

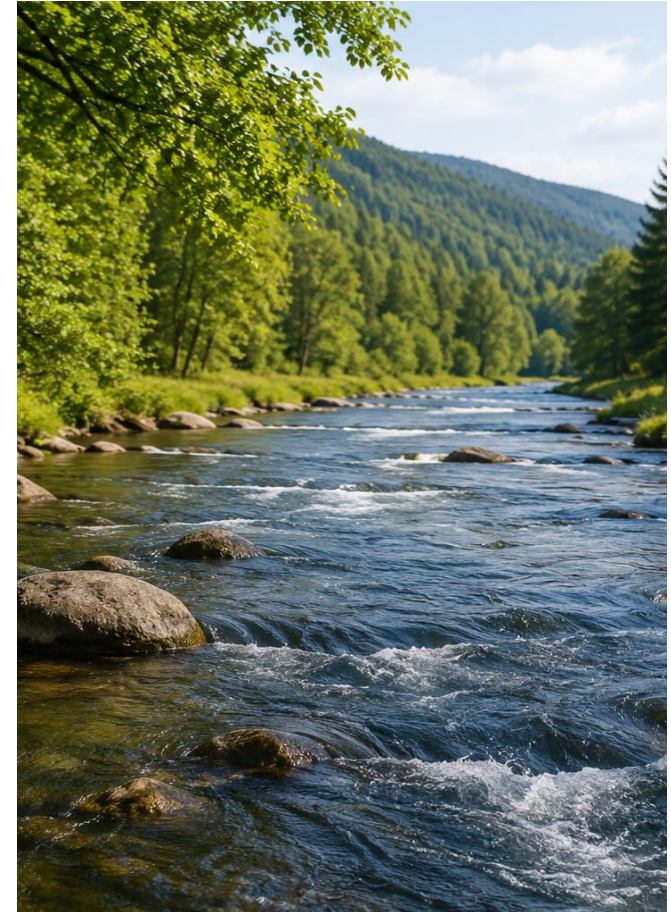
BEGINNER T4 EDITOR TRAINING

May 19, 2026

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AGENDA

- Web Editor Concepts
 - Website Creativity
 - Accessibility Training
 - Table Design
- Siteimprove
 - How to check and resolve broken links
- Document Accessibility
 - SensusAccess
 - New Siteimprove PDF Validator
- Third-party Embeds
- Redhawk Hub
 - Overview of Sites and Groups
 - How to find a group owner



CREATIVITY ON THE WEB

Creativity on the web should focus on making content **clear**, **accessible**, and **easy to understand**.

The goal is not to create a completely new visual design for every page.

True creativity comes from presenting information in an **intuitive** way while maintaining **consistency and uniformity** across the website.



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CREATIVITY ON THE WEB

Coloring within the lines is more elegant and promotes cohesion and uniformity across the website and brand.

Page Design Example:

- [General Page](#)

WITHIN THE LINES:

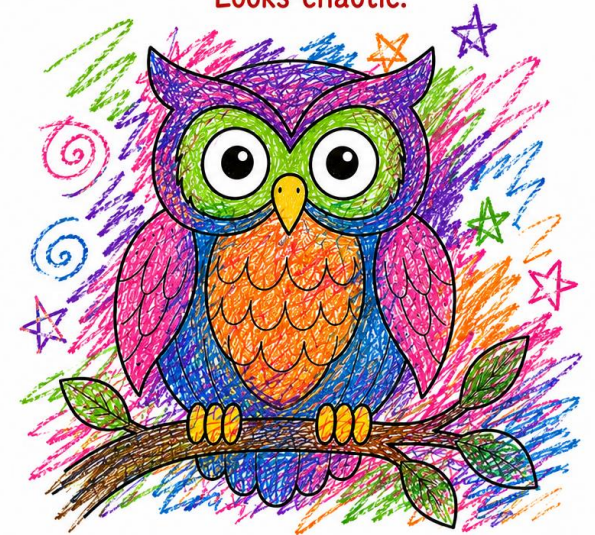
Works.
Looks intentional.



Designed to work together.
Clear. Balanced. Effective.

BEYOND THE LINES:

Doesn't work.
Looks chaotic.



Ignoring the design creates clutter.
Distracting. Unbalanced. Ineffective.

