

**USD WEB SERVICES
DEPARTMENTAL SITE SUPPORT
COLLEGE OF ARTS AND SCIENCES**



INFORMATION TECHNOLOGY SERVICES
UNIVERSITY OF SAN DIEGO

DEVELOPED BY JOY BRUNETTI
WEBSUPPORT@SANDIEGO.EDU
x7600

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**USD WEB SERVICES
COLLEGE OF ARTS AND SCIENCES**

The College of Arts and Sciences 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 the content on pages using Adobe Contribute, how to modify the navigational items on your pages, how to edit your faculty and staff directory entries, and how to add items to the news and/or events to the landing page of your site (if applicable).

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SITE GOALS

The College of Arts and Sciences Web site is intended to showcase the achievements of the students, faculty, and departments of the College of Arts and Sciences. The entire site is divided into two distinct areas: 1) the College and 2) its departments. The main Web address for the College is the following:

<http://www.sandiego.edu/cas/>

Departmental sites are available from the Quick Links region of the CAS home page under the Department, Major, or Minor headings.

The College Web site area is made up of this primary entry point and any content that bridges all departments and centers, such as Admissions, News/Events, Giving, etc. Meanwhile departments each have the ability to customize one of four home page templates. Although typography and layout have been defined, photography, messaging and creative uses of the templates will allow each department to showcase their unique personality. Sub-pages will be unified for all departments, yet a flexible and open design has been created to allow for a wide variety of text, imagery, and data.

The Web site's design is structured to show visitors the diversity of academic programs, majors and minors offered by the College of Arts and Sciences. The site will be a rich source of information about the academic opportunities and achievements of the College.

All photography on the site must include people that identify with the College and academic life on campus at USD. Striking, professional images are encouraged, often with a youthful passion for education and academic excellence. The imagery should identify with USD and the communities around San Diego. Show the beauty of the campus and the variety of buildings connected with the College. Faculty, administration, and staff should be photographed on campus in natural light, not with a staged backdrop. Embrace the academic life and candid experiences encountered between students and faculty.

CAS TEMPLATES

The CAS Web site is structured via two content templates and seven departmental home page options.

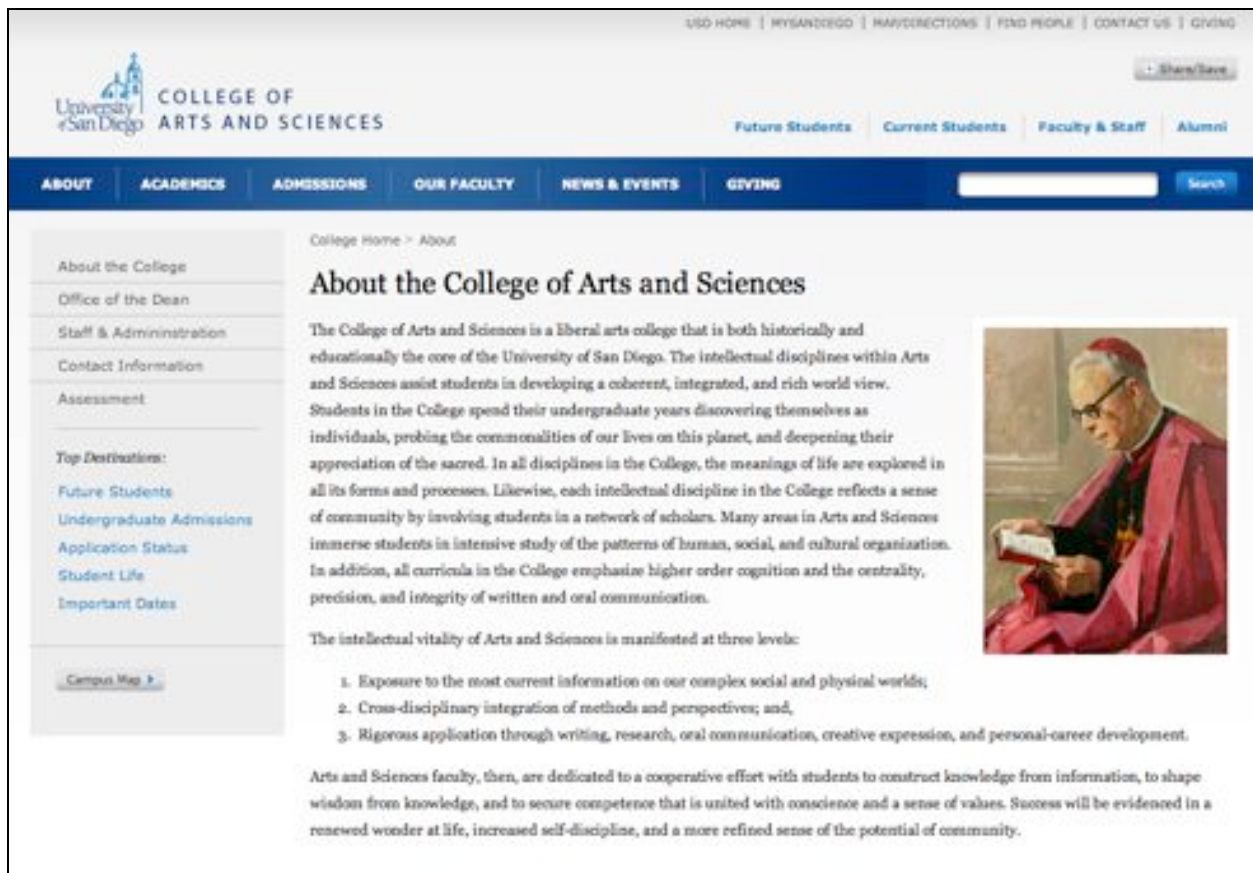
CONTENT TEMPLATES

Content templates are used for sub-pages of the Web site for displaying text, images, and other data.

Main Content Template

The CAS Web site has a content page for all pages in the main (i.e. non-departmental) parts of the site. The main content template has the following editable regions:

- **Page Title** (not pictured): Enter the title of your page here in the format USD: CAS: Section: Topic.
- **Title:** The title is the heading of your page. For example, Academics, Contact Us, etc.
- **Main Content:** Input your main content here. This can contain text, photos, links, etc.



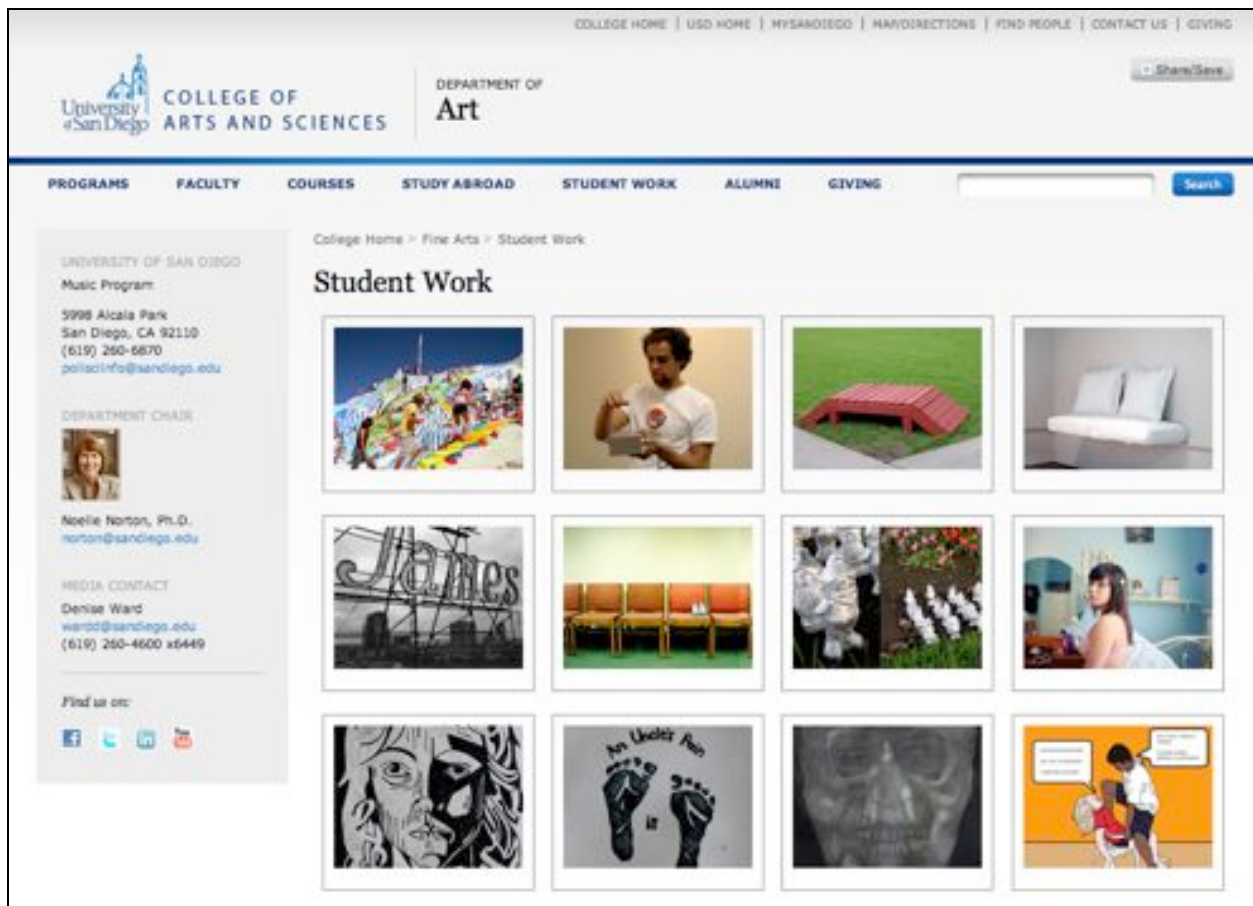
To see this template in use, please visit the following pages:

- <http://www.sandiego.edu/cas/about/>
- <http://www.sandiego.edu/cas/academics/>
- <http://www.sandiego.edu/cas/faculty/>

Departmental Content Template

This template is meant for all departmental content pages of the CAS Web site. The department content template has the following editable regions:

- **Page Title** (not pictured): Enter the title of your page here in the format USD: CAS: Department: Topic.
- **Title**: The title is the heading of your page. For example, Academics, Contact Us, etc.
- **Main Content**: Input your main content here. This can contain text, photos, links, etc.



