

**USD WEB SERVICES
DEPARTMENTAL SITE SUPPORT
SCHOOL OF LAW**



**INFORMATION TECHNOLOGY SERVICES
UNIVERSITY OF SAN DIEGO**

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SCHOOL OF LAW

THE LAW WEB SITE IS BASED ON TEMPLATES THAT HELP GIVE SITE MAINTAINERS A STARTING POINT FOR DEVELOPING WEB PAGES. THIS HANDOUT WILL GO OVER THE USES OF THESE TEMPLATES, HOW TO MODIFY THEM USING ADOBE CONTRIBUTE, HOW TO MODIFY THE NAVIGATIONAL ITEMS ON YOUR PAGES, AND HOW TO ADD ITEMS TO THE NEWS AND/OR EVENTS WINDOWS ON THE LANDING PAGE OF YOUR SITE.

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LAW TEMPLATES

LANDING PAGE TEMPLATE

USE THE LANDING PAGE TEMPLATE FOR MAIN LANDING PAGES OF YOUR SITE. THIS TEMPLATE HAS THE FOLLOWING EDITABLE REGIONS:

- **PAGE TITLE (NOT PICTURED):** ENTER THE TITLE OF YOUR PAGE HERE IN THE FORMAT **USD: LAW: SECTION.**
- **MAIN CONTENT:** INPUT YOUR MAIN CONTENT HERE. ON USD LAW LANDING PAGES THIS HAS A TABULAR FORMAT COMPRISING LINKS TO BOTH SUB-PAGES WITHIN THE SECTION, OTHER SITE LINKS, AND EXTERNAL LINKS.
- **MORE INFORMATION:** INPUT ANY ADDITIONAL TEXT CONTENT HERE.



TO SEE THIS TEMPLATE IN USE, PLEASE VISIT THE FOLLOWING PAGES:

[HTTP://WWW.SANDIEGO.EDU/LAW/PROSPECTIVE/](http://www.sandiego.edu/law/prospective/)

[HTTP://WWW.SANDIEGO.EDU/LAW/NEWS/](http://www.sandiego.edu/law/news/)

[HTTP://WWW.SANDIEGO.EDU/LAW/CENTERS/](http://www.sandiego.edu/law/centers/)

CONTENT TEMPLATE

USE THE CONTENT TEMPLATE FOR SUB PAGES OF YOUR SITE. IT HAS THE FOLLOWING EDITABLE REGIONS:

- **PAGE TITLE (NOT PICTURED):** ENTER THE TITLE OF YOUR PAGE HERE IN THE FORMAT **USD: LAW: SECTION.**
- **TITLE:** THE TITLE IS THE HEADING OF YOUR PAGE. FOR EXAMPLE, **J.D. PROGRAMS, CONTACT US, ETC.**
- **MAIN CONTENT:** INPUT YOUR MAIN CONTENT HERE. THIS CAN CONTAIN TEXT, PHOTOS, LINKS, ETC.
- **MORE INFORMATION:** INPUT ANY ADDITIONAL CONTENT OR CONTACT INFORMATION HERE.



TO SEE THIS TEMPLATE IN USE, PLEASE VISIT THE FOLLOWING PAGES:

[HTTP://WWW.SANDIEGO.EDU/LAW/ACADEMICS/JD/PROGRAMS.PHP](http://www.sandiego.edu/law/academics/jd/programs.php)

[HTTP://WWW.SANDIEGO.EDU/LAW/CAREERS/STUDENTS/EMPLOYMENT_DATA.PHP](http://www.sandiego.edu/law/careers/students/employment_data.php)

[HTTP://WWW.SANDIEGO.EDU/LAW/ADMISSIONS/APPLICATION_PROCEDURE/JD_APPLICATIONS/JD_FAQS.PHP](http://www.sandiego.edu/law/admissions/application_procedure/jd_applicants/jd_faqs.php)

CONTRIBUTE

ADOBE CONTRIBUTE IS THE SOFTWARE YOU WILL USE TO MAINTAIN PAGES WITHIN YOUR DEPARTMENTAL SITE.

GETTING STARTED

GENERALLY YOU WILL USE CONTRIBUTE TO MAKE ADDITIONS OR MODIFICATIONS TO THE CONTENT PORTIONS OF YOUR WEB PAGES. YOU CAN ADD TEXT AND POSITION PAGE CONTENT USING TABLES.

YOUR SITE CREATION/MAINTENANCE PROCESS WILL CONSIST OF MODIFYING CONTENT ON ALREADY EXISTING PAGES.

FROM THE **CONTRIBUTE START PAGE**, CLICK ON YOUR WEB SITE NAME UNDER THE **BEGIN EDITING** HEADING.



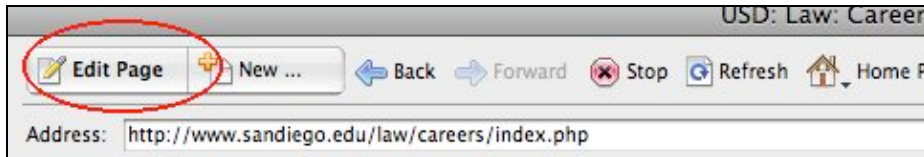
YOU SHOULD ALWAYS SEE THE LANDING PAGE OF YOUR SITE WHEN YOU BEGIN EDITING. TYPICALLY YOU WILL WANT TO MODIFY CONTENT ON YOUR SITE.

EXISTING PAGES

CONTRIBUTE ALLOWS YOU TO MODIFY ALREADY EXISTING PAGES AS WELL AS DELETE FILES YOU NO LONGER NEED IN YOUR SITE.

MODIFYING PAGES

YOU CAN MODIFY ANY PAGE IN YOUR SECTION OF THE WEB SITE BY BROWSING TO IT AND EDITING.

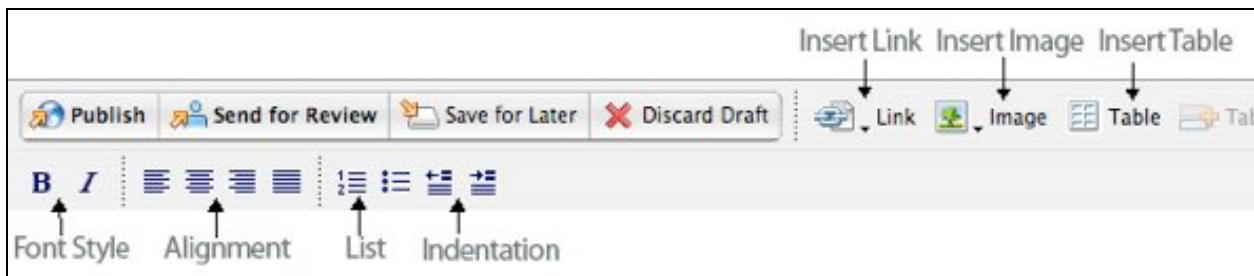


TO MODIFY A PAGE IN CONTRIBUTE, BROWSE TO IT USING THE ADDRESS BAR. CLICK ON **EDIT PAGE** TO VIEW YOUR PAGE IN EDIT MODE SO THAT YOU CAN BEGIN MAKING CHANGES. WHEN COMPLETED, YOU CAN SEND FOR REVIEW, SAVE FOR LATER, OR DELETE TO DISCARD YOUR CHANGES AS USUAL. THESE OPTIONS ARE DISCUSSED IN THE **PUBLISH OPTIONS** SECTION OF THIS HANDOUT.

