## Revision History

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Introduction

The **Component User Guide** is a visual guide of components available for the City College of San Francisco’s general author using the Day Communiqué Content Management System (CMS). Using these components will allow a general author to create content and layout.
General Components

The General Components are accessible by a general author. Some components are allowed in all the templates and some that are specific to a template and section. The style for the components has been declared in the global style sheet and cannot be overwritten in the component. The content sections are main and right column.

1. CCSF Title Image Banner Component

The CCSF Title Image Component is an embedded image banner and it’s used as visual enhancement of the page.

Template Section(s) Allowed

1. One Column Generic Template banner
2. Two Column Generic A Template banner
3. Two Column Generic B Template banner
4. Three Column Generic Template banner
5. MyCCSF Template banner
6. Community Template banner

Web UI

The following is an example of the Web User Interface of the CCSF Title Image Banner Component.

Restrictions

1. The Image Title of each image is a required field.
2. The Image Size must be a proportionate size to the following pixel dimensions.
   a. Layout 1, 2 or 3
      i. Large Image: 550 pixels by 196 pixels
      ii. Small Image 1 and Small Image 2: 213 pixels by 196 pixels
   b. Layout 4
      i. Large Image Only: 982 pixels by 196 pixels
Dialog UI

The Dialog User Interface of the CCSF Title Image Banner Component consists of three tabs, Images, Advanced Image Properties and Images Layout.

1. Select the Images Layout tab.
    a. Select a layout from the Images Layout selection.

2. Select the Images tab.
    a. Drag the image(s) in the Dialog Box.
3. Select the Advanced Image Properties tab.
   a. Type a description for each corresponding image(s) in the Large Image Title, Small Image 1 Title, and/or Small Image 2 Title field(s).
   b. Select or type the hyperlink location(s) for each corresponding images in the Large Image Url, Small Image 1 Url and/or Small Image 2 Url if available.

4. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Every image should have a meaningful alternative text or duplicate the content embedded in the image.
2. Avoid using images that do not relate or enhance the content.
2. **CCSF Title Component**

The CCSF Title Component is used to create header titles.

**Template Section(s) Allowed**

The CCSF Title Component is allowed in all of the templates’ main and right column sections.

**Web UI**

The following are examples of Web User Interface of the CCSF Title Component using the default style.

**Heading 2**

**Header Title 2**

-----------------------------------------------

**Heading 3**

**Header Title 3**

**Heading 4**

**Header Title 4**

**Heading 5**

**Header Title 5**

**Heading 6**

**Header Title 6**
**Dialog UI**

The Dialog User Interface of the CCSF Title Component consists of one tab, CCSF Title Component.

1. Type the header text in the Title text area.
2. Select the heading type from the Type/Size dropdown menu.
3. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Header Titles should be in text format.
2. Header Titles should be followed by content.
3. Header Titles should be used to break up large chunks of text.
4. Header Titles should be used in order. Heading 3 should not be used if a Heading 2 does not exist.
5. Avoid using image or other formats to represent Header Titles.
6. Header Title should be short so they are easy to scan and understand.

**Restrictions**

1. *(Recommended) Character limits*
3. **Text Component**

The Text Component is an out of the box text component used to create paragraphs.

**Template Section(s) Allowed**

The Text Component is allowed in all of the templates’ main and right column sections.

**Web UI**

The following is an example of the Web User Interface of the Text Component.


- Donec sit amet nulla a nunc fermentum varius
- Nula commodo nibh eget nisl.

1. Quisque et lorem non magna mollis porta.
2. Suspendisse bibendum dapibus massa.
3. Cras blandit risus eget risus?

**Restrictions**

1. The ordered and unordered lists are only used for creating first level lists.
2. *Component only supports ftp, http and mailto protocols.*
Dialog UI

The Dialog User Interface of the CCSF Text Component consists of one tab, Text.

![Dialog UI Image]

1. Type text in the text area.
2. Style any text with bold, italic, underline, indentions and/or alignment.
3. To create a list, click on the unordered or ordered list icon and type text. Another way would be to highlight a group of text and select the unordered or ordered list icon.
4. To add a hyperlink to a text, highlight the text and click on the earth with chain icon.
   a. Select a Protocol from the Protocol drop down menu.
   b. Type or select the location in the HREF field or type the name of the anchor it is linking to in the Anchor field.
   c. To set a target to a new window, type “blank” in the Target field.
   d. To set a target in the same window, leave the Target field blank.
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To set a hyperlink as anchor, click on the anchor icon and type a name of the anchor. The anchor name should be unique.

6. Click OK when finished.

Best Practice Tips for Accessible Content

1. Paragraphs and lists should be written in a clear and simple language.
2. Paragraphs should be broken into manageable pieces such as short sections, short sentences and lists.
3. Bold are used for important words which supports the main point of the paragraph.
4. Link Text should be descriptive and make sense when taken out of context.
5. Ordered lists should be used for sequential information.
6. Unordered lists should be used for unordered grouped information.
7. Anchor Names should be lowercase alphanumeric text. Use hyphens to signify spaces.
4. **CCSF List Component**

The CCSF List Component is used to create bullet unordered list and number ordered list.

**Template Section(s) Allowed**

The CCSF List Component is allowed in all of the templates’ main and right column sections.

**Web UI**

The following is an example of the Web User Interface of the CCSF List Component.

1. **Mauris** in ipsum vel diam fringilla euismod.
   1. Mauris in ipsum vel diam fringilla euismod.
   2. Vestibulum auctor tortor ut orci.
      1. Donec laoreet erat ac erat!
   2. In *elementum* iaculis odio.
   3. Donec laoreet erat ac erat!
   4. In *elementum* iaculis odio.

- **Mauris** in ipsum vel diam fringilla euismod.
  - Mauris in ipsum vel diam fringilla euismod.
  - Vestibulum auctor tortor ut orci.
    - Donec laoreet erat ac erat!
  - In *elementum* iaculis odio.
  - Donec laoreet erat ac erat!
  - In *elementum* iaculis odio.

**Dialog UI**

The Dialog User Interface of the CCSF List Component consists of one tab, CCSF List Component.
1. To select the number ordered list, click on the numbered icon.
   a. To change the type of ordered list, right click on the list and select Number List Properties from the menu.

