DEPAUL UNIVERSITY
DIVISION OF STUDENT AFFAIRS

**Website edits reminders and guidelines**

1. You can make edits to your page, but you will not see them until the edits are approved by an approver.

2. Approvers will not be able to see and approve your edits unless you:
   a. Save the edits
   b. Check the page in
   c. Submit the page for approval. Please add brief description of your changes in the Request field when submitting page for publishing.
      i. If you updated or uploaded a new document on the page please mention this in your description.
      ii. If you have any questions about this process, refer to your SharePoint Basics handout or visit the SharePoint Basics or Best Practices webpages. If you still have questions, contact the divisional project coordinator.

3. All departmental web pages will contain the same information. You can add to the content under each subheading, but you should refrain from adding additional subheadings. The format will be:
   a. Department name, location and contact information
   b. Mission (if applicable)
   c. Vision (if applicable)
   d. Programs and/or services list
      i. Each item in this list will link to the pages that contain information about that program or service, if one exists.
   e. Staff photos and contact information (name, title, phone number and email)
   f. Links to social media, social media feeds, OrgSync event feeds and resource lists will all be displayed in the right rail of the page. It's suggested that no more than one social media feed should be showcased on this page.

4. Please follow the photo/video best practices. Remember:
   a. Use web-optimized images with a minimum width of 800 pixels and a maximum width of 1800 pixels to ensure crisp, clear images across all view ports.
      i. Height of horizontal images should be approximately 1/3rd of the width. So if the image is 1800 pixels wide the height should be around 600 pixels.
      ii. Optimizilla.com is our approved image-optimizer and paint.net is a simple windows program to adjust pictures sizes and optimize them for the web. See Appendix A for paint.net usage instructions.
   b. Vertical images should never be used.
   c. Limit the number of photos on each page. To create impact, consider making the photo larger, rather than adding more photos.

d. If you have more than 1 photo you want to share, create a photo gallery web part.
e. Limit photos to first- and second-level pages/sub-pages.
f. Make sure to give credit to the photographer, if necessary, and use only photos that you have the proper permission to use.
g. Make sure the photo reflects or represents the content on the page it sits on.
h. Videos can be embedded on your pages, but it should be done sparingly. You will have to upload the video to a departmental YouTube or Vimeo account first then submit a web edit request ticket with the page and link to the video.
   i. If you do not already have a YouTube or Vimeo account for your department, please create one.

5. When you link to documents on your website, please link to a pdf, not a Word document.
   a. If you are collecting data, use Qualtrics or a Smart Form. Contact the divisional project coordinator for more information about Smart Forms.

6. When it comes to content, please remember the following:
   a. Cater information to your primary audience.
      i. Remember, though, that websites are public, and parents and families, employers, donors, and alumni may also be accessing the page.
   b. Remember that most people accessing our website are looking for specific information, and do not want to spend more than 5 to 10 seconds on a page looking for information or a link.
      i. Limit scrolling as much as possible. If you have a lot of content that requires a great deal of scrolling, create tabs or add a FAQ or other web part.
      ii. You cannot create new pages. If you feel as though you need to create a new page, submit a web edit request ticket.
   c. Avoid using acronyms (LPSC, CDM, OSI)
   d. Use simple language (vocabulary) and sentence structure
   e. Include plenty of white space and use bullet points, when possible. This helps guide the reader quickly and easily through your content.

7. You will have access to various departmental and topic pages. Please only edit information on your department's page or on topic pages that are related to your department's programs and services.
   a. If you notice errors on other pages, please submit a web edit request ticket to alert us.