- ❖ **TIP: NOTE THAT DISCARDING CHANGES DOES NOT DELETE THE ACTUAL FILE; TO DELETE FILES, PLEASE CONTACT THE LAW WEB DEVELOPER.**

WORKING WITH CONTENT

YOU CAN USE THE CONTRIBUTE TOOLBAR TO FORMAT YOUR CONTENT, INSERT LINKS, INSERT IMAGES AND INSERT TABLES FOR POSITIONING YOUR CONTENT ITEMS. YOU CAN ALSO USE CONTRIBUTE TO SPELL CHECK YOUR TEXT FOR A FINAL REVIEW BEFORE PUBLISHING YOUR CONTENT TO THE WEB.

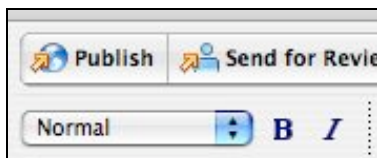


FORMATTING TEXT

YOU'LL ONLY BE ABLE TO WORK WITHIN THE DESIGNATED EDITABLE REGIONS OF YOUR PAGE. THIS MEANS STAYING WITHIN THE CONTENT BOUNDS PROVIDED BY THE TEMPLATES.

TO INSERT TEXT, YOU CAN COPY AND PASTE DATA AND INFORMATION FROM OTHER APPLICATIONS, OR YOU CAN SIMPLY BEGIN TYPING. IF NEEDED, YOU CAN THEN FORMAT THE TEXT BY STYLING IT (BOLDING OR ITALICIZING), CREATING LISTS (BULLETED OR NUMBERED) OR BY INDENTING.

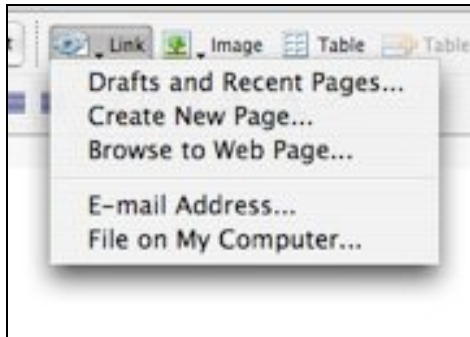
- ❖ **TIP: IF YOU ARE INSERTING SECTIONS OF INFORMATION IN YOUR CONTENT, SEPARATE THEM WITH SECTION HEADINGS (I.E. HEADING 2, HEADING 3 ETC.) BY HIGHLIGHTING THE TITLE OF THE SECTION AND SELECTING THE APPROPRIATE HEADING FROM THE NORMAL MENU. IN ADDITION TO MAKING YOUR CONTENT EASIER TO READ, IT WILL ALSO HELP YOUR SEARCH ENGINE RANKINGS SINCE HEADINGS ARE MORE "IMPORTANT" THAN NORMAL TEXT. PLEASE NOTE THAT YOU SHOULD NEVER INSERT A HEADING 1 ON YOUR PAGE, BECAUSE THE .**



INSERTING LINKS

A HYPERTEXT LINK, OFTEN CALLED A LINK, CREATES A CONNECTION FROM ONE PAGE TO ANOTHER PAGE. IN A WEB PAGE, LINKS ARE TYPICALLY UNDERLINED AND DIFFERENTIATED BY COLOR FROM THE SURROUNDING TEXT. WHEN A VISITOR TO YOUR SITE CLICKS A LINK IN ONE PAGE, ANOTHER PAGE OPENS.

CONTRIBUTE LETS YOU ADD THE FOLLOWING TYPES OF LINKS FROM THE **LINK** BUTTON IN THE TOOLBAR:



○ **DRAFT AND RECENT PAGES**

YOU CAN CREATE A LINK ON YOUR PAGE TO A DRAFT THAT YOU ARE CURRENTLY EDITING OR TO A RECENTLY PUBLISHED PAGE ON YOUR SITE. CONTRIBUTE HAS A COMPLETE LIST OF CURRENT DRAFTS FOR YOU TO LINK TO, AND STORES A LIST OF THE LAST TEN PAGES YOU PUBLISHED ON YOUR SITE.

TO CREATE A LINK TO A DRAFT OR RECENTLY PUBLISHED PAGE ON YOUR SITE, YOU MUST FIRST INDICATE WHERE THE LINK WILL APPEAR BY PLACING THE INSERTION POINT IN THE DRAFT, SELECTING TEXT IN THE DRAFT, OR SELECTING AN IMAGE IN THE DRAFT. CLICK **LINK** → **DRAFT AND RECENT PAGES** AND COMPLETE THE DIALOG BOX BY SELECTING THE DESIRED DRAFT AND CLICKING **OK**.

○ **BROWSE TO WEB PAGE**

YOU CAN CREATE A LINK TO ANOTHER PAGE ON YOUR WEB SITE OR ON ANOTHER SITE. CONTRIBUTE ENABLES YOU TO USE THE FILE SYSTEM TO FIND THE PAGE.

IN YOUR DRAFT, YOU WILL NEED TO INDICATE WHERE THE LINK WILL APPEAR BY PLACING THE CURSOR AT AN INSERTION POINT, SELECTING TEXT, OR SELECTING AN IMAGE. CLICK THE **LINK** → **BROWSE TO WEB PAGE** AND BROWSE TO THE PAGE YOU ARE SEEKING TO LINK. LIKEWISE YOU CAN TYPE IN ANY URL FOR EXTERNAL SITES NOT WITHIN THE LAW WEB SITE. COMPLETE THE DIALOG BOX AND CLICK **OK**. CONTRIBUTE ADDS THE LINK TO YOUR DRAFT IN YOUR DESIRED LOCATION.

○ **E-MAIL ADDRESS**

YOU CAN CREATE A LINK TO AN E-MAIL ADDRESS SO THAT WHEN A VISITOR CLICKS THE LINK, CONTRIBUTE OPENS A NEW BLANK MESSAGE, ADDRESSED TO THE E-MAIL ADDRESS YOU SPECIFIED, IN THE VISITOR'S DEFAULT E-MAIL APPLICATION.

FOR EXAMPLE, YOU MIGHT WRITE "CONTACT US ABOUT OUR PROGRAMS" AND LINK THIS TO THE DEPARTMENT'S E-MAIL ADDRESS. WHEN A VISITOR CLICKS THE LINK, THE BROWSER WILL OPEN THE VISITOR'S E-MAIL APPLICATION AND CREATES AN E-MAIL MESSAGE TO THE ADDRESS.

