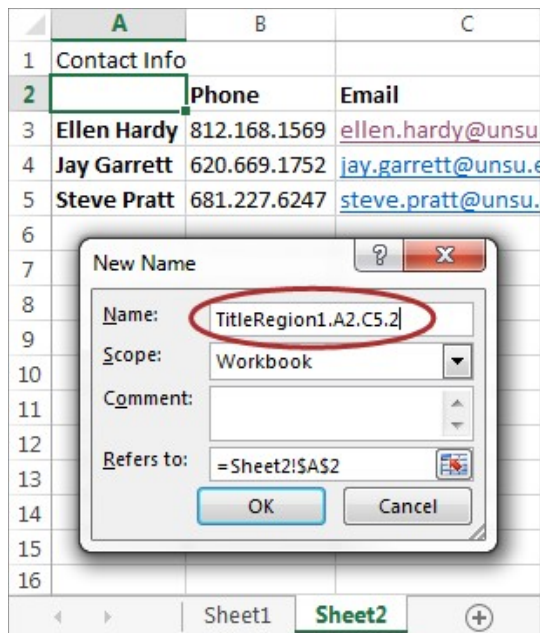
Multiple tables per sheet:

If a single sheet has **multiple tables**, if the table has **sortable columns**, or if you want to specify an **explicit beginning and end** of a table, you need to use **TitleRegion**.

Select the cell in the **upper-left corner of the table** (not the table title). In **Windows**, select **Formulas> Define Name** and the **New Name** dialog opens. In **Mac**, select **Insert> Name> Define** and the **Define Name** dialog opens.

In the **Name** field, enter **TitleRegion** followed by the **following 4 values** (no spaces, separated by periods):

1. Unique number within the sheet (e.g., **1** for the first table)
2. First (upper-left) cell in the table (e.g., **A2**)
3. Last (lower-right) cell in the table (e.g., **C5**)
4. Sheet number (e.g., **2** for the second tab in the workbook)



The above table **Name** would be **TitleRegion1.A2.C5.2**

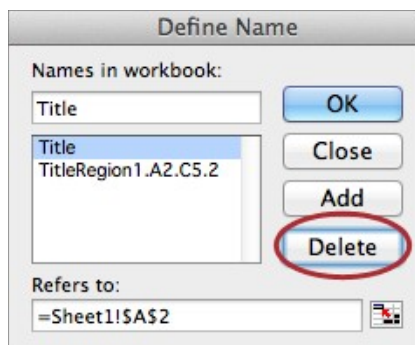
Note: **RowTitleRegion** or **ColumnTitleRegion** can be used for tables that only have row or column headers.

After entering the correct value in the **Name** field, select **Ok**. This table is now accessible. **Repeat this process** for every table on the sheet, remembering to select the **upper-left corner cell** of each new table.

Deleting formula names

You may occasionally create a formula name for the wrong field or give a single cell more than one name. These unnecessary formula names should be removed.

1. To remove formula names in **Windows**, select **Formulas > Name Manager**. In **Mac** select **Insert > Name > Define**.



2. Then choose the **desired name** and select **Delete**.



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Creating Accessible Microsoft PowerPoint 2007/2010 Presentations (Windows)

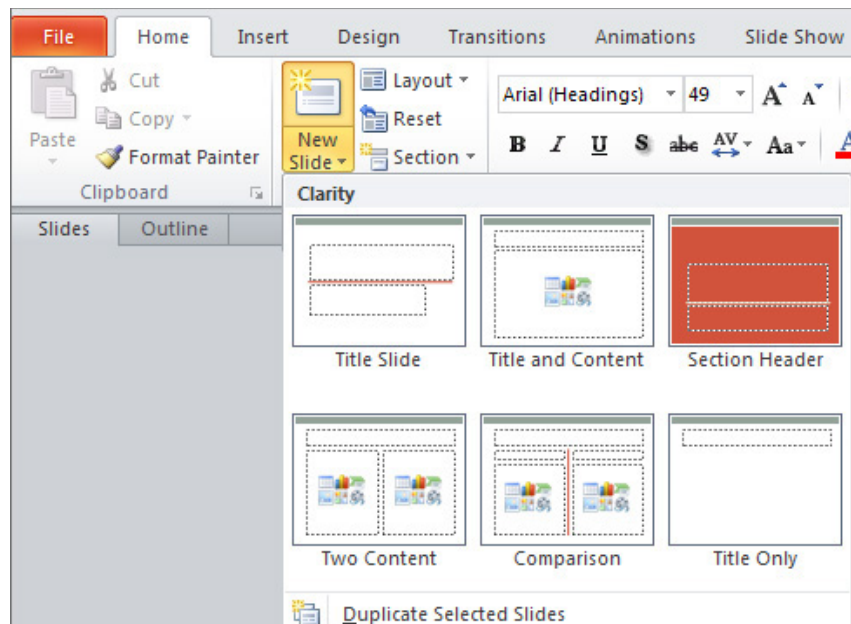
This resource is designed to be printed as a [one page PDF file](#). An HTML version is also available below.

