

# **Creating ATI Compliant Pages with Contribute (v1.0)**

## **Background**

The **Accessible Technology Initiative (ATI)** reflects the California State University's (CSU) ongoing commitment to provide access to information resources and technologies to individuals with disabilities. This commitment is articulated in [Executive Order 926 \(EO 926\)](#), the CSU Board of Trustees Policy on Disability Support and Accommodations:

*"It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability."*

As part of compliance with the [Priority One ATI Web Assessibility Guidelines](#), Cal Maritime must address the issue of newly created campus webpages as stated below:

***"No later than September 1, 2007:** New and updated administrative websites, web applications, and web content produced by the CSU or by third-party developers should, at a minimum, conform to baseline accessibility standards as defined in Section 508, Subpart B, and where appropriate, Subpart C (<http://www.access-board.gov/sec508/standards.htm>). This timeline applies only to administrative sites. The deadlines applied to instructional sites are provided in the Instructional Materials section of this memo."*

In response to this need, we have created a series of Section 508 compliant templates to be used when creating new pages with **Contribute**, the campus-wide web editing solution. Their use is outlined in the document below

## **Procedure**

1. [Connecting to Your Website](#)
2. [Selecting a Template](#)
3. [Saving Your Page](#)
4. [The Templates in Detail](#)

## 1. Connect to your Website

- Click on **Welcome to California Maritime Academy** in the opening Window. Your default homepage will appear
- Click Connect in the **Connect** button in the upper left hand corner.

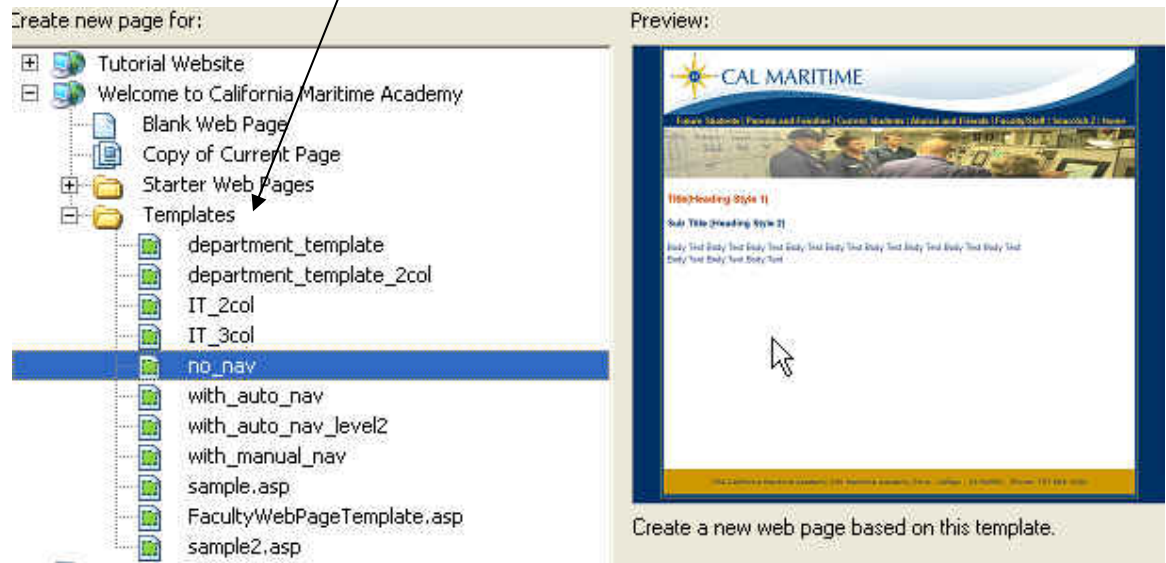


## 2. Selecting a Template

- Click on the **New Page** Button in the menu



The **New Page** Dialog box will appear. Here you will see various options for creating new pages. You will use a previously created template to create your new page. These are listed in the **Templates** folder.