   ![Numbered List Properties](image)

   b. Select a type from the type dropdown menu.
   c. To change the start point, input a number (1 2 3...) or a letter (A B C... or a b c... or I II III... or i ii iii...).
   d. Click OK when finished.

2. To select the unordered list, click on the unordered icon.
   a. To change the bullet type of the unordered list, right click on the list and select Bulleted List Properties from the menu.

   ![Bulleted List Properties](image)

   b. Select a bullet type from the dropdown menu.
   c. Click OK when finished.

3. Type text in the text area.

4. Style any text with bold, italic, underline, indentions and/or alignment.

5. To add a hyperlink to a text, highlight the text and click on the chain icon.
   a. Select URL, Link to anchor from text or E-mail from the Link Type drop down menu.
   b. To link a text to a URL, select the URL from the Link Type drop down menu.
      i. Select from the Protocol drop down menu.
      ii. Type the location in the URL field or browse the location by clicking on the Browse Server button.
c. To set a target to a new window, select New Window (_blank) from the Target drop down menu.
d. To set a target in the same window, leave the Target field blank.

**Link**

To set a hyperlink as anchor, click on the anchor icon and type a name of the anchor. The anchor name should be unique.

**Anchor Properties**

7. Click OK when finished.
Best Practice Tips for Accessible Content

1. Lists should be written in a clear and simple language.
2. Bold are used for important words which supports the main point of the paragraph.
3. Link Text should be descriptive and make sense when taken out of context.
4. Ordered lists should be used for sequential information.
5. Unordered lists should be used for unordered grouped information.
6. Anchor Names should be lowercase alphanumeric text. Use hyphens to signify spaces.

5. **CCSF Text Image Component**

The CCSF Text Image Component is used to create paragraph with a thumbnail image positioned on the left or right.

**Template Section(s) Allowed**

The CCSF Text Image Component is allowed in the following templates and sections.

1. One Column Generic Template main
2. Two Column Generic A Template main
3. Two Column Generic B Template main
4. Three Column Generic Template main
5. Department 1 Col Template main
6. Department 2 Col A Template main
7. Department 2 Col B Template main
8. Department 3 Col Template main
9. Campus Homepage Template main
10. Campus Subpage Template main
11. MyCCSF Template main
12. Community Template main
13. Library Homepage Template main
14. Library One Column Template main
15. Library Three Column Template main

**Restrictions**

1. The Image Title is a required field.
2. The Image Size must be a proportionate size to the following pixel dimensions.
   a. Small (110 pixels by 110 pixels)
   b. Medium (160 pixels by 160 pixels)
   c. Large (150 pixels by 200 pixels)
3. The ordered and unordered lists are only used for first level lists.
Web UI

The following is an example of the Web User Interface of the CCSF Text Image Component.


Dialog UI

The Dialog User Interface of the CCSF Text Image Component consists of three tabs, Text, Image and Advanced Image Properties.

1. Select the Text tab.
   a. Type text in the text area.
   b. Style any text with bold, italic, underline, indentions and/or alignment.
   c. To create a list, click on the unordered or ordered list icon and type text. Another way would be to highlight a group of text and select the unordered or ordered list icon.
   d. To add a hyperlink to a text, highlight the text and click on the earth with chain icon.
      i. Select a Protocol.
      ii. Type or select the location in the HREF field or type the name of the anchor it is linking to in the Anchor field.
      iii. To set a target to a new window, type “blank” in the Target field.
      iv. To set a target in the same window, leave the Target field blank.
To set a hyperlink as anchor, click on the anchor icon and type a name of the anchor in the Name field. The anchor name should be unique.

2. Select the Image tab.
   a. Drag the image in the Dialog box. The image should be proportionate to the dimension parameters stated in the restrictions.
3. Select the Advanced Image Properties tab.
   a. Type the image description in the Image Title field.
   b. Type or select the hyperlink location in the Image Link field if available.
   c. Select a dimension from Image Size selection.
   d. Select the position from the Image Orientation selection.

4. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Paragraphs and lists should be written in a clear and simple language.
2. Paragraphs should be broken into manageable pieces such as short sections, short, sentences and lists.
3. **Bold** are used for important words which supports the main point of the paragraph.
4. Link Text should be descriptive and make sense when taken out of context.
5. Ordered lists should be used for sequential information.
6. Unordered lists should be used for unordered information.
7. Anchor Names should be lowercase alphanumeric text. Use hyphens to signify spaces.
8. An Image should have a meaningful alternative text or duplicate the content embedded in the image.
9. Avoid using images that do not relate or enhance the content.
6. **CCSF Document Link Component**

The CCSF Document Link Component is used to attach Word, Excel, PowerPoint, or PDF document file.

**Template Section(s) Allowed**

The CCSF Document Link Component is allowed in all of the templates’ main and right column sections.

**Web UI**

The following are examples of the Web User Interface of the CCSF Document Link Component.

**Word Document**

![Document.doc]

**Excel Document**

![Document.xls]

**PowerPoint Document**

![Document.ppt]

**PDF Document**

![Document.pdf]
Dialog UI

The Dialog User Interface of the CCSF Document Link Component consists of one tab, Document.

1. To add a file, drag the file in the Dialog box.
2. To remove the file, click Flush.
3. Click OK when finished.

Best Practice Tips for Accessible Content

1. Document name should be written in a clear and simple language.
2. Document name should be short, descriptive and make sense when taken out of context.
7. CCSF More Link Component

The CCSF More Link Component is used link more information to another internal page.

Template Section(s) Allowed

The CCSF More Link Component is allowed in all of the templates’ main and right column sections.

Web UI

The following is an example of the Web User Interface of the CCSF More Link Component.

Dialog UI

The Dialog User Interface of the CCSF More Link Component consists of one tab, Link.

1. Type the link text in the Link Text field.
2. Type or find the hyperlink location in the Link field.
3. Click OK when finished.

Best Practice Tips for Accessible Content

1. Link Text should be written in a clear and simple language.
2. Link Text should be short, descriptive and make sense when taken out of context.
8. CCSF External Link Component

The CCSF External Link Component is used link to an external page.

Template Section(s) Allowed

The CCSF Title Component is allowed in all of the templates’ main and right column sections.

Web UI

The following is an example of the Web User Interface of the CCSF External Link Component.

Dialog UI

The Dialog User Interface of the CCSF External Link Component consists of one tab, Document.

