## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Revised By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/01/09</td>
<td>Version 1.0</td>
<td>Aysha Balta</td>
<td></td>
</tr>
<tr>
<td>05/03/09</td>
<td>Version 2.0</td>
<td>Ashley Matsui</td>
<td>Added Templates</td>
</tr>
<tr>
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<td>Aysha Balta</td>
<td>Refined Title Image Banner restrictions</td>
</tr>
<tr>
<td>05/29/09</td>
<td>Version 4.0</td>
<td>Ashley Matsui</td>
<td>Remove templates</td>
</tr>
<tr>
<td>06/03/09</td>
<td>Version 5.0</td>
<td>Aysha Balta</td>
<td>Added Table Component</td>
</tr>
<tr>
<td>06/23/09</td>
<td>Version 6.0</td>
<td>Aysha Balta</td>
<td>Added CCSF Library Meebo Component</td>
</tr>
<tr>
<td>07/15/09</td>
<td>Version 7.0</td>
<td>Aysha Balta</td>
<td>Added CCSF Library Paragraph block Component</td>
</tr>
<tr>
<td>07/28/09</td>
<td>Version 8.0</td>
<td>Aysha Balta</td>
<td>Added CCSF Sound Component and CCSF Video Component</td>
</tr>
<tr>
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<td>Version 9.0</td>
<td>Aysha Balta</td>
<td>Added CCSF Photo Gallery Component and CCSF Small Photo Gallery Component</td>
</tr>
<tr>
<td>11/10/09</td>
<td>Version 10.0</td>
<td>Aysha Balta</td>
<td>Added CCSF Snippet Component</td>
</tr>
<tr>
<td>11/19/09</td>
<td>Version 11.0</td>
<td>Aysha Balta</td>
<td>Added CCSF Course Catalog Component</td>
</tr>
</tbody>
</table>
# Table of Contents

1. CCSF Title Image Banner Component ................................................................. 5  
2. CCSF Title Component ......................................................................................... 8  
3. Text Component ................................................................................................. 10  
4. CCSF List Component ......................................................................................... 13  
5. CCSF Text Image Component ............................................................................ 16  
6. CCSF Document Link Component .................................................................. 20  
7. CCSF More Link Component ............................................................................. 22  
8. CCSF External Link Component ................................................................. 23  
9. CCSF Link Arrow List Component ......................................................... 24  
10. CCSF No Space Paragraph Component ....................................................... 26  
11. CCSF Image Component ................................................................................ 28  
12. CCSF Small Image Banner Component ......................................................... 31  
13. CCSF Three Image Banner 1 Col ................................................................. 33  
14. CCSF Three Image Banner 2 Col ................................................................. 36  
15. CCSF Three Image Banner 3 Col ................................................................. 39  
16. CCSF Flash Component ................................................................................. 41  
17. CCSF Small Flash Component ...................................................................... 45  
18. CCSF Call Out Box Component .................................................................. 49  
19. CCSF Department Home Paragraph Component ............................................ 51  
20. CCSF Para Block Component ....................................................................... 56  
21. CCSF Table Component ................................................................................ 61  
22. CCSF Library Meebo Component ................................................................ 67  
23. CCSF Library Paragraph Block Component ............................................... 67  
24. CCSF Sound Component ............................................................................... 71  
25. CCSF Video Component ............................................................................... 72  
26. CCSF Photo Gallery Component ............................................................... 77  
27. CCSF Small Photo Gallery Component ....................................................... 80  
28. CCSF Snippet Component ........................................................................... 83  
29. CCSF Course Catalog Component ............................................................. 86
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.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In eget lacus. Aliquam tortor.
Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae;
Quisque velit sed justo adipiscing ultricies. Morbi pharetra eros ut lectus.

- Donec sit amet nulla a nunc fermentum varius
- Nulla commodo nibh eget risi.

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.


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

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

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.

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.
2. Vestibulum auctor tortor ut orci.
   1. Donec laoreet erat ac erat!
3. In elementum iaculis odio.
4. In elementum iaculis odio.

- **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.
   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.
   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.

e. The Upload and Advanced tabs are not necessary.

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

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.
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.

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 to 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 to 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.

![External Link](image)

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.

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.

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 Colum 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.

![Web UI Example]

Dialog UI

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

![Dialog UI Example]

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.

![Example Image](image-url)
**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.

![Web UI Image]

**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.

![Edit Component Window](Image)

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?

[Image of a box with a question: Apply to Become a Credit Student]
Dialog UI

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

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.

![Web UI Example](image)

Dialog UI

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

![Dialog UI Example](image)

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]

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]

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.