- The **template** you choose will depend on where you are in your website and how you want to display your content.
  - **no\_nav**: Use this template if you don't want any left navigation or quicklinks dropdown menu displayed on your page. This page will give you maximum real estate to play with.
  - **with\_auto\_nav**: Use this template if you want to create a page that contains your automatically generated left navigation and the quicklinks dropdown menu. This page can only be used at the **Top** level of your directory
  - **with\_manual\_nav**: Use this page if you want a quicklinks dropdown menu and you want to populate the left navigation for each page by simply editing a table.

### 3. Saving Your Page

- Once you select a template, you must give your page a title. Enter this in this box called **Page Title**

Page title: <Enter Title>

This is not the name of the file, but the title that will appear in the top of the browser. For instance, this is the page title for the Main CMA Homepage as it appear in the Firefox browser.

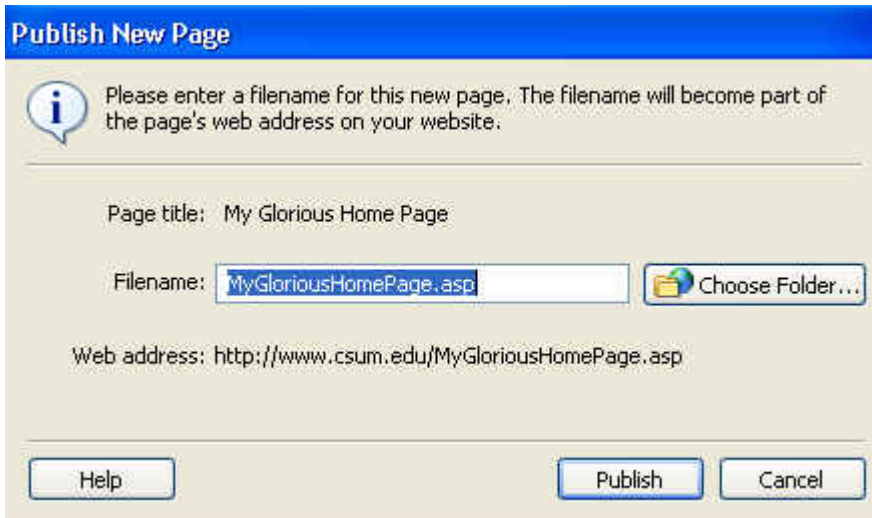
#### The California Maritime Academy Home Page

- Contribute then displays your page. You will want to immediately Publish it by selecting the **Publish** button.



You will be greeted with a dialog box warning you that your page is not linked. Go ahead and select **Yes** in the dialog box to Publish your page.

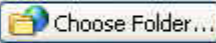
- The **Publish Page** will appear. It is very important to read this page! Follow the steps below.



**Publish New Page**

Please enter a filename for this new page. The filename will become part of the page's web address on your website.