1. Type the link text in the Link Text field.
2. Type or find the hyperlink location in the Link field.
3. Click Ok.

Best Practice Tips for Accessible Content

1. Link Text should be written in a clear and simple language.
2. Link Text should be short, descriptive and make sense when taken out of context.
9. **CCSF Link Arrow List Component**

The CCSF Link Arrow List Component is used to list items that have more significance than a regular unordered list.

**Template Section(s) Allowed**

The CCSF Title Component is allowed in all of the templates’ main and right column sections.

**Restrictions**

The Link Arrow List is only used for first level lists.

**Web UI**

The following is an example of the Web User Interface of the CCSF Link Arrow List Component.

- Curabitur tempus rhoncus.
- Phasellus lectus.
- Donec venenatis
- Lobortis hendrerit.
- Venenatis lectus.

**Dialog UI**

The Dialog User Interface of the CCSF Link Arrow List Component consists of one tab, Link Information.
1. To add a link, click Add Link.
2. Type the link text in the Link Text field.
3. Type or find the hyperlink location in the Link Path field.
4. To remove a link, click Remove Link.
5. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Link Text should be written in a clear and simple language.
2. Link Text should be short, descriptive and make sense when taken out of context.
10. **CCSF No Space Paragraph Component**

The CCSF No Space Paragraph Component is used to create paragraphs with no line spacing. An example would be listing information with address and phone number.

**Template Section(s) Allowed**

The CCSF No Space Paragraph Component is allowed in the following templates and sections.

1. One Column Generic Template main
2. Two Column Generic A Template main and right column
3. Two Column Generic B Template main and right column
4. Three Column Generic Template main and right column
5. Department Homepage main
6. Department 1 Col Template main
7. Department 2 Col A Template main and right column
8. Department 2 Col B Template main and right column
9. Department 3 Col Template main and right column
10. Campus Homepage Template main and right column
11. Campus Subpage Template main and right column
12. MyCCSF Template main and right column
13. Community Template main and right column
14. Library Homepage Template main and right column
15. Library One Column Template main
16. Library Three Column Template main and right column

**Restrictions**

The ordered and unordered lists are only used for first level lists.

**Web UI**

The following is an example of the Web User Interface of the CCSF No Space Paragraph Component.

```
**Campus Location Name**
123 Street Address
San Francisco, CA 94112
(000) 000-0000
Directions: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus euismod sem ut lacu.
```

**Dialog UI**

The Dialog User Interface of the CCSF No Space Paragraph Component consists of one tab, Paragraph/Header.
1. Type text in the text area.
2. Style any text with bold, italic, underline, indentions and/or alignment.
3. To create a list, click on the unordered or ordered list icon and type text. Another way would be to highlight a group of text and select the unordered or ordered list icon.
4. To add a hyperlink to a text, highlight the text and click on the earth with chain icon.
   a. Select a Protocol from the Protocol drop down menu.
   b. Type or select the location in the HREF field or type the name of the anchor it is linking to in the Anchor field.
   c. To set a target to a new window, type “blank” in the Target field.
   d. To set a target in the same window, leave the Target field blank.
5. To set a hyperlink as anchor, click on the anchor icon and type a name of the anchor. The anchor name should be unique.

![Anchor dialog box]

6. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Paragraphs and lists should be written in a clear and simple language.
2. Paragraphs should be broken into manageable pieces such as short sections, short sentences and lists.
3. Bold are used for important words which supports the main point of the paragraph.
4. Link Text should be descriptive and make sense when taken out of context.
5. Ordered lists should be used for sequential information.
6. Unordered lists should be used for unordered grouped information.
7. Anchor Names should be lowercase alphanumeric text. Use hyphens to signify spaces.

11. **CCSF Image Component**

The CCSF Image Component is used to showcase one image at any size within the given maximum width.

**Template Section(s) Allowed**

The CCSF Image Banner Component is allowed in the following templates and sections.

1. One Column Generic Template main
2. Two Column Generic A Template main
3. Two Column Generic B Template main
4. Three Column Generic Template main
5. Department 1 Col Template main
6. Department 2 Col A Template main
7. Department 2 Col B Template main
8. Department 3 Col Template main
9. Campus Homepage Template main
10. Campus Subpage Template main
11. MyCCSF Template main
12. Community Template main
13. Library Homepage Template main
14. Library One Column Template main
15. Library Three Column Template main

Restrictions

1. The Image Title is a required field.
2. The maximum width of the image is dependent on the template and the content section. The following are the pixel maximum width per template and section.
   a. One Column Generic Template main
      Maximum width: 936 pixels
   b. Two Column Generic A Template main
      Maximum width: 689 pixels
   c. Two Column Generic B Template main
      Maximum width: 714 pixels
   d. Three Column Generic Template main
      Maximum width: 467 pixels
   e. Department 1 Col Template main
      Maximum width: 936 pixels
   f. Department 2 Col A Template main
      Maximum width: 689 pixels
   g. Department 2 Col B Template main
      Maximum width: 714 pixels
   h. Department 3 Col Template main
      Maximum width: 467 pixels
   i. Campus Homepage Template main
      Maximum width: 467 pixels
   j. Campus Subpage Template main
      Maximum width: 467 pixels
   k. MyCCSF Template main
      Maximum width: 689 pixels
   l. Community Template main
      Maximum width: 689 pixels
   m. Library Homepage Template main
      Maximum width: 689 pixels
   n. Library One Column Template main
      Maximum width: 936 pixels
   o. Library Three Column Template main
      Maximum width: 467 pixels
Web UI

The following is an example of the Web User Interface of the CCSF Image Component.

Dialog UI

The Dialog User Interface of the CCSF Image Component consists of two tabs, Image and Advanced Image Properties.

1. Select Image tab.
   a. Drag the image in the Dialog box.
2. Select the Advance Image Properties tab.
   a. Type the title of the image in the Image Title field.
   b. Type or find the hyperlink location in the Image Url field.
3. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Every image should have a meaningful alternative text or duplicate the content embedded in the image.
2. Avoid using images that do not relate or enhance the content.

**12. CCSF Small Image Banner Component**

The CCSF Small Image Banner Component is used to showcase one image in the Right Column.

**Template Section(s) Allowed**

The CCSF Small Image Banner Component is allowed in the following templates and sections.