Slide Layouts

Using slide layouts provided within PowerPoint will ensure that files have **correctly structured headings and lists, and proper reading order**.

Creating Slide Layouts

1. Select **Home > New Slide**, or select the **New Slide** button from the default toolbar.
2. Choose from the **slide options** menu the desired layout.



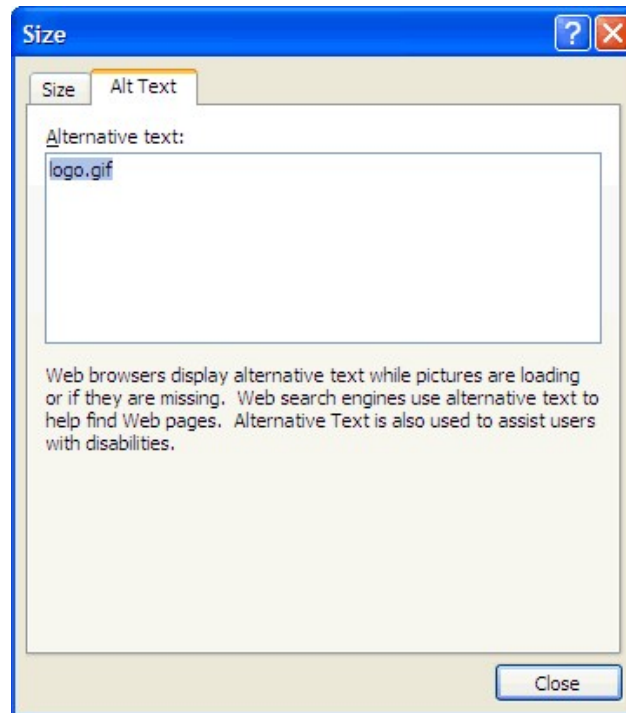


Alternative text for Images

Images can be given appropriate alternative text in PowerPoint. This Alt text is read by a screen reader in a PowerPoint file and should remain intact when exporting to HTML or PDF.

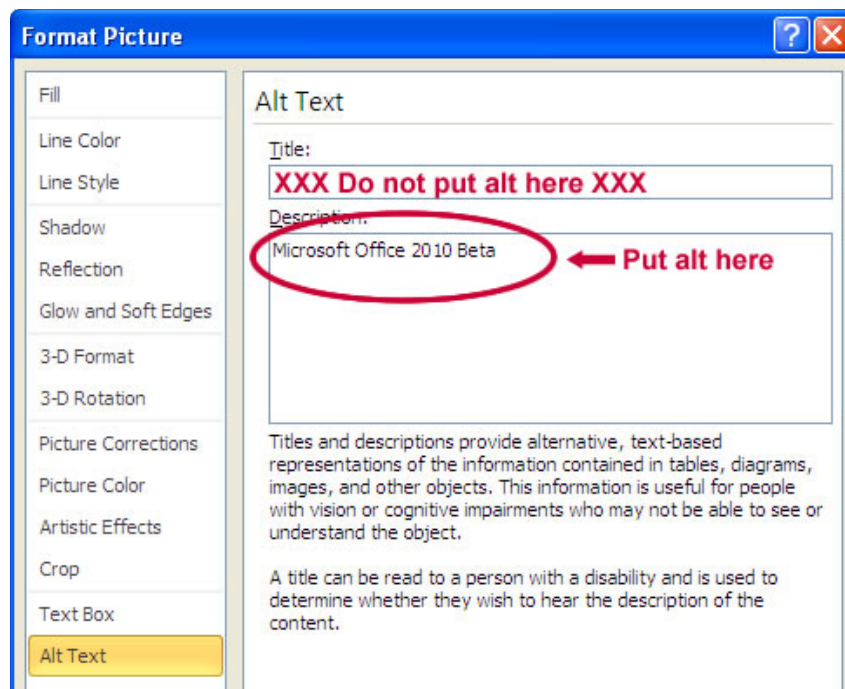
PowerPoint 2007

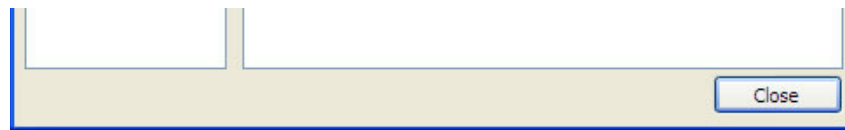
1. Right-click on the image and select **Size and Position**. A dialog box will appear.
2. Select the **Alt Text** tab, and replace the filename with appropriate alternative text.



PowerPoint 2010

1. Right-click on the image and select **Format Picture**. A dialog box will appear.
2. Select the **Alt Text** tab on the sidebar. Enter appropriate Alt text to the **Description** field, not the Title field.