To see this template in use, please visit the following pages:

- http://www.sandiego.edu/cas/art/student_work.php
- <http://www.sandiego.edu/cas/liberal/slb/biographies.php>
- http://www.sandiego.edu/cas/theo/alumni/alumni_news.php

HOME PAGE TEMPLATES

Home page templates are available to serve as the basis for all departmental home pages.

A1 Landing Page Template

This template is a departmental home page option for the CAS Web site. The template is intended for diverse content with longer introductions. Right-hand modules are optional for news, events, faculty essays, and resources.

- **Page Title** (not pictured): Enter the title of your page here in the format USD: CAS: Department: Topic.
- **Banner**: Choice of 1, 3, or 5 primary photos to represent department. Photos should be selected by the department and then cropped and placed by a member of the Web Services team in Information Technology Services.
- **Main Content**: Input your main content here. This can contain text, photos, links, etc.
- **Profile**: Optional region for videos and photos. If no content is inserted into this region, then the region will not be visible online when you publish the page.

The screenshot displays a web page template for the Department of Theology and Religious Studies at the University of San Diego. At the top, there is a navigation bar with links for 'COLLEGE HOME', 'USD HOME', 'MYSAN DIEGO', 'MAP/DIRECTIONS', 'FIND PEOPLE', 'CONTACT US', and 'GIVING'. The page header includes the University of San Diego logo, 'COLLEGE OF ARTS AND SCIENCES', and 'DEPARTMENT OF Theology and Religious Studies'. Below the header is a secondary navigation bar with links for 'PROGRAMS', 'FACULTY', 'ABOUT', 'TRANSFER CREDIT', 'RESOURCES', 'ALUMNI', and 'GIVING'. A large banner image features a Hindu deity, likely the goddess Lakshmi, adorned with a crown and jewelry, holding a lotus flower. The main content area contains a paragraph about the department's focus on the existence and nature of God, the human experience of God, and God's revelation in the world. Below this is a section titled 'Portman Lecture Video Archive' featuring two video thumbnails: 'The Reverend Dr. Peter C. Phan' and 'Fr. Thomas O'Meara, O.P., Ph.D.'. To the left of the main content is a sidebar with contact information for the Music Program, Department Chair Noelle Norton, and Media Contact Denise Ward. To the right is an 'Events' section with a 'MORE EVENTS' link and a 'News' section with a link to a news article about the University of San Diego's ranking.

To see this template in use, please visit the following pages:

<http://www.sandiego.edu/cas/polisci/>

<http://www.sandiego.edu/cas/theo/>

A2 Landing Page Template

This template is a departmental home page option for the CAS Web site. The template is intended for diverse content with longer introductions.

- **Page Title** (not pictured): Enter the title of your page here in the format USD: CAS: Department: Topic.
- **Banner**: Choice of 1, 3, or 5 primary photos to represent department. Photos should be selected by the department and then cropped and placed by a member of the Web Services team in Information Technology Services.
- **Main Content**: Input your main content here. This can contain text, photos, links, etc.
- **Profile**: Optional region for videos and photos. If no content is inserted into this region, then the region will not be visible online when you publish the page.

The screenshot shows the Anthropology department landing page. At the top, there is a navigation bar with links for COLLEGE HOME, USD HOME, MY SANDIEGO, NAV/DIRECTIONS, FIND PEOPLE, CONTACT US, and GIVING. The main header features the University of San Diego logo, the text 'COLLEGE OF ARTS AND SCIENCES', and the department name 'Anthropology'. Below the header is a secondary navigation bar with links for PROGRAMS, FACULTY, MAY COLLECTION, STUDENTS, LINKS, CONTACT US, and GIVING, along with a search box. The main content area is divided into three sections: a left sidebar with contact information for the Music Program and Department Chair Noelle Norton, a central text area describing the Anthropology program, and a right section titled 'Faculty, Student & Course Profiles' featuring three video thumbnails for Kelly Roberts, Del Dickson, and a Course Profile for Political Behavior. The banner at the top of the main content area contains three images: a skull, a Native American mask, and a collection of pottery.

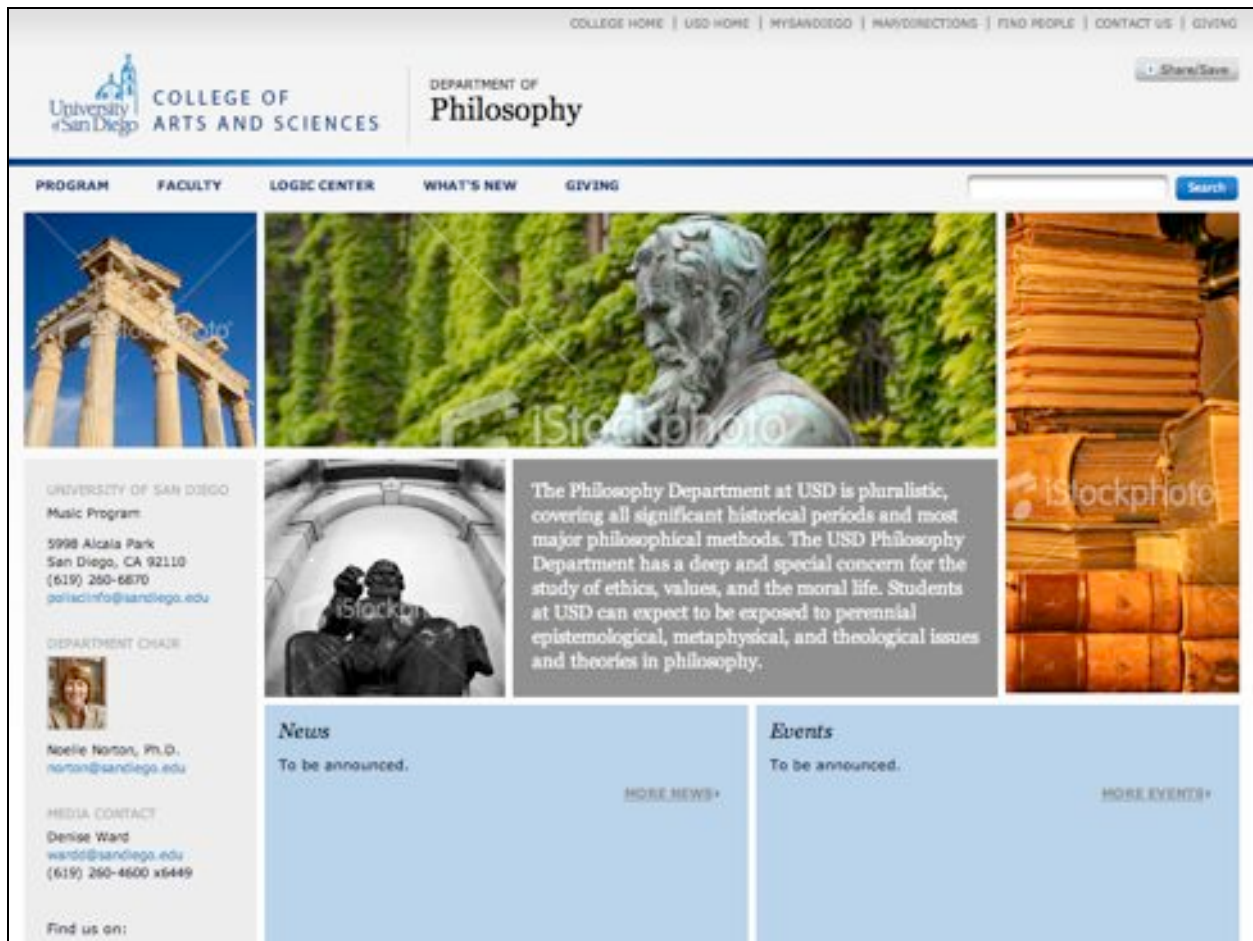
To see this template in use, please visit the following pages:

<http://www.sandiego.edu/cas/anthropology/>
<http://www.sandiego.edu/cas/asianstudies/>
<http://www.sandiego.edu/cas/math-cs/>

B1 Landing Page Template

This template is a departmental home page option for the CAS Web site. The template is intended for highly compelling photos and limited content. Two module windows are available for news, events, faculty essays, and resources.

- **Page Title** (not pictured): Enter the title of your page here in the format USD: CAS: Department: Topic.
- **Main Content**: One-paragraph introductory statement about the department limited to 52 characters or fewer.
- **Image Areas**: Choice of 4 primary photos to represent department. Photos should be selected by the department and then cropped and placed by a member of the Web Services team in Information Technology Services.



