

Guidance for Web Content Contributors

Webmasters often receive emails with fuzzy directions about how to post new content. This guidance helps you be clear, so your webmaster can handle your request intelligently.

Type of change	Fuzzy	Clear
Updating text on a page	On the ABC page, update the web page with the attached word document.	<p>On www.ncdhhs.gov/dss/xyz.htm , use the attached document to update the page. Delete text in red. Update text in green. Add text in purple. Black text has not changed at all. (This is an example; you can use other conventions as long as they are clear.)</p> <p>If changes are extensive, include: It has been reviewed and approved by [content manager/PIO] OR, Please send to [content manager and PIO] once it's posted on the test site for their approval]</p>
Add a new page	I am attaching a new page for the website.	<p>Please add the attached page to the website.</p> <p>Link it from this page: www.ncdhhs.gov/dss/xyz.htm ... make the link the last bullet. Link text should read: "Guidelines for ABC on DEF."</p> <p>It has been reviewed and approved by [content manager and PIO] OR, Please send to [content manager and PIO] once it's posted on the test site for their approval]</p>

Add a new document	Put this on the website	<p>Add a link to the enclosed document on this page: www.ncdhhs.gov/dss/xyz.htm</p> <p>Link text should say: A Day in the Life of ABC, January 14, 2010</p> <p>Add it as a bullet above the bullet for the CBX Report.</p>
Replace an existing document	Add this on the website	<p>The attached document replaces the document at {www.ncdhhs.gov/dss/xyz.pdf}</p>
Specify location of new sentence or paragraph	Add this paragraph to the ABC page.	<p>On this page www.ncdhhs.gov/dss/abc.htm</p> <p>make the following paragraph the last paragraph in the FGH Section.</p>
Provide link text	Add this sentence: More information on this program can be found at www.hhs.gov/abc/def/ghi/jkl.htm	<p>Add this sentence: More information can be found at the <u>U.S. HHS website</u>. [link to www.hhs.gov/abc/def/ghi/jkl.htm]</p>
Use descriptive link text. Never say 'click here'	Add this sentence: <u>Click here</u> for more information on the JKL program.	<p>Add this sentence: More information can be found at the <u>U.S. HHS website</u>. [link to www.hhs.gov/abc/def/ghi/jkl.htm]</p>
Address of link has changed	On the ABC page, change the link for DEF to go to www.hhs.gov/abc/def/ghi/jkl.htm	<p>On www.ncdhhs.gov/dss/xyz.htm the location of the link <u>Program ABC</u> on the U.S. HHS site has changed. The old address is www.hhs.gov/abc/def/ghi/jkl.htm</p> <p>The NEW address is www.hhs.gov/abc/def/ghi/mnojkl.htm</p>
Page deletion	Delete www.hhs.gov/abc/def/ghi/jkl.htm from the website and all references to it	<p>Delete www.hhs.gov/abc/def/ghi/jkl.htm from the website and all references to it. I believe those references are on pages www.hhs.gov/abc/def/ghi/mno.htm and www.hhs.gov/abc/def/ghi/pqr.htm</p>

<p>Add a new section to the website</p>	<p>Here are a few pages to add to the website. Make a new left navigation item to link to them all.</p>	<p>I need a new section for the website. This has been approved by the DHHS Web Content manager [for sites in the DHHS templates], and the new content has been approved by the division web content manager and PIO. [For new sections, prior approval is required.]</p>
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