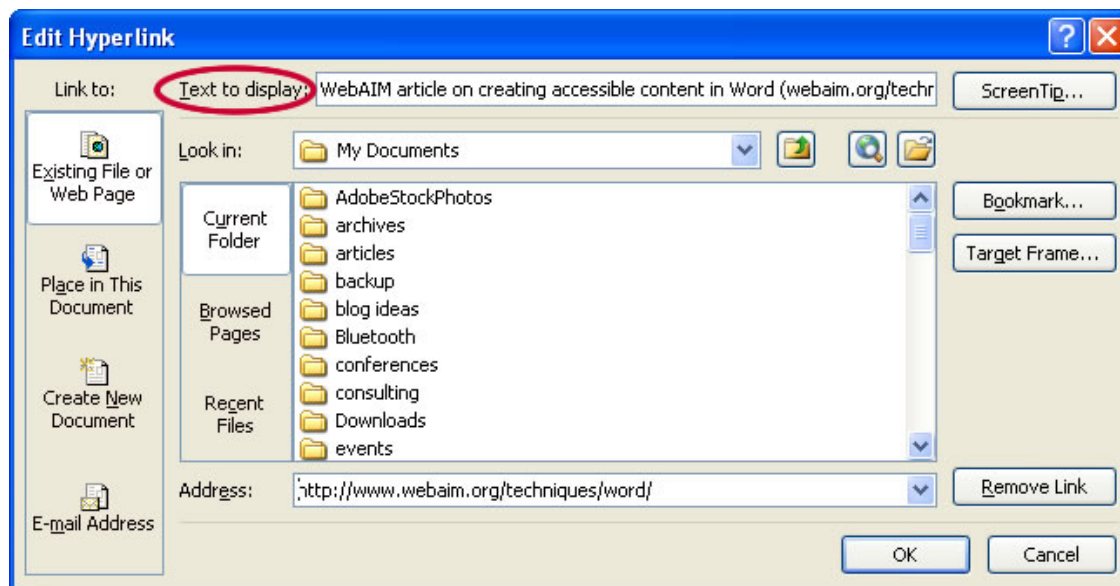




Data Tables

- PowerPoint can style rows and columns so they appear as data tables, but **there is no way to add content in a way that will be identified by a screen reader.**
- If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, **consider saving your presentation to PDF** and adding the additional accessibility information in Acrobat Pro.

Links



PowerPoint **automatically creates a hyperlink** when a user pastes a full URL onto a page. These may not make sense to screen reader users, so **more information is needed.**

Editing Hyperlinks

- Select a hyperlink, right click, and select **Edit Hyperlink** or **Ctrl + k**.
- Change the contents in the **Text to Display** field to a more meaningful description.

Outline and Notes Panels

PowerPoint contains two panels that can be used to enhance accessibility: the **Outline** panel and the **Notes** panel.

Outline Panel

- The **Outline** panel contains a **text outline** of the content that appears in your slides.
- Reviewing this panel can help ensure the content on the slides is **logically sequenced**, that slide titles are **unique and meaningful**, and that reading order is **appropriate** for any user.

Notes Panel

- The *Notes* panel allows the speaker to add notes and information that will **not appear on the slides**. This information **may not be accessed** by a screen reader, so do not put important information in this area.

PowerPoint 2010 Accessibility Checker

PowerPoint 2010 includes an accessibility resource that **identifies and repairs accessibility issues**.

Running the Accessibility Checker

1. Select *File > Info > Check for Issues > Check Accessibility*.
2. The checker presents **accessibility errors, warnings, and tips** on how to repair the errors.

Other Principles

- Ensure that **font size is sufficient**. If your presentation will be viewed on a projector, font size may need to be even larger.
- Provide **sufficient contrast**. If your presentation will be viewed on a projector, sometimes the contrast needs to be even more pronounced.
- Do not use color **as the only way** to convey content.
- Avoid **automatic slide transitions**.
- Use **simple slide transitions** when possible.
- Use **simple** language.
- Check **reading order of text boxes** that are not part of the native slide layout. They are usually the last thing read by a screen reader.
- If you have embedded video, ensure that the **video is captioned**, and that the player controls are accessible.
- If you have embedded audio, **include a transcript**.
- If your slides contain animations, ensure that they are **brief and do not distract** from the most important content on the page.

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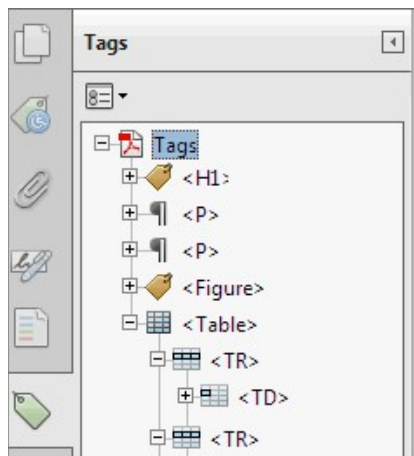
Creating Accessible PDF Documents In Adobe Acrobat X

This resource is designed to be printed as a [one page PDF file](#). An HTML version is also available below.