To see this template in use, please visit the following pages:

<http://www.sandiego.edu/cas/commstudies/>

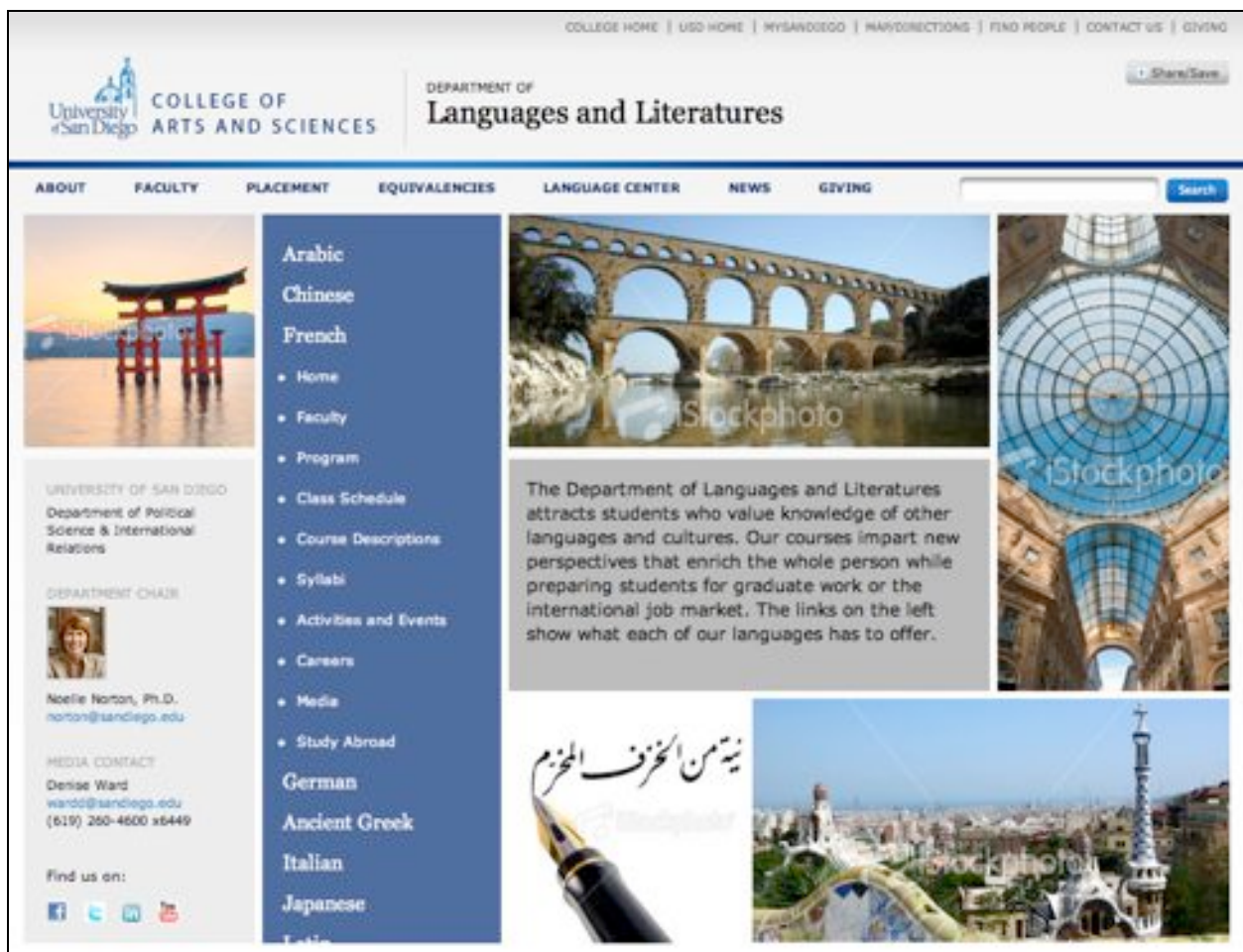
<http://www.sandiego.edu/cas/phil/>

<http://www.sandiego.edu/cas/sociology/>

B2 Landing Page Template

This template is a departmental home page option for the CAS Web site. The template is intended for highly compelling photos, limited content, and extended navigation.

- **Page Title** (not pictured): Enter the title of your page here in the format USD: CAS: Department: Topic.
- **Main Content**: One-paragraph introductory statement about the department limited to 52 characters or fewer.
- **Image Areas**: Choice of 5 primary photos to represent department. Photos should be selected by the department and then cropped and placed by a member of the Web Services team in Information Technology Services.
- **Program Areas**: Intended for additional vertical navigation not included in primary horizontal navigation.



To see this template in use, please visit the following pages:

<http://www.sandiego.edu/cas/graduate/>
<http://www.sandiego.edu/cas/languages/>

C1 Landing Page Template

This template is a departmental home page option for the CAS Web site. The template is intended for large singular imagery with frequent news and events. An alternating modular window is available for news, events, faculty essays, and resources.

- **Page Title** (not pictured): Enter the title of your page here in the format USD: CAS: Department: Topic.
- **Banner**: Choice of primary photo to represent department. Photo should be selected by the department and then cropped and placed by a member of the Web Services team in Information Technology Services.
- **Main Content**: One-paragraph introductory statement about the department limited to 42 words or fewer.

The screenshot shows a web page for the Interdisciplinary Humanities department at the University of San Diego. The page features a large banner image of a classical building facade with columns. The main content area includes a paragraph describing the major: "The Interdisciplinary Humanities Major allows students to design a program of study from among the following disciplines: Art, English, History, Languages & Literatures, Music, Philosophy, Theatre Arts, and Theology & Religious Studies." To the left, there is a sidebar with contact information for the Music Program, including the address (5998 Alcalá Park, San Diego, CA 92110), phone number ((619) 260-6870), and email (polisci@san Diego.edu). Below this is a "DEPARTMENT CHAIR" section with a photo and name of Noelle Norton, Ph.D. (norton@san Diego.edu). Further down is a "MEDIA CONTACT" section for Denise Ward (ward@san Diego.edu, (619) 260-4600 x6449). At the bottom, there is a "QUICKLINKS" section with a grid of links to various departments and centers, including Anthropology, Art, Asian Studies, Biology, Center for Christian Spirituality, Faculty Research Grants, Gender Studies, Graduate Studies, Guadalajara Summer Program, History, Logic Center, Marine Science, Mathematics, Math Center, Music, Political Science, Psychology, Science Programs, Sociology, and Teaching Majors. The page also includes a navigation menu with links for PROGRAMS, AFFILIATED FACULTY, ABOUT THE HUMANITIES, MINORS, RESOURCES, and GIVING, along with a search bar and social media icons.

To see this template in use, please visit the following pages:

- <http://www.sandiego.edu/cas/honors/>
- <http://www.sandiego.edu/cas/humanities/>
- <http://www.sandiego.edu/cas/music/>

C2 Landing Page Template

This template is a departmental home page option for the CAS Web site. The template is intended for large rotating imagery with frequent news and events. Two modular windows are available for news, events, faculty essays, and resources.

- **Page Title** (not pictured): Enter the title of your page here in the format USD: CAS: Department: Topic.
- **Banner**: Choice of primary photos to represent department which can toggle/rotate with brief accompanying text supplement. Photos should be selected by the department and then cropped and placed by a member of the Web Services team in Information Technology Services.


COLLEGE HOME | USD HOME | MYSAN DIEGO | NAV/DIRECTIONS | FIND PEOPLE | CONTACT US | GIVING

University of San Diego COLLEGE OF ARTS AND SCIENCES DEPARTMENT OF Chemistry and Biochemistry

PROGRAMS FACULTY RESEARCH FACILITIES STUDENTS & ALUMNI GIVING

A Solid Reputation
Our courses impart a strong foundation in the principles and practices of modern chemistry and biochemistry within the framework of a liberal arts education. In the laboratory, students gain extensive experience with sophisticated instrumentation and computer equipment.

UNIVERSITY OF SAN DIEGO
Music Program
5998 Alcalá Park
San Diego, CA 92110
(619) 260-6870
polsciinfo@sandiego.edu

DEPARTMENT CHAIR

Noelle Norton, Ph.D.
norton@sandiego.edu

NEWS CONTACT

News
Morbidity Aware
San Diego City Beat
Welcome to the New IPJ Web Site
We hope you find the new IPJ Web site informative and easy to navigate. Explore the institute's In The Field...
Arrests of Americans in Tijuana are up in 2008, but Drop in Other Foreign Cities
Los Angeles Times--Despite all the tourists scared away by the bloody struggle between Tijuana police and Mexican drug lords,....
In a Mexico State, Openness is the New Order in the Courts
Los Angeles Times-- Silvia Guadalupe Perez burst into tears as she named the bitter ingredients of her new life as a widow:...

