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Little Forest is a web governance software that helps you maintain the health of your UNH website. It uses the Little Forest index (LFi), a single score for all your digital activity, helping you to see instantly if your site is performing better today than yesterday.

Little Forest is managed and maintained by Web and Mobile Development. Request an account from the Accounts Management System. For support, or training, please contact WMD. Currently, Little Forest is only available for use on College and School websites.
Log-in

Log in to Little Forest here: https://mylogin.unh.edu/secureauth84/

Home

When you first log in, you’ll see the site(s) you have access to.

![List Of Projects](image)

Click on the site name or the LFi Report icon to go to the Overview.

Clicking on the Accessibility icon will take you directly to the Accessibility. Clicking on Content Search will take you to a search page where you can search for content across your whole site.

Overview

The overview shows you your LFi score and its breakdown, as well as the date of the last site crawl. Click on the site name to continue.

![Overview](image)

Dashboard

The dashboard is where all the information about your site is accessed. At the top right, you have a snapshot of the overall health of your site and the date of your last scan.
• Rank goes from A (best) to E (worst)
• Results are your **LFi score**, a combination of all the scores on individual categories weighted by how important they are to search engines.
• “Speedometer”: 70 and above is very good
• Date of your last scan. Scans are run weekly, and you will receive an email of your updated score, amount of increase or decrease, along with information on each of the major error types

The dashboard panel displays the 4 scores, LFi, infrastructure, governance and content, and a graph of the progress of those scores.
• **LFi** is the overall score of the site.
• **Infrastructure** is the health of the servers. Inform WMD if you see a problem.
• **Governance** and **Content** are the elements that make up the LFi score.
• The **orange line** is the graph of your LFi score.
Google analytics

Little Forest can display live Google analytics about your site. Use the dropdown menu to examine:

- number of visits
- returning visitors %
- bounce rate %
- average session duration
- number of pages/session
- goals achieved
- visits by channel (social, organic, referral, etc.)
- visits by device
- sessions from all campaigns

Please be aware that these are monthly results, so the current month’s numbers will appear low and will increase as the month progresses.

If no results are displayed, please contact WMD to have them added.
Issues to fix

This is the most important section of the site, where it breaks down the types of errors tracked and lets you access detailed information.

To access each section, click on the number of errors. If there are 0 errors, then you won’t be able to click on it.

At any time you can return to this overview screen by clicking on the rightmost name of the site at the top of the screen:
Broken links

Broken links create an unsatisfactory user experience and can cause a user to abandon the site.

Within this section, you’ll see a list of each link that is broken, the status code, and the page where the broken link resides. A 404 status code means the page is missing. 403 means the page is there but inaccessible for some reason—usually it’s because the page isn’t published.

1. Click on “Referencing pages” for that link. You’ll see a list of the pages referencing that broken link.

2. Click on the link to go to the page.

*Little Forest will shortly be releasing an In-page feature that will highlight the error on the referencing page, so you won’t have to search for it.*

For now, use one of these methods:

- Look at the content to find the link.
- If you think you know what the linked text is, search on the page to find it.
• Right-click on the page and choose Page Source. Then use Ctrl F to open a search bar and paste in the broken link. By looking at the surrounding code, you should be able to figure out where it is on the page.

3. Edit the page and fix the link.

A few notes:
• You can also click the **Extend** button at the top of the Broken Links page to display the Reference URL on the same screen. This is helpful if you want to export the Broken Links report for someone else to work on.
• There may be more than one page that references the broken link. If so, you’ll have to fix it on each referencing page.
• Links to an old /faculty/ page from person pages usually must be fixed by the faculty member within myElements; they cannot be fixed in Drupal.
• Sometimes links are not visible because they aren’t on any text. For example, `<a href="palucollege.unh.edu" />` might show up as broken, but you might not be able to see it if you just look at the content of the page. In cases like that, you will need to use the page source method.

**Duplicate Page Title**

Search engines like pages that are “unique” as they are seen as more compelling for users. Pages with identical titles are not seen as unique.