Tags Pane

PDF tags provide accessibility information to screen readers. They should not impact the look of the PDF. **To view and edit tags**, do the following.

1. Select **View > Show/Hide > Navigation Panes > Tags**.
2. Select the **Options menu > Highlight Content**. This allows you to see what content is associated with a tag.
3. In the **Tags** panel, expand **<Tags>** and **<Sect>** to view and navigate your list of tags.
4. Navigate through the tags using the **up/down** arrow keys, and expand and collapse tags with the **left/right** arrow keys.

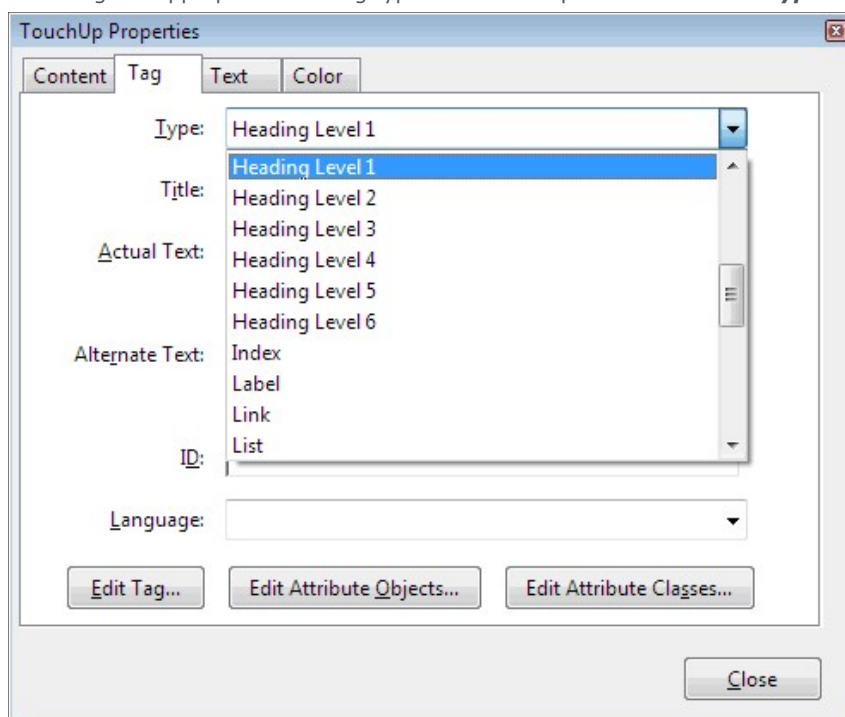


Find Tag From Selection

1. Click the **Select Tool icon** and select a portion of text, an image, or a table.
2. Select the **Options menu** at the top of the Tags panel and then select **Find Tag From Selection**. The appropriate tag will be highlighted in the tags panel.

Modifying Tags

1. Right-click the tag you want to change and select **Properties**, and then the **Tag** tab.
2. Selecting the appropriate new tag type from the drop-down list labeled **Type**.



Tagging an Untagged Document

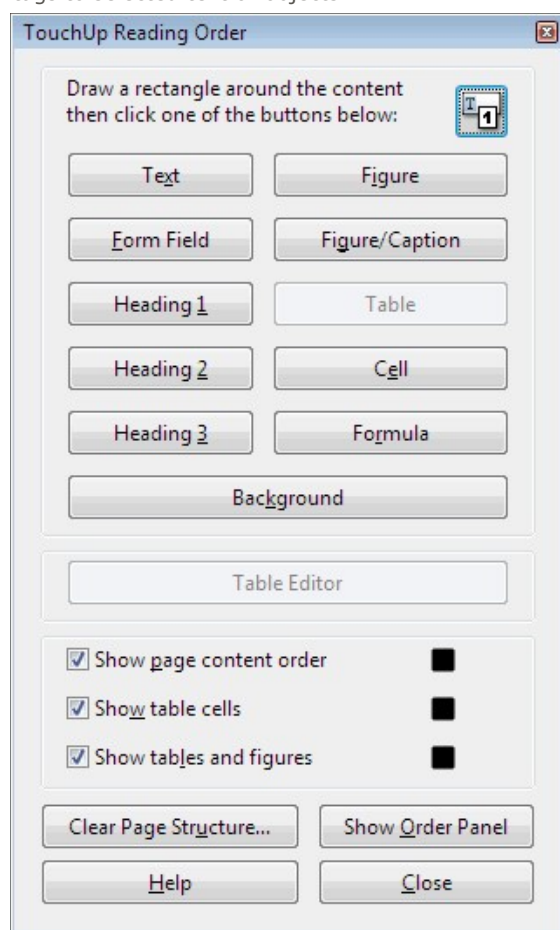
1. To add tags to an untagged document, choose **Tools** from the right-hand menu.
2. Select **Accessibility > Add Tags to Document**.