Events
Graduate Students Present Capstone Research
August 24, 10 a.m., Joan B. Kroc Institute for Peace & Justice Theater
International Day of Peace
September 22, 12:15 p.m., Joan B. Kroc Institute for Peace & Justice, Garden of the Sky
Bearing Exquisite Witness:

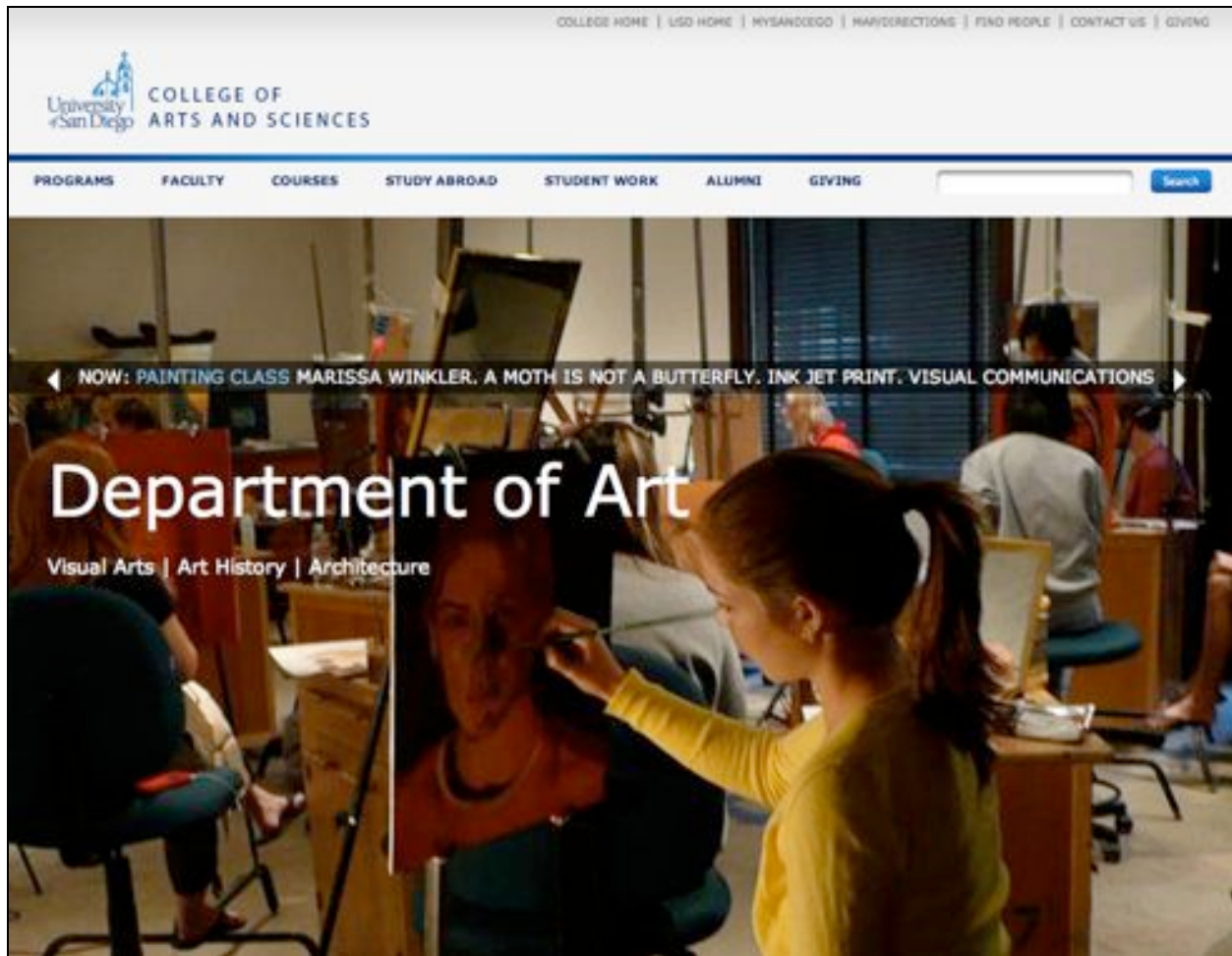
To see this template in use, please visit the following page:

<http://www.sandiego.edu/cas/chemistry/>

D1 Landing Page Template

This template is a departmental home page option for the CAS Web site. The template is intended for showcasing events, accomplishments, and faculty/student work via an oversized photography slideshow.

- **Page Title** (not pictured): Enter the title of your page here in the format USD: CAS: Department: Topic.
- **Featured Area:** Comprised of oversized image with accompanying scrolling text. Photos should be selected by the department and then cropped and placed by a member of the Web Services team in Information Technology Services.



To see this template in use, please visit the following pages:

<http://www.sandiego.edu/cas/art/>
<http://www.sandiego.edu/cas/theatrearts/>

D2 Landing Page Template

This template is a departmental home page option for the CAS Web site. The template is intended for showcasing events, accomplishments, and faculty/student work via an oversized photography slideshow. A fading black “curtain” is available on the left and right sides of the screen.

- **Page Title** (not pictured): Enter the title of your page here in the format USD: CAS: Department: Topic.
- **Featured Area**: Comprised of oversized image with accompanying scrolling text. Photos should be selected by the department and then cropped and placed by a member of the Web Services team in Information Technology Services.



To see this template in use, please visit the following pages:

Not currently in use on the CAS Web site

CONTRIBUTE

Adobe Contribute is the software you will use to maintain pages within your departmental site.

CONNECTING CONTRIBUTE

You will be connected to the CAS Web site in Contribute by your CAS Web developer or a member of the ITS staff. If at any point you become disconnected from your site, please contact websupport@sandiego.edu for assistance.

GETTING STARTED

Generally you will use Contribute to make additions or modifications to the content portions of your Web pages. You can insert images, add text and position page contents using tables.

Your site creation/maintenance process will consist of modifying content on already existing pages.

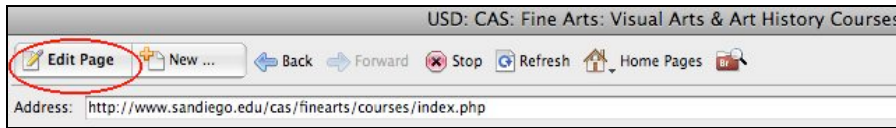
From the **Contribute Start Page**, click on your Web site name under the **Begin Editing** heading.



You should always see the landing page of your site when you begin editing. Typically you will want to modify content on your site.

Modifying Pages

Contribute allows you to modify already existing pages as well as delete files you no longer need in your site. You can modify any page in your area of the Web site by browsing to it and editing.

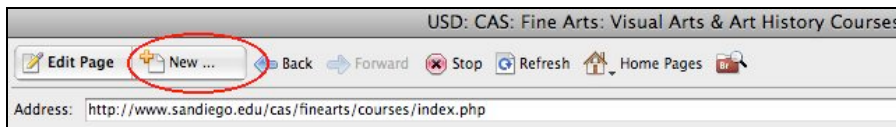


To modify a page in Contribute, navigate to it via the Contribute browser or enter a URL directly into the address bar. Click on **Edit Page** to view your page in edit mode so that you can begin making changes. When completed, you can send for review, save for later, or delete to discard your changes 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 learn about deleting files, please see the section on Deleting Pages.**

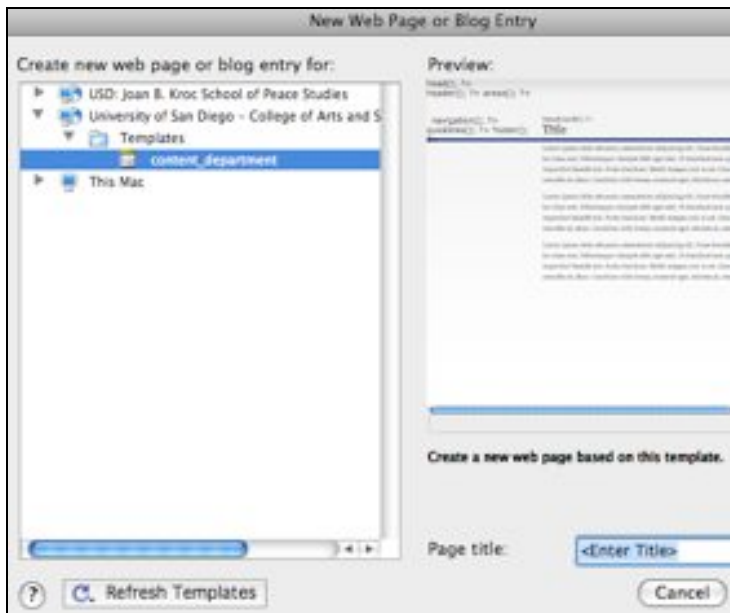
Creating a New Page

If your goal is to make a new page, navigate to the section of your Web site where you would like to add a new page and click on **New...** in the toolbar menu bar to begin.



Select the **content_department** template option for all sub pages on your site. This template has a content region that makes use of 100% of the space for text, images and any other desired content. This template is aimed toward information.

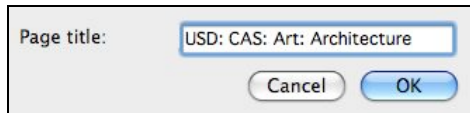
The **Preview** pane on the right will also show a quick preview of the template.