IN YOUR DRAFT, YOU WILL NEED TO INDICATE WHERE THE LINK WILL APPEAR BY PLACING THE CURSOR AT AN INSERTION POINT, SELECTING TEXT, OR SELECTING AN IMAGE. CLICK THE **LINK** → **E-MAIL ADDRESS** OPTION, COMPLETE THE DIALOG BOX, AND CLICK **OK**. YOUR NEW LINK IS NOW ADDED TO THE PAGE.

○ **FILE ON MY COMPUTER**

YOU CAN ALSO CREATE A LINK ON YOUR PAGE TO A FILE SAVED ON YOUR COMPUTER. FOR EXAMPLE, YOU MIGHT LINK TO A **PDF** DOCUMENT SAVED ON YOUR HARD DRIVE. WHEN YOU PUBLISH THE PAGE WITH THE LINK, CONTRIBUTE COPIES THE FILE INTO YOUR **WEB SITE** AND THEN LINKS TO THAT ON YOUR SITE. THAT WAY, WHEN SOMEONE CLICKS ON YOUR **PDF** LINK ONLINE, THE VISITOR WILL BE ABLE TO VIEW IT OR SAVE IT TO THEIR SYSTEM.

IN YOUR DRAFT, YOU WILL NEED TO INDICATE WHERE THE LINK WILL APPEAR BY PLACING THE CURSOR AT AN INSERTION POINT, SELECTING TEXT, OR SELECTING AN IMAGE. CLICK THE **LINK** → **FILE ON MY COMPUTER** OPTION, COMPLETE THIS DIALOG BOX, AND CLICK **OK**. CONTRIBUTE COPIES THE FILE AND A LINK TO THE NEW FILE APPEARS IN YOUR DRAFT.

OPTIMIZING PDF FILES

OPTIMIZING YOUR **PDF** FILES CAN REDUCE YOUR FILE SIZES TO A TENTH OR LESS OF THE ORIGINAL. THIS WILL MAKE YOUR PAGES DOWNLOAD TEN OR MORE TIMES AS FAST. YOU WILL NEED **ACROBAT** SOFTWARE (**WINDOWS/MACINTOSH**) OR **PREVIEW** (**MACINTOSH**) FOR OPTIMIZING **PDFS**.

BRING ANY **PDF** INTO **ACROBAT** AND **FILE** → **SAVE As**. AS YOU ARE SAVING MAKE SURE THE **FORMAT** IS SET TO **ADOBE PDF FILES, OPTIMIZED**.

YOU CAN ALSO BRING A **PDF** INTO **PREVIEW** ON **MACINTOSH** AND **FILE** → **SAVE As**. AS YOU ARE SAVING MAKE SURE THE **QUARTZ FILTER** IS SET TO **REDUCE FILE SIZE**.

INSERTING TABLES

A **TABLE** IS A TOOL FOR PRESENTING DATA OR FOR PAGE LAYOUT. YOU CAN CREATE TABLES WITH A BORDER OF "0" (NO BORDER) AND FORMAT CONTENT SO THAT THE TABLE DOES ITS JOB WITHOUT BEING VISIBLE TO VISITORS.

YOU CAN INSERT A **TABLE** ANYWHERE ON A PAGE. TO BEGIN, PLACE THE INSERTION POINT IN YOUR DRAFT WHERE YOU WANT THE **TABLE** TO APPEAR. CLICK THE **TABLE** BUTTON IN THE TOOLBAR.

THE **INSERT TABLE** DIALOG BOX APPEARS, AND YOU'LL ENTER YOUR **TABLE** SPECIFICATIONS HERE, SUCH AS THE NUMBER OF ROWS AND COLUMNS. IF YOU DO NOT WANT THE **TABLE** BORDER DISPLAYED WHEN THE PAGE IS LIVE, MAKE SURE TO SET **BORDER THICKNESS** TO "0".

CLICK **OK** AND THE **TABLE** APPEARS IN YOUR DRAFT. AFTER YOU CREATE A **TABLE**, YOU CAN EASILY MODIFY BOTH ITS APPEARANCE AND STRUCTURE BY RIGHT-CLICKING ON THE **TABLE** AND CHOOSING **TABLE PROPERTIES**.

SPELL CHECK

IT'S A GOOD IDEA TO USE THE **CHECK SPELLING** COMMAND TO CHECK THE SPELLING IN YOUR DRAFT AFTER YOU ADD OR EDIT TEXT. TO CHECK AND CORRECT SPELLING, SELECT **FORMAT** → **CHECK SPELLING**.

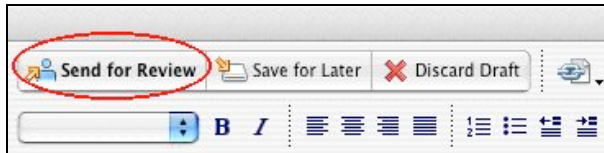
IF CONTRIBUTE ENCOUNTERS AN UNRECOGNIZED WORD, THE CHECK SPELLING DIALOG BOX APPEARS. SELECT THE APPROPRIATE OPTION BASED ON HOW YOU WANT CONTRIBUTE TO HANDLE THE DISCREPANCY. CLICK **OK** AFTER FINISHING THIS TASK.

PUBLISH OPTIONS

ONCE YOU'VE INSERTED YOUR CONTENT AND FORMATTED IT ACCORDINGLY, YOU CAN SEND YOUR PAGE FOR REVIEW, SAVE IT FOR LATER OR CANCEL THE PAGE.

SEND FOR REVIEW

ONCE YOU HAVE MADE CHANGES TO YOUR PAGE, YOU WILL NEED TO **SEND FOR REVIEW** IN ORDER TO COLLABORATE WITH OTHERS ON YOUR CONTENT AND HAVE YOUR DRAFT PUBLISHED.

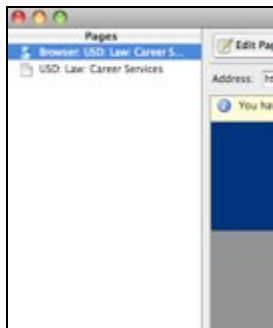


SELECTING THIS OPTION WILL DISPLAY A LIST OF ALL MAINTAINERS ON THE USD LAW WEB SITE. YOU CAN SEND YOUR DRAFT TO OTHER MEMBERS OF YOUR DEPARTMENT FOR REVIEW.

FOR PUBLISHING YOUR FILE, PLEASE SEND YOUR DRAFT TO ALL USERS IN THE "PUBLISHER" ROLE. PLEASE SELECT TO NOTIFY RECIPIENTS THROUGH E-MAIL AND PRESS SEND.

SAVE FOR LATER

IF YOU'RE NOT READY TO MAKE YOUR NEW OR MODIFIED CONTENT LIVE, YOU CAN **SAVE FOR LATER** SO THAT YOU CAN RETURN TO DO MORE EDITING ON THE PAGE AT A LATER TIME. PAGES SAVED FOR LATER WILL SHOW UP IN THE LEFT-HAND COLUMN OF CONTRIBUTE UNDER THE **PAGES** HEADING.