TouchUp Reading Order

The TouchUp Reading Order tool allows a user to quickly **add and edit PDF tags** and **view the reading order** of elements on the page.

TouchUp Reading Order Tool

1. From the right-hand menu, select **Tools**.
2. Then select **Accessibility > TouchUp Reading Order**. If the Accessibility option is not listed, use the **Options** button to check **Accessibility** on the menu.
3. When selected, the view on the screen changes. All of the content is enclosed in numbered boxes. Each of these boxes represents a tag and the number corresponds with the reading order in the **Order panel**.
4. Within the **TouchUp Reading Order** window you will notice a group of buttons with the names of several common tags. You can use these buttons to assign tags to selected text or objects.



Adding/Changing Tags

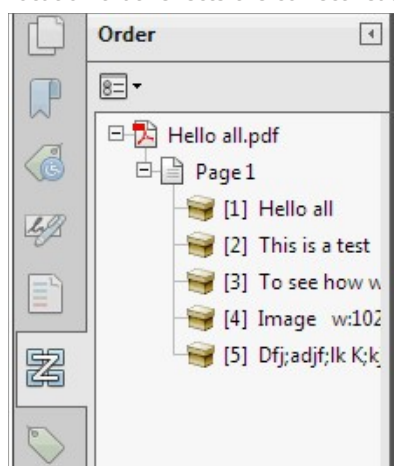
1. To select content that needs editing, drag a box around an element using the **crosshairs cursor** or select everything within a box by clicking on the **number in the top-left corner**.

2. Once you have selected a new element, you can assign some of the most common tags to that element by **clicking on one of the buttons** (e.g., "Heading 1"). Acrobat will place the selected content in the appropriate tag.
3. Assign alternate text to images by **right-clicking** on the image and choosing **Edit Alternate Text**.

Order Panel

The order panel allows you to **change the reading order of the page content** so it matches the visual reading order.

1. To open the Order panel, select **Show Order Panel** in the **TouchUp Reading Order** tool.
2. To change the reading order of an element, **click and drag** the tag to the location that reflects the correct reading order.



Alternative Text

When an image is tagged as a **figure** the alternative text appears **over the top of the image**.

1. To add or change text, **Right click** on the image, select **Edit Alternate Text**.
2. Enter the appropriate alternative text in the dialog box.

Table Inspector

The Table Inspector allows you to **easily identify** and **assign scope** to table headers.

1. With the **TouchUp Reading Order** tool open, select a table and then select **Table Inspector**.
2. **Right click** on a selected cell(s) and choose **Table Cell Properties**. A dialog box will appear.
3. If the selected cell(s) needs to be tagged as a header, select the **Header Cell** option and assign a scope of either **Row** or **Column**.

Artifacts

Artifacts are elements that are ***ignored by a screen reader***. Important text should ***never*** be labeled as an artifact.

1. With the ***TouchUp Reading Order*** tool open, select an element you wish to change to an artifact and press the ***background*** button. Or right click on an item in the ***Tags*** panel, and select ***Change Tag to Artifact***.
2. To search for artifacts, go to the ***Tags*** panel and select ***Options > Find***. Artifact is the default search option, so click ***Find***.

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Creating Accessible Adobe InDesign CS5.5 PDF Documents

This resource is designed to be printed as a [one page PDF file](#). An HTML version is also available below.

Reading Order

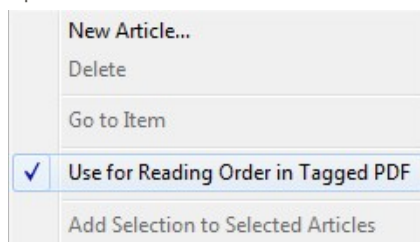
The Articles panel allows you to organize the **content reading order** of your document within InDesign.

1. From the control panel, select **Window > Articles**.
2. Select the **Create New Article** icon at the bottom of the Articles panel. Name the article and select the **Include When Exporting** option.



3. Assign the correct reading order by **clicking objects** within your document and **dragging them** into the Articles panel, under the corresponding Article section. Multiple objects can also be selected by **shift clicking** the items in the order you want them to appear.
4. Rearrange the reading order by dragging objects within the Articles panel to their correct location.

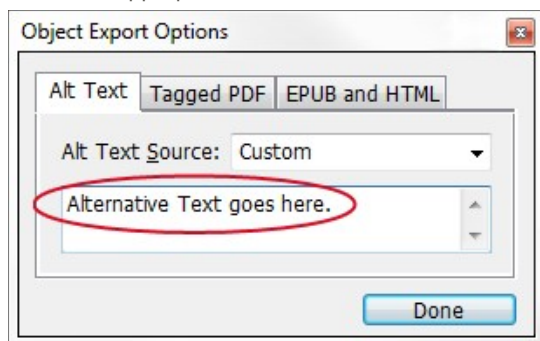
5. In the Articles panel menu, check the **Use for Reading Order in Tagged PDF** option.