In this same window, you will be prompted for the title of your Web page. Note that Contribute will not let you continue unless you enter a title. This should be structured as follows:

USD: CAS: Department: Topic

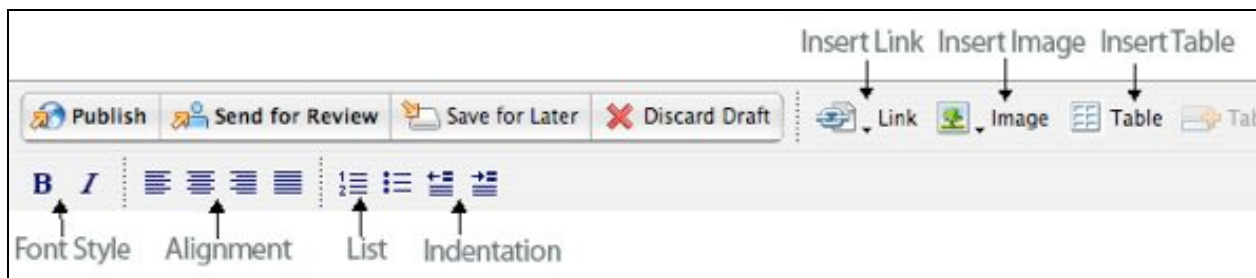
- ❖ **Tip: The title is what will display in the Bookmarks bar when someone bookmarks the page in their browser.**



Click **OK** and you will see your new page in edit mode. If you need to go back and edit a page title after you have begun working on your new page, you can go to **Format → Page Properties → Title/Encoding** to do this.

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.

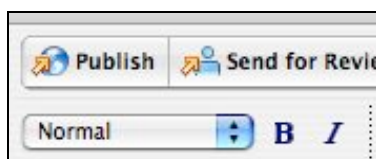


Formatting Text

You will 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 such as Microsoft Word and Corel WordPerfect, or you can simply begin typing. You can then format the text by styling it (bolding or italicizing), aligning it (left, center, right, or fully justified), creating lists (bulleted or numbered) or by indenting.

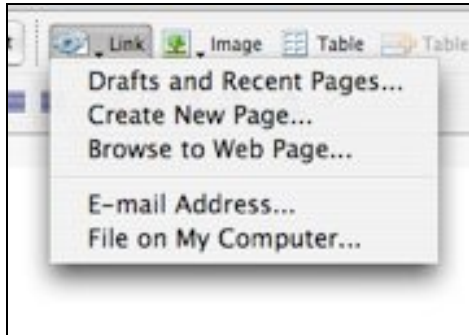
- ❖ **Tip:** If you are inserting sections of information in your content, separate them with section **headings** (i.e. Heading 1, Heading 2, etc.) by highlighting the word and selecting the appropriate heading from the **Normal** menu. In addition to making your content easier to read, it will also help your search engine rankings since headings are more “important” than normal text. The heading tags are usually numbered from one to six, with one being the most important.



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**.

- **Create New Page**

You can create a link to a new Web page on your site—that is, you can create a link to a new page that Contribute creates at the same time that it creates the link. Contribute lets you create the new page and link to it before you add content to the page.

To create a link to a new page, select text in the draft or select an image in the draft. Click **Link → Create New Page** and complete the dialog box. Click **OK** and Contribute adds the link to the draft, and then opens the new page in the Contribute editor. To return to the draft where you added the link, click the draft title in the **Pages** panel.

- **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 CAS 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; note that PDFs should be named succinctly for the Web when created on your computer (e.g. "award_honors.pdf" rather than "who got awards at the event on 12/2/07.pdf"). 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 his/her 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 Adobe 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**.

Formatting Tables

Pre-formatted tables are also available in Contribute to help enhance the design of tables on your site. After your initial table has been inserted, select the table and choose **Table → Format Table** from the menu area. **AltRows:Basic Grey** is the preferred color style for the CAS Web site, which will color alternating rows with a light grey color and therefore make the content in your table easier to read for visitors.

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.

WORKING WITH IMAGES

Imagery is a significant part of the CAS Web site, and is a perfect way to show glimpses into life at the College, distinguish one department from another, or simply to add color to a page.

Choosing Photography

When using photo images in the CAS Web site, here are some things to consider:

- Always use photography that is appropriate to the section. Never enlarge low-resolution images
- Never stretch or distort image dimensions
- Photos of people should be cropped at the individual's shoulders so the face is recognizable
- If using stock photography, images must have proper licensing
- If embedding a photo/image within a text sub page (for example the About College sub page), do not extend photos beyond a maximum width of 300 pixels
- Incorporate campus architecture and elements unique to the College

Do's



College Life



Portraits



Campus

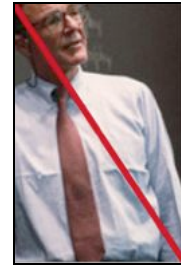
Don'ts



Low Resolution



Stretched/Squashed



Wrong Cropping

Inserting Images

You can use the **Insert** menu or **Image** button in the toolbar to add an image from your computer or a Web site to a page.

To add an image using the Insert menu or Image button, place the insertion point in your draft where you want the image to appear. Click the Image button in the toolbar. Select one of the following options from the pop-up menu:

- **From My Computer:** lets you browse to an image on your computer
- **From Website:** lets you browse to the main images folder in the CAS Web site for images
- **From Internet:** please ignore, we are not using this option on the CAS Web site

Choose the desired image from the Web or your computer and then click the **Select** or **OK** button.

- ❖ **Tip:** Whenever you insert an image, you will be prompted to enter ALT text, or alternative text. This should be a brief (one or two word) description of your image. This description will be visible in the event that your image does not load online. **It is particularly important and necessary to include ALT tags because they also make your pages accessible to disabled persons visiting your pages.**

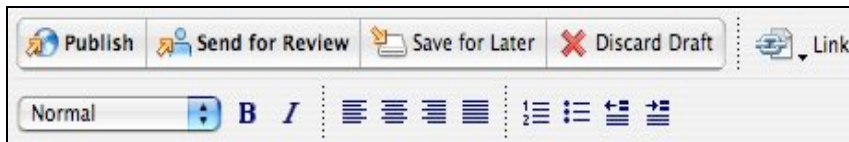
After you insert your image, double-click the image to change image properties. **Image properties** include the location of the image source, display area size, padding, alignment, border and alternate (ALT) text.

PUBLISH OPTIONS

Once you've inserted your content and formatted it accordingly, you can publish, send your page for review, save it for later or cancel the page.

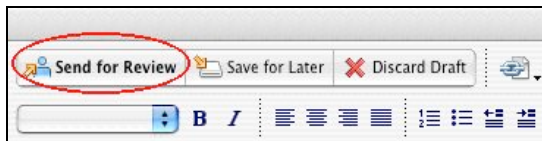
Publish

Publishing your page is another way of telling Contribute to upload your page, which sends your file and any dependant files (such as images) up to the server and makes your page live on the Web. For example, any images you've placed on your pages will be put into an images folder on the remote server by Contribute. **Note that the Publish option is not available for some roles on the CAS Web site.**



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.

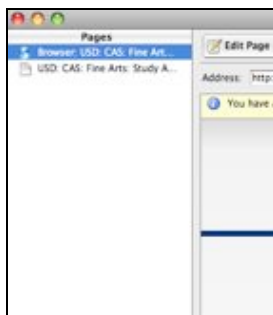


Selecting this option will display a list of all maintainers on the CAS Web site. You can send your draft to other members of your department for review.

For publishing your file, please send your draft to the Publisher for your department role. If that person is out of the office, please select the College of Arts and Sciences Publisher role in its place. 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

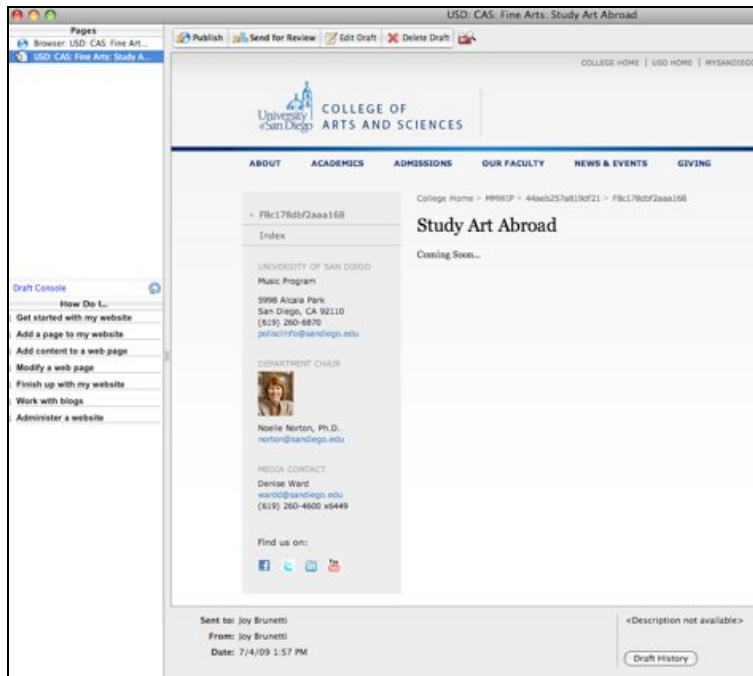
And you can also **Discard Draft**, which means you will discard the page and any content/changes you have added.

- ❖ **Tip:** When modifying a page, discarding draft only discards your changes but does not delete your file. To delete a file, refer to the section on Deleting Pages.

Publisher Role

If you are a publisher on the CAS Web site you will be receiving drafts from others for publication. You be notified of drafts in two ways:

1. Via an e-mail notification
2. Drafts will be visible in the pages panel



After reviewing the content, you can **publish** the draft, make further **edits**, and/or **send for review** again to anyone needed on the site.

FILE NAMES

If you are **publishing** a page for the first time, you will be prompted to give your page a file name. For these pages, you will need to use the *.php extension.

Titling file names is very important since the navigation is automatically generated from the file and folder names.

