**Website Maintenance Guide – IRAP**

*Last updated: 11/2/10*

**To Get Help**

**Training Resources:**

*Atomic Learning*

* Log into MyFresno State
* Go to Employee Self Service > Learning & Development > Atomic Online Tutorials
* Select your software from the dropdown panel
* The tutorials offered for CS4 should apply to CS5.

**Still Have Questions?**

Contact the Office of Web Services (OWS) by completing an ITS Work Order at this link:

<https://help.csufresno.edu/forms/general-request.php>

Be sure to explain the exact nature of your problem. All website design/development/maintenance-related questions will automatically be routed to OWS.

**Redesign Notes: Content**

Below are some findings and suggestions resulting from observations made during the redesign process.

**Non-Compliance Issues**

The following issues focus on the content within the pages, and are mentioned because they are non-compliant (don’t meet the campus standard and/or requirements for accessibility), or, there is a way to handle a content issue that follows current web standards best practices. There are compliant ways to handle content that not only meet all accessibility standards … they take a fraction of the time to create and maintain as the solution currently being used.

1. Embedded styles in pages   
     
   Most of the pages contain styles within the page that change or alter the look of the pages. In some cases, I removed these styles as they conflicted with the design. If you wish to highlight text, use the classes available to you within the properties panel or, if you are using Contribute, in the drop-down menu in page edit mode.
2. Setting up links that bring up a new window  
     
   This used to be the standard some years ago; however, it’s now considered to be an accessibility problem. Many screen readers (for the blind) rely on the “back” button to return to prior pages and users with assistive devices or software will quickly get confused when multiple windows are open.
3. Image Map Navigation  
     
   This is employed in the Strategic Plan starting at this link:  
   <http://www.csufresno.edu/irap/beta/planning/strategic_plan/index.shtml>  
     
   Eliminate the image maps altogether, and create stand-alone links at the top, followed by the links to the pdf documents. Here is a sample:  
     
   <http://www.csufresno.edu/irap/beta/samples/image_map_alternative.shtml>

1. Collapsible content in pages  
     
   The solution used on this page is out of compliance:  
   <http://www.csufresno.edu/irap/beta/assessment/SOAP/prsoaps.shtml>  
     
   The Spry accordion panels available through Dreamweaver provide a quick, easy, and simple to maintain solution that’s also compliant. An overview is available through Atomic Learning. To see what it looks like, go to this sample page:

<http://www.csufresno.edu/irap/beta/samples/spry_accordion_panel.shtml>

1. Stand-alone icons in table cells (such as the pdf image) don’t comply with accessibility:  
   <http://www.csufresno.edu/irap/beta/assessment/assess_methods.shtml>  
   Although the borders aren’t visible in the current page, the table layout is still there. Compliance would be achieved by eliminating the table and icons, and inserting a statement at the beginning that says “links are to documents in pdf format.”
2. Use styles for meaning, and not for appearance  
     
   For example, the italics text should be used for additional emphasis. Heading styles (h1, h2, h3) in the large red type should be used for heading levels, not to highlight text. The blockquote tag is used to enclose quotes, not to indent text. There are class styles available to allow you to highlight text and indent paragraphs.
3. Non-compliant tables  
     
   There are Library items within Dreamweaver that will allow you to create a new data table that’s in compliance. They are contained within the Library folder. Check the Reporting Table to see an example of one I made for you:  
     
   <http://www.csufresno.edu/irap/beta/reporting/index.shtml>  
   You may wish to edit some of the content in the table. I placed N/A in the cells where there was no content; perhaps this isn’t really correct.  
     
   Working with Library items is covered under Atomic Learning.
4. “Pop up” boxes  
     
   The popup box on this page is non-compliant:

<http://www.csufresno.edu/irap/beta/assessment/projects.shtml>  
  
Avoid altogether, or consider an alternative solution using Spry Collapsible Panels:  
  
<http://www.csufresno.edu/irap/beta/samples/spry_collapsible_panel.shtml>  
  
This is covered in Atomic Learning (Dreamweaver).

**Miscellaneous**

I added the three pages under “Ratings” as tertiary links in the left column:

<http://www.csufresno.edu/irap/beta/ratings/index.shtml>

You may now wish to remove the links in the content area.

When there are many links on a page, consider grouping the pdf’s together with a statement at the beginning that says something like “The following links are to pdf formatted documents.” Then you won’t have to insert all of the pdf icons next to the page links. Here is an example:  
  
<http://www.csufresno.edu/irap/beta/research/briefs.shtml>  
  
Also, on some pages there are bulleted lists with pdf icons. An example:  
<http://www.csufresno.edu/irap/beta/assessment/rubric.shtml>  
I would remove the pdf icon and place a statement at the top letting the user know that the links point to pdf documents.

Are you still using Stat Counter? I can set you up with Google Analytics if you wish.

I created server side includes (ssi) for the right column links:

* Resource Links
* Campus Links
* Contact Information

They are located within the sub-folder “ssi.”

To update them, download them from the server , change the code, and re-upload them. The ssi pages contain ONLY the needed code (they are not styled). This is intentional.

There is a link to the ssi’s from your pages. Therefore, when you re-upload the edited ssi, the changes automatically are applied to the pages.

**Navigation Observations**

It is recommended that links be grouped with more uniformity. The primary bar should contain links to primary content areas in the IRAP website, the left column to secondary and tertiary levels, and the right column should contain links to outside website pages. This will help eliminate uncertainty and confusion. Some examples:

* Recommend placing the Resource Links in the right column as a link in the top bar which, when accessed, will bring up the resource link categories in the left column.
* Relocate the Voluntary System of Accountability link that’s currently in the top bar to the top of the right column. In the Planning section, relocate the Campus Master Plan link currently in the left column to the right column. I could create graphic buttons for these if you wish.