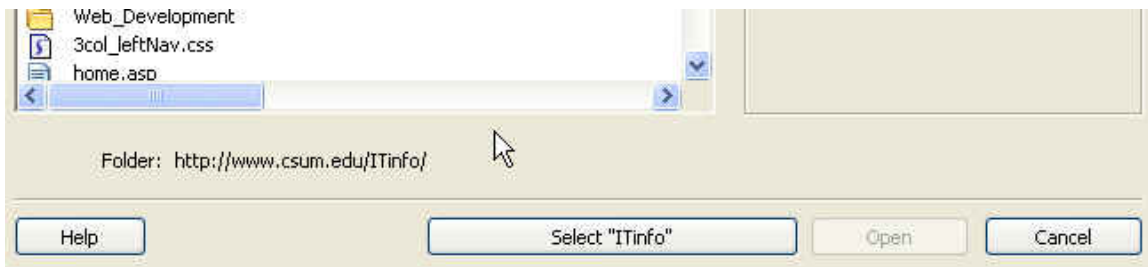
Page title: My Glorious Home Page

Filename: MyGloriousHomePage.asp 

Web address: http://www.csum.edu/MyGloriousHomePage.asp

Buttons: Help, Publish, Cancel

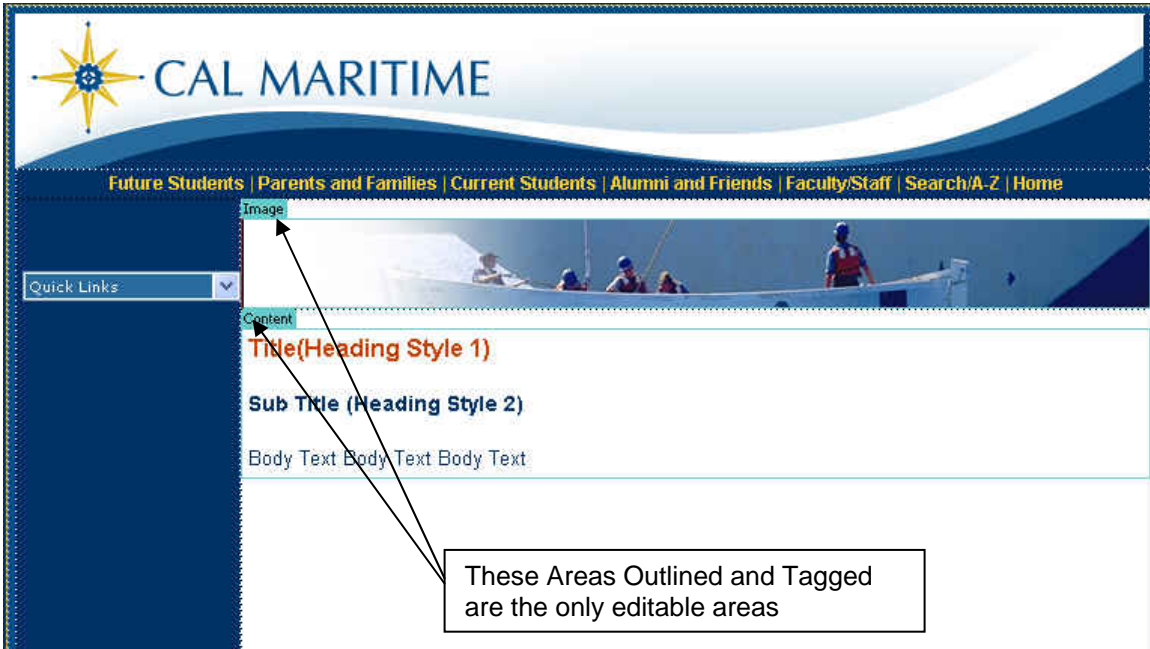
- Enter the name of your file. No spaces. Leave the **.asp** extension
- Select **Choose Folder** and navigate to the folder in which you want to save your page. Once you navigate to the folder click on the **Select** button.



- Next, select **Publish**. You now have a page to modify.

## 4. Templates in detail

### With\_Auto\_Nav:



Image

Content

Title(Heading Style 1)

Sub Title (Heading Style 2)

