

Web Submission Guidelines

Contents

Home Page News Items	1
Page Changes and Updates.....	2
Minutes, Agendas, and other Committee Documents	2
Timing of Requests.....	2

Home Page News Items

Please bear in mind that the Home Page has very limited space for displaying upcoming events and important notices. Accordingly, submit only your most important items for inclusion.

Six Requirements for a Home Page Posting:

- PIO Approval - All items must be approved by the Public Information Officer *before* being submitted to the Web Developer.
- Title – The title of the item, to appear on the home page.

If the item is an event, make sure to include the date in the title.

- Image – All items should be accompanied by an image for display on the page

Format - The graphic should be in .jpg or .gif format, 60 pixels high by 60 pixels wide, at a resolution of 72dpi. If you are not able to create and crop this image yourself, please provide the Developer with an image that she may crop to the appropriate size.

Copyright - Please be conscientious about copyright restrictions. Usually images may not be taken from a Google image search and used freely. Try to provide photos or graphics that you or someone within your department has created for the posting.

- Additional Details – If the title is not long enough to convey all the necessary information (It usually won't be.), please include one of the following:
 - a PDF file with full details (Please do not provide Word or Publisher Documents, as these cannot be opened by everyone.)
 - OR the URL of a preexisting location where the user can go to learn more. (outside sites, existing CHC pages...)
 - OR the full details in the body of your e-mail, to be included in a web page
- Date to Publish – When should this item first appear on the home page?
- Date to Remove – When should this item disappear from the home page?

Page Changes and Updates

Include the URL of the page where you want the change or addition made.

Include the location on the page where you want the change or addition made.

If you are providing a document for posting:

- Please make sure it is in PDF format, not DOC or DOCX.
- PDFs should be created from well-structured Word documents, so that the text is accessible to all viewers.
- PDFs created by scanning in an image, poster, or other document, are inaccessible and NOT Section 508 compliant. They will not be accepted.

If you are providing a document for posting, please indicate the wording that should be used for the link to the document.

Please provide any textual changes in a digital format: e-mail, text, PDF, Word, and Publisher files are all fine, but printed materials are not unless the content is extremely short.

Minutes, Agendas, and other Committee Documents

Please submit committee documents monthly rather than weekly, so that the Developer may post several at once, rather than doing it piecemeal.

Please submit the documents in PDF format.

Timing of Requests

Please submit requests for minor updates and changes at least a week before they are required (and include the date by which they will be needed).

Updates involving more than minor textual or link changes can be expected to take longer than a week. Please speak to the Web Developer well in advance.