<table>
<thead>
<tr>
<th>Page URL</th>
<th>Page Title</th>
<th>Page Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://palucollege.unh.edu/repluser">https://palucollege.unh.edu/repluser</a></td>
<td>User account</td>
<td><a href="#">Page Details</a></td>
</tr>
<tr>
<td><a href="https://palucollege.unh.edu/repluser/password">https://palucollege.unh.edu/repluser/password</a></td>
<td>User account</td>
<td><a href="#">Page Details</a></td>
</tr>
<tr>
<td><a href="https://palucollege.unh.edu/research">https://palucollege.unh.edu/research</a></td>
<td>Research</td>
<td><a href="#">Page Details</a></td>
</tr>
<tr>
<td><a href="https://palucollege.unh.edu/spotlight-category/research">https://palucollege.unh.edu/spotlight-category/research</a></td>
<td>Research</td>
<td><a href="#">Page Details</a></td>
</tr>
</tbody>
</table>

Note that **changing a page’s title will automatically change the URL**. In most cases you will not want to do this. To change the page title without changing the page’s URL:
1. Click on the page URL.
2. Edit the page.
4. Save the page.

In some cases, the page may be listed twice, once with a slash at the end of the URL and once without. This happens when there is a link elsewhere in the site that was hardcoded with the slash. The way to fix this is to use the Content Search to find where the hardcoded link is and use LinkIt to add the link. After the next scan, that duplicate listing will not appear.
Title Too Short

Titles are recommended to be between 30 and 65 characters. Titles are a good way to promote page content to Google to help the pages appear higher in search results. So, if you can, take advantage of an extra word or two to convey the specific content of a page.

Note that changing a page’s title will automatically change the URL. In most cases you will not want to do this. To change the page title without changing the page’s URL:

1. Click on the page URL.
2. Edit the page.
4. Save the page.

PDFs in the Same Tab

For the best user experience, PDF files should open in a new tab or window, so that users can read the information without losing their place on the website.

To set PDF files to open in a new tab/window:

1. Click on Page Details to get an active link to the reference page, or it’s probably quicker to just copy the reference link and open it in a new tab.
2. Find the link:
   - Look at the content to find the link.
   - If you think you know what the linked text is, search on the page to find it.
• Right-click on the page and choose Page Source. Then use Ctrl F to open a search bar and paste in the broken link. By looking at the surrounding code, you should be able to figure out where it is on the page.

3. Edit the page.
4. Double-click on the link. The Linkit box will open.
5. Click on Options.
6. Next to Target, choose New window (_blank) from the dropdown menu.
7. Click Insert link.
8. Save the page.

Large images

With Google using mobile-first indexing and prioritizing page speed and load time, large images can adversely affect search rankings. Little Forest lists all images above 500kb.

To fix, resize the image to be optimized for the web and upload it over the existing image.

No Meta Descriptions

Meta descriptions are very important in promoting page content to Google to help the pages appear higher in search results. Meta descriptions are often displayed in search engine results and provide more information for searchers. Results that are clicked on move even higher in rankings, so a good meta description can really make a difference.

The Colleges and Schools build automatically populates the meta description field, but in some instances, the description field ends up with no copy. The main reason is when, for layout purposes, the body field was not used for copy, though there may be other situations that cause this.
To add meta description to a page:

1. Click on the page URL to view the page.
2. Copy or write a sentence or two that captures the key message of the page, using keywords that you’d like to capture when people search on this topic. Meta descriptions should be between 50-160 characters.
3. Click edit.
4. In the right-hand column, click Meta tags to expand the accordion.
5. In the Description field, delete any existing text and paste the description.
6. Save the page.

Title Too Long

Titles are recommended to be between 30 and 65 characters. It’s best to put your most important keyword first in the page name, in case the title gets truncated.

To edit a page title:

5. Click on the page URL.
6. Edit the page.
7. Either change the title of the page to be shorter or, under metatags, Page title, replace [term:name] with a shorter title.
8. Save the page.
Broken PDFs

Broken PDF files create an unsatisfactory user experience and can cause a user to abandon the site.

Within this section, you’ll see a list of each link that is broken, the status code, size, last modified date, if it is set to open in a new tab, number of pages, and reference details, which lists the number of pages where the broken pdf link resides. A 404 status code means the page is missing.

