

Website edits reminders and guidelines

1. Designated staff who have completed SharePoint training are able to make edits to their department's web pages. [Contact Information Services](#) to request SharePoint training.
2. You can make edits to your page, but you will not see them until the edits are approved by an approver.
3. 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

If you have any questions about this process, refer to your SharePoint Basics handout or visit the [Best Practices webpages](#). If you still have questions, [contact the marketing communications specialist](#).

4. All departmental websites contain the same information. You can add to the content under each subheading, but you should refrain from adding additional subheadings. The format is:
 - 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 and resources at the bottom of the page
5. Please follow the photo/video best practices. Remember:
 - a. Use web-optimized, 72dpi images with a minimum width of 800 pixels to ensure crisp, clear images across all view ports.
 - b. Horizontal-oriented images tend to perform better than vertical images.
 - 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.

