

Accessibility and Usability
DGS CMS Web Content Administrators User Group
Monday, October 27, 2008 2:00 – 4:00 p.m.
Zig Building Auditorium – First Floor

Agenda

1. New Public Information Officer
 - a. Vision
 - b. Review of future new websites
 - c. Writing guidelines
 - d. Feedback
2. New Information Security Officer
3. Plans for New Content Management System
4. Pending Plans for the Intranet
5. SharePoint Training
6. Usability Study Update
7. CMS Accessibility Class
Nov 11, 2008
9:00 – 11:00 a.m.
Zig 3rd Floor 3-300

OTR/Web Concerns

1. Writing of content in all upper case
2. Including punctuation marks in filenames = # , : () * & % ; . / \
3. Requesting assistance to pages referred to by their program names (such as contract page) instead of the URL (such as <http://www.pd.dgs.ca.gov/contracts/>).
4. Requesting assistance with links but not tell us the URL or which link on a page the assistance refers to.
5. Somehow I am receiving requests from the public for program assistance. If I mail something to you for routing, please do not send it back to me. You know your Division better. If you return it, we delay the response to the public.
6. Requesting rights for a co-worker and offering to train them yourself. We spend too much time fixing what trained CMS authors post. For instance: CMS Authors copy content directly from Outlook or Word into the CMS placeholder. This conflicts with the style sheets imposed upon us by the guidelines of the State.