1. One Column Generic Template main
2. Two Column Generic A Template main and right column
3. Two Column Generic B Template main and right column
4. Three Column Generic Template main and right column
5. Department 1 Col Template main
6. Department 2 Col A Template main and right column
7. Department 2 Col B Template main and right column
8. Department 3 Col Template main and right column
9. Campus Homepage Template main and right column
10. Campus Subpage Template main and right column
11. MyCCSF Template main and right column
12. Community Template main and right column
13. Library Homepage Template main and right column
14. Library One Column Template main
15. Library Three Column Template main and right column

Restrictions
1. The Image Title is a required field.
2. The dimension of the image is 199 pixels by 118 pixels.

Web UI
The following is an example of the Web User Interface of the CCSF Small Image Banner Component.

Dialog UI
The Dialog User Interface of the CCSF Small Image Banner Component consists of two tabs, Image and Advanced Image Properties.

1. Select the Image tab.
   a. Drag the image to the Dialog box.
2. Select the Advance Image Properties tab.
a. Type the title of the image in the Image Title field.
b. Type or find the hyperlink location in the Image Url field.

3. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Every image should have a meaningful alternative text or duplicate the content embedded in the image.
2. Avoid using images that do not relate or enhance the content.

**13. CCSF Three Image Banner 1 Col**

The CCSF Three Image Banner 1 Col Component is used to showcase three images in the one column templates.

**Template Section(s) Allowed**

The CCSF Three Image Banner 1 Col Component is allowed in the following templates and sections.

1. One Column Generic Template main
2. Department 1 Col Template main
3. Library One Column Template main

**Restrictions**

1. The Image Title is a required field for each image.
2. The dimensions of the images are the following.
   a. Large Image: 620 pixels by 151 pixels
   b. Small Image 1: 158 pixels by 151 pixels
   c. Small Image 2: 158 pixels by 151 pixels
Web UI
The following is an example of the Web User Interface of the CCSF Three Image Banner Col 1 Component.

Dialog UI
The Dialog User Interface of the CCSF Three Image Banner 1 Col Component consists of three tabs, Image, Advanced Image Properties and Images Layout.

1. Select the Images tab.
   a. Drag the images in the Dialog box.
2. Select the Advance Image Properties tab.
   a. Type a description for each corresponding image in the Large Image Title, Small Image 1 Title, and/or Small Image 2 Title fields.
   b. Select or type the hyperlink locations for each corresponding images in the Large Image Url, Small Image 1 Url and/or Small Image 2 Url if available.
3. Select the Images Layout tab.
   a. Select the order from the Images Layout selection.

4. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Every image should have a meaningful alternative text or duplicate the content embedded in the image.
2. Avoid using images that do not relate or enhance the content.
14. **CCSF Three Image Banner 2 Col**

The CCSF Three Image Banner 2 Col Component is used to showcase three images in the two column templates.

**Template Section(s) Allowed**

The CCSF Three Image Banner 2 Col Component is allowed in the following templates and sections.

1. Two Column Generic A Template main
2. Two Column Generic B Template main
3. Department 2 Col A Template main
4. Department 2 Col B Template main
5. Library Homepage Template main

**Restrictions**

1. The Image Title is a required field for each image.
2. The dimensions of the images are the following.
   a. Large Image: 455 pixels by 151 pixels
   b. Small Image 1: 117 pixels by 151 pixels
   c. Small Image 2: 117 pixels by 151 pixels

**Web UI**

The following is an example of the Web User Interface of the CCSF Three Image Banner 2 Col Component.
Dialog UI

The Dialog User Interface of the CCSF Three Image Banner 2 Col Component consists of three tabs, Image, Advanced Image Properties and Images Layout.

1. Select the Images tab.
   a. Drag the images in the Dialog box.
2. Select the Advance Image Properties tab.
   a. Type a description for each corresponding image in the Large Image Title, Small Image 1 Title, and/or Small Image 2 Title fields.
   b. Select or type the hyperlink locations for each corresponding images in the Large Image Url, Small Image 1 Url and/or Small Image 2 Url if available.
3. Select the Images Layout tab.
   a. Select the order from the Images Layout selection.

4. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Every image should have a meaningful alternative text or duplicate the content embedded in the image.
2. Avoid using images that do not relate or enhance the content.
15. CCSF Three Image Banner 3 Col

The CCSF Three Image Banner 3 Col Component is used to showcase three images in the three column templates.

Template Section(s) Allowed

The CCSF Three Image Banner 3 Col Component is allowed in the following templates and sections.

1. Three Column Generic Template main
2. Department 3 Col Template main
3. Campus Homepage Template main
4. Campus Subpage Template main
5. MyCCSF Template main
6. Community Template main
7. Library Three Column Template main

Restrictions

1. The Image Title is a required field for each image.
2. The dimensions of the images are the following.
   a. Large Image: 233 pixels by 151 pixels
   b. Small Image 1: 117 pixels by 151 pixels
   c. Small Image 2: 117 pixels by 151 pixels

Web UI

The following is an example of the Web User Interface of the CCSF Three Image Banner 3 Col Component.
Dialog UI

The Dialog User Interface of the CCSF Three Image Banner 3 Col Component consists of three tabs, Image, Advanced Image Properties and Images Layout.

1. Select the Images tab.
   a. Drag the images in the Dialog box.
2. Select the Advance Image Properties tab.
   a. Type a description for each corresponding image in the Large Image Title, Small Image 1 Title, and/or Small Image 2 Title fields.
   b. Select or type the hyperlink locations for each corresponding images in the Large Image Url, Small Image 1 Url and/or Small Image 2 Url if available.
3. Select the Images Layout tab.
   a. Select the order from the Images Layout selection.

4. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Every image should have a meaningful alternative text or duplicate the content embedded in the image.
2. Avoid using images that do not relate or enhance the content.

**16. CCSF Flash Component**

The CCSF Flash Component is used to showcase a flash file in the main content.

**Template Section(s) Allowed**

The CCSF Flash Component is allowed in the following templates and sections.

1. One Column Generic Template main
2. Two Column Generic A Template main
3. Two Column Generic B Template main
4. Three Column Generic Template main
5. Department 1 Col Template main
6. Department 2 Col A Template main
7. Department 2 Col B Template main
8. Department 3 Col Template main
9. Campus Homepage Template main
10. Campus Subpage Template main
11. MyCCSF Template main
12. Community Template main
13. Library Homepage Template main
14. Library One Column Template main
15. Library Three Column Template main

Restrictions

1. An alternative image and content is required.
2. The dimension of the flash and the alternative image is 470 pixels by 250 pixels.
3. The flash file must be a swf file.
4. The minimum flash player is Flash Player 9.