- ❖ **Tips:**
 - Keep file names succinct and without breaks. For example:

- Good: employers.php
- Good: continuing_education.php
- Bad: how to get a job after usd.php

- File names longer than one word should be separated by underscores. For example:
 - contact_us.php
 - alumni_association.php

- Acronyms should be capitalized. For example:
 - CAS.php

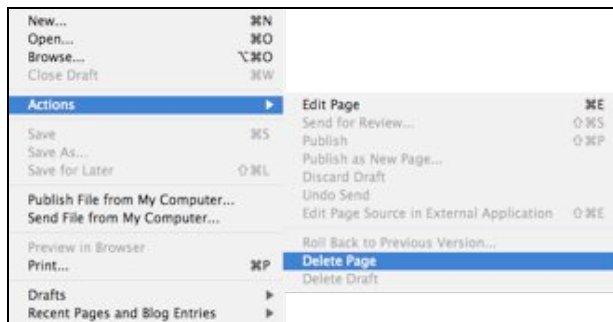
- Any new folders (i.e. containers of one or more files) should be treated the same way, for example:
 - CAS

- Folder or file names should not be dated. For example:
 - Good: service_brochure.php
 - Bad: service_brochure_1997.php
- This way other Web sites can link to your pages and files and not have broken links when you upload new versions. This applies to dependent files such as images and documents (PDFs) as well.

DELETING PAGES

Some roles also have the ability to delete pages on the CAS Web site. You will want to be diligent about deleting files from the Web site that are no longer in use, since any page within the site will be displayed in the navigation and be listed in search engine results.

To delete a page, you will need to go to **File → Actions → Delete Page**.

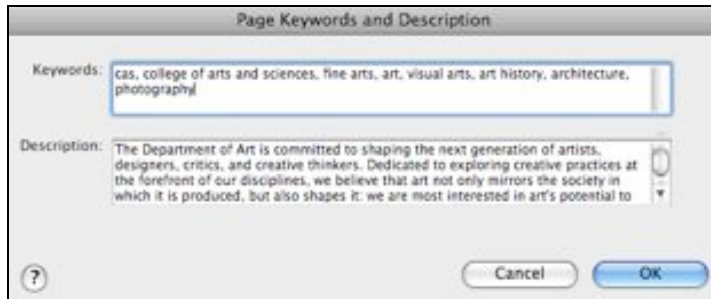


- ❖ **Tip:** When deleting a page, remove the appropriate left-hand links as well as any links to the page that may be in the content regions of the site.

SEARCH ENGINE OPTIMIZATION

You can associate keywords and a description with your Web pages. Visitors who type one of your keywords in a search engine will more easily find your page among the search results, since it is more likely 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: cas, college of arts and sciences, fine art, art, visual arts, art history, architecture, photography).

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 College of Arts and Sciences Web Site has a navigation scheme consisting of primary and secondary navigation. The primary navigation is largely customized on each departmental site, but retains the following consistent menu items:

- Programs
- Faculty
- Giving

PRIMARY NAVIGATION

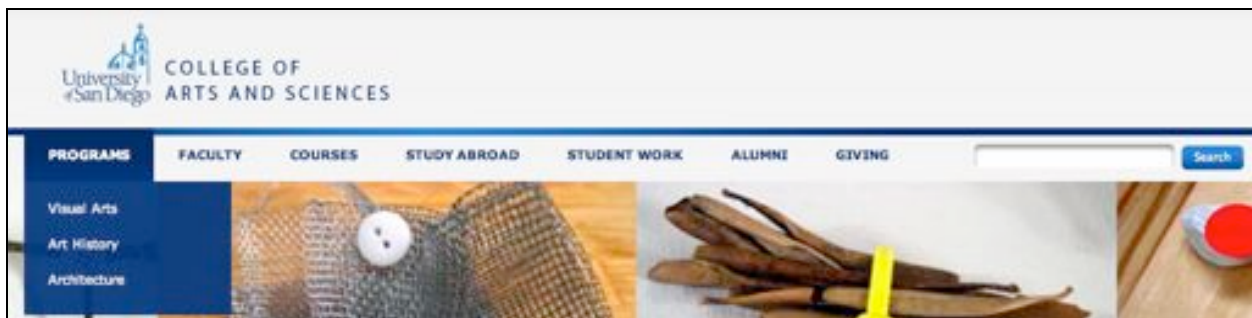


The primary navigation provides an easy way for visitors to access the top levels of the CAS Web site. The primary navigation can be changed or updated by contacting a member of the Web Services team.

Any content within these links automatically displays within the resulting secondary 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 that section of the Web site.

For example, in the picture above, you are seeing the navigation for the Art department part of the Web site.

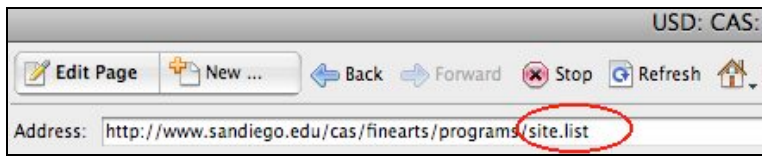
The parent page is Programs. Pages and folders within the Programs section comprise the sub-menu items.

ORGANIZING NAVIGATIONAL ITEMS

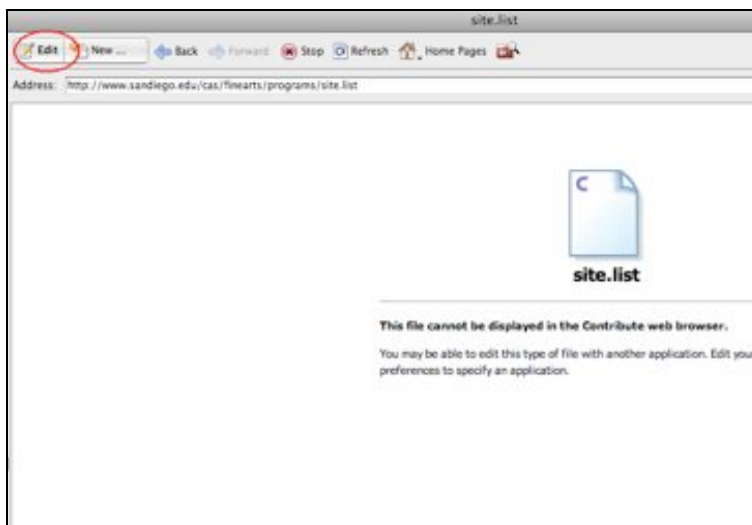
Generally your navigation structure will represent the files within that part of the Web site. If you would like to specify which files display in your secondary navigation and in what order you will need to have a **site.list** file in that directory. If this file does not already exist for a particular region of the site, you must talk with the CAS Web Developer to have it added for you. **Otherwise all navigation items display in alphabetical order.**

These are the navigation items that drop-down from your primary navigation as well as display in the left-hand region of your pages.

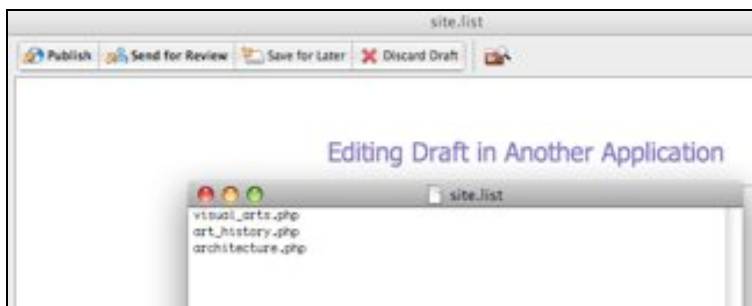
To edit the sub-navigation of your site, browse to that part of the site in Contribute and type site.list at the end of the URL.



Contribute will prompt you that this type of file cannot be displayed in the Contribute web browser.



Press the **Edit** button to bring up the file in TextEdit (Macintosh) or Notepad (Windows).



The site.list file is simply a list of files and folders typed in the order that you would like them to display in your menu.

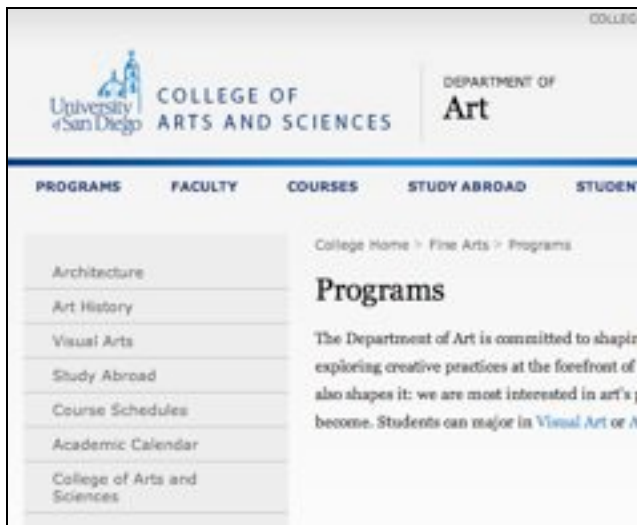
On the left enter the filename or URL. Press Tab on your keyboard and enter the actual link text you would like to display on your site. In the example above, the navigation reads as follows:

Visual Arts
Art History
Architecture

You could also do the following to change the link text on your site:

architecture.php	Architecture
art_history.php	Art History
visual_arts.php	Visual Arts
/cas/art/study_abroad.php	Study Abroad
/cas/documents/art/courses.php	Course Schedules
http://www.sandiego.edu/bulletin/	Academic Calendar
/cas/	College of Arts and Sciences

To save, select **Save** from the **File** menu and close the TextEdit (Macintosh) or Notepad (Windows) application. Using **Contribute**, **Publish** your updated site.list file.