Body Text Body Text Body Text

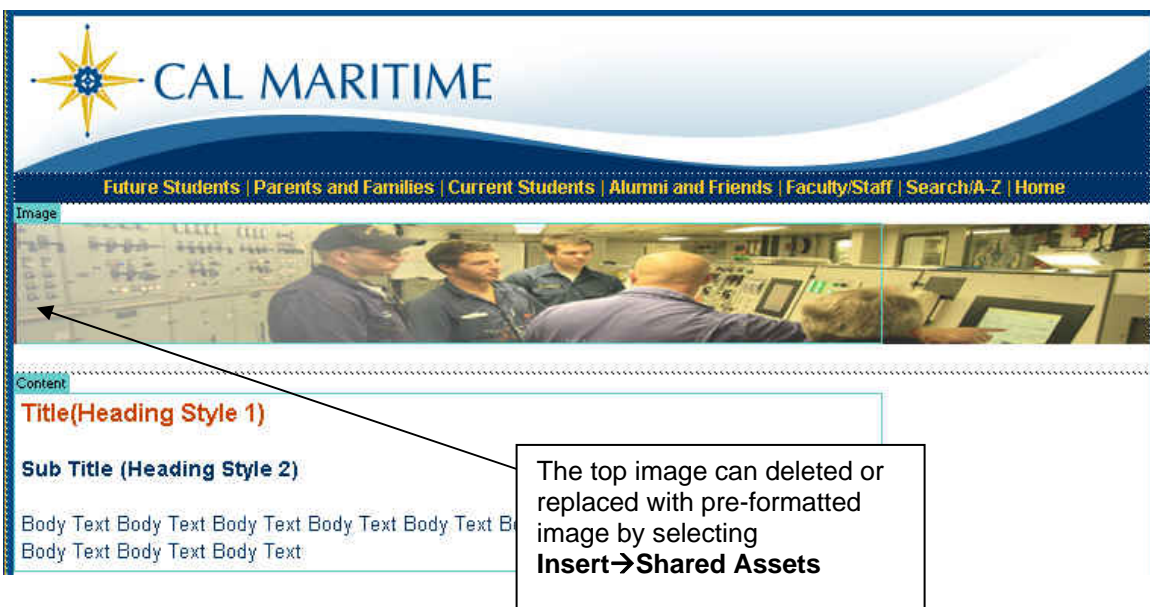
Quick Links

Future Students | Parents and Families | Current Students | Alumni and Friends | Faculty/Staff | Search/A-Z | Home

These Areas Outlined and Tagged are the only editable areas

In this template, you can replace the top image with other available pre-formatted images by clicking on the image, deleting it and then selecting **Insert→Shared Assets** and selecting an image file from the shared assets directory.

### No\_Nav:



Image

Content

Title(Heading Style 1)

Sub Title (Heading Style 2)

Body Text Body Text Body Text Body Text Body Text B  
Body Text Body Text Body Text

Future Students | Parents and Families | Current Students | Alumni and Friends | Faculty/Staff | Search/A-Z | Home

The top image can be deleted or replaced with pre-formatted image by selecting **Insert→Shared Assets**

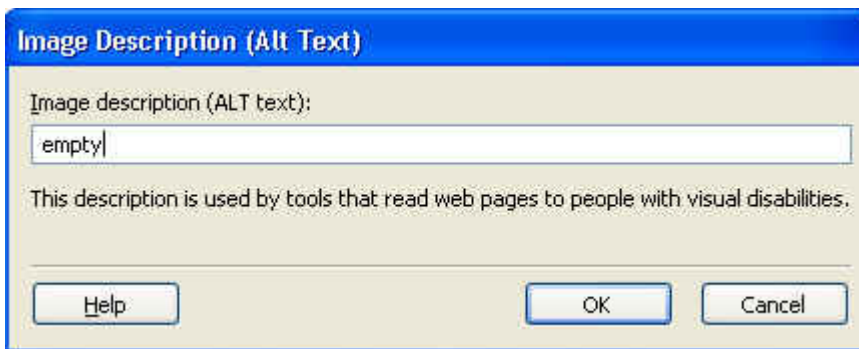
## With\_Manual\_Nav:



This template has three editable regions. The top image can be replaced with shared assets. The Navigation editable region contains a table.

## Updating the Manual Navigation Bar:

- Place your cursor in a table cell and **right click**. Select **Insert Row Above/Below**.
- Highlight an existing row and select **Edit→Copy**
- Highlight the new empty row and select **Edit→Paste**. You'll be prompted for an **ALT tag** description. Enter in "empty" for the image description.



- You can now edit this new row with the correct link information
- To get rid of the extra row, highlight it, right-click and select **delete row**.
- Make sure you delete any extra "**Link Here**" rows you don't need.