Web UI

The following is an example of the Web User Interface of the CCSF Flash Component.

Dialog UI

The Dialog User Interface of the CCSF Flash Component consists of three tabs, Flash, Image and Advanced.
1. Select the Flash tab.
   a. Drag the flash file in the Dialog Box.

2. Select the Image tab.
   a. Drag the alternative image in the Alternative Image section.
   b. Type the image description in the Image Alt Text field.
3. Select the Advanced tab.
   a. To turn on the Context Menu, select Show.
   b. To turn off the Context Menu, select Hide
   c. To change the Window mode, select Opaque, Transparent or Window.
   d. To change the Background Color, select a color from the color picker.
   e. The Minimum Version should be left 9.0.0.
   f. Leave the Attributes field blank.
4. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Flash can be used to convey important content, provide visual enhancements which offer no real content, and/or link to other areas of the site.
2. The alternative content should be meaningful description or reflect the content used in the flash.
3. The alternative content can also be a caption or transcript if the flash has audio.

### 17. CCSF Small Flash Component

The CCSF Small Flash Component is used to showcase a flash file in the main content.

**Template Section(s) Allowed**

The CCSF Small Flash Component is allowed in the following templates and sections.

1. Two Column Generic A Template right column
2. Three Column Generic Template right column
3. Department 2 Col A Template right column
4. Department 3 Col Template right column
5. Campus Homepage Template right column
6. Campus Subpage Template right column
7. MyCCSF Template right column
8. Community Template right column
9. Library Homepage Template right column
10. Library Three Column Template right column

Restrictions

1. An alternative image and content is required.
2. The dimension of the flash and the alternative image is 205 pixels by 164 pixels.
3. The flash file must be a swf file.
4. The minimum flash player is Flash Player 9.

Web UI

The following is an example of the Web User Interface of the CCSF Small Flash Component.
Dialog UI

The Dialog User Interface of the CCSF Flash Component consists of three tabs, Flash, Image and Advanced.

1. Select the Flash tab.
   a. Drag the flash file in the Dialog Box.
2. Select the Image tab.
   a. Drag the alternative image in the Alternative Image section.
   b. Type the image description in the Image Alt Text field.
3. Select the Advanced tab.
   a. To turn on the Context Menu, select Show.
   b. To turn off the Context Menu, select Hide.
   c. To change the Window mode, select Opaque, Transparent or Window.
   d. To change the Background Color, select a color from the color picker.
   e. The Minimum Version should be left 9.0.0.
   f. Leave the Attributes field blank.
4. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Flash can be used to convey important content, provide visual enhancements which offer no real content, and/or link to other areas of the site.
2. The alternative content should be meaningful description or reflect the content used in the flash.
3. The alternative content can also be a caption or transcript if the flash has audio.

18. **CCSF Call Out Box Component**

The CCSF Call Out Box Component is used to emphasize information visually.

**Template Section(s) Allowed**

The CCSF Call Out Box Component is allowed in the following templates and sections.

1. One Column Generic Template main
2. Two Column Generic A Template main
3. Two Column Generic B Template main
4. Three Column Generic Template main
5. Department 1 Col Template main
6. Department 2 Col A Template main
7. Department 2 Col B Template main
8. Department 3 Col Template main
9. Campus Homepage Template main
10. Campus Subpage Template main
11. MyCCSF Template main
12. Community Template main
13. Library Homepage Template main
14. Library One Column Template main
15. Library Three Column Template main

Restrictions

1. The Link URL is a required field.
2. The following are character counts for each section of the CCSF Call Out Box.
   a. Description: 90 Characters
   b. Action Text: 50 Characters
   c. Action Title: 32 Characters

Web UI

The following is an example of the Web User Interface of the CCSF Call Out Box Component.

Are your goals to earn a college degree or transfer to a 4-year college or university? Apply to Become a Credit Student
Dialog UI

The Dialog User Interface of the CCSF Call Out Box Component consists of one tab, Advanced.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Are your goals to earn a college degree or trans'</td>
</tr>
<tr>
<td>Action Text</td>
<td>Apply to Become a</td>
</tr>
<tr>
<td>Action Title</td>
<td>Credit Student</td>
</tr>
<tr>
<td>Link Url</td>
<td>/content/ccsf/en/future-students/future-crcc</td>
</tr>
</tbody>
</table>

1. Type text for the Description field.
2. Type text for the Action Text field.
3. Type text for the Action Title field.
4. Select the hyperlink of the Action section location.

Best Practice Tips for Accessible Content

1. Description should be one short and concise.
2. Action Text should be short action words.
3. Action Title is a short title of the Call Out.

19. CCSF Department Home Paragraph Component

The CCSF Department Home Paragraph Component is used in a specific template to showcase information with a photo and information.

Template Section(s) Allowed

The CCSF Para Block Component is only allowed in the Department Homepage.
Restrictions

1. The Image Title is a required field.
2. The dimension of the image is 67 pixels by 86 pixels.

Web UI
The following is an example of the Web User Interface of the CCSF Department Home Paragraph Component.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus euismod sem ut lacus.

Dialog UI
The Dialog User Interface of the CCSF Department Home Paragraph Component consists of three tabs, Flash, Image and Advanced.

1. Select the Text tab.
   a. Type text in the text area.
   b. Style any text with bold, italic, underline, indentions and/or alignment.
   c. To create a list, click on the unordered or ordered list icon and type text. Another way would be to highlight a group of text and select the unordered or ordered list icon.
   d. To add a hyperlink to a text, highlight the text and click on the earth with chain icon.
i. Select a Protocol.
ii. Type or select the location in the HREF field or type the name of the anchor it is linking to in the Anchor field.
iii. To set a target to a new window, type “blank” in the Target field.
iv. To set a target in the same window, leave the Target field blank.

![Hyperlink dialog box](image)

a. To set a hyperlink as anchor, click on the anchor icon and type a name of the anchor in the Name field. The anchor name should be unique.