DISCARD DRAFT

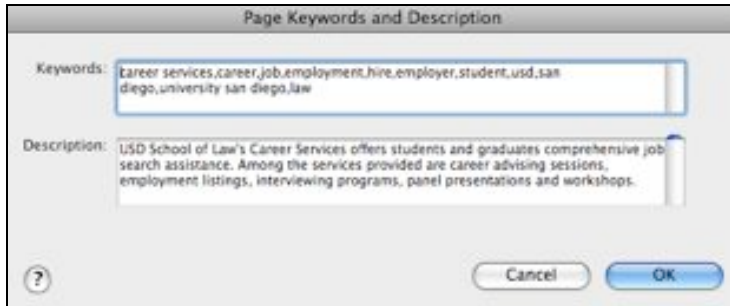
AND YOU CAN ALSO **DISCARD DRAFT**, WHICH MEANS YOU WILL DISCARD THE PAGE AND ANY CONTENT/CHANGES YOU HAVE ADDED.

- ❖ **TIP: WHEN MODIFYING A PAGE, DISCARDING DRAFT ONLY DISCARDS YOUR CHANGES BUT DOES NOT DELETE YOUR FILE. TO DELETE A FILE, PLEASE CONTACT THE LAW WEB DEVELOPER.**

SEARCH ENGINE OPTIMIZATION

YOU CAN ASSOCIATE KEYWORDS AND A DESCRIPTION WITH YOUR WEB PAGE. VISITORS WHO TYPE ONE OF YOUR KEYWORDS IN A SEARCH ENGINE WILL MORE EASILY FIND YOUR PAGE AMONG THE SEARCH RESULTS, SINCE IT IS LIKELIER TO BE TOWARD THE TOP. USD ALSO HAS ITS OWN SEARCH ENGINE POWERED BY GOOGLE, SO YOUR PAGES WILL BE MORE EASILY ACCESSIBLE ON OUR WEB SITE AS WELL.

TO ADD OR CHANGE KEYWORDS AND A DESCRIPTION FOR A PAGE, SELECT **FORMAT** → **KEYWORDS AND DESCRIPTION** WHILE YOU ARE IN EDIT MODE.



ENTER OR CHANGE KEYWORDS IN THE **KEYWORDS** PANE. SEPARATE EACH KEYWORD WITH A COMMA (FOR EXAMPLE: CAREER SERVICES,CAREER,JOB,EMPLOYMENT,HIRE,EMPLOYER,STUDENT,USD,SAN DIEGO,UNIVERSITY SAN DIEGO,LAW).

THE **DESCRIPTION** IS A BRIEF SUMMARY OF THE TOPIC OF YOUR PAGE. ENTER OR CHANGE THE PAGE DESCRIPTION IN THE **DESCRIPTION** PANE. CLICK **OK** WHEN YOU HAVE ONE OR MORE DESCRIPTIVE SENTENCES.

- ❖ **TIP:** YOU CAN MODIFY YOUR PAGE KEYWORDS OR DESCRIPTION AT ANY TIME BY RETURNING TO **FORMAT** → **KEYWORDS AND DESCRIPTION** WHILE YOU ARE IN EDIT MODE.

NAVIGATION

THE SCHOOL OF LAW WEB SITE HAS A NAVIGATION SCHEME CONSISTING OF PRIMARY AND SECONDARY NAVIGATION.

PRIMARY NAVIGATION



THE PRIMARY NAVIGATION PROVIDES AN EASY WAY FOR VISITORS TO ACCESS THE TOP LEVELS OF THE USD LAW WEB SITE. THE PRIMARY NAVIGATION IS NOT OPEN TO EDITING.

ANY CONTENT WITHIN THESE LINKS AUTOMATICALLY DISPLAYS WITHIN THE RESULTING SECONDARY (ACCORDION) NAVIGATION. FOR MORE INFORMATION ON HOW LINKS POPULATE THE NAVIGATION AREA, PLEASE SEE THE NEXT SECTION.

SECONDARY NAVIGATION

THE SECONDARY NAVIGATION APPEARS DIRECTLY BELOW THE PRIMARY NAVIGATION AND REFLECTS THE SUB PAGES IN THAT SECTION OF THE WEB SITE.



THE SECONDARY NAVIGATION IS AUTOMATICALLY GENERATED FROM PAGES STORED WITHIN THE WEB SITE.

FOR EXAMPLE, IN THE PICTURE ABOVE, YOU ARE SEEING THE NAVIGATION FOR THE ACADEMICS PART OF THE WEB SITE.

THE PARENT PAGE IS ACADEMICS. PAGES AND FOLDERS WITHIN CCLDI COMPRISE THE SUB-MENU ITEMS. J.D. PROGRAMS IS GREY BECAUSE THAT IS THE PAGE CURRENTLY BEING VIEWED.

ORGANIZING NAVIGATIONAL ITEMS

TO RE-ORDER OR RENAME LINKS IN YOUR SITE'S NAVIGATION, PLEASE CONTACT THE LAW WEB DEVELOPER.

INFORMATION POSTING SYSTEM (MYPOSTINGS)

THE INFORMATION POSTING SYSTEM IS A DATABASE THAT CONTAINS NEWS AND/OR EVENTS THAT ARE DISPLAYED ON THE USD LAW HOME PAGE, USD HOME PAGE, AND MYSANDIEGO PORTAL. THIS IS A WEB-BASED APPLICATION ACCESSED AT THE FOLLOWING LOCATION:

[HTTP://WWW.SANDIEGO.EDU/MYPOSTINGS/](http://www.sandiego.edu/mypostings/)

USING THIS SYSTEM YOU CAN POST NEWS AND EVENTS TO THE USD LAW HOME PAGE, VARIOUS PLACES ON THE USD SITE, AND ON THE MYSANDIEGO PORTAL.

ROUTING ITEMS

ALL ITEMS ASSUME THAT "SCHOOL OF LAW" IS SELECTED AS YOUR DEPARTMENT WITH THE EXCEPTION OF THE CENTERS AND INSTITUTES.

ALL ITEMS SHOULD BE MARKED AS "EVENTS" WITH THE EXCEPTION OF NEWS RELEASES WHICH SHOULD BE MARKED AS "NEWS" WHEN POSTING.

FOR ANY CENTERS & INSTITUTES SIMPLY SELECT THE CENTER/INSTITUTE AS YOUR DEPARTMENT AND (ONCE APPROVED) THE POSTING WILL SHOW UP ON THAT AREA'S LANDING PAGE.

