CALIFORNIA STATE UNIVERSITY
FULLERTON
ADMINISTRATION AND FINANCE

Paving the Road for
Student Success

*Version
1.0*

Web Update Quick Reference Guide

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Introduction

This document provides a quick reference guide when requesting for website updates (web pages, forms, and documents) for the Division of Administration and Finance.

Web Page Update

Please provide the following information when requesting a web page to be updated.

1. What is the URL of the page to be updated?
   Example: https://afit.fullerton.edu/faqs/
2. Describe in detail the changes to be made to the page. If possible, please provide an electronic version of the changes.
   a. Please follow the ATI Compliance guidelines when making changes to a page. AFIT will make the necessary changes to the page to make it ATI compliant.

Form or Document Update

1. What is the URL of the form or document to be updated?
2. All forms or documents should be converted to PDF format unless there is a special reason for using another format. (Example: Form using Excel for data entry)
   a. Make sure PDFs are ATI compliant. AFIT will check the PDF for ATI compliance before publishing online.
   b. To easily remediate PDFs document, please provide the original electronic document (Word, PowerPoint, etc.) if possible.
      i. To make a document (Word for example) ATI Compliant, please use the proper document sectioning (header 1, header 2, etc.), and follow the ATI Compliance guidelines.
      ii. When converting to PDF, use the Adobe plug-in with the proper settings.
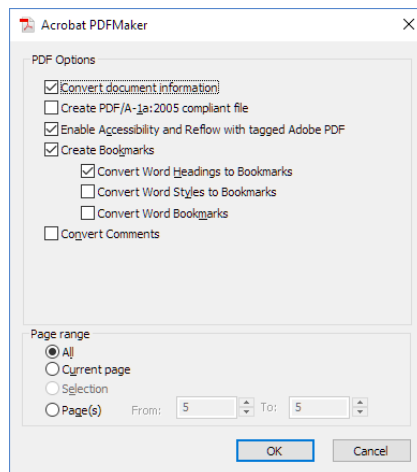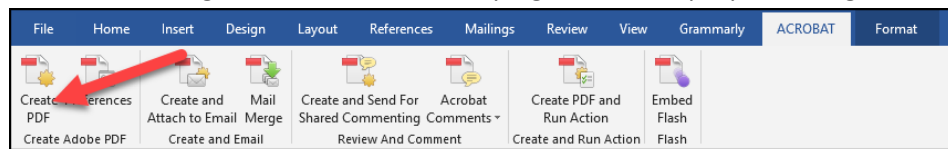
3. Form or document name should not have a date on it. The name should remain consistent to prevent broken link.
   a. Archiving old form/document should be done outside the website
   b. If a link to the old form/document is required on the website, the old form/document should be renamed instead of the current one.

ATI Compliance Guidelines

To make sure that the page is ATI compliance, use the [CSUF Web Style Standards](#).

Images

- Must have an alternate text description
- Alternate text description minimum length is 7 characters
- Alternate text description maximum length is 80 characters
- Alternate text description must not have the word "image" on it

Tables

- Must have an aria-label attribute. This replaces the summary attribute.
- Must have a table header.
- Do not use table for layout purposes. Only use table if the data is in the table format.

Hyperlinks

- Hyperlink description should be descriptive. Don't use "click here" or "here" as a link description.
- Hyperlinks with the same description must have the same URL (the HREF attribute must have the same characters on it).
- When linking to a page, make sure that the URL is valid
- When linking to a hyperlink with a bookmark (URL with #BookmarkID), make sure the bookmark is valid.

Color Contrast

- Foreground and background contrast ratio must be 7 and above
- Don't use orange as a foreground color.
- Use #A20000 for error messages and validation errors (replacing red).