

# New Features and Accessibility Training

CMS Training

# New Features

- **Departmental Calendar**-each subsite will have their own calendar of events similar to the calendar on CCNY's Homepage
- **Access to Departmental Calendar**
  - Attend training
  - Request access from The Office of Communications and Marketing
- Events can appear either on the CCNY's calendar, a specific subsite calendar, or both.

# Departmental Calendar

- **Calendars to Appear**-check one of the two options or both
  - **Main CCNY Calendar of Events**- appears on CCNY's calendar
  - **Departmental Calendar**- appears on a specific department calendar
- **Department**- assign event to departmental group
- *Please note the calendar is for external events and not for any internal events such as weekly staff meetings.*

# Accessibility for the web

- **Web Accessibility**- people with disabilities can perceive, understand, navigate, and interact with the web
  - 1 in 5 Americans self-identify having some type of disability
  - Approximately 12 million Americans experience blindness or vision loss
- **Why is Web Accessibility Important ?**
  - It provides **equal access** and **equal opportunity** for everyone to use the web.
- Users with who navigate the web can possess:
  - Visual, Motor/mobility, Auditory, and/or Cognitive Disabilities

# Accessibility for the web

- Screen reader software reads out all the content on a website
  - **PC**- download free software NVDA, works best with Firefox  
<http://www.nvaccess.org/download/>
  - **MAC**- can be found under “System Preferences” -> “Accessibility”
  - **Android**- Google Talkback (  
<https://play.google.com/store/apps/details?id=com.google.android.marvin.talkback>)
  - **iOS**: “Settings” -> “Accessibility” -> “VoiceOver”
- Optimizing images, content, and media helps screen readers to work correctly

# Accessibility for the web

- **Motor Disabilities**
  - **Users will have hardware that can detect certain muscle movements**



# Benefits for Having Accessibility Features

- Improve usability for all visitors
- Reaching new audiences
- Search Engine Optimization (SEO) - page ranking within search engines
  - Search engines will penalize sites that do not meet minimum accessibility standards
- CUNY standards – compliance with Americans with Disabilities Act (ADA)
  - "CUNY is committed to providing students, faculty, staff, and the general public with the technology and information they need. . . . All of the University's electronic and information technologies must be accessible to all individuals who wish to access them."
  - <http://www2.cuny.edu/accessibility/statement/>

# Adding Image Alternative Text & Title Text

- **Images-** Use “Alternative Text” and “Title Text” tags
  - **Alternative text** is used by screen readers when the image cannot be loaded
  - **Title text** is used in the tool tip when a user hovers their mouse over the image

**Media browser**

UPLOAD WEB

**Name \***  
0714\_ORCA.jpg

**Alt Text**  
A desert at sunrise with particular focus on a red rock formation  
Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility a

**Title Text**  
A desert at sunrise with particular focus on a red rock formation  
Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of a

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**Settings: Insert an image**

**Title** A desert at sunrise with particular focus on a red rock formation

**Upload image \*** Choose File No file chosen Upload  
Allowed extensions: gif png jpg jpeg

**Image alt** A desert at sunrise with particular focus on a red rock formation

**Image style** None  
Use your image style for image view. Default will be original of your image.

**Image link**

## Basic Layout

## Custom Layout



# Image Alternative Text & Title Text Output



A desert at sunrise with particular focus on a red rock formation

# Adding Image Alternative Text & Title Text to Profile Images

- **Profiles**- Add Alternative Text and Title Text tags to profile image
- On profile, click “Edit”
- In editing box, choose “Profile Basics”
- Next to profile image, click “Edit”

**Edit image johnsmithprofilepic.jpg** Close Window

**Name \***

**Alt Text**   
Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

**Title Text**   
Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

**Replace file**  No file chosen  
This file will replace the existing file. This action cannot be undone.  
Files must be less than **100 MB**.  
Allowed file types: gif ief jpeg jpe jpg pcx png svgz svg tif tiff djvu djv ico wbmp ras cdr pat cdt cpt art jng bmp psd pnm pbm pgm ppm rgb xbm xpm xwd webp.