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CREATIVITY ON THE WEB

Examples:

- [Working within a constraint](#)
- [Creating intuitive information hierarchy](#)
- [Creating an accessible experience](#)



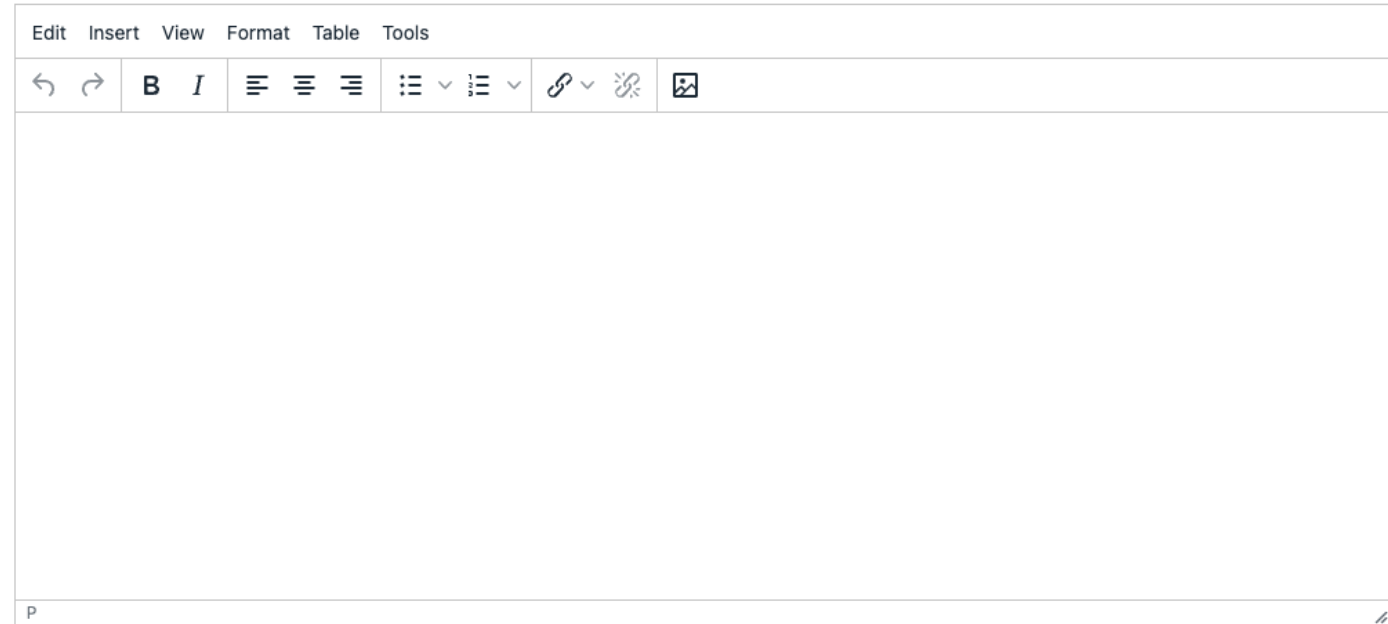
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CREATIVITY ON THE WEB

The WYSIWYG (HTML) editor offers many powerful features, but not all of them are appropriate for use on the website.

Always paste as text (**Edit > Paste as text**)



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WEB ACCESSIBILITY TRAINING

Complete your web accessibility training to maintain uninterrupted access.

106 out of 191 editors have completed the training (55%).

~85 editors need to take the training.

Submit a [T4 Access or Removal Request](#) to get started.

Seattle University / Web Support



Web Support

Need help with your external or internal website? Raise a request with the web team.

Contact us about

Support for External Websites

What can we help you with?



T4 Access or Removal Requests

Use this form for all T4 permissions

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WEB ACCESSIBILITY TRAINING

Demo of the most commonly missed exercise from the training:

[Copy/Paste from Word](#)

Identify these junk elements and remove them:

- `nbsp;`;
- `<br />` (okay for addresses and poetry)
- `<span></span>`
- `<p>nbsp;</p>`
- White spaces in plain text fields

Web Accessibility Training (20 Points)

Welcome to the Seattle University Web Accessibility Training

The web is moving in some exciting and inclusive directions, especially in higher education. In March of 2026, all universities are required by the Department of Justice to meet WCAG 2.1 AA Standards. To meet this standard, our community needs to prepare now.

This training will guide you through essential steps to create content that is accessible for everyone on Seattle University web properties.