![Web UI Example](image)

**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. 
  - Select a Protocol.
  - Type or select the location in the HREF field or type the name of the anchor it is linking to in the Anchor field.
  - To set a target to a new window, type “blank” in the Target field.
  - 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
<table>
<thead>
<tr>
<th>Template Type</th>
<th>Maximum Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department 2 Col A Template right column</td>
<td>205 pixels</td>
</tr>
<tr>
<td>g. Department 2 Col B Template main</td>
<td>720 pixels</td>
</tr>
<tr>
<td>h. Department 3 Col Template main</td>
<td>473 pixels</td>
</tr>
<tr>
<td>i. Campus Homepage Template main</td>
<td>473 pixels</td>
</tr>
<tr>
<td>j. Campus Subpage Template main</td>
<td>473 pixels</td>
</tr>
<tr>
<td>k. MyCCSF Template main</td>
<td>695 pixels</td>
</tr>
<tr>
<td>l. Community Template main</td>
<td>695 pixels</td>
</tr>
<tr>
<td>m. Library Homepage Template main</td>
<td>695 pixels</td>
</tr>
<tr>
<td>n. Library One Column Template main</td>
<td>942 pixels</td>
</tr>
<tr>
<td>o. Library Three Column Template main</td>
<td>473 pixels</td>
</tr>
</tbody>
</table>
Web UI

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

**Table Title**

<table>
<thead>
<tr>
<th>Row Title</th>
<th>Column Title</th>
<th>Column Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data</td>
<td>Data</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
- Columns: 2
- Headers: First Row
- Border size: 1
- Alignment: Left
- Width: 200 pixels
- Height: pixels
- Cell spacing: 1
- Cell padding: 1
- Caption: Table Title
- Summary: The contents of the summary are not displayed on the screen by graphic brow
• **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 with Row selection](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.**
Insert Column Before: inserts a new column before the selected cell
Insert Column After: inserts a new column after the selected cell
Delete Column: deletes the selected column(s)

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](image)

**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.

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.

   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.

   a. Type the Heading Title in the text field.
4. Select the 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
Department 3 Col Template right column
Maximum width: 205 pixels
i. Campus Homepage Template main
Maximum width: 473 pixels
Campus Homepage Template right column
Maximum width: 205 pixels
j. Campus Subpage Template main
Maximum width: 473 pixels
Campus Subpage Template right column
Maximum width: 205 pixels
k. MyCCSF Template main
Maximum width: 695 pixels
MyCCSF Template right column
Maximum width: 205 pixels
l. Community Template main
Maximum width: 695 pixels
Community Template 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 placeholder.

2. Select the Photo Gallery tab.
   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.

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.
28. **CCSF Snippet Component**

The CCSF Snippet Component is used to embed external media files such as YouTube.

**Template Section(s) Allowed**

The CCSF Snippet Component is allowed in the following templates and section.

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 maximum width of the media file 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
   c. Two Column Generic B Template main
      Maximum width: 720 pixels
   d. Three Column Generic Template main
      Maximum width: 473 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
Web UI

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

YouTube Embed
Dialog UI

The Dialog User Interface of the CCSF Snippet Component consists of one tab called Snippet Code and a menu, Edit, Cut, Copy, Paste, Delete and New.

![Snippet Code Interface]

1. Copy and paste the snippet code in the text area.
2. Click OK when finished.
3. To make changes in the snippet code, click Edit.
4. To move the object, click Cut and then paste at a different Snippet Dialog UI.
5. To copy the object, click Copy and then paste at a different Snippet Dialog UI.
6. To remove the object, click Delete.
7. To create a new object using the Snippet Component, click New.

Best Practice Tips for Accessible Content

1. The snippet code should have alternative content.
2. Provide detail description of the media using the Text Component.
3. Provide caption of the media using the Text Component.
29. **CCSF Course Catalog Component**

The CCSF Course Catalog Component is used to add the course catalog.

**Template Section(s) Allowed**

The CCSF Course Catalog Component is allowed in the following templates and section.

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 Subject field is a required and the appropriate course code must be entered.
2. The maximum width of the content 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
   c. Two Column Generic B Template main
      Maximum width: 720 pixels
   d. Three Column Generic Template main
      Maximum width: 473 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
i. Campus Homepage Template main
   Maximum width: 473 pixels
j. Campus Subpage Template main
   Maximum width: 473 pixels
k. MyCCSF Template main
   Maximum width: 695 pixels
l. Community Template main
   Maximum width: 695 pixels
m. Library Homepage Template main
   Maximum width: 695 pixels
n. Library One Column Template main
   Maximum width: 942 pixels
o. Library Three Column Template main
   Maximum width: 473 pixels
Web UI

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

Selecting no for Umbrella Listing with the course range of 1-11:

