

Your Website – Volume 1, Issue 1
November 13, 2014 (updated 11/2017)

Welcome to the first in a series of newsletter Tip Sheets about Your Website and best practices.

DID YOU KNOW...?

By law, we are required to make our posted public information accessible to **ALL** users – including those who are blind, deaf, or have other disabilities such as low vision. Every time we post on our websites, we either make information accessible to our users, or build unnecessary obstacles to public information. Luckily, with a little knowledge, it is **EASY** to make content accessible to ALL your website users!

This newsletter is the first of many Tip Sheets that will come out regularly to give you **simple tips** to help you **comply with the law**. Please take the time to read them and implement these recommendations. THANKS!

TODAY'S TOPIC: Links!

DID YOU KNOW...?

When navigating through a page, **screen reading software will read the blue underlined words** to a blind or low-vision user. That means that it is **IMPORTANT** to *carefully decide what your link text* (the blue underlined words) *will be*.

1. HERE'S A COMMON, BAD EXAMPLE:

[Click here](#) for homework information for December 2014.

In this example, blind and low-vision users will just hear the words: **"Click here."** No description of what happens when they click there... just: **"Click here."**

2. HERE'S A REALLY, REALLY BAD EXAMPLE:

Click below for homework information for December 2014:
http://www.cusd80.com/cms/lib6/AZ01001175/Centricity/Domain/101/Homework_information_Dec_2014.pdf

In this example, blind and low-vision users will hear the ENTIRE RAW web address read aloud to them – letter, symbol, and word by letter, symbol, and word in a robot voice – in this case:

"h, t, t, p, colon, slash, slash, w, w, w, dot, cusd, 8, 0, dot, com, slash, c, m, s, slash, lib, slash, AZ, 0, 1, 0, 0, 1, 1, 7, 5, slash, Centricity, slash, Domain, slash, 1, 0, 1, slash, Homework, underline, information, underline, Dec, underline, 2, 0, 1, 4, dot, p, d, f"

YIKES! HOW HELPFUL WOULD THAT BE? (If you're not sure, close your eyes and have a friend read the letters, symbols and words above aloud to you to see how much you can stand!)


3. HERE'S A GOOD EXAMPLE INSTEAD:

Click here for [homework information for December 2014](#).

In this example, blind and low-vision users will hear EXACTLY what will happen when they click the link, namely: **"homework information for December 2014."**

Now that you know IT MATTERS... How do you easily make GOOD LINKS in Schoolwires?

HOW TO DO IT:

1. Type the words that you want to become the link. Make sure they describe what happens when you click it, like "Email the teacher." If you're not sure if the words are descriptive enough, close your eyes and have a friend read them aloud to you. *Would you know what the link does?*
2. Click and drag to select (highlight) the text that you want to become the link, like: [Email the teacher](#)
3. Click the chain "link" icon () to make the link. You can choose the type of link from the wizard that best fits what you are linking to:
 - a. **"Your Site"** (a page somewhere on your class, school or district website)
 - b. **"Email address"** (as in this example)
 - c. **"Web Address"** (somewhere out there on the Internet – not on the CUSD website).
 - d. NOTE: If you think you need to choose **"Bookmark,"** it probably means your current page is too long... DON'T use "Bookmark."
4. Click **"Insert Link."** DONE!