



CEHS Office of Technology Services Web Update Procedure

Web updates can be submitted to CEHS Technology Services via email scullyp@mail.montclair.edu or can be brought to University Hall Room 3128. Please see below for instructions on web updates.

Homepage News & Events or Spotlight Articles

- Provide an editable file (text or word document) and a hard copy of the content you would like displayed on the website.
- Images should be emailed to scullyp@mail.montclair.edu, or delivered on a flash drive.
- Instructions should be provided explaining where this page will be linked to/from.
- No data content will be posted until approved by the Dean's Office.

Creating New Web Pages

- Provide an editable file (text or word document) and a hard copy of the content you would like displayed on the website.
- Images should be emailed to scullyp@mail.montclair.edu, or delivered on a flash drive.
- Instructions should be provided explaining where this page will be linked to/from.
- All new web page designs must maintain consistency with the CEHS/MSU website template.
- No data content will be posted until approved by the Dean's Office.

Note: Special instructions and/or requirements (such as an active link requiring a new window to open, a pop up, an image map, special tables) should include detailed instructions regarding what you would like the page to do.

Updating Existing Web Pages

- Print out the page(s) you wish to have updated. The printed pages should then be edited using a red pen.
- If there are large additions to be made (i.e., long paragraphs to be inserted in the middle of existing copy), mark exact location of insertion with a number and provide a separate typed sheet as well as an electronic copy with corresponding number.
- Any links within the copy should contain the correct web address (alongside), so an active link can be created from the information provided.
- Images should be emailed to scullyp@mail.montclair.edu, or delivered on a flash drive.
- No data content will be posted until approved by the Dean's Office.

Note: Special instructions and/or requirements (such as an active link requiring a new window to open, a pop up, an image map, special tables) should include detailed instructions regarding what you would like the page to do.

Procedure for processing Web Updates

Last Revised June 21, 2012

- The above procedures are published on the CEHS Technology Services Web Site and are accessible to everyone.
- After updates are submitted they will be approved by the Dean's Office. When updates are completed the clients will be notified so they can check the pages for any additional changes.
- Copies of received updates (paper and electronic) will be scanned and archived by the CEHS Technology Services office for a one year period.