Course: ANTH 1. Biological Anthropology(3)
Lec: 3
The biological nature of humans and the changes that have occurred from prehistoric times to the present. The place of humans in nature, vertebrate and primate evolution, fossil evidence for human antiquity, individual and population genetics, mechanisms of evolution, and human variation. CAN: ANTH 2
UC/CSU

Course: ANTH 2. Archaeology and Prehistory(3)
Lec: 3
Survey of the contemporary archaeological methods of excavation, analysis and interpretation; focus on the various theoretical approaches used to explain past human behavior; thematic discussion of the major events in the history of mankind from our earliest origins to the appearance of agriculture and civilization. CAN: ANTH 6
UC/CSU

Course: ANTH 3. Introduction to Social and Cultural Anthropology(3)
Lec: 3
The structure and dynamics of cultures as seen in their religions, marriage practices, gender roles, kinship, social classes, languages, laws and political organization. Examples taken from tribal, peasant, and urban situations in many areas of the world. CAN: ANTH 4
UC/CSU
Not open to students who have completed ANTH 3AC

Course: ANTH 3AC. Introduction to Cultural Anthropology: Focus on American Cultures(3)
Lec: 3
Introduces basic concepts of cultural anthropology through the study of cultures from at least three of the five following groups: African American, Asian Pacific Islander, Chicano Latino, Native American, and European American (as per the requirements of the UC American Cultures Program). Ethnography, history, literature, film and music are integrated in an interdisciplinary approach to cultural studies.
UC/CSU
Not open to students who have completed ANTH 3 AC

Course: ANTH 4. Introduction to Linguistic Anthropology(3)
Lec: 3
The study of language: its general nature, its cognitive, biological, and social bases. Languages as they reflect the separate cultural realities of different societies.
UC/CSU

Course: ANTH 5. Archaeology of Ancient Civilizations(3)
Lec: 3
An archaeological examination of the origin, cultural evolution, and collapse of the world’s ancient civilizations. This survey will focus on the civilizations of Mesopotamia, Egypt, Africa, Indus and Ganges River Valleys, China, Japan, Southeast Asia, Greece, Rome, Mesoamerica, and the Andes.
UC/CSU

Course: ANTH 8. Visions of the Sacred(3)
Lec: 3
A cross-cultural exploration of supernatural belief systems focusing on non-literate, tribal, and ethnic cultures; the history and methods of the anthropology of religion; the dynamics of myth, magic, totem, taboo, cults, and sects.
UC/CSU

Course: ANTH 11. Latin American Cultures and Societies(3)
Lec: 3
Comprehensive and critical analysis of the cultures and traditions of the peoples of Latin America. Critical in-depth study of contemporary society and political systems, inter-ethnic relations, traditional medical and healing methodologies, religion and society. Analysis of the development of Latin American cultures and the impact of civilization on its peoples. Emphasis on the way of life in Latin American cities, barrios, and villages.
UC/CSU
Selecting yes for Umbrella Listing with the range of 1-20:

Course: ANTH 1. Biological Anthropology
Loc: 3
The biological nature of humans and the changes that have occurred from prehistoric times to the present. The place of humans in nature, vertebrate and primate evolution, fossil evidence for human antiquity, individual and population genetics, mechanisms of evolution, and human variation.

Course: ANTH 2
UC/CSU

Course: ANTH 2. Archaeology and Prehistory

Course: ANTH 3. Introduction to Social and Cultural Anthropology

Course: ANTH 3A. Introduction to Cultural Anthropology: Focus on American Cultures

Course: ANTH 4. Introduction to Linguistic Anthropology

Course: ANTH 5. Archaeology of Ancient Civilizations

Course: ANTH 8. Visions of the Sacred

Course: ANTH 11. Latin American Cultures and Societies

Course: ANTH 12. North American Indian Cultures

Course: ANTH 15. Philippine Culture and Society

Course: ANTH 19. Ethnology of China

Course: ANTH 20

Dialog UI

The Dialog User Interface of the CCSF Course Catalog Component consists of one tab called Course Information.

1. Enter the subject’s course code in the Subject field (Ex: anth for Anthropology).
2. And / Or enter the subject’s course number or course number range in the Courses field (Ex: 1 or 1-20). The Course field is an optional field. Leaving it blank displays all course numbers associated with the subject.

3. Select No or Yes for Umbrella Listing
   a. Select No for Umbrella Listing displays all the listings according to the Course ID, Course Number and Course Name. All of the listings display detailed description per course (See visual example above under Web UI).
   b. Select Yes for Umbrella Listing, displays all the listings according to the Course ID, Course Number and Course Name. The first listing displays detailed description of the course and the rest of the listings display the Course ID, Course Number and Course Name only. (See visual example above under Web UI)

4. Click OK when finished.

**Best Practice Tips for Accessible Content**

1. Enter the correct course code.
2. Enter the correct course number or course number range.