Adding Alternative Text

Alternative text must be **applied to images** so that the information displayed can be described by a **screen reader**.

1. From the control panel, select **Object > Object Export Options**. Select the **Alt Text** tab.
2. With an image selected, choose **Custom** from the **Alt Text Source** menu.
3. Enter the appropriate alternative text.

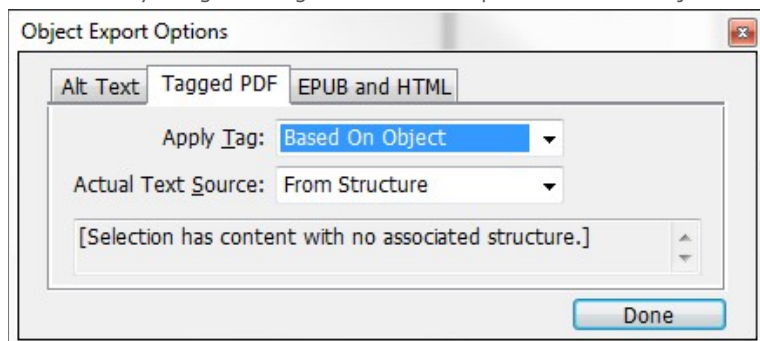


4. The Object Export Options dialogue box can remain open while different images are selected, and alternative text assigned.

Tagging PDF

Apply a tag to selected images in InDesign to define what their **role** will be in Acrobat.

1. Within the **Object Export Options**, select the **Tagged PDF** tab.
2. Under the **Apply Tag** menu, choose **Based on Object** and InDesign will automatically assign the tag that best corresponds with that object.

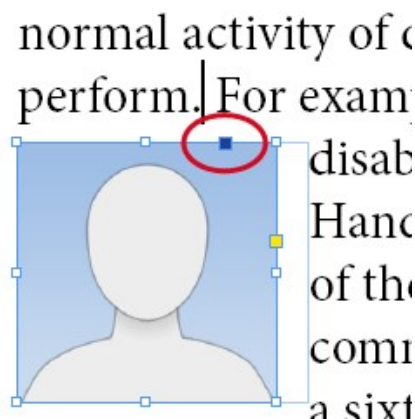


3. Only choose **Artifact** if the object should be ignored by a screen reader.

Anchoring Objects within Text

Anchoring images as objects at the appropriate point in the text helps establish an **accessible flow of content**.

1. Click and hold the **small blue box** located at the top of the image.

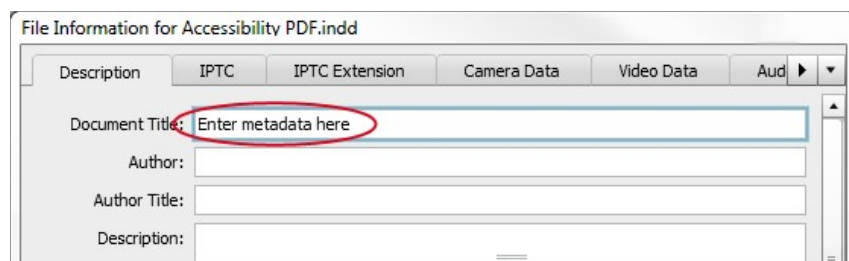


2. Drag to the **point in the text** that makes sense in the reading order.

Page Title

Once the file is exported to Acrobat, it is important for the PDF to have **certain information attached** to the file.

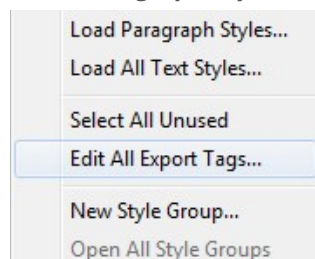
1. From the **File** menu, select **File Info**. Select the **Description** tab.
2. Enter the **Document Title**.



