Librarian Web Training

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Web Accessibility

Web accessibility means that websites, tools, and technologies are designed and developed so that people with disabilities can use them.
Do’s & Don’ts

Things you need to keep in mind whenever adding, creating, or editing a page.
Images

Images need to be high-quality, proportionate images.

- [template.library.schoolwires.net/imageeditor](https://template.library.schoolwires.net/imageeditor)
- No text on images—this includes your homepage slide
Alt Text

What it should be: A descriptive and specific phrase to describe the image.

Okay: Pancakes

Better: Stack of blueberry pancakes with granola.

Not Acceptable: Image
Readability

We want to make sure that content is digestible.

- Avoid large text blocks.
- Utilize **bullet lists**.
- Utilize **headings**.
- Avoid using tables.
Do’s

- Write in plain English
- Describe images by using alt text
- Write descriptive links and heading - for example, Contact us
- Break up content with subheadings, images and videos
- Align text to the left and keep a consistent layout
- Size images appropriately
Don’ts

Create a wall of text—don’t make users read long blocks of content

Spread content all over a page

Write uninformative links and heading – for example, Click here

Put content in audio or video only

Stretch or squish images

Create a page for one element or content that can’t stand alone
Anatomy of Your Page

Let’s take a look at the new library home pages.
Pages

Each Library campus page will show consistency on the “homepage” by utilizing a predetermined layout.

You will have the ability to customize your other pages with drag & drop blocks to create the pages that work best for you.
Home

All home pages consist of:

- Universal Navigation
- Library Links
- Announcement Slider
- Upcoming Events
- Library Operating Info
- District Announcement

adapted to the appropriate color scheme.
Bradley Library

Universal Navigation
Library Information

Library Hours:
8:00-4:15
Phone: 210-356-2604

Librarian
Regan Sanchez
rsanch7@neisd.net

Monthly Spotlight: Summer Reading

Summer is here and there's fun times to be had. Your kids can experience new adventures and characters within the pages of these awesome books for Summer 2019!
Library Links are a selective list of quick links.

You can choose from the six links shown here to link to your librarian-created content.

All content should fit into these categories.
Your announcement slider can be used to showcase up to 5 slides.

These slides can be a simple image or can link to a page of content.

This is the perfect place to announce a big event like Battle of the Books, Book Fairs, etc.

Please note, that you’ll need to avoid using text on images. All text will be input within the content block within the app.
Upcoming events automatically pull from your library events calendar.

If there’s a specific event you’d like to showcase, you may want to create a slide if it’s appropriate for the situation.

Upcoming Events

Friday, August 9
National Book Lovers Day

Monday, August 19
Back to School

Friday, September 6
National Read A Book Day

Sunday, September 8
International Literacy Day

View Calendar
Site Manager
<table>
<thead>
<tr>
<th>STATUS</th>
<th>PAGE</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVE</td>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>ACTIVE</td>
<td>Events</td>
<td></td>
</tr>
<tr>
<td>ACTIVE</td>
<td>Annual Report</td>
<td></td>
</tr>
<tr>
<td>ACTIVE</td>
<td>FAQs</td>
<td></td>
</tr>
<tr>
<td>ACTIVE</td>
<td>Student Resources</td>
<td></td>
</tr>
<tr>
<td>ACTIVE</td>
<td>Clubs &amp; Programs</td>
<td></td>
</tr>
</tbody>
</table>
Editing Your Pages

Please do not change the layouts of your pages
How to edit Homepage

1. Login to the District site.
2. Click site manager.
3. In your sidebar, locate Library.
4. Select “Home”
   a. From here, you can edit your slider and links.
Adding to Slider

To add a new slide:

1. Click “New Record”
2. Add a title. You can also add an optional caption.
3. Upload an image of your choice. Make sure the image is correctly sized.
4. Add alt text.
5. If you are linking, check the “Link Record” box.
6. Add your link text. Link text should be simple and concise.
   a. Examples: Learn More, Click to Learn More, Read More
7. Add the link you wish to link to.
8. Check the “Open link in new window” box.
9. Select “Save”
Add Links to Content