**FOLDER**

**Your groups**  x v  
Associate this content with groups you belong to.

**Other groups**  v  
As groups administrator, associate this content with groups you do *not* belong to.

# Adding Description to Menu Links

- **Menu-** Add “description” for each navigation link

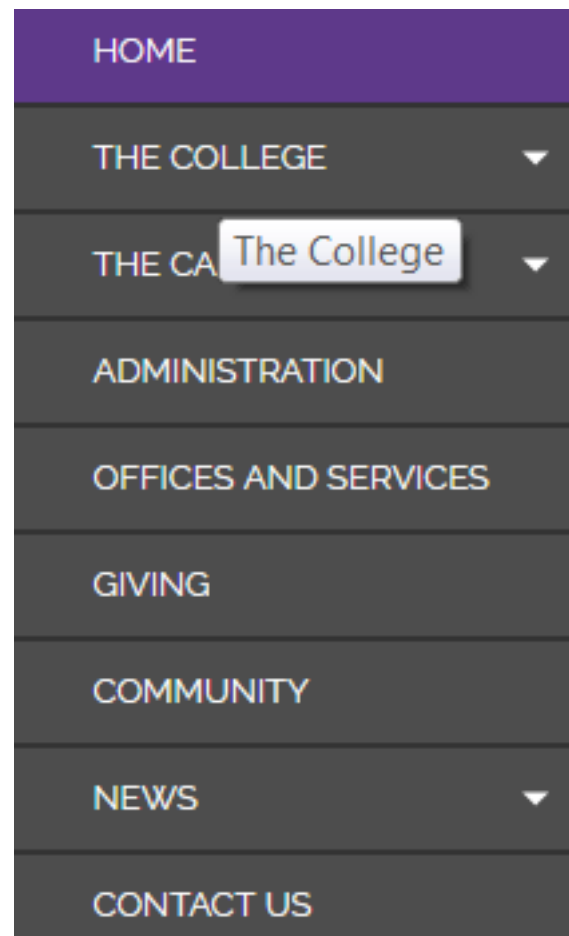
## When Editing Page Layout

This screenshot shows the 'Edit menu link' form in a Drupal page layout editor. On the left, there are several tabs: 'Revision information' (No revision), 'Menu settings' (About Us), 'URL redirects' (No redirects), 'Scheduling options' (Not scheduled), 'Authoring information' (By Anonymous on 2016-09-13 09:33:38 -0400), and 'Publishing options' (Not published). The main form area includes a checked checkbox for 'Provide a menu link'. Below this are fields for 'Menu link title' (containing 'About Us'), 'Description' (containing 'About Us'), and a 'Parent item' dropdown menu. At the bottom, there is a 'Weight' spinner set to 0, with a note: 'Menu links with smaller weights are displayed before links with larger weights.'

## When Editing Menu

This screenshot shows the 'Edit menu link' form in a Drupal menu editor. The breadcrumb trail is 'Home > Administration > Structure > Menu > Demo'. The form includes fields for 'Menu link title' (containing 'About Us'), 'Path' (containing 'node/123456'), and 'Description' (containing 'About Us'). There are three checkboxes: 'Enabled' (checked), 'Show as expanded' (unchecked), and 'Open this link in a new window' (unchecked). Below these are 'Parent link' and 'Weight' fields. The 'Parent link' dropdown shows 'Home'. A note states: 'The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if selecting them would exceed this limit.' At the bottom, there are 'Save' and 'Delete' buttons.