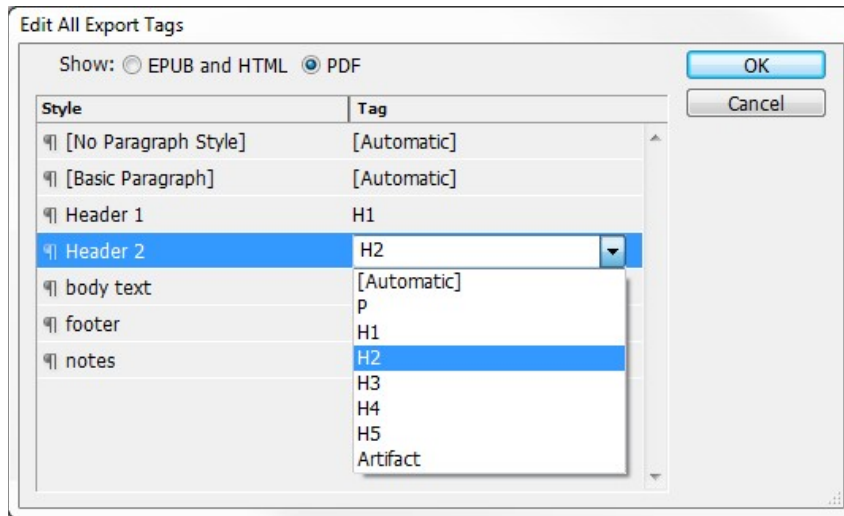
Export Tagging with Styles

InDesign can use your **paragraph styles** to map InDesign styles to PDF tags. Tables, bulleted and numbered lists, footnotes, and hyperlinks are tagged accurately and automatically, so all that is necessary to assign is your **heading styles**. (E.g. H1, H2, etc.)

1. In the **Paragraph Styles** menu, select the **Edit All Export Tags** option.

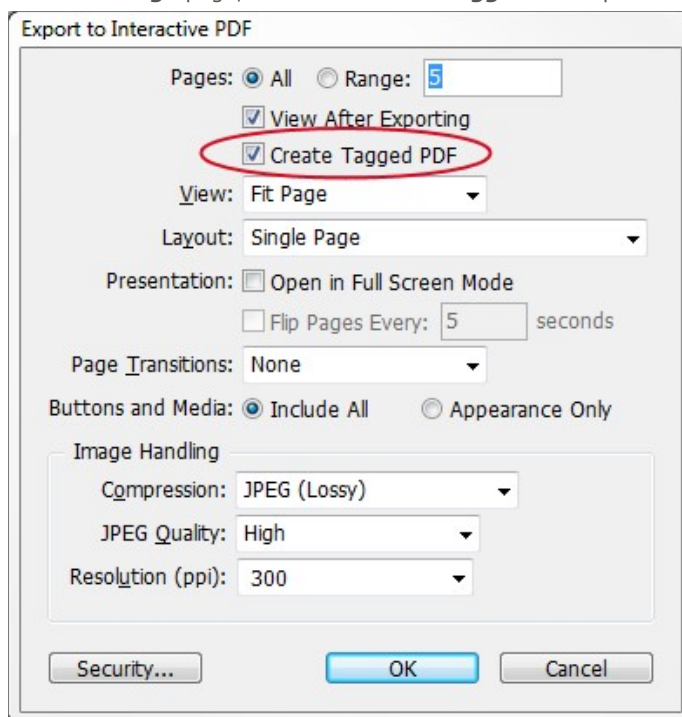


2. Make sure that **PDF** is selected in the **Show** options at the top of the dialogue box.
3. Click on the text that reads **[Automatic]** and use the dropdown to select the heading level that corresponds to each style.



Exporting to PDF

1. From the **File** menu, select **Export**.
2. Under **Save as Type**, select **Adobe PDF (Interactive)**.
3. In the **Settings** page, check the **Create Tagged PDF** option.



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[Home](#) > [Resources](#) > [Cheatsheets](#) > Web Accessibility Issues



Increasing universal access by
developing *educational resources*

Identifying Web Accessibility Issues

This resource is designed to be printed as a [one page PDF file](#). An HTML version is also available below.

Video Tutorial



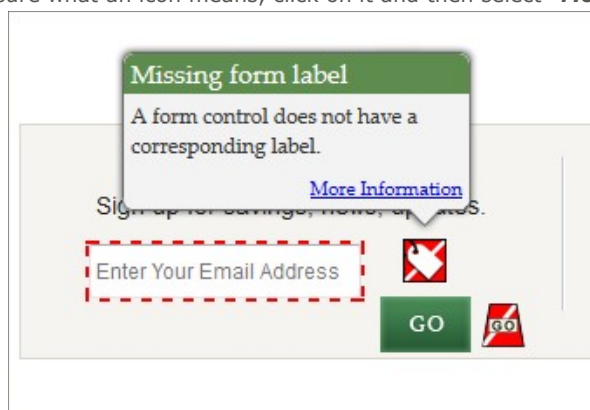
While it takes a ***fairly technical background*** to detect all accessibility issues and features, there are many accessibility problems that can be ***quickly and easily*** identified without the need for a highly technical background. This handout will suggest a few free accessibility

tools and offer **4 simple techniques** to help you identify some common web accessibility problems.

1. Use the WAVE tool to detect errors

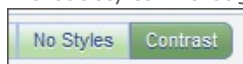
WAVE (wave.webaim.org) is a **free online tool** that can help you evaluate your page for accessibility. WAVE places **color-coded icons** over the page you are testing. While it takes some skill to interpret some icons, you can be sure that any red icon is an **accessibility error** to be addressed.

