Using SiteImprove

1. [Log into SiteImprove](). The URL is https://my2.siteimprove.com/.
2. Scroll then highlight where your website is located. For example, P-12 Education

3. Under Select a service, select Accessibility
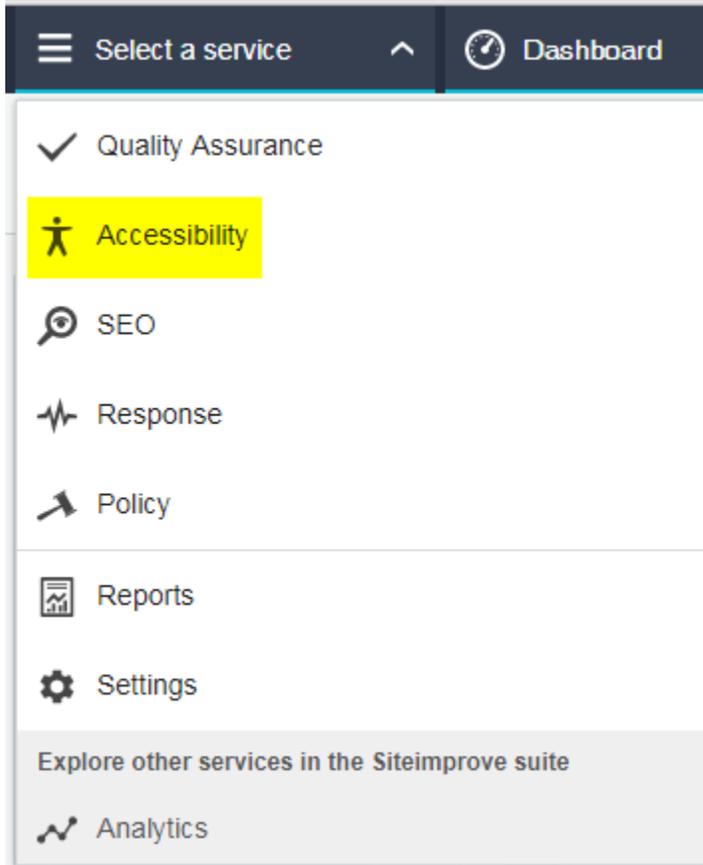
4. In the left-hand frame, click to select PDFs

5. You will now see all the PDF files contained in the P-12 websites

6. To see the PDF files, for your area:
   - In the URL text box, type in a slash and then the name of your subweb. For example, /irs. Press Enter.

   - You will now see a list of all PDF files, with accessibility issues, in the Special Ed website. Next to URL, you can click the down arrow to show the PDF files in a reasonable descending order.

7. We need to ensure that the PDF files meet the bronze level. Each file needs to be tagged, have a Title and have a language definition. This file is missing all 3 of those items. You can click to view the file issues by clicking the plus sign next to the Issues number.

		Document title | ▲ URL	Title | URL | Both	Last modified	Machine-readable text	Tagged	Issues	Pages
☐	⟳	New York State School for the Deaf Questions and Answers from the Reso... http://www.p12.nysed.gov/**specialed**/aim/RCVI-largeprint-QA.pdf		6/22/2017	✓	✓	2	1
☐	⟳	New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/**specialed**/applications/2012-onepercentapp.pdf		6/22/2017	✓	✓	3	2
☐	⟳	New York State School for the Deaf Application Procedures for Summer 20... http://www.p12.nysed.gov/**specialed**/applications/2012ESY-memo.pdf		6/22/2017	✓	✓	1	1
☐	⟳	New York State School for the Deaf Media Materials Produced by America... http://www.p12.nysed.gov/**specialed**/applications/2013-APH-fieldmemo.pdf		6/22/2017	✓	✓	5	1
☐	⟳	New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/**specialed**/applications/2013-onepercent-cover.pdf		6/22/2017	✓	✓	2	1
☐	⟳	New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/**specialed**/applications/2013-onepercentapp.pdf		6/22/2017	✓	✓	4	2
☐	⟳	New York State School for the Deaf Application Procedures for Extended S... http://www.p12.nysed.gov/**specialed**/applications/2013ESY-memo.pdf		6/22/2017	✓	✓	2	1
☐	⟳	New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/**specialed**/applications/2014-15-application-exception-to-one-...		6/22/2017	✓	✓	2	1
☐	⟳	New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/**specialed**/applications/2014-OnePercent-app.pdf		6/22/2017	✓	✓	1	2
☐	⟳	New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/**specialed**/applications/2014-OnePercentCap-cover.pdf		6/22/2017	✓	✓	1	1
☐	⟳	New York State School for the Deaf Annual Registration for Procurement o... http://www.p12.nysed.gov/**specialed**/applications/APH-Registration-January-2015.pdf		6/22/2017	✓	✓	4	1
☐	⟳	2016-17 Application for Exception to the One Percent Cap on Proficient or ... http://www.p12.nysed.gov/**specialed**/applications/documents/2016-2017-application-for-...		1/19/2017	✓	✓	2	1
☐	⟳	Unknown ⍰ http://www.p12.nysed.gov/**specialed**/applications/documents/CoverMemo-OnePercentC...		12/30/2015	✗	✗	⊖ 3	1

⟲ export

Issue		Number of issues
❗ The document is not tagged	❓	Entire document
❗ The document is missing a language definition	❓	Entire document
❗ The document has no title	❓	Entire document

Showing all 3 items

Show [50 items ▾] per page

8. If a file is listed with Unknown as the Title, then that means that the file is missing the Title. This file is tagged. However, it is missing a Title.

		Unknown						
☐	⟳	📄 Unknown ❓ http://www.p12.nysed.gov/**specialed**/applications/documents/October19State-operated...	11/5/2015	✓	✓	⊖	4	1

⬀ export

Issue		Number of issues
❗ The document is missing a language definition	❓	Entire document
❗ The document has no title	❓	Entire document
❗ The document contains no headings	❓	Entire document
❗ The image has no alternative presentation	❓	1

Showing all 4 items   Show [50 items ▾] per page

9. Once you have fixed a PDF file, and the revised file is on the server, then you can clear your browser cache. Then you can Re-check the file by clicking the Re-check icon.

☐	⟳	📄 Unknown ❓ http://www.p12.nysed.gov/**specialed**/applications/ESY/ESY-2015/2015-esy-memo.pdf	2/24/2015	✓	✓	2	1