![Anchor dialog box](image)

5. Select the Image tab.
   a. Drag the image in the Dialog box. The image should be proportionate to the dimension parameters stated in the restrictions.
   a. Type the image title in the Image Title field.
   b. Type the image description in the Image Description field.
   c. Type or find the hyperlink location in the Image Link field if available.
7. Select the More Link Information tab.
   a. Type the link text in the Link Text field.
   b. Type or find the hyperlink location in the Link field if available.

8. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Paragraphs and lists should be written in a clear and simple language.
2. Paragraphs should be broken into manageable pieces such as short sections, short, sentences and lists.
3. Bold are used for important words which supports the main point of the paragraph.
4. Ordered lists should be used for sequential information.
5. Unordered lists should be used for unordered information.
6. Link Text should be written in a clear and simple language.
7. Link Text should be short, descriptive and make sense when taken out of context.
8. Anchor Names should be lowercase alphanumeric text. Use hyphens to signify spaces.
9. An Image should have a meaningful alternative text or duplicate the content embedded in the image.
10. Avoid using images that do not relate or enhance the content.
20. **CCSF Para Block Component**

The CCSF Para Block Component is used in a specific template to showcase information with an icon and information.

**Template Section(s) Allowed**

The CCSF Para Block Component is allowed in the following templates and sections.

1. MyCCSF Template Main
2. Community Template Main

**Restrictions**

1. The image Alt Text is a required field.
2. The dimension of the icon is 56 pixels by 56 pixels.

**Web UI**

The following is an example of the Web User Interface of the CCSF Para Block Component.

`Read up on all the latest news on administrative and legislative changes that impact City College and you. Also, learn about the athletic, film, concert, lecture or theatre performance events open to the community.

→ Read More News & Events`

**Dialog UI**

The Dialog User Interface of the CCSF Para Block Component consists of four tabs, Image, Image Alt, Paragraph and Links.
1. Select the Image tab.
   a. Drag the image in the Dialog box. The image should be proportionate to the dimension parameters stated in the restrictions.
2. Select the Image Alt tab.
   a. Type the image description in the Alt Text field.
   b. To add a hyperlink to the image, type or find the location in the Image Link field.
3. Select the Paragraph tab.

![Paragraph tab image]

- **Type text in the text area.**
- **Style any text with bold, italic, underline, indentions and/or alignment.**
- **To create a list, click on the unordered or ordered list icon and type text.** Another way would be to highlight a group of text and select the unordered or ordered list icon.
- **To add a hyperlink to a text, highlight the text and click on the earth with chain icon.**
  - i. Select a Protocol.
  - ii. Type or select the location in the HREF field or type the name of the anchor it is linking to in the Anchor field.
  - iii. To set a target to a new window, type “blank” in the Target field.
  - iv. To set a target in the same window, leave the Target field blank.
e. To set a hyperlink as anchor, click on the anchor icon and type a name of the anchor in the Name field. The anchor name should be unique.
4. Select the Links tab.
   a. Type the link text in the More Text field.
   b. To add a hyperlink to the link text, type or find the location in the More Link field.

5. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Paragraphs and lists should be written in a clear and simple language.
2. Paragraphs should be broken into manageable pieces such as short sections, short, sentences and lists.
3. Bold are used for important words which supports the main point of the paragraph.
4. Ordered lists should be used for sequential information.
5. Unordered lists should be used for unordered information.
6. Link Text should be written in a clear and simple language.
7. Link Text should be short, descriptive and make sense when taken out of context.
8. Anchor Names should be lowercase alphanumeric text. Use hyphens to signify spaces.
9. An Image should have a meaningful alternative text or duplicate the content embedded in the image.
10. Avoid using images that do not relate or enhance the content.
21. **CCSF Table Component**

The CCSF Table Component is used to create layout for data.

**Template Section(s) Allowed**

The CCSF Table Component is allowed in the following templates and sections.

1. One Column Generic Template main
2. Two Column Generic A Template main and right column
3. Two Column Generic B Template main and right column
4. Three Column Generic Template main and right column
5. Department 1 Col Template main
6. Department 2 Col A Template main and right column
7. Department 2 Col B Template main and right column
8. Department 3 Col Template main and right column
9. Campus Homepage Template main and right column
10. Campus Subpage Template main and right column
11. MyCCSF Template main and right column
12. Community Template main and right column
13. Library Homepage Template main and right column
14. Library One Column Template main
15. Library Three Column Template main and right column

**Restrictions**

1. The maximum width of the table is dependent on the template and the content section. The following are the pixel maximum width per template and section.
   a. One Column Generic Template main
      Maximum width: 942 pixels
   b. Two Column Generic A Template main
      Maximum width: 695 pixels
      Two Column Generic A Template right column
      Maximum width: 205 pixels
   c. Two Column Generic B Template main
      Maximum width: 720 pixels
   d. Three Column Generic Template main
      Maximum width: 473 pixels
      Three Column Generic Template right column
      Maximum width: 205 pixels
   e. Department 1 Col Template main
      Maximum width: 942 pixels
   f. Department 2 Col A Template main
      Maximum width: 695 pixels
g. Department 2 Col B Template main
   Maximum width: 720 pixels

h. Department 3 Col Template main
   Maximum width: 473 pixels
   One Column Generic Template right column
   Maximum width: 205 pixels

i. Campus Homepage Template main
   Maximum width: 473 pixels
   One Column Generic Template right column
   Maximum width: 205 pixels

j. Campus Subpage Template main
   Maximum width: 473 pixels
   One Column Generic Template right column
   Maximum width: 205 pixels

k. MyCCSF Template main
   Maximum width: 695 pixels
   One Column Generic Template right column
   Maximum width: 205 pixels

l. Community Template main
   Maximum width: 695 pixels
   One Column Generic Template right column
   Maximum width: 205 pixels

m. Library Homepage Template main
   Maximum width: 695 pixels
   Library Homepage Template right column
   Maximum width: 205 pixels

n. Library One Column Template main
   Maximum width: 942 pixels

o. Library Three Column Template main
   Maximum width: 473 pixels
   Library Three Column Template right column
   Maximum width: 205 pixels
Web UI

The following is an example of the Web User Interface of the CCSF Table Component.

**Table Title**

<table>
<thead>
<tr>
<th>Column Title</th>
<th>Column Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row Title</td>
<td>Data</td>
</tr>
<tr>
<td>Row Title</td>
<td>Data</td>
</tr>
</tbody>
</table>

**Dialog UI**

The Dialog User Interface of the CCSF Table Component consists of one tab, CCSF Table Component.