View your updated navigation online to confirm that your change has been made.

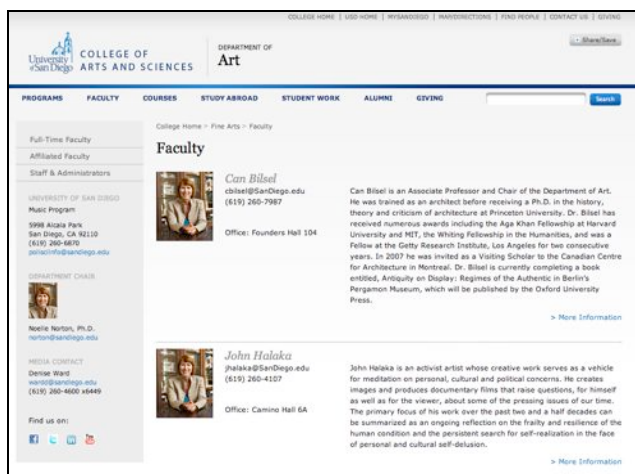
FACULTY AND STAFF DIRECTORY

The CAS faculty and staff directory is a comprehensive database-driven system comprised of all faculty and employees in the College. A management area is available for maintenance of entries which then display throughout the CAS Web site in a consistent manner and format.

FACULTY AND STAFF LISTINGS

All departments in the CAS Web site have a faculty and staff listing area. For example:

<http://www.sandiego.edu/cas/art/faculty/>



Listings on each department site are separated into Full-Time Faculty, Adjunct Faculty, and Staff & Administrators. For interdisciplinary programs there is an Affiliated Faculty listing on the site instead.

MANAGEMENT ACCESS

The CAS faculty and staff directory is managed via the following URL:

<http://www.sandiego.edu/cas/manage/directory/>

All departmental executive assistants, department chairs, program directors, and the general CAS administration have access to this resource. This group is called the **Super User** group. Login is via your MySanDiego account username and password. If you attempt to log in and do not have access but should, please e-mail Jim Gump (gump@sandiego.edu) and Valerie Attisha (vattisha@sandiego.edu) for approval.

All other users in CAS, upon login, will only have access to editing certain fields of their own biographies. These fields include:

- First Name
- Last Name
- Title
- Secondary Title
- Status
- E-mail Address
- URL
- Phone Number

- Fax Number
- Office Location
- Office Hours

All other fields need to be updated by a member of the Super User group.

ADDING AN ENTRY

Those with Super User access can add new faculty and staff members to the system. Click on the link to **Add an Entry** to get started. You will then need to complete the form comprised of the following:

*	Show Online:	Whether the individual should display in departmental listings online. If the person is leaving the university, change from yes → no rather than deleting the person's entry from the system.
*	First Name:	Individual's first name
*	Last Name:	Individual's last name
*	Title:	Individual's title
	Secondary Title:	Individual's secondary title if applicable
*	Status:	Whether individual is a faculty member, adjunct faculty, visiting faculty, administrator, or staff. This will direct whether the person displays on a departmental site's Faculty, Adjunct Faculty, or Staff page.
*	Department:	Department(s) that individual belongs to. He/she will then display in the faculty listings on those departmental sites.
*	Username:	Individuals MySanDiego username. Examples are brunetti, gump, or vattisha. It is important that this information is entered correctly, otherwise the individual will not be able to log in later and edit their own entry.
*	Email:	Individual's e-mail address. Examples are brunetti@saniego.edu , gump@saniego.edu or vattisha@saniego.edu .
	URL:	Individual's professional Web site URL if applicable.
*	Phone:	Individual's phone number; should be in format (xxx) xxx-xxxx.
*	Fax:	Individual's fax number; should be in format (xxx) xxx-xxxx.
*	Office:	Individual's office location; should be in format Maher Hall 195
	Office Hours:	Individual's office hours.
HTML Fields		
The following fields are HTML. Text should not be copied and pasted from Word in order to avoid styling issues. First copy text into a text editor such as Notepad (Windows) or TextEdit (Macintosh) and then transfer content into the appropriate area.		
*	Biography:	Brief biography (100 words)
	Teaching Interests:	Teaching interests of faculty member (100 words)
	Scholarly Work:	Scholarly and creative work (150 words)
	Education:	Education of faculty member (50 words)
Image Fields		
The following fields allow an image to be uploaded. Images must first be sized to specified dimensions and then saved as *.jpg or *.png prior to upload.		
	Icon:	Individual's headshot saved to 45x56
	Thumbnail:	Individual's headshot saved to 89x108
	Image:	Individual's headshot saved to 170x184
Document Fields		
The following fields allow for document uploads. Documents must first be saved in PDF format and under 5 MB.		
	CV:	Individual's curriculum vita
	Syllabi:	Individual's course syllabi

MODIFYING CURRENT ENTRIES

Those with Super User access can modify faculty and staff member entries in the system. Others from CAS logging in will only be able to modify certain fields of their own entry. Click on the link to **View and Modify Entries** to get started.

Note that individuals assigned to more than one department display multiple times on the listing page. Any entry can be updated and changes will be applied in all records.

Click on an arrow to the right of the person's name that you wish to modify. You will then see an editable version of the person's information. Edit as desired and submit changes at the bottom of the page.

The screenshot shows the Faculty Directory page for the College of Arts and Sciences at the University of San Diego. The page is titled "Faculty Directory" and includes a breadcrumb trail: "College Home > Manage > Directory > Modify A Person". Below the title, there is a note: "Click on an arrow to view or modify an entry." The page is divided into two sections: "Anthropology" and "Arabic". Each section contains a table of faculty members with columns for "First Name", "Last Name", and "Status". Each row in the table has a small arrow icon to the right of the status, indicating that the entry can be modified.

First Name	Last Name	Status	
Joyce	Antorietto	staff	↘
Alana	Cordy-Collins	faculty	↘
Patrick	Geyer	staff	↘
Tim	Gross	adjunct faculty	↘
Jerome	Hall	faculty	↘
Tori	Heflin	adjunct faculty	↘
Cheryl	Hinton	adjunct faculty	↘
Therese Adams	Muranaka	staff	↘
Joseph	Nalven	adjunct faculty	↘
Angelo	Orona	faculty	↘
Amadeo	Rea	staff	↘
Rose A.	Tyson	staff	↘
Moinca	Wagner	staff	↘
Brian	Williams	adjunct faculty	↘

First Name	Last Name	Status	
Randa	Jad-Moussa	adjunct faculty	↘

INFORMATION POSTING SYSTEM

The Information Posting System is a database that contains news and/or events that are displayed on the CAS home page, CAS departmental home pages, USD home page, and MySanDiego portal. This is a Web-based application accessed at the following location:

<http://www.sandiego.edu/mypostings/>

Using this system you can post news and events to the College home page, department landing pages, various places on the USD site, and on the MySanDiego portal.

ROUTING ITEMS

In order to route items to the intended pages on the various CAS landing, news, and event pages, please follow the routing directions below when posting.

- **Tip: Interior pages** of your sites with news, events, or other types of items can be populated by selecting "Departmental News & Events" as your destination.
- **Tip:** The audience for your posting should always be "**everyone.**"

College of Arts and Sciences @ <http://www.sandiego.edu/cas/>

College News

Category: News
Department: College of Arts & Sciences
Destination: "Featured on Departmental Home Page" if 213x96 image desired, otherwise "Departmental Home Page"

College Events

Category: Event
Department: College of Arts & Sciences
Destination: "Featured on Departmental Home Page" if 124x96 image desired, otherwise "Departmental Home Page"

Highlights

Category: Event
Department: College of Arts & Sciences
Destination: "Highlights (Feature)" if picture desired, otherwise "Highlights"

Dean's Tweet

Updated via Mary's twitter feed at <http://twitter.com/deanboyd/>

Anthropology @ <http://www.sandiego.edu/cas/anthropology/>

News

Category: News
Department: Anthropology
Destination: Departmental Home Page

Events

Category: Event
Department: Anthropology
Destination: Departmental Home Page

Architecture @ <http://www.sandiego.edu/cas/architecture/>

News

Category: News
Department: Architecture
Destination: Departmental Home Page

Events

Category: Event
Department: Architecture
Destination: Departmental Home Page

Biology @ <http://www.sandiego.edu/cas/biology/>

News **Category:** News
Department: Biology
Destination: Departmental Home Page

Events **Category:** Event
Department: Biology
Destination: Departmental Home Page

Center for Christian Spirituality @ <http://www.sandiego.edu/cas/ccs/>

News **Category:** News
Department: Center for Christian Spirituality
Destination: Departmental Home Page

Events **Category:** Event
Department: Center for Christian Spirituality
Destination: Departmental Home Page

Resources Post via <http://www.sandiego.edu/cas/manage/resources/>

Center for the Study of Latino/a Catholicism @ <http://www.sandiego.edu/cas/latino-cath/>

News **Category:** News
Department: Center for the Study of Latino/a Catholicism
Destination: Departmental Home Page

Events **Category:** Event
Department: Center for the Study of Latino/a Catholicism
Destination: Departmental Home Page

Chemistry & Biochemistry @ <http://www.sandiego.edu/cas/chemistry/>

News **Category:** News
Department: Chemistry & Biochemistry
Destination: Departmental Home Page