NEWS (WITH DESTINATIONS)

NEWS RELEASE [HTTP://WWW.SANDIEGO.EDU/LAW/NEWS/NEWS_RELEASES/](http://www.sandiego.edu/law/news/news_releases/)
"DEPARTMENTAL NEWS & EVENTS" AS DESTINATION

USD LAW HOME [HTTP://WWW.SANDIEGO.EDU/LAW/](http://www.sandiego.edu/law/)
PAGE "DEPARTMENTAL HOME PAGE" AS DESTINATION

EVENTS (WITH DESTINATIONS)

ACADEMIC [HTTP://WWW.SANDIEGO.EDU/LAW/CURRENT/STUDENT_CALENDARS/ACADEMIC_CALENDAR/](http://www.sandiego.edu/law/current/student_calendars/academic_calendar/)
CALENDAR "ACADEMIC CALENDAR" AS DESTINATION

CAREER SERVICES [HTTP://WWW.SANDIEGO.EDU/LAW/CURRENT/STUDENT_CALENDARS/STUDENT_CAREER_SERVICES_CALENDAR.PHP](http://www.sandiego.edu/law/current/student_calendars/student_career_services_calendar.php)
"CAREER SERVICES" AS DESTINATION

FINANCIAL AID [HTTP://WWW.SANDIEGO.EDU/LAW/CURRENT/STUDENT_CALENDARS/FINANCIAL_AID.PHP](http://www.sandiego.edu/law/current/student_calendars/financial_aid.php)
"FINANCIAL AID" AS DESTINATION

STUDENT [HTTP://WWW.SANDIEGO.EDU/LAW/CURRENT/STUDENT_CALENDARS/STUDENT_ACTIVITIES_CALENDAR.PHP](http://www.sandiego.edu/law/current/student_calendars/student_activities_calendar.php)
ACTIVITIES "STUDENT ACTIVITIES" AS DESTINATION

USD LAW HOME [HTTP://WWW.SANDIEGO.EDU/LAW/](http://www.sandiego.edu/law/)
PAGE "DEPARTMENTAL HOME PAGE" AS DESTINATION

EVENTS (WITH DESTINATIONS & AUDIENCES)

ALUMNI CALENDAR [HTTP://WWW.SANDIEGO.EDU/LAW/ALUMNI/CALENDAR.PHP](http://www.sandiego.edu/law/alumni/calendar.php)
"DEPARTMENTAL NEWS & EVENTS" AS DESTINATION, "ALUMNI" AS AUDIENCE

EVENT CALENDAR [HTTP://WWW.SANDIEGO.EDU/LAW/NEWS/CALENDAR_OF_EVENTS/](http://www.sandiego.edu/law/news/calendar_of_events/)
"DEPARTMENTAL NEWS & EVENTS" AS DESTINATION, "EVERYONE" AS AUDIENCE

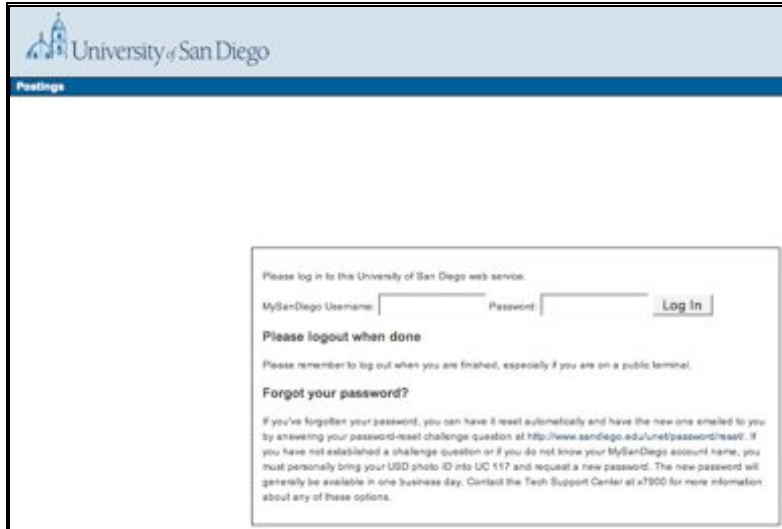
**FACULTY
CALENDAR**

[HTTP://WWW.SANDIEGO.EDU/LAW/FACULTY_STAFF/CALENDAR.PHP](http://www.sandiego.edu/law/faculty_staff/calendar.php)

“DEPARTMENTAL NEWS & EVENTS” AS DESTINATION, **“FACULTY”** AS AUDIENCE

LOGGING IN

YOU CAN LOG INTO THE SYSTEM USING YOUR MYSANDIEGO (E-MAIL) USERNAME AND PASSWORD.

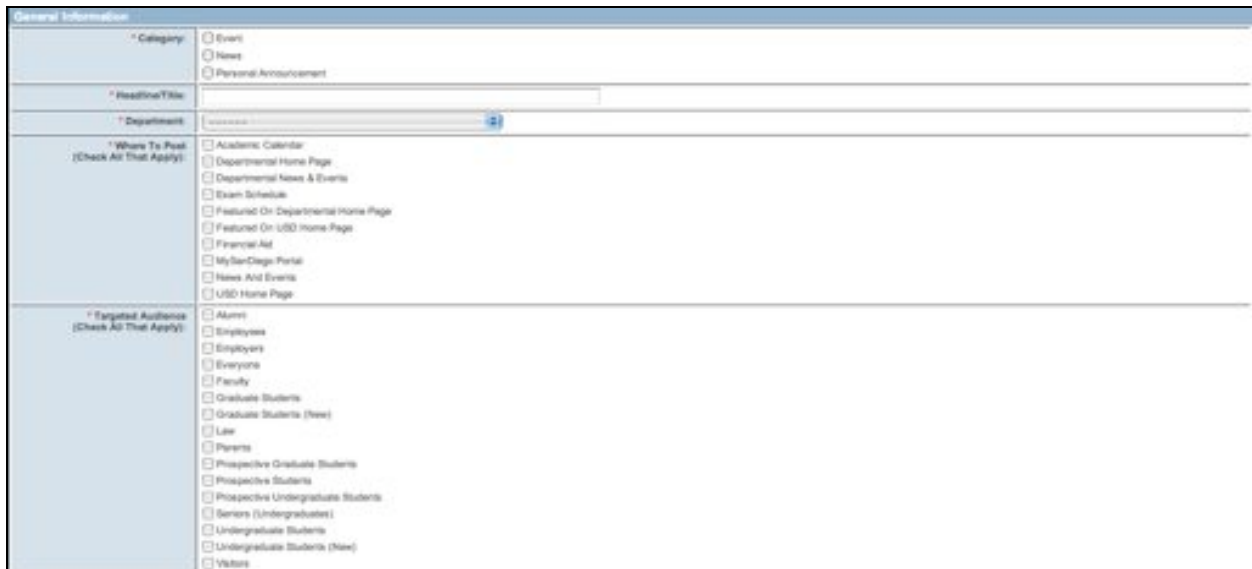


IMMEDIATELY YOU WILL SEE A FORM WHERE YOU CAN BEGIN ADDING YOUR NEW POST. THIS SECTION WILL COVER EACH PART OF THE FORM SECTION BY SECTION AND LINE BY LINE.

