Drupal Web Training & ADA Compliance Workshop

Drupal Content Management System

- Content Editor Module
- Tool Bar
- Revisions
- Content Search Filter
- Responsive Template

Headers

- H1, h2, h3, h4, h5
- Nested & Sequential
- Used to generate an table of contents for assistive software

Image

- Upload image
- Alternative Text (alt text) descriptive information
  - Required w/ one exception
  - Caution—images with words
- Image Properties
- Resizing / Cropping

Hyperlinks

- Link Text
- Links to web pages
- Links to file
- How to Upload a file
- **Email Link: mailto:rgarcia@csusb.edu**

Lists

- Unordered Lists
- Ordered Lists
- List across multiple columns
- Editing List Properties: bullets and numbers

Tables

- Set Table Properties: 75% wide
- Must have a header row and table title
- Enter number of rows & columns

Events

- Add Content >> Event
- Start at search.csusb.edu
- Name of Event
- Date, time and location
- Flyers, graphics, attachments

FAQs

- Add Content >> FAQ
- Enter Question?
- Add Answer
- Sort chronologically

Slide Shows

- Web Services must add the Slide Show to your page
- You create slides: Add Content>>Slide
- All images must be the same size & dimensions

Link Blocks

- Add Content>>Link Blocks
- Images must be 250 x 175 px
- Caution—images with words
- Add title, description & link

Miscellaneous

- Imaging Editing: Photoshop, Publisher, Paint
- Crop & Resize: square for headshots
- File Format: Jpg, png
- Dimensions in pixels
- File Size should be less than 100K Images larger than 1MB may cause performance issues
- YouTube Video—must have captions Contact web services
- Avg. page size: 600—800 px wide

ADA Compliance

- Monitored through automated scans
- Results reported to unit MPPs
- Achieved through best practices
- Need more ADA information:
- ATI Lab: Christine, Rosa & Leon
  - Captioning
  - ADA Scan

Drupal Web Training - Image Editing for the Web

Image Editing— Basic Instructions

- Upload image
- Alternative Text (alt text) descriptive information
  - Required w/ one exception
  - Caution—images with words
- Image Properties
- Resizing / Cropping
- CSUSB Image Requirements

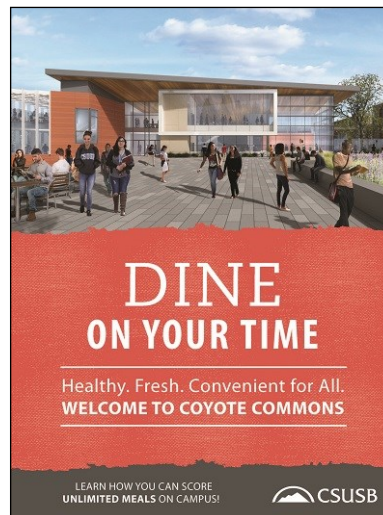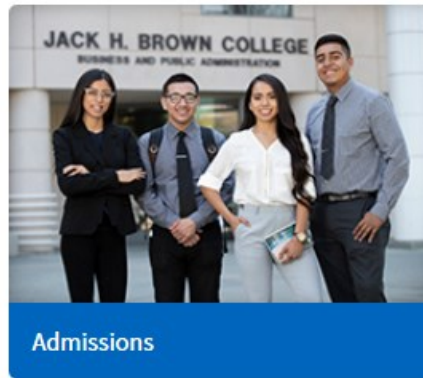| Image Type	Dimensions
Large Banner	1920 by 560 px
Link Blocks	500 by 350 px
Head shots	150 to 200 px
Flyers (PDF & JPG)	No more than 600 px wide

Admissions

Image Editing— Best Practices

- **ADA Compliance**
  Alt Text, Color Contrast, Images with text
- Goal: consistent results
- Drupal Image Properties & Paragraph types
- Photoshop, Paint, Photo Viewer Applications
- **File Sizes— should may not exceed 2.0 mb**
- Resizing / Cropping
- **Faculty Staff Images**
  - Crop to Square or other standard size
  - Consistent Sizes
  - Alt Text (150 characters)
- **Flyers**
  - Images with words
  - Color Contrast
  - Alt Text (150 characters)
  - What to do if flyer has more than 150 characters
  - Complete text in flyer must be adjacent to flyer.
- **Slide Shows**
  - Inconsistent sizes causing gaps
  - Consistent Sizes
- **Link Blocks**
  - Link Text & Hyperlink, optional description