

Accessibility and Using Contribute

Any new content added to the Cal Maritime Web Site **must** be [Accessible](#). In short, **Accessibility** is the application of design principles to make web sites, web applications, and web content usable by persons with disabilities who may be using assistive technologies to access the site.

To insure your content is accessible, please follow the **Accessibility** guidelines outlined below.

The first column outlines and gives examples of the accessibility concept. The second column gives specific instructions on how to implement the concept with Contribute or other web tools.

Text and Hyperlink Links

Accessibility Rule	CMA and Contribute
<p>Use descriptive Hyperlinks that will make sense if read out of context.</p> <p>Avoid links like the following: Click here for information on cow-tipping. For snipe hunting tips, click here.</p> <p>Instead: Cow-tipping Information OR Snipe Hunting Tips.</p>	<p>You will have to check this manually</p>
<p>Use proportional font markups rather than specifying font size.</p> <p>When creating new sections use the heading tags from the style menu, Heading 2 and Heading 3, instead of increasing the font size by manually applying a font size.</p> <p>For a more consistent look and feel, think twice about changing the font size for your regular text!</p>	<p>If you do need to change the font size, Contribute will automatically display the change proportionally. For example:</p> <p>font size will show as % instead of pixels</p>
<p>Use foreground and background colors that contrast well.</p> <p>A visual check is usually OK. Stay away from "Crazy" colors</p>	<p>If you have doubts, run the colour contrast analyzer tool available on the WebCT Web Access Class page</p>
<p>Avoid scrolling & moving text or features that cause the screen to flicker.</p>	<p>You will have to check this manually</p>

Accessibility and Using Contribute

Images

<u>Accessibility Rule</u>	<u>CMA and Contribute</u>
<p>Use Descriptive ALT Text.</p> <p>ALT tags or text describe an image for blind or low vision users.</p> <p>If your image is a picture of a pig a good alt description would be</p> <p>smiling pig with painted toenails</p> <p>Good ALT text descriptions reflect the function of the image not just how the image looks</p> <p>If you have users click on an image of a book to open a PDF file of your Senior Project, the ALT description would be "Senior Project" not "picture of a book"</p>	<p>Contribute will automatically prompt you for an ALT description whenever you add an image to your webpage.</p>

Tables

There are two types of tables, **Layout Tables** and **Data Tables**.

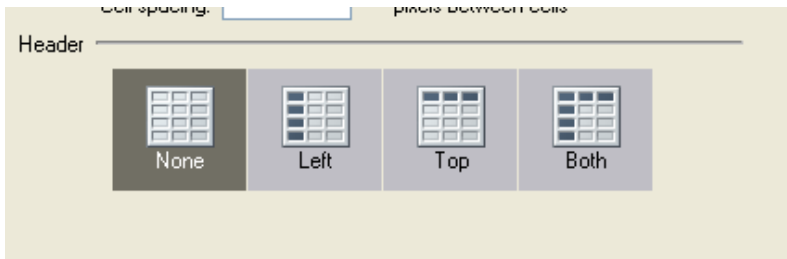
A **Layout table** is a tool used to format your images and text on a page. In the case below, putting the images in the **first column** and the text in the **second column**, makes the text appear along side the image.

	<p>Steve Mastro, MPA, CRA, CPM Budget Officer Phone: 707-654-1074 Fax: 707-654-1001 smastro@csu.edu</p>
	<p>Travis Dillion Budget Assistant Phone: 707-654-1738 Fax: 707-654-1042 tdillion@csu.edu</p>

Accessibility and Using Contribute

Data tables are not used for formatting but instead use column and or row headings to display information. This is done by using "headers" tags. In Contribute, this translates to **Left**, **Row** and **Both** Heading Options. They are all a bit different conceptually.

When you create a table that contains information and is not simply a layout table, you must specify a **Header**. The header types are outlined below.



Left option: Each row contains its own information. Rows are not related

Food choices at the Zoo

Ice Cream	Vanilla	Choc
Pizza	Cheese	Anchovy
Bread	Sourdough	Wheat

Top Option: Each column contains its own information. Columns are not related.

Animals at the Zoo

Bears	Cats	Dogs
polar	russian blue	mutt
brown	taby	sheep

Both Option: Both columns and rows are related; you need all column and row information to make sense of the table.

Open Jobs at the Zoo

Job Bulletin	Job Title	Department
job 15	teacher	boat house
job 16	staff	IT