THE FORM

GENERAL INFORMATION

ALL POSTS NEED GENERAL INFORMATION IN ORDER FOR THE SYSTEM TO KNOW WHERE TO DISPLAY YOUR POST AND WHAT AUDIENCES YOU WOULD LIKE YOUR POST TO TARGET. MORE IMPORTANTLY THIS SECTION OF THE FORM CAPTURES BASIC INFORMATION SUCH AS THE TYPE AND TITLE OF THE ITEM.



| | | |
|---|-----------|--|
| * | CATEGORY: | WHETHER YOUR ITEM IS AN EVENT OR NEWS ITEM |
|---|-----------|--|

| | | |
|---|---------------------------|---|
| * | HEADLINE/TITLE: | TITLE OF YOUR POST, THIS IS WHAT WILL BE DISPLAYED AS THE HEADLINE ON THE WEB SITE OR IN MYSANDIEGO. |
| * | DEPARTMENT: | YOUR DEPARTMENT: TO POST AN ITEM TO THE MAIN USD LAW HOME PAGE, SELECT "SCHOOL OF LAW". |
| * | WHERE TO POST: | WHERE YOU WOULD LIKE THE INFORMATION POSTED. SEE ROUTING ITEMS SECTION FOR INFORMATION SPECIFIC TO THE USD LAW WEB SITE. |
| * | TARGETED AUDIENCE: | THE SPECIFIC AREA(S) OF THE USD COMMUNITY YOUR ITEM APPLIES TO. IF IT IS A NEWS ITEM OR EVENT AFFECTING OR INVITING EVERYONE, SELECT "EVERYONE". SEE ROUTING ITEMS SECTION FOR INFORMATION SPECIFIC TO THE USD LAW WEB SITE. |

POSTING DATE

YOU WILL NEED TO SELECT A START DATE AND AN END DATE FOR YOUR POST. BASED ON THIS INFORMATION, YOUR ITEM WILL DISPLAY BEGINNING ON YOUR SELECTED DATE AND AUTOMATICALLY COME DOWN WHEN YOU DECIDE OR AFTER AN EVENT HAS PASSED. YOU CAN POST-DATE ITEMS AS FAR INTO THE FUTURE AS YOU WOULD LIKE.

| Posting Date | |
|---|----------------------|
| When do you want your information to be viewable? | |
| * Start Date: | <input type="text"/> |
| * End Date: | <input type="text"/> |

| | | |
|---|--------------------|--|
| * | START DATE: | DATE THAT YOU WOULD LIKE YOUR POSTING TO DISPLAY ON THE SELECTED DESTINATION(S) AS NOTED IN THE PREVIOUS SECTION. |
| * | END DATE: | DATE THAT YOU WOULD LIKE YOUR POSTING TO AUTOMATICALLY REMOVE ITSELF FROM THE USD SITE OR MYSANDIEGO PORTAL. FOR EVENTS, THIS SHOULD BE THE SAME/LAST DAY OF YOUR EVENT. FOR NEWS THIS CAN BE A DATE OF YOUR CHOOSING. |

EVENT INFORMATION

IF YOUR POST IS AN EVENT, YOU WILL NEED TO ENTER THE EVENT LOGISTICS FOR DISPLAY ON THE WEB SITE AND IN THE MYSANDIEGO PORTAL. IF YOU ARE ENTERING A NEWS ITEM YOU CAN BYPASS THIS PART OF THE FORM.

| Event Information | |
|-------------------|----------------------|
| Event Start Date: | <input type="text"/> |
| Event Start Time: | <input type="text"/> |
| Event End Date: | <input type="text"/> |
| Event End Time: | <input type="text"/> |
| Location: | <input type="text"/> |
| Cost: | <input type="text"/> |

| | |
|--------------------------|---|
| EVENT START DATE: | DATE THAT YOUR EVENT BEGINS. |
| EVENT START TIME: | TIME THAT YOUR EVENT BEGINS. |
| EVENT END DATE: | DATE THAT YOUR EVENT ENDS. |
| EVENT END TIME: | TIME THAT YOUR EVENT ENDS. |
| LOCATION: | LOCATION WHERE YOUR EVENT WILL BE HELD. |
| COST: | COST OF YOUR EVENT. THIS CAN EITHER BE NUMERICAL (E.G. 10.00) OR TEXT-BASED (E.G. STUDENTS: \$10; EMPLOYEES \$15). |

DESCRIPTION

THE DESCRIPTION CONTAINS THE COPY OF YOUR NEWS ITEM. LIKEWISE, IF POSTING AN EVENT, THE ENTIRE EVENT DESCRIPTION SHOULD BE NOTED IN THE BODY. THIS SECTION OF THE FORM ALSO INCLUDES OTHER INFORMATION SUCH AS THE SPONSORING ORGANIZATION(S) AND WEB ADDRESS.

Description
If posting a News Item, please include entire copy. If posting an event, the event description should be included.

| | |
|---------------------|---------|
| Body: | |
| Sponsor: | ----- ▾ |
| Co-Sponsor: | ----- ▾ |
| Web Address: | |

| | |
|---------------------|---|
| DESCRIPTION: | TEXT THAT WILL BE DISPLAYED ON THE WEB OR ON MYSANDIEGO ABOUT YOUR EVENT. IF NEWS THIS WILL CONTAIN THE COPY OF YOUR ITEM. |
| SPONSOR: | ORGANIZATION THAT IS SPONSORING THE EVENT OR NEWS. |
| CO-SPONSOR: | CO-ORGANIZATION THAT IS SPONSORING THE EVENT OR NEWS. |
| WEB ADDRESS: | THE WEB ADDRESS (URL) TO YOUR DEPARTMENTAL WEB SITE OR A PAGE PROVIDING MORE INFORMATION ABOUT YOUR NEWS OR EVENT. THIS MUST BE IN THE FORM HTTP://WWW.SANDIEGO.EDU/. |

PUBLIC CONTACT INFORMATION

ALL POSTS MUST HAVE PUBLIC CONTACT INFORMATION. THIS SHOULD BE THE NAME, E-MAIL, AND PHONE NUMBER OF AN EMPLOYEE OR REPRESENTATIVE THAT THE PUBLIC CAN CALL FOR MORE INFORMATION ABOUT THE POSTING. IF A CONTACT HAS ALREADY BEEN ENTERED YOU CAN SIMPLY SELECT HIS/HER NAME FROM THE DROP-DOWN MENU.

| Public Contact Information | |
|--|--|
| Who can the public reach for more information? | |
| Pre-Existing Contact: | <input type="text"/> |
| * Contact Name: | <input type="text"/> |
| * Contact E-Mail: | <input type="text"/> |
| * Contact Phone Number: | <input type="text"/> (XXX) XXX-XXXX |

| | | |
|---|------------------------|--|
| * | CONTACT NAME: | PERSON THAT CAN BE CONTACTED FOR MORE INFORMATION. |
| * | CONTACT E-MAIL: | CONTACT'S E-MAIL ADDRESS. |
| * | CONTACT PHONE: | CONTACT'S PHONE NUMBER; SHOULD BE IN FORMAT (XXX) XXX-XXXX. |

