

# AEM Training

## Hyperlinks must meet ADA Guidelines

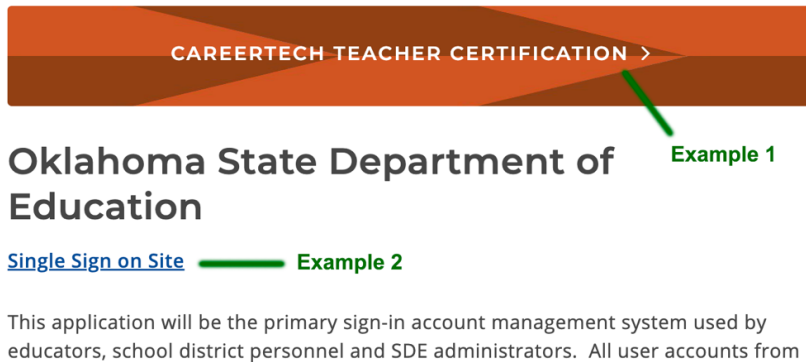
Individuals with disabilities use assistive technology and tools to browse websites. We must ensure that everyone visiting our site has a positive experience.

The CareerTech website has thousands of hyperlinks that help users navigate the site and find helpful information. However, very few of these hyperlinks meet the mandatory requirements and guidelines established by the Americans with Disabilities Act (ADA). Here are things you need to know and processes you need to follow as a Content Author of the CareerTech website.

1. **NEVER** underline a word or group of text.
  - a. Assistive devices detect “underlines” to be hyperlinks

*Note: To emphasize a word or group of text use the Bold or Italic Attribute.*
2. **ALWAYS** add Alt Text to a hyperlink that is descriptive AND lets the user know what to expect (the action that will occur) when clicked as this information is relayed to the user by the assistive tool(s). **Note: 100 letters is the maximum length with no special characters.**

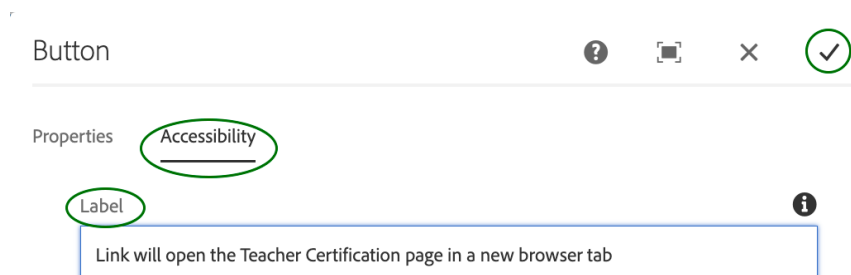
This screenshot is taken from STEM’s “About STEM/Teacher Certification” page.



**Example 1:** A Card Component with a Button Feature (hyperlink) is used.

In “Edit Mode” click on the Button text; choose Configure (wrench); click the Accessibility tab; and add the Alt Text below in the Label window, then click the Done checkmark.

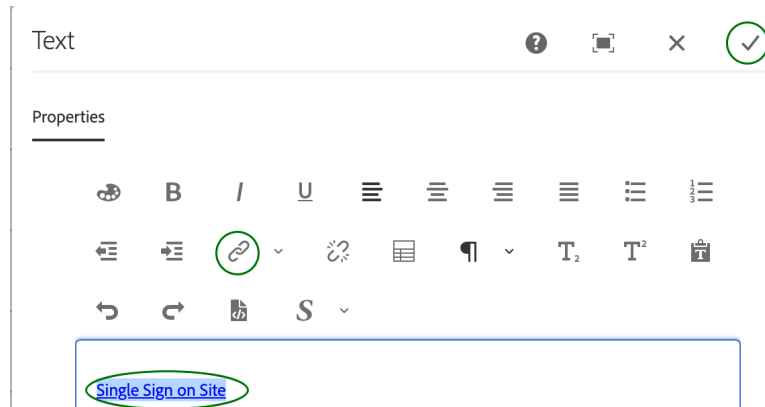
***Link will open the Teacher Certification page in a new browser tab***



**Example 2:** A Text Component with a line of text as a hyperlink.

In “Edit Mode” click on the Text Component; choose Configure (wrench); highlight entire line of text; choose the Link icon.

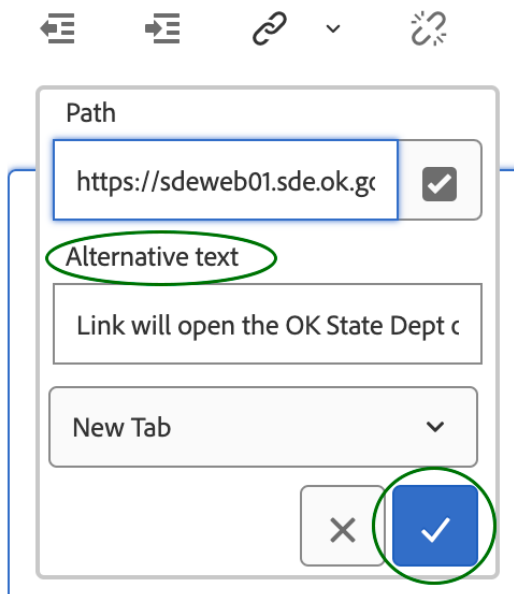
**Example 2a**



Now insert the path/url; type the Alt Text below in the Alternative Text window; change Target to New Tab; click the Apply checkmark in blue square.

***Link will open the OK State Dept of Education site in a new browser tab where a login is required***

**Example 2b**



Now the final step is to click the Done checkmark from Example 2a shown above.

***Note:*** At the very minimum you ***MUST*** have a directive; below is an example to use  
***Link will open in new browser tab***