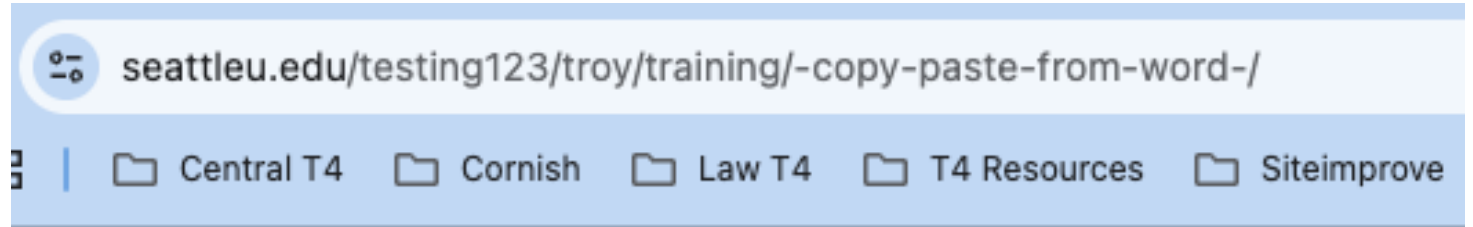
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COPY-PASTE

This section title included extra spaces before and after the page name, which created unnecessary dashes in the URL.

Be sure to check for extra spaces before publishing pages or sections.



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NEVER USE DOUBLE QUOTES

To prevent HTML and accessibility issues, the Web Team standard is to use **single quotes** whenever quotation marks are needed.

Double quotes can break code in the website.

How a Double Quote Breaks Image Alt Text

Using a double quote (") inside the alt text can break your HTML.

 **WORKS CORRECTLY**

1. Alt Text Field



2. HTML Output

```

```



3. Result



 **Alt text renders correctly.**
Screen readers get the full description.

 **BREAKS ALT TEXT**

1. Alt Text Field



2. HTML Output

```

```



The browser thinks this quote ends the alt attribute early.



3. Result



Alt text is broken.
Screen readers may stop early or read incorrect text.

TABLE DESIGN

QUICK CHECK

Does your table have a teal table header row?

- Properly formatted table headers appear teal on the website.
- If your header row is not teal, your table structure needs to be reviewed.

Day 1: Sample Two-day (Overnight) Student Schedule

Time	Session	Description
1-1:30 p.m.	Check-In	Receive your nametag which will have your assigned Orientation Group Number on it.
1-2:10 p.m.	Welcome Session	Join us as we kick off Redhawk Launch! You'll be welcomed by campus leaders and the Orientation Team.
2-2:55 p.m.	Orientation Group Meeting #1	Meet with your Orientation Leader, a current Redhawk student, and other new students to learn about campus resources and participate in activities.



TABLE DESIGN

WHEN IN DOUBT ABOUT TABLE DESIGN

World Wide Web Consortium (W3C) provides strategies, standards, and resources to make the Web accessible to people with disabilities

<https://www.w3.org/WAI/tutorials/tables/>

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SITEIMPROVE: HOW TO DO A DAILY CHECK

BROKEN LINKS

- Where to find broken link issues in Siteimprove
 - Quality Assurance > Links
- Dismiss broken links in T4 after they've been fixed.

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SITEIMPROVE: HOW TO DO A DAILY CHECK

LINKS TO REVIEW

Often these links work but need human to review.

They may be:

- Temporarily broken
- Inaccessible for some users (requires authentication to sign on)
- Blocked by the Siteimprove crawler
- A false positive

Broken links ▶

Confirmed broken links **4**

Links to review **7**

Dismissed links **699**

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SITEIMPROVE ISSUE: HEADING NOT DESCRIPTIVE

Simple Examples

Weak H1	What's Missing	Better H1
About Us	Subject	About the Global Engagement Office
Resources	Subject	Technology Ethics Initiative Resources
Zoom	Purpose/Audience	Zoom Support for Faculty
Grades	Subject	Seattle University Grades
Logos	Subject	Seattle University Logos

[SUBJECT] + [TYPE]

A basic formula for naming your page's Heading field (H1 Heading located in the hero.)

Don't rely on the breadcrumbs for orientation.



EMBED CODES MUST BE REVIEWED BY THE WEB TEAM

Before purchasing or implementing a third-party embed, submit the embed code to the Web Team for accessibility testing and approval.

Whenever possible, link to the external service instead of embedding it. External links do not require accessibility testing and are the preferred option.



The background of the slide features a close-up of white, star-shaped flowers on dark branches in the upper left corner, and a blurred view of a street with trees and buildings in the lower right. A large white rectangle occupies the center of the slide.

THANK YOU

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