4. Click on “Referencing details.” You’ll see a list of the pages referencing that broken pdf.

5. Click on the link to go to the page.

To find the broken pdf link:

- Look at the content to find the link.
- If you think you know what the linked text is, search on the page to find it.
- Right-click on the page and choose Page Source. Then use Ctrl F to open a search bar and paste in the broken pdf link. By looking at the surrounding code, you should be able to figure out where it is on the page.

6. Edit the page and fix the broken pdf link.

A few notes:
You can also click the **Extend** button at the top of the Broken PDFs page to display the Reference URL on the same screen. This is helpful if you want to export the Broken PDFs report for someone else to work on.

There may be more than one page that references the broken PDF. If so, you’ll have to fix it on each referencing page.

Links to broken PDFs from person pages usually must be fixed by the faculty member within myElements; they cannot be fixed in Drupal.

Sometimes links are not visible because they aren’t on any text. For example, `<a href="palucollege.unh.edu/programs.pdf"/></a>` might show up as broken, but you might not be able to see it if you just look at the content of the page. In cases like that, you will need to use the page source method.

### External Broken links

External broken links create an unsatisfactory user experience and can cause a user to abandon the site.

Within this section, you’ll see a list of each link that is broken, the status code, and the page where the broken link resides. A 404 status code means the page is missing.

<table>
<thead>
<tr>
<th>Broken Link</th>
<th>Status Code</th>
<th>Referencing pages</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://doi.org/10.1080/00663821.2024.000960">http://doi.org/10.1080/00663821.2024.000960</a></td>
<td>404</td>
<td>click here</td>
</tr>
<tr>
<td><a href="http://doi.org/10.1163/22134616-06021184">http://doi.org/10.1163/22134616-06021184</a></td>
<td>404</td>
<td>click here</td>
</tr>
<tr>
<td><a href="http://doi.org/10.1177/152746161774515/">http://doi.org/10.1177/152746161774515/</a></td>
<td>404</td>
<td>click here</td>
</tr>
<tr>
<td><a href="http://doi.org/10.1177/2398212818713865">http://doi.org/10.1177/2398212818713865</a></td>
<td>404</td>
<td>click here</td>
</tr>
<tr>
<td><a href="http://doi.org/10.4458/7800-03">http://doi.org/10.4458/7800-03</a></td>
<td>404</td>
<td>click here</td>
</tr>
<tr>
<td><a href="http://www.apjstudylab.com/programs/quitar/doha/">http://www.apjstudylab.com/programs/quitar/doha/</a></td>
<td>404</td>
<td>click here</td>
</tr>
<tr>
<td><a href="http://www.esawsebn.com/">http://www.esawsebn.com/</a></td>
<td>404</td>
<td>click here</td>
</tr>
<tr>
<td><a href="http://www.massport.com/logan">http://www.massport.com/logan</a></td>
<td>404</td>
<td>click here</td>
</tr>
<tr>
<td><a href="http://www.mesa.arizona.edu/">http://www.mesa.arizona.edu/</a></td>
<td>404</td>
<td>click here</td>
</tr>
</tbody>
</table>

7. Click on “Referencing pages” for that link. You’ll see a list of the pages referencing that broken link.
8. Click on the link to go to the page.

- Look at the content to find the link.
- If you think you know what the linked text is, search on the page to find it.
- Right-click on the page and choose Page Source. Then use Ctrl F to open a search bar and paste in the broken link. By looking at the surrounding code, you should be able to figure out where it is on the page.

9. Edit the page and fix the link.

A few notes:

- You can also click the **Extend** button at the top of the External Broken Links page to display the Reference URL on the same screen. This is helpful if you want to export the External Broken Links report for someone else to work on.
- There may be more than one page that references the broken link. If so, you’ll have to fix it on each referencing page.
- Links from person pages usually must be fixed by the faculty member within myElements; they cannot be fixed in Drupal.
- Sometimes links are not visible because they aren’t on any text. For example, `<a href="palucollege.unh.edu"></a>` might show up as broken, but you might not be able to see it if you just look at the content of the page. In cases like that, you will need to use the page source method.