8. If you want to add additional editors to your page, submit a general access request ticket.

**Paint.net usage instructions**

1. Edit image size
   a. Open image in paint.net
   b. In the main menu: **Image > Resize**
      i. Alternatively use shortcut CTRL + R
   c. Make sure **Maintain aspect ratio** is checked
   d. Set **Resolution** to 72.00 and select pixels/inch
   e. Adjust width of image to be between the 800 and 1800 pixels
      i. Do NOT adjust height. (Should crop the photo to edit the height)
      ii. Do NOT increase the width of the photo. If the image's width is less than 800px then it can't be used. Increasing the size of the photo will make the quality suffer
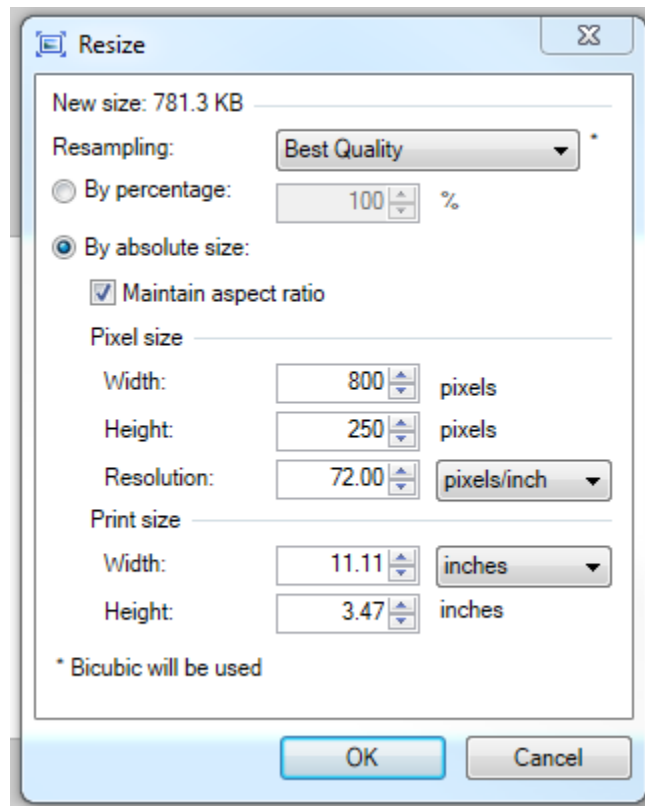
   f. Hit Ok

2. Cropping a photo
   a. Select the **rectangle select** tool from the tools menu. If you don't see the tools menu hit F5.
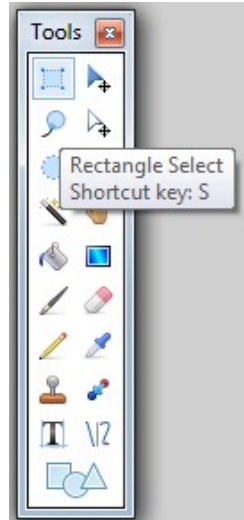
b. Take your cursor, click on the image and drag it across the image to select the area you want to be in the photo.
   i. If you mess up your selection right click on your mouse to remove the selection and start over.
c. When you have the area you want in the photo highlighted hit CTRL+SHIFT+X to crop the photo.
   i. This is a good way to adjust the height of a photo.

3. Saving and optimizing an image
   a. Open the image in paint.net
   b. Make sure the image width is between 800 and 1800 pixels
      i. The image size is shown in the bottom right of the screen
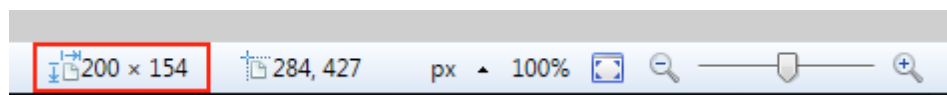
   c. In main menu go to : **File > Save as**
   d. Select the location and filename you want to use to save the file. (Replace spaces in filename with underscores and remove dates)
   e. **Important:** Select JPEG as **Save as type**
   f. Click **OK.**
   g. A new window will appear showing your image to the right and a quality bar to the top left.
   h. By default move the quality bar to 80.
   i. Notice the **Preview, file size** indicator at the top of the screen.
   j. If the preview file size is 300 KB or less you're done. Hit Ok.
   k. If the preview file size is larger than 300 KB reduce the quality to as low as 65.
      i. If the image is still larger than 300 KB you should cancel and try resizing the width of the image. Remember the max is 1800 pixels. Try reducing the width to 800 or 1000.