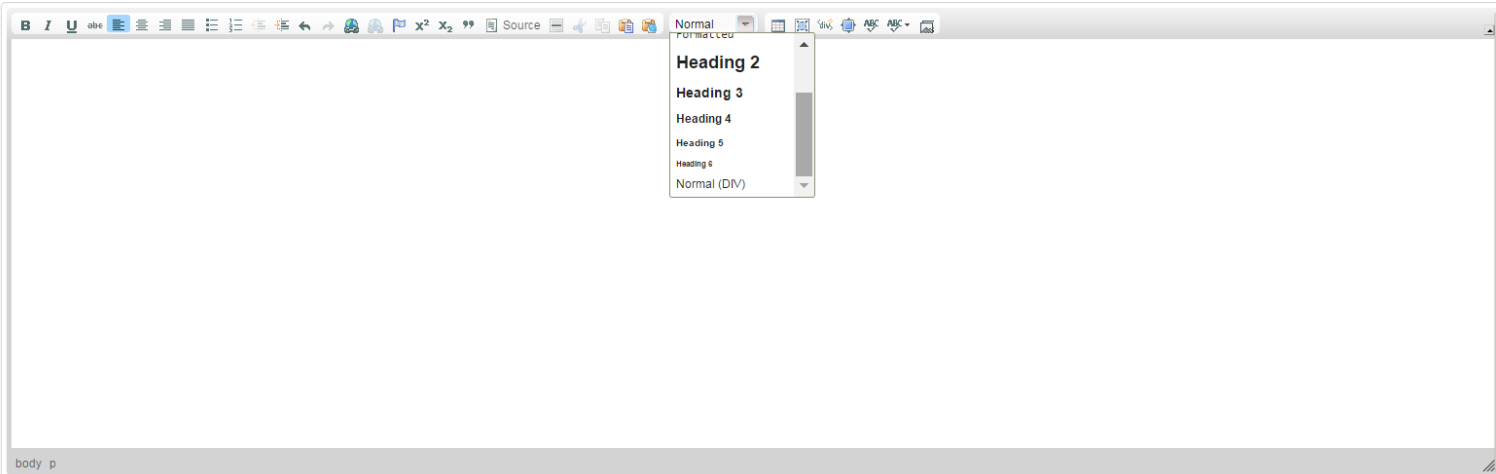
# Menu Description Output



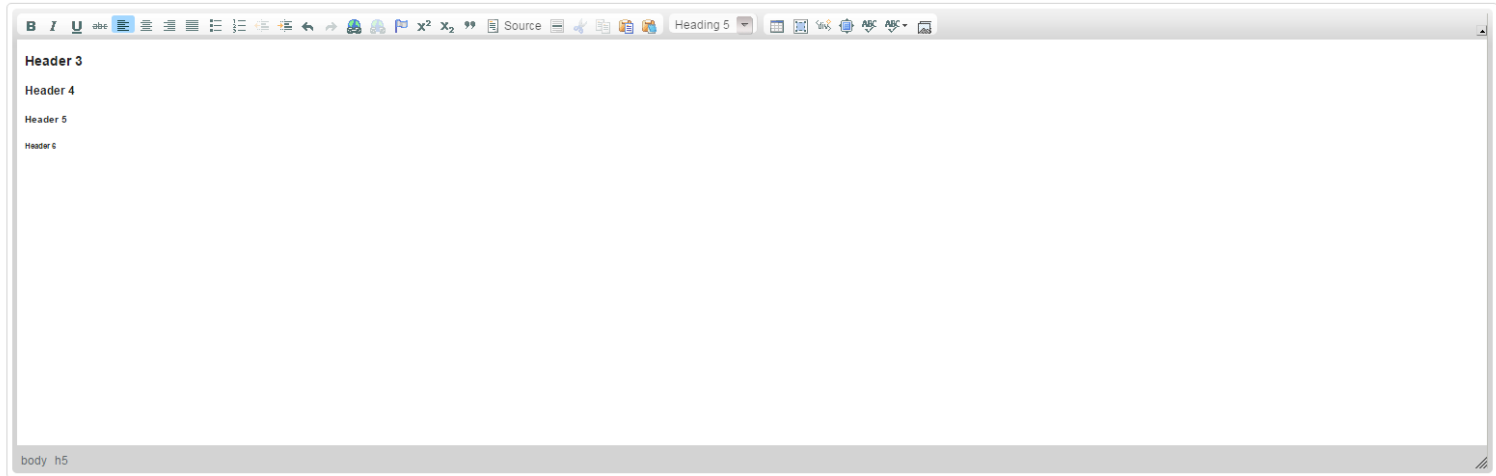
# Page Headers

**<h> Tags-** Start with `<h3>` tags in text area box

Body (Edit summary)



Body (Edit summary)



# Page Headers

Header 3

HEADER 4

HEADER 5

Header 6

# How to Make Your Site Web Accessible?

- **Video-** Videos should not play automatically
  - Add subtitles if possible



# How to Make Your Site Web Accessible?

- **Web form** - Use CCNY's web form tool because it meets minimum accessibility standards
  - Creates metadata that can be read by screen readers
  - Google Forms does not generate the necessary metadata



# We are here to help!

## Office of Communications and Marketing

Web related inquiries: [support@ccnywebsite.zendesk.com](mailto:support@ccnywebsite.zendesk.com)  
<https://www.ccny.cuny.edu/communications/service-request-form>

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