MEDIA

ANY POST CAN HAVE AN ACCOMPANYING IMAGE OR ATTACHMENT (PDF) FOR SUPPLEMENTARY INFORMATION OR REFERENCE. PLEASE CROP IMAGES BEFORE POSTING AND DO NOT TRY TO PLACE IMAGES DIRECTLY FROM A DIGITAL CAMERA, WHICH CAN BE QUITE A LARGE FILE SIZE.

| Media | | |
|---------------------------------|---|--|
| Image: | <input type="button" value="Choose File"/> no file selected | Allowed files: jpeg, jpg, pjpeg, gif or png. |
| Attachment: | <input type="button" value="Choose File"/> no file selected | Allowed files: pdf. |
| Thumbnail: | <input type="button" value="Choose File"/> no file selected | Allowed files: jpeg, jpg, pjpeg, gif or png. |
| Banner: | <input type="button" value="Choose File"/> no file selected | Allowed files: jpeg, jpg, pjpeg, gif or png. |
| Images must be 103 pixels wide. | | |

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| IMAGE: MAX WIDTH: 200 PX MAX HEIGHT: 300 PX | IMAGE THAT WILL ACCOMPANY YOUR POST ON THE WEB SITE OR MYSANDIEGO PORTAL. IMAGES MUST HAVE ONE OF THE FOLLOWING EXTENSIONS: .GIF, .JPG, OR .JPEG. YOU CAN USE IMAGE EDITING SOFTWARE SUCH AS ADOBE PHOTOSHOP OR GRAPHICCONVERTER FOR OPTIMIZING OR CROPPING IMAGES. |
| ATTACHMENT: | SUPPLEMENTARY FILE IN .PDF FORMAT. |
| THUMBNAIL: 105X90 PIXELS | IMAGE THAT WILL ACCOMPANY YOUR POSTING ON THE USD LAW HOME PAGE |
| BANNER: 600X150 PIXELS | FOR SOME POSTINGS THERE MAY NEED TO BE A BANNER DISPLAYED AT THE TOP OF THE DETAIL PAGE. |

NOTES

NOTES CAN BE INCLUDED WITH YOUR POST AND WILL NOT BE DISPLAYED ON THE WEB SITE OR PORTAL WITH YOUR POSTING. PLEASE ADDRESS THESE TO THE POSTING MANAGER FOR ANY SPECIAL REQUESTS OR ISSUES.

| Notes | |
|--|--|
| Notes: | |
| Not for display, for additional information to the Posting Manager only. | |

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| NOTES: | NOTES ARE TO BE USED FOR SPECIAL REQUESTS OR ISSUES AND WILL NOT BE DISPLAYED ON THE USD WEB SITE OR MYSANDIEGO PORTAL. |
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SUBMITTING YOUR POST

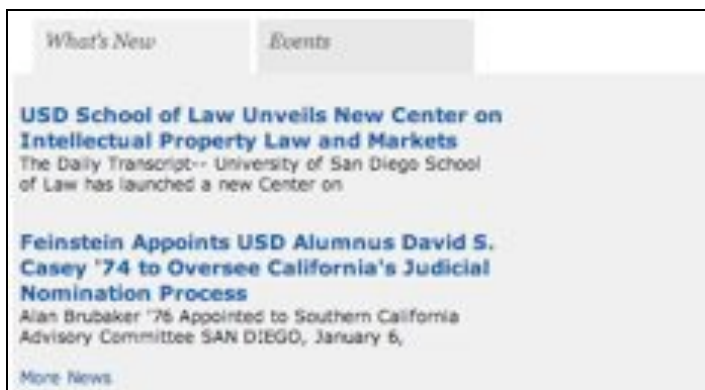
ONCE YOU HAVE COMPLETED THE FORM, PLEASE CLICK "SUBMIT" TO SEND THE INFORMATION YOU HAVE ENTERED INTO THE POSTING SYSTEM.

| |
|--------|
| Submit |
|--------|

YOU SHOULD CHECK YOUR REQUESTED DESTINATION(S) WITHIN 24 HOURS TO SEE YOUR POSTING ONLINE.

PLEASE ALSO NOTE THAT YOUR ITEM MAY NOT NECESSARILY BE POSTED TO THE PLACE(S) YOU REQUEST. FOR EXAMPLE, YOU MAY REQUEST THAT SOMETHING BE POSTED TO THE LAW HOME PAGE. ONLY 3 ITEMS CAN BE PLACED ON THE USD LAW HOME PAGE AT ONE TIME. LIKEWISE THE USD HOME PAGE CAN HAVE ONLY THREE NEWS/EVENTS ITEMS AT A TIME.

USD LAW HOME PAGE (EXAMPLE)



MYSANDIEGO PORTAL (EXAMPLE)

News   

[01/20/09 Two Local Scholars Experience Inauguration Celebrations](#)
[01/20/09 Former Department Chair Remembered](#)
[01/20/09 USD School of Law Unveils New Center on Intellectual Property Law and Markets](#)
[01/20/09 San Diego Ready for Another Run](#)
[01/20/09 Johnson's Defining Moment](#)

Events   

[01/21/09 Nonprofit Leadership and Management Program Open House](#)
[01/25/09 Corporate Directors Forum 2009](#)
[01/28/09 Religion, Migration and National Identity](#)
[01/29/09 International Society for Military Ethics Symposium](#)
[01/29/09 All Faith Service](#)

AP STYLE GUIDELINES

PLEASE NOTE THAT POSTS ARE PENDING REVIEW FOR AP STYLE. ALL MATERIALS PUBLISHED BY THE UNIVERSITY OF SAN DIEGO WHETHER PRINT OR WEB MUST BE WRITTEN IN AP STYLE.

GENERALLY POSTINGS SUBMITTED TO THE SYSTEM WILL BE APPROVED. IF THERE IS AN OCCASION WHERE AN ITEM IS NOT APPROVED, THE PERSON SUBMITTING THE POST WILL RECEIVE AN E-MAIL WITH A DESCRIPTION OF WHY THE ITEM WAS REFUSED. IN MOST CASES THERE WILL BE MORE INFORMATION OR SOME FORM OF CLARIFICATION NEEDED, IN WHICH CASE THE POSTER CAN WORK WITH THE POSTING MANAGER TO MAKE CHANGES AND APPROVE.

THE FOLLOWING ARE GENERAL AP STYLE GUIDELINES FOR REFERENCE. A MORE COMPLETE GUIDE CAN BE DOWNLOADED AT [HTTP://WWW.SANDIEGO.EDU/MARKETING/IDENTITY-WRITING.PHP](http://www.sandiego.edu/marketing/identity-writing.php).