1. Select the Table Icon in the toolbar to add or edit a table.

**Table Properties**

| Rows: 3 | Width: 200 pixels |
| Columns: 2 | Height: pixels |
| Headers: First Row | Cell spacing: 1 |
| Border size: 1 | Cell padding: 1 |
| Alignment: Left | Caption: Table Title |
| Summary: The contents of the summary are not displayed on the screen by graphic brows |
- **Rows**: specifies how many rows in the table
- **Columns**: specifies how many columns in the table
- **Border size**: sets the thickness of the table border
- **Alignment**: specifies the alignment of the table
- **Width**: sets the width of the table in pixels or percentage
- **Cell spacing**: specifies the space between different cells within the table
- **Cell padding**: specifies the space between the data in the cell and the border surrounding the data
- **Caption**: specifies the title of your table
- **Summary**: sets a comment on the table and is not visible but can be read by screen readers.

a. Enter the number of rows, columns and width of the table as well as any other elements that apply.
b. Click OK when finished.

2. To edit the table properties, right click on the table in the dialog box.

   a. To insert, delete or edit a cell, select Cell from the menu.

   - Insert Cell Before: inserts a new cell before the selected cell
   - Insert Cell After: inserts a new cell after the selected cell
   - Delete Cells: deletes the selected cell(s)
   - Merge Cells: merges cells one cell.
   - Split Cell Horizontally: splits a cell in two horizontally
   - Split Cell Vertically: splits a cell in two vertically
• **Cell Properties**: controls cell properties

![Cell Properties](image)

- **Width**: sets the cell width in pixels or in percentage of the table width.
- **Height**: sets the height of the cell in pixels.
- **Word Wrap**: turns on/off word wrapping.
- **Horizontal Alignment**: determines the horizontal alignment of the text in your cell. It can be set to Left, Center or Right.
- **Vertical Alignment**: determines the vertical alignment of the text in your cell. It can be set to Top, Middle, Bottom or Baseline.
- **Rows span**: extends cells vertically.
- **Columns span**: extends cells horizontally.
- **Background color**: sets the background color of the cell. You can either select a color or type it manually.
- **Border Color**: sets the color of the cell’s border. You can either select a color or type it manually.

b. To insert or delete a row, select Row from the menu.

![Menu](image)

- **Insert Row Before**: inserts a new row before the selected row
- **Insert Row After**: inserts a new cell after the selected cell
- **Delete Rows**: deletes the selected row(s)

c. To insert or delete a column, select Column from the menu.
d. To delete a table, select Delete Table.
e. To edit the table properties, select Table Properties.

3. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Tables should be used for displaying data.
2. Avoid using tables for layout.
3. Row and column headers shall be identified for data tables.
4. Caption should be used as a title of the table.
5. Summary should be used to describe the type of data that is displayed in the table.
22. CCSF Library Meebo Component
The CCSF Library Meebo Component is a Meebo widget for the Library Templates.

Template Section(s) Allowed
The CCSF Library Meebo Component is allowed in the following templates and sections.

1. Library Homepage Template right column
2. Library One Column Template right column
3. Library Three Column Template right column

Web UI
The following is an example of the Web User Interface of the CCSF Library Meebo Component.

![Web UI Example]

Dialog UI
There is no dialog user interface for the CCSF Library Meebo Component.

1. Add the CCSF Library Meebo Component to the right column area of the Library Templates.

23. CCSF Library Paragraph Block Component
The CCSF Library Paragraph Block Component is used to create paragraph with a thumbnail image positioned on the left.

Template Section(s) Allowed
The CCSF Library Paragraph Block Component is allowed in the following templates and sections.

1. Library Homepage Template main column
2. Library One Column Template main column
3. Library Three Column Template main column
Restrictions

1. The image Alt Text is a required field.
2. The dimension of the image is 110 pixels by 110 pixels.

Web UI

The following is an example of the Web User Interface of the CCSF Library Paragraph Block Component.

Library Services

Borrowing
Computers & Wireless
Copying, Faxes & Printing
Exhibitions
Programs
Study Areas
Services for...
College Forms

Dialog UI

The Dialog User Interface of the CCSF Library Paragraph Block Component consists of four tabs, Image, Image Alt, Heading and Link Information.

1. Select the Image tab.
   a. Drag the image in the Dialog box. The image should be proportionate to the dimension parameters stated in the restrictions.
2. Select the Image Alt tab.

![Image Alt tab screenshot]

   a. Type the image description in the Alt Text field.
   b. To add a hyperlink to the image, type or find the location in the Image Link field.

3. Select the Heading tab.

![Heading tab screenshot]

   a. Type the Heading Title in the text field.
4. Select the Link Information tab.

![Image of Link Information tab]

- a. To add a link, click Add Link.
- b. Type the link text in the Link Text field.
- c. Type or find the hyperlink location in the Link Path field.
- d. To remove a link, click the X button.
- e. To reorder the link, click the green up and down arrows.

6. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Every image should have a meaningful alternative text or duplicate the content embedded in the image.
2. Avoid using images that do not relate or enhance the content.
3. Header Titles should be in text format.
4. Header Titles should be followed by content.
5. Header Titles should be used to break up large chunks of text.
6. Header Titles should be used in order. Heading 3 should not be used if a Heading 2 does not exist.
7. Avoid using image or other formats to represent Header Titles.
8. Header Title should be short so they are easy to scan and understand.
9. Link Text should be written in a clear and simple language.
10. Link Text should be short, descriptive and make sense when taken out of context.
24. **CCSF Sound Component**

The CCSF Sound Component is used to attach an MP3 link file.

**Template Section(s) Allowed**

The CCSF Sound Component is allowed in all of the templates’ main and right column sections.

**Web UI**

The following is an example of the Web User Interface of the CCSF Sound Component.

![Music Name.mp3](image)

**Dialog UI**

The Dialog User Interface of the CCSF Sound Component consists of one tab, Sound File (Mp3).

![Dialog UI](image)

1. To add an mp3 file, drag the file in the Dialog box or upload the file from the desktop.
2. To remove the file, click Flush.
3. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. MP3 filename should be written in a clear and simple language.
2. MP3 filename should be short, descriptive and make sense when taken out of context.
25. CCSF Video Component

The CCSF Video Component is used to attach a video file with the extensions of .flv, .wmv or .mov.