**Multiple Headings**

Some pages have more than one H1 heading. This can be confusing to Google and can result in a page showing up lower in search results.
While we cannot currently correct this error for home pages, to fix this on other pages:
1. Click on the link to go to the page.
2. Find the H1 content. You can use the Page Inspector or view the Page Source to help you with this.
3. Edit the content and change the H1 heading to an H2 heading. Make any additional changes necessary to keep the heading hierarchy correct.

Broken Images

Broken images give a very poor impression of a website and should be fixed immediately.

1. Click on the reference detail to find out what page the broken image is on.
2. You may immediately see where the broken image is, or you may need to search the page source for the file name to see where the broken image is.
3. Edit the page and fix it.

A few notes:
• You can also click the Extend button at the top of the External Broken Links page to display the Reference URL on the same screen. This is helpful if you want to export the External Broken Links report for someone else to work on.
• There may be more than one page that references the broken link. If so, you’ll have to fix it on each referencing page.

Issues Score Weights

To see how the scores are weighted, from the dashboard, click on the LFi score. Each element is listed with its score. The weight shows the relative weight of each.
Spelling

Little Forest tracks spelling issues. It does require an initial set-up period, because it includes everything it doesn’t recognize, including student names, unusual terms, odd abbreviations, etc. You have to go through and verify which words are actually acceptable. You add them to your site’s dictionary, and then they are recognized as correct and not counted as spelling errors in subsequent scans. Spelling does not affect your LFi score.

The Spelling Check lists all the pages with the number of errors on each page. The spelling number in the dashboard reflects the number of unique spelling errors on the site, rather than every instance of every misspelled word.

To work on a page:
1. Click on a page to see all the issues on that page.
2. For items that you need to add to your dictionary, check the word and click Add to Dictionary to mark them as spelled correctly. You can check off multiple words and then click Add to Dictionary to add several words at once. You can also click on the small box at the top of the checkbox column to select all the words at once.
3. For real mistakes, such as “menorship,” fix the page. The error will disappear next time the page is run.

A few notes:
- Professors’ names have already been added to the dictionary.
- There is only one dictionary that is used across all UNH sites, so any word added to the dictionary from any site will be treated as being spelled correctly everywhere. Therefore, please be careful when adding words, so as not to add possible misspellings.

Accessibility, Performance and Privacy Information

This section provides links to the accessibility section, and information about performance and privacy elements such as cookies, Javascript, forms and iframes used on your site.
Content Information

This section lists all the pages on your site. Click on “View All Your (xx) Pages” to see the full list. From there you can search for and inspect any individual page.

Under that is an inventory of all the other types of material you have on your website, including pdfs, Word docs, videos, etc.

Content Search
You can get to the Content Search screen from the Useful Tools menu.

The content search lets you do advanced searches for content across your whole website. For example, you want to find all mentions of your honor society EXCEPT for on its own page, where a raffle is being advertised. You can use the include and exclude filters to search the site.

Accessibility

You can get to the Accessibility report from the Useful Tools menu as well. The homepage will show you the number of unique numbers, with the total number of errors listed underneath in parentheses. You can run the accessibility scan by clicking Re-run. Be aware that this make take 12-24 hours to run. Accessibility does not affect your LFi score. Click the name of the site to see the list of pages with each one’s error count, the date of its last scan.
Click the Inspect button to see the visible errors highlighted onscreen. You can get feedback on headings, contrast, link text, image alt-text and more.

From the dashboard, click on an individual page name to see the information about all the errors on that page. Click on the Errors accordion to see the specific ADA items. If you see any that you can fix, you can click on the link to the page at the top of the page to open the page, edit and fix it. If you see something you can’t fix that you believe to be new, please contact WMD.
### Accessibility Dashboard

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Errors</td>
<td>Warnings</td>
<td>Info</td>
<td>Total</td>
</tr>
<tr>
<td>6</td>
<td>101</td>
<td>317</td>
<td>424</td>
</tr>
</tbody>
</table>

Grade: AA

---

### Errors

**Errors**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Error 1</em>: Duplicate attribute value &quot;value&quot; for an attribute on the web page.</td>
<td></td>
</tr>
<tr>
<td><em>Error 2</em>: Duplicate attribute value &quot;value&quot; for an attribute on the web page.</td>
<td></td>
</tr>
</tbody>
</table>

---

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