

Web Committee Minutes/Reports – March 2004

The March 2004 meeting of the ACC Web Committee is being conducted via email. Following are reports submitted by members and compiled by Patty Scogin, chair. The next meeting is scheduled Tuesday, April 20, 3 p.m., HBC 221.

- 1) Clarify function of the ACC Web Committee – Patty Scogin
Develop consistent, district-wide standards for web content and design. The ACC Web Committee monitors the ACC web site, recommends guidelines that encourage best practices, develops tools and other resources to assist staff and faculty in creating and maintaining web pages, and recommends strategies that promote the development of the ACC web. (Administrative Rule # 3.02.005)
- 2) Provide Links to Accessibility Sites – Jeannie Beach
 - a) Here is information on Air U <http://knowbility.org/air-university/2003/about.jsp>. Hopefully they will have another accessibility conference this year.
 - b) The World Wide Web Consortium (W3C) also puts out very good information about accessibility. This is a link to their checklist: www.w3.org/TR/1999/WAI-WEBCONTENT-19990505/full-checklist (scroll down to see the list)
 - c) This link will provide you with a free demo of JAWS for Windows screen reading software. It is a very informative tool if you want to hear what your site sounds like! www.freedomscientific.com/fs_downloads/jaws.asp
 - d) All the ACC libraries have designated PCs with JAWS (the voice synthesis software that reads web pages) and ZoomText, which enlarges text. If anyone is interested in how these work, drop by. - Red Wassenich
- 3) Update on the Search Engine – Edward Terry, Brenda De Leon, Glenda Keyworth
 - a) Search engine now picks up the title of the page and “Meta Description.” Metatags are no longer the sole search criteria.
 - b) Improved the indexing process, i.e., picking up new pages and dumping old entries.
- 4) New Sites and Pages – Edward Terry
 - a) Public Information and Media Relations www.austincc.edu/pubinfo/
 - b) Reinstated “What’s Hot and New” www.austincc.edu/news_events/hot&new.php
 - c) Workforce Programs Download Center – short descriptions of available degrees and links to the program brochures www.austincc.edu/workforce
- 5) In the Works – Edward Terry
 - a) Purchasing Newsletter www.austincc.edu/eterry/purchasing_newsletter/index.htm
 - b) Web Services Request Form www.austincc.edu/marketng/webserviceform.php
- 6) Updates
 - a) Directories page reorder completed – Helen Guillory, Edward Terry www.austincc.edu/utility_pages/directories.php
 - b) Removed “Contact Us” from the generic downloadable template www.austincc.edu/generic_template/

- 7) Reminder to web page administrators
Check all of your pages and spread the word about making sure all web links and email addresses reflect the www.austincc.edu URL. At some point, the austin.cc.tx.us address will no longer be valid.
- 8) Develop Guidelines and Provide Assistance for Posting Lengthy Documents to the Web –
Patty Scogin, Sylvia Partida
- The creator/owner is responsible for posting documents in an appropriate format.
 - PDF is often the format of choice.
 - Use the latest edition of Adobe Acrobat for the optimum results.
 - Create the .pdf from the original document.
 - Label the link (.pdf) so the user knows they will be opening a new program when viewing the file.
 - Divide the document into small, labeled sections. Download time should not exceed two minutes on a modem.

How to Extract Pages from a PDF Document

You can extract pages from an Adobe PDF file using the Extract command. You can delete the extracted pages or copy them to a separate file. For web postings, you will want to SAVE the extracted files.

Tips:

- Use the document's Table of Contents as a guide for where/how to separate the document.
- Try naming the files "chapter1" or "section2_4"; something that will indicate the portion of the PDF file you are separating.
- Be sure to save an extra copy of the original PDF. It will come in handy if you unintentionally delete a section of the document and/or if you wish to also post a copy of the PDF document in its entirety.

Using Adobe Acrobat 6.0

1. From the top toolbar, choose Document > Pages > Extract Pages.
2. Specify the range of pages you wish to extract.
3. Do one of the following and click OK:
 - To remove the pages from the document, select Delete Pages After Extracting.
 - To save the pages as a new file but leave the original pages in the document, do not select Delete Pages after Extracting.

If you choose to Delete Pages After Extracting, you need to click OK or Yes to confirm the deletion. The extracted pages are placed in a new document with the name "Pages from <document_name.pdf>".

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