Web Accessibility
Adobe Contribute
Contribute

Adobe Contribute is buggy and nearly obsolete, but it is the current primary tool available for making simple edits to live web pages. Use it for text editing of existing pages, or to add or replace attached documents (see www.esf.edu/web/contribute for document handling information).

Since Contribute is limited in its utility, there are only a few key areas related to web accessibility that must be kept in mind when using it. Those areas follow.
1) Text and Page Flow

Think vertical / mobile — The next two images show the desktop and mobile versions of the same page. The mobile version is the true view of the order of the content. The mobile view is also equivalent to what users of assistive technologies often experience.

Compare the two views to understand how content is automatically laid out in the desktop view — top to bottom and left to right. Keep that page flow in mind as you edit in Contribute.
Pre-professional Advising

If you are considering a profession after completing your bachelor's degree, explore the ESF's pre-professional options. To learn more about these opportunities and identify yourself as a pre-professional student, please fill out our online inquiry form:

- Pre-professional Advising information

Medical and Health Professions
medicine, dentistry, optometry & veterinary medicine

- www.esf.edu/prehealth

Pre-health interested students who are considering careers in medicine, dentistry, optometry or veterinary medicine will receive support from the Pre-Health Coordinator, departmental academic advisors and can participate in the Syracuse University Health Professions Advisory Program (HPAP).

Law

- www.esf.edu/prelaw

The Pre-law advisor provides guidance for ESF students considering a career in law, especially those interested in environmental law. The Pre-Law program is based primarily on individual advising related to the student's intended area of interest.

Public Administration

- www.esf.edu/prepa

Those who are considering a career in public service will receive support from the Pre-Public Administration advisor. Pre-Public Administration students are well prepared to enter a number of Master of Public Administration (MPA) programs, including our articulated program with Binghamton University and our joint degree program with Syracuse University's top-rated Maxwell School.
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1) Text and Page Flow

Keep headers in order: h2, h3, h4… — Order headers rationally, just as you would with the outline of a report. h1 is largest (used only for main page title), h4 smallest.

As in the image, don’t skip any. “Welcome New…” is h1, “Main Events…” and “New Student…” are h2, and “Hannah…” is h3. It would be wrong to use h4 for “Hannah…”
In Contribute, assigning a header value to selected text is done at the bottom of the left dropdown menu (reads “Normal” in this image). See the next page for an image of the open dropdown menu — it is long, and the header designations are at the very bottom.
1) Text and Page Flow

Again, order headers just as you would an outline for a report. Header 2 (h2) for main sections, Header 3 (h3) for sub-sections, Header 4 (h4) for sub-sub-sections, Bolded regular text for smaller sections.

No skipping going *down* in size, though it’s fine to skip sizes going *up*. 
1) Text and Page Flow

If color used for non-link text, then italics or bold must be used also (see “RSVP Deadline… in the image). This is so that people with color and/or contrast related visual deficits understand your intent to emphasize the text.
No underlines — Don’t use underlines. Underlines are reserved for links, and they automatically appear when a link is created. Emphasis or formal identifications must use bold, italics, quotes or other methods in place of underlining.
2) Links

• No “Click here” — Use Register Here instead of Click HERE to register.

• Link text should be brief but clear — Form Completion Instructions is better than More Info. An example is visible on the next page.

• “Read more” only after reading some — Read more can work as a link, but it should be used only at the end of the opening segment of a longer piece.
Thursday, October 19, 2017

Gateway Center at ESF, Syracuse, New York
6:00 p.m. cocktails | 7:30 p.m. dinner

Proceeds from the event will be used to support student scholarships at ESF

Sponsor information, benefits and sign-up (PDF)

Contact Michele Stottlar for more information: (315) 470-6683 or foundation@esf.edu

RSVP Deadline: 10/5/2017

Lead Sponsor

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Commitment · Service · Value · Our Bond
3) Tables

Tables must have column and/or row headers — like “Course”, “Codes” and “Credits” in the image.

In the next two slides, you will see what inserting and adding headers and data looks like in Contribute.

Whenever you add a table using Contribute, you will need to contact web@esf.edu to request that it be adjusted.
teams, usually as the “people on the ground” who plan and execute the field practice of forestry, normally under the supervision of a professional forester.

Students interested in a baccalaureate degree should consult with an advisor in the Undergraduate Resources Management’s bachelor’s degree curriculum degree at The Ranger School. Transfer into other baccalaureate programs should be considered. Students may consider transferring to a baccalaureate technology program should pay close attention to the curriculum.

The freshmen-year forest technology curriculum consists of general studies courses which may be taken at any accredited four-year, community, or agricultural college, or college of technology.

The second year of the curriculum is offered at The Ranger School. Presented in a varied forest environment, the curriculum’s emphasis is on fundamental forestry knowledge and applied field training as well as the relationship between forest technology and managerial needs. About 50 percent
teams, usually as the “people on the ground” who plan and execute the field practice of forestry, normally under the supervision of a professional forester.

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul</td>
<td>Lowly</td>
<td>42</td>
</tr>
</tbody>
</table>

Students interested in a baccalaureate degree should investigate the Department of Forest and Natural Resources Management’s bachelor's degree curriculum. Transfer is possible upon completion of the A.A.S. degree at The Ranger School. Transfer into other baccalaureate programs at ESF may be possible, but students should consult with an advisor in the Undergraduate Admissions office as soon as possible. Students who may consider transferring to a baccalaureate program after graduation from the forest technology program should pay close attention to the footnotes under “freshman year.”

The freshman-year forest technology curriculum consists of general studies courses which may be...
4) Images

Send **ALL** image work to [web@esf.edu](mailto:web@esf.edu). Be sure to include a short caption that can be used for alternative or “alt” text, which is paired with every image for the benefit of visually disabled users.
Key Points

1) **Text and Flow** — Logical text flow, with ordered headers and no color-only emphasis

2) **Links** — No “click here”, clear link text, “read more” only to read more

3) **Tables** — Use column/row headers in tables

4) **Images** — Send all image work to Paul with caption
Learn more / Support

- **www.webaim.org** — an excellent source of web accessibility information

- **wave.webaim.org** — Evaluate your own webpages! Type or paste in a web address and check for accessibility errors.

- **www.esf.edu/web** — ESF’s web information home

- **web@esf.edu** — Contact the web office anytime.