ABBREVIATIONS

- 1. ACADEMIC DEGREES. USE THE ABBREVIATION DR. ONLY BEFORE THE NAME OF A PERSON WHO HOLDS A MEDICAL DEGREE. DO NOT USE THE TITLE DR. BEFORE THE NAMES OF PEOPLE WHO HOLD OTHER DOCTORATE DEGREES OR HONORARY DOCTORATE DEGREES. IN THOSE CASES, THE DEGREES SHOULD BE LISTED AFTER THE PERSON'S NAME. (JANE SMITH, PH.D.)** ALL ABBREVIATIONS OF DEGREES SHOULD CONTAIN PERIODS. (B.A., M.A., J.D., LL.M., PH.D., ED.D.) SET OFF ACADEMIC ABBREVIATIONS WITH COMMAS WHEN USED IN THE MIDDLE OF A SENTENCE. (JANE SMITH, J.D., WAS THE KEYNOTE SPEAKER.)
- 2. AMPERSAND (&).** THE AMPERSAND MAY ONLY BE USED IN THE TITLE OF THE JOAN B. KROC INSTITUTE FOR PEACE & JUSTICE. DO NOT ABBREVIATE AND IN ANY OTHER CONTEXT.
- 3. BUILDING NAMES.** DO NOT ABBREVIATE ANY CAMPUS BUILDING NAMES EXCEPT JOAN B. KROC INSTITUTE FOR PEACE & JUSTICE (IPJ) OR SCHOOL OF LEADERSHIP AND EDUCATION SCIENCES (SOLES). YOU MAY ABBREVIATE THESE WHEN REFERENCING THEM FOR A SECOND TIME IN A PARAGRAPH.
- 4. MONTHS.** NEVER ABBREVIATE MONTHS WHEN THEY DO NOT IMMEDIATELY PRECEDE A DATE. (WE GOT MARRIED IN SEPTEMBER LAST YEAR.) WHEN THE NAME OF A MONTH IMMEDIATELY PRECEDES A DATE, ABBREVIATE IT, BUT ONLY IF THE MONTH'S NAME IS SIX LETTERS OR LONGER. (WE MET AUG. 6 LAST YEAR AND GOT MARRIED MARCH 5.)
- 5. TIME.** USE A.M. OR P.M. LOWERCASE WITH PERIODS. DO NOT USE :00 FOR HOUR (10 A.M., NOT 10:00 A.M.) AVOID REDUNDANCIES SUCH AS 10 A.M. IN THE MORNING.

CAPITALIZATION

AVOID RANDOM CAPITALIZATION. DO NOT CAPITALIZE FOR EMPHASIS. DO NOT USE EXCLAMATION POINTS.

- 1. IN A HEADLINE.** CAPITALIZE ALL WORDS IN A TITLE OR HEADLINE EXCEPT ARTICLES (A, AN, THE) AND PREPOSITIONS (OF, ON, TO, AT, IN). DO NOT USE ALL CAPS. (STUDENTS ENGAGE IN COMMUNITY OUTREACH)
- 2. OF A TITLE.** CAPITALIZE ONLY WHEN THEY PRECEDE A NAME. (PROVOST JOHN SMITH) LOWERCASE IN ALL OTHER INSTANCES. (JOHN SMITH, PROVOST OF THE UNIVERSITY)
- 3. NAMES.** PROPER NAMES SHOULD ALWAYS BE CAPITALIZED. CAPITALIZE UNIVERSITY WHEN IT IS PART OF A PROPER NAME. (UNIVERSITY OF SAN DIEGO) LOWERCASE IN ALL OTHER

REFERENCES (THERE ARE MORE THAN 7,000 STUDENTS AT THE UNIVERSITY.) LOWERCASE SCHOOL WHEN REFERRING TO MORE THAN ONE OF THE UNIVERSITY'S SCHOOLS OR WHEN REFERENCING ANYTHING OTHER THAN THE FORMAL NAMES OF THE SCHOOLS. (STUDENTS APPLIED TO THE SCHOOLS OF LAW AND BUSINESS. THE STUDENT APPLIED TO THE LAW SCHOOL, THE BUSINESS SCHOOL AND THE NURSING SCHOOL. THE STUDENT WILL ATTEND THE SCHOOL OF BUSINESS ADMINISTRATION.) FORMAL NAME OF A DEGREE IS CAPITALIZED. (JOHN SMITH RECEIVED A BACHELOR OF SCIENCE IN CHEMISTRY.)

4. **CHURCH.** CAPITALIZE AS PART OF A FORMAL NAME OF A BUILDING, A CONGREGATION OR A DENOMINATION. (ST. MARY'S CHURCH, THE ROMAN CATHOLIC CHURCH) LOWERCASE IN PHRASES WHERE CHURCH IS USED IN AN INSTITUTIONAL SENSE. (THE CHURCH TEACHES THAT GOD IS LOVE.)
5. **RELIGIOUS TITLES.** TREAT AS ALL TITLES: SPELL OUT AND CAPITALIZE IN FRONT OF NAME. (FATHER JOHN SMITH, SISTER ANNE SMITH, MONSIGNOR JOHN SMITH, BROTHER JOHN SMITH) EXCEPTION IS REVEREND, WHICH IS ABBREVIATED REV. AND ALWAYS PRECEDED BY THE. (THE OFFICIATE WAS THE REV. JOHN SMITH.)

QUOTATION MARKS AND ITALICS

1. **BOOK AND MAGAZINE TITLES.** ITALICIZE WITHOUT QUOTES.
2. **MOVIE TITLES.** PUT QUOTATIONS AROUND TITLE. DO NOT ITALICIZE.

CONTACT FOR POSTING SYSTEM

PLEASE E-MAIL MYPOSTINGS@SANDIEGO.EDU WITH ANY QUESTIONS, ISSUES OR OTHER SUGGESTIONS YOU HAVE IN REGARD TO THE INFORMATION POSTING SYSTEM.

RESOURCES

THE ADOBE WEB SITE HAS HELPFUL GUIDES AND STREAMING VIDEO DEMONSTRATIONS ON CONTRIBUTE AND OTHER ADOBE PRODUCTS:

- CONTRIBUTE DOCUMENTATION: [HTTP://WWW.ADOBE.COM/SUPPORT/DOCUMENTATION/EN/CONTRIBUTE/](http://www.adobe.com/support/documentation/en/contribute/)
- CONTRIBUTE SUPPORT CENTER: [HTTP://WWW.ADOBE.COM/SUPPORT/CONTRIBUTE/](http://www.adobe.com/support/contribute/)

FOR FURTHER INFORMATION ABOUT THE USD WEB SITE, PLEASE SEE THE FOLLOWING INTERNAL SITES:

- [HTTP://WWW.SANDIEGO.EDU/WEBDEV/](http://www.sandiego.edu/webdev/)
- [HTTP://WWW.SANDIEGO.EDU/ITTRAINING/](http://www.sandiego.edu/ittraining/)
- [HTTP://WWW.SANDIEGO.EDU/WEB/](http://www.sandiego.edu/web/)

PLEASE ALSO REFER TO THE IT TRAINING PROGRAM FOR CLASSES AND DROP-IN SESSIONS ON ADOBE CONTRIBUTE YEAR ROUND.