Template Section(s) Allowed

The CCSF Video Component is allowed in the following templates and sections:

1. One Column Generic Template main
2. Two Column Generic A Template main and right column
3. Two Column Generic B Template main and right column
4. Three Column Generic Template main and right column
5. Department 1 Col Template main
6. Department 2 Col A Template main and right column
7. Department 2 Col B Template main and right column
8. Department 3 Col Template main and right column
9. Campus Homepage Template main and right column
10. Campus Subpage Template main and right column
11. MyCCSF Template main and right column
12. Community Template main and right column
13. Library Homepage Template main and right column
14. Library One Column Template main
15. Library Three Column Template main and right column

Restrictions

16. The video files accepted are .flv, .wmv and .mov.
17. The maximum width of the video is dependent on the template and the content section. The following are the pixel maximum width per template and section.
   a. One Column Generic Template main
      Maximum width: 942 pixels
   b. Two Column Generic A Template main
      Maximum width: 695 pixels
      Two Column Generic A Template right column
      Maximum width: 205 pixels
   c. Two Column Generic B Template main
      Maximum width: 720 pixels
   d. Three Column Generic Template main
      Maximum width: 473 pixels
      Three Column Generic Template right column
      Maximum width: 205 pixels
   e. Department 1 Col Template main
      Maximum width: 942 pixels
   f. Department 2 Col A Template main
Maximum width: 695 pixels
Department 2 Col A Template right column
Maximum width: 205 pixels

g. Department 2 Col B Template main
Maximum width: 720 pixels

h. Department 3 Col Template main
Maximum width: 473 pixels
One Column Generic Template right column
Maximum width: 205 pixels

i. Campus Homepage Template main
Maximum width: 473 pixels
One Column Generic Template right column
Maximum width: 205 pixels

j. Campus Subpage Template main
Maximum width: 473 pixels
One Column Generic Template right column
Maximum width: 205 pixels

k. MyCCSF Template main
Maximum width: 695 pixels
One Column Generic Template right column
Maximum width: 205 pixels

l. Community Template main
Maximum width: 695 pixels
One Column Generic Template right column
Maximum width: 205 pixels

m. Library Homepage Template main
Maximum width: 695 pixels
Library Homepage Template right column
Maximum width: 205 pixels

n. Library One Column Template main
Maximum width: 942 pixels

o. Library Three Column Template main
Maximum width: 473 pixels
Library Three Column Template right column
Maximum width: 205 pixels
Web UI

The following are examples of the Web User Interface of the CCSF Video Component.

Flash Video (FLV)
Windows Media Video (WMV)

Quicktime Video (MOV)
**Dialog UI**

The Dialog User Interface of the CCSF Video Component consists of two tabs, Movie File and Advanced.

1. Select the Movie File tab.
   a. To add a movie file, drag the file in the Dialog box or upload the file from the desktop.
   b. To remove the file, click Flush.

2. Select the Advanced tab.
   a. Type in the width of the movie in the Width input field.
   b. Type in the height of the movie in the Height input field.
3. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. The movie filename should be written in a clear and simple language.
2. The movie filename should be short, descriptive and make sense when taken out of context.

**26. CCSF Photo Gallery Component**

The CCSF Photo Gallery Component is used to attach a photo gallery on the main content section.

**Template Section(s) Allowed**

The CCSF Photo Gallery Component is allowed in the following templates and sections.

1. One Column Generic Template main
2. Two Column Generic A Template main
3. Two Column Generic B Template main
4. Three Column Generic Template main
5. Department 1 Col Template main
6. Department 2 Col A Template main
7. Department 2 Col B Template main
8. Department 3 Col Template main
9. Campus Homepage Template main
10. Campus Subpage Template main
11. MyCCSF Template main
12. Community Template main
13. Library Homepage Template main
14. Library One Column Template main
15. Library Three Column Template main

**Restrictions**

1. The alternative text is a required field for each image.
2. The maximum thumbnails visible at a time are 12 images.
3. The size of the image must be proportionate to the dimension of the thumbnail size which is 96 pixels by 64 pixels.
**Web UI**

The following is an example of the Web User Interface of the CCSF Photo Gallery Component.

**Dialog UI**

The Dialog User Interface of the CCSF Photo Gallery Component consists of two tabs, Advanced and Photo Gallery.
1. Select the Advanced tab.
   a. Select the type of style to represent the empty image place holder.

2. Select the Photo Gallery tab.

   ![Photo Gallery Tab Image]

   a. Click Add Image to add an image.
   b. Type in the alternative text of the image in the Alt Text input field.
   c. Type in the title of the image in the Title input field.
   d. Type in the caption of the image in the Caption input field.
   e. Type in the credit of the image in the Credit input field.
   f. To remove an image, click the X button.
   g. To reorder the images, click the green up and down arrows.

3. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Every image should have a meaningful alternative text.
2. Avoid using images that do not relate or enhance the content.
27. **CCSF Small Photo Gallery Component**

The CCSF Small Photo Gallery Component is used to attach a photo gallery on the right column section.

**Template Section(s) Allowed**

The CCSF Small Photo Gallery Component is allowed in the following templates and sections.

1. Two Column Generic A Template right column
2. Three Column Generic Template right column
3. Department 2 Col A Template right column
4. Department 3 Col Template right column
5. Campus Homepage Template right column
6. Campus Subpage Template right column
7. MyCCSF Template right column
8. Community Template right column
9. Library Homepage Template right column
10. Library Three Column Template right column

**Restrictions**

1. The alternative text is a required field for each image.
2. The maximum thumbnails visible at a time are 9 images.
3. The size of the image must be proportionate to the dimension of the thumbnail size which is 48 pixels by 32 pixels.
Web UI

The following are examples of the Web User Interface of the CCSF Small Photo Gallery Component.

Dialog UI

The Dialog User Interface of the CCSF Small Photo Gallery Component consists of two tabs, Advanced and Photo Gallery.

4. Select the Advanced tab.
   a. Select the type of style to represent the empty image placeholder.
5. Select the Photo Gallery tab.

6. Click OK when finished.

**Best Practice Tips for Accessible Content**

3. Every image should have a meaningful alternative text.
4. Avoid using images that do not relate or enhance the content.