- If you are not sure what an icon means, click on it and then select "**More**



information".

- If you cannot see the icons correctly, select the **No Styles button** to view the page without styles. Although the page will look different, all icons should be visible.



- You can also click on the **Contrast button** to identify text with low contrast that may be difficult for some people to read.

2. Navigate without a mouse

Some users with **motor disabilities**, as well as those who are **blind**, have difficulty navigating the web **using a mouse**. Because of this, all web content must be accessible **using the keyboard only**. To test this, use the **Tab key** to navigate through links and forms (**Shift + Tab to go backward**) and the **Enter key** to perform an action. If you can't get to what you want, or if your cursor gets trapped and can't move, the page has an accessibility problem.

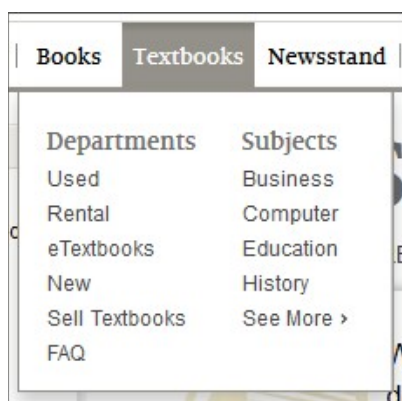
Note: If you are using Safari, you will need to enable the following preference first: **Safari > Preferences > Advanced > Check "Press Tab to highlight each item on a webpage"**.

Check for the following issues:

- When you **'Tab'** to a link with the keyboard **it should be highlighted**, usually with a dashed outline. If you don't see this outline this is a **serious** issue.



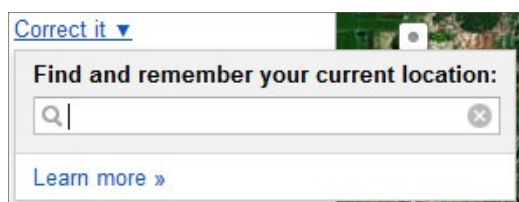
- Ensure that the **keyboard navigation order is logical**. It should basically match the visual reading order of the page. (e.g., header, sidebar, main content, footer).
- Check for things that **only work with a mouse** (e.g., a navigation menu that expands when the user hovers over it with a mouse). See what happens if you try to navigate this same area with a keyboard.



- Some pages have a link at the **beginning of the page** that allows users to **skip over top navigation** to the **main content** on the page, navigate to this link with **Tab** and then press **Enter** to activate the link. Ensure that the screen visually 'jumps' over the navigation to the beginning of the page. Hit **Tab** again and make sure that focus goes to the next link on the page. If it jumps back to the top of the page, or if focus never moves from the top of the page in the first place, the skip link **might be broken**.



- If any boxes **pop open** (e.g., slideshows, date pickers, warnings) make sure you can navigate and close these boxes with a keyboard. The **Esc** key should close these boxes as well.



3. Zoom a page and enlarge text

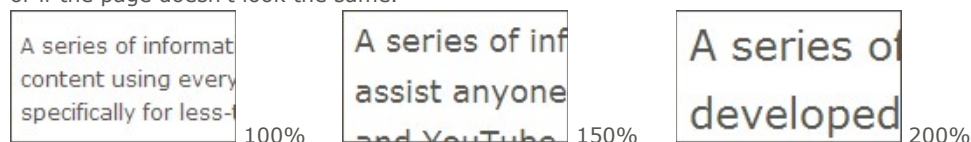
Some users with visual disabilities **enlarge page content** for readability, but enlarging content on a page can sometimes cause layout problems. To make content larger, press **Ctrl (Cmd on Mac)** and **+** (plus). **Ctrl** and **-** (minus) makes content smaller and **Ctrl** and the number **0** will return to the default. **Zoom** the page several times and make sure everything is **readable**, especially images with text. It is fine if a horizontal scroll bar appears at the bottom of your window.

By default, zooming enlarges everything on the page, **including images**, but some users only enlarge text, so test this as well. To enlarge **only text**, do one of the following:

- Safari: **View > Zoom Text Only**
- Firefox: **View > Zoom > Zoom Text Only**
- Internet Explorer: **View > Text size**

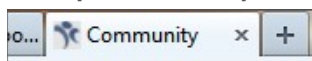
Then, **enlarge the page** at least 150%, and up to 200% (roughly 4-5 steps) and make sure none of the text becomes **hidden or unreadable**. It is fine if text wraps to a new line

or if the page doesn't look the same.



4. Other Recommendations to help you detect accessibility issues

- Check videos for **captions**.
- Look for links with **generic link text** such as "click here" or "more info." These types of links can be confusing to screen reader users, and should be **replaced** with **more descriptive link text**.
- Check the **page title** (the text that appears in your browser tab) and make sure that it is **unique and descriptive**.



- Contact **individuals with disabilities** and see if they would be willing to **review** the site and **identify** issues they encounter.

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