1. Content apps work similar to a word document.
2. To add text, begin typing in the text field.
3. To add a link:
   a. Highlight the text you would like to hyperlink and right click.
   b. Select “Insert Link”
   c. Insert the link to the page you’d like to link to.
   d. Click the Target dropdown. Select New Window.
   e. Click OK.
   f. When you’re ready, save.
Adding Images

1. When working within a content, to add a link:
   a. Place your cursor where you would like to add the image within the text.
   b. Select the image icon from the toolbar.
   c. Upload an appropriately sized image or select an image you’ve previously used from your existing images.
   i. If you choose to add an image, **you must add a description to the Alt Text field**.
   d. Click continue.
   e. Add your alt text.
   f. Select insert image.
   g. When you’re ready, save.
Image Sizes

If you choose to add an image, you must add a description to the Alt Text field.

- **Thumbnails:** 100 x 100
- **Slider Image:** 900 x 720
- **Within Text/Content:**
  - Large: 900 x 400
  - Medium: 600 x 400
  - Small: 200 x 200 or 200 x 300

Clubs & Programs

Home > Lib. Slider

With content and apps.
Adding to Calendar

To add a new event:

1. Click “New Event”
2. Add a event title. You can also add an optional caption.
3. Add date/time information.
4. In the description box, you’ll want to add any details for your event that a student or parent might need in order to participate.
5. When you’re ready, select “Save.”
How to edit Events

1. Make sure you are logged in to the District site.
2. Click site manager.
3. In your sidebar, locate Library.
4. Select “Events”
   a. From here, you can edit and add events to your events calendar.

*These events will automatically populate you Upcoming Events on the homepage.*
Adding Pages

There are two main ways that you guys will be adding pages. 1. New Page 2. Articles
Reduce:
Consolidation is key. Try to keep all content related to the topic on one organized page unless the content is more than three scrolls.

Reuse:
If a page already exists, link to it instead of duplicating. This includes linking to Library Services, events, and pages that you've previously created.

When you're done with an event or page that you may use again next year, instead of deleting it, inactivate it.

Recycle:
Utilize images and documents you've already uploaded if they are applicable.
Adding to Clubs and Resources

To add a new item:

1. Hover over the Clubs & Programs box and select the grey pencil.
2. Click “New” and add the title of your choice to the Headline Title text field.
3. Optional: add an Accent Image by clicking “Select Image”. Either upload from your computer or select and existing image. Remember: Reduce, Reuse, Recycle.
   a. If you choose to add an image, you must add a description to the Alt Text field.
   b. If you choose to upload an image, your image must be 100x100px.
4. Optional: Set a “Display Duration” if you’d like an item to automatically become inactive after your selected time.
5. Under “Current Content Type” select:
   a. Article: To create a page with these sections
      i. Add Article Content to the text field. Add a sentence to “Teaser Text” and select Save.
   b. Link: If you’d like to link to a pre-existing page, document, or form.
      i. Add url to “Link Content”
      ii. Add a descriptive sentence to the “Description”
6. Select “Save” when you’re ready.
Adding to FAQs

To add a new question:

1. Click “New Question”
2. Add your question in the Question text field. For example, What is an ISBN?
3. In the Additional Information field, add your answer.
4. Select “Save” when you’re ready.
Adding New Pages

Remember: Reduce, Reuse, Recycle

1. Create a New Page and name it whatever you wish (like How to Check Out a Book)
2. Click on Content Page and then click Save and Continue.
3. From the main menu, under Actions, click on Edit Page to Manage Apps and Layout
4. Delete the Welcome app, then click on Apps. Choose the appropriate app(s) and drag it to your workspace.
5. When complete, select the pink “x” to close out of the page.
Organizing Content

Determining how you will organize your content will determine if you'll need a new page.
Headings

- Headers allow a reader to navigate a page.
- Select an appropriate heading style based on the best way to organize your content.
- You can also utilize text styles like Bold, Italics, and Underlines.
- If you don’t feel like you can concisely present your content within the text field, consider creating a new page and using Content Apps to build and organize your page.
Questions

For those in attendance, access will be granted to your within the next 48-72 hours. If you have any questions, comments, or concerns, contact mbradh@neisd.net