Events **Category:** Event
Department: Chemistry & Biochemistry
Destination: Departmental Home Page

Student Highlights **Category:** News
Department: Chemistry & Biochemistry
Destination: Highlights

Communication Studies @ <http://www.sandiego.edu/cas/commstudies/>

News **Category:** News
Department: Communication Studies
Destination: Departmental Home Page

Events **Category:** Event
Department: Communication Studies
Destination: Departmental Home Page

Faculty Highlights **Category:** News
Department: Communication Studies

Destination: Faculty Essays

English @ <http://www.sandiego.edu/english/>

News **Category:** News
Department: English
Destination: Departmental Home Page

Events **Category:** Event
Department: English
Destination: Departmental Home Page

Ethnic Studies @ <http://www.sandiego.edu/cas/es/>

News **Category:** News
Department: Ethnic Studies
Destination: Departmental Home Page

Events **Category:** Event
Department: Ethnic Studies
Destination: Departmental Home Page

History @ <http://www.sandiego.edu/cas/history/>

History Students in Action **Category:** News
Department: History
Destination: Highlights

News **Category:** News
Department: History
Destination: Departmental Home Page

Events **Category:** Event
Department: History
Destination: Departmental Home Page

Resources Post via <http://www.sandiego.edu/cas/manage/resources/>

Honors Program @ <http://www.sandiego.edu/cas/honors/>

News **Category:** News
Department: Honors Program
Destination: Departmental Home Page

Events **Category:** Event
Department: Honors Program
Destination: Departmental Home Page

Interdisciplinary Humanities @ <http://www.sandiego.edu/cas/humanities/>

News **Category:** News
Department: Interdisciplinary Humanities, Art, Asian Studies, Classical Studies, English, History, Languages & Literatures, Music, Philosophy, Theatre Arts, OR Theology & Religious Studies
Destination: Departmental Home Page

Events **Category:** Event
Department: Interdisciplinary Humanities, Art, Asian Studies, Classical Studies, English, History, Languages & Literatures, Music, Philosophy, Theatre Arts, OR

Theology & Religious Studies
Destination: Departmental Home Page

Liberal Studies @ <http://www.sandiego.edu/cas/liberal/>

News **Category:** News
Department: Liberal Studies
Destination: Departmental Home Page

Events **Category:** Event
Department: Liberal Studies
Destination: Departmental Home Page

Marine Science & Environmental Studies @ http://www.sandiego.edu/cas/mars_envi/

News **Category:** News
Department: Marine Science & Environmental Studies
Destination: Departmental Home Page

Events **Category:** Event
Department: Marine Science & Environmental Studies
Destination: Departmental Home Page

Activities **Category:** Event
Department: Marine Science & Environmental Studies
Destination: Clubs & Activities

Medieval and Renaissance Studies @ <http://www.sandiego.edu/cas/medren/>

News **Category:** News
Department: Medieval and Renaissance Studies
Destination: Departmental Home Page

Events **Category:** Event
Department: Medieval and Renaissance Studies
Destination: Departmental Home Page

Music @ <http://www.sandiego.edu/cas/music/>

News **Category:** News
Department: Music
Destination: Departmental Home Page

Events **Category:** Event
Department: Music
Destination: Departmental Home Page

Philosophy @ <http://www.sandiego.edu/cas/phil/>

News **Category:** News
Department: Philosophy
Destination: Departmental Home Page

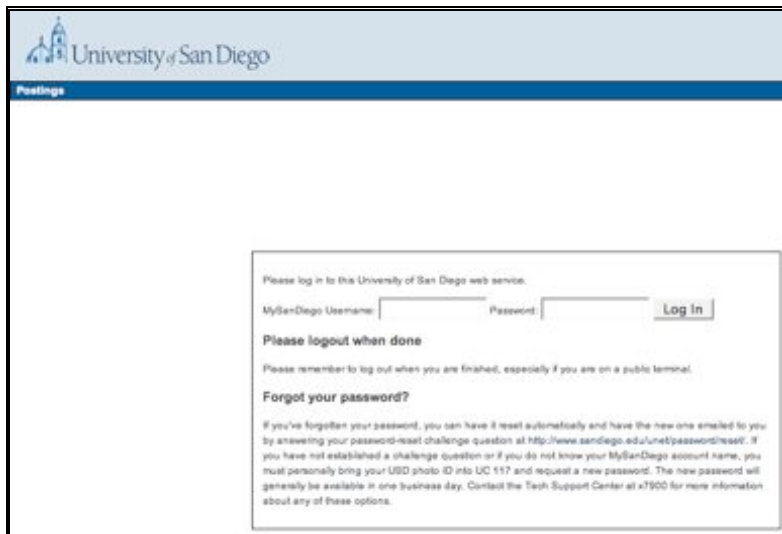
Events **Category:** Event
Department: Philosophy
Destination: Departmental Home Page

Physics @ <http://www.sandiego.edu/cas/physics/>

News	Category: News Department: Physics Destination: Departmental Home Page
Clubs & Activities	Category: Event Department: Physics Destination: Clubs & Activities
Resources	Post via http://www.sandiego.edu/cas/manage/resources/
Political Science @ http://www.sandiego.edu/cas/polisci/	
News	Category: News Department: Political Science Destination: Departmental Home Page
Events	Category: Event Department: Political Science Destination: Departmental Home Page
Clubs & Activities	Category: Event Department: Political Science Destination: Clubs & Activities
Resources	Post via http://www.sandiego.edu/cas/manage/resources/
Psychology @ http://www.sandiego.edu/cas/psy/	
News	Category: News Department: Psychology Destination: Departmental Home Page
Events	Category: Event Department: Psychology Destination: Departmental Home Page
Sociology @ http://www.sandiego.edu/cas/sociology/	
News	Category: News Department: Sociology Destination: Departmental Home Page
Events	Category: Event Department: Sociology Destination: Departmental Home Page
Clubs & Activities	Category: Event Department: Sociology Destination: Clubs & Activities
Theology & Religious Studies @ http://www.sandiego.edu/cas/theo/	
News	Category: News Department: Theology & Religious Studies Destination: Departmental Home Page
Events	Category: Event Department: Theology & Religious Studies Destination: Departmental Home Page

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 the posting form in its entirety.

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.

General Information	
* Category:	<input type="radio"/> Event <input type="radio"/> News <input type="radio"/> Personal Announcement
* Headline/Title:	<input type="text"/>
* Department:	<input type="text"/>
* Where To Post (Check All That Apply):	<input type="checkbox"/> Clubs & Activities <input type="checkbox"/> Departmental Home Page <input type="checkbox"/> Departmental News & Events <input type="checkbox"/> Faculty Essays <input type="checkbox"/> Featured On Departmental Home Page <input type="checkbox"/> MySanDiego Portal <input type="checkbox"/> News And Events <input type="checkbox"/> Sustainability <input type="checkbox"/> USD Home Page
* Targeted Audience (Check All That Apply):	<input type="checkbox"/> Alumni <input type="checkbox"/> Employees <input type="checkbox"/> Everyone <input type="checkbox"/> Faculty <input type="checkbox"/> Graduate Students

*	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 College of Arts and Sciences home page, select "College of Arts & Sciences". For all departments please select your department (refer to routing sheet for more information).
*	Where to Post:	Where you would like the information posted. See Routing Items section for information specific to the CAS 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 ".

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:	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.

*	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="text"/> <input type="button" value="Browse..."/> Please upload a jpeg, jpg, gif or png file.
Attachment:	<input type="text"/> <input type="button" value="Browse..."/> Please upload a pdf file.
Images must be 103 pixels wide.	

Image:	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.

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:	<input type="text"/>
Not for display, for additional information to the Posting Manager only.	

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.

<input type="button" value="Submit"/>

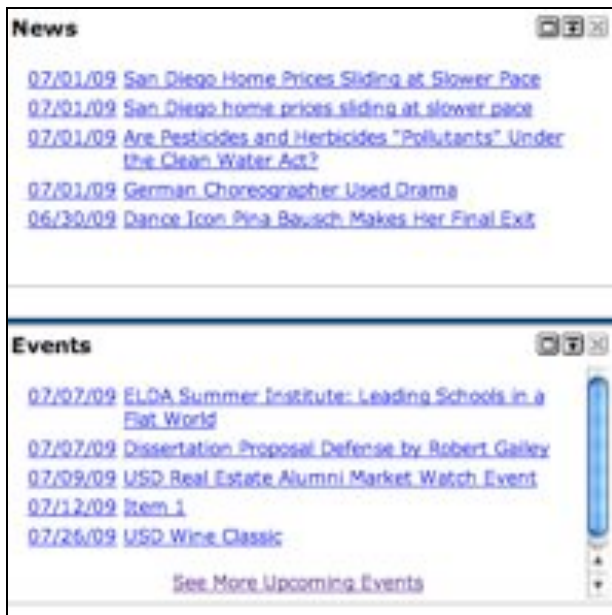
You should check your requested destination(s) within 24 hours to see your posting online.

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 USD home page. Only 3 items can be placed on the USD home page at one time.

CAS Home Page (Example)



MySanDiego Portal (Example)



AP STYLE GUIDELINES

Please note that all 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>.

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 WebCoordinator@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/>
- Contribute Support Center: <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/ittraining/>
- <http://www.sandiego.edu/web/>

Please also refer to the IT Training program for classes and drop-in sessions on Adobe Contribute year round.

- <http://www.sandiego.edu/ittraining/>