

# Maintaining Your WEBSITE

## YOU are in-charge of your website updates.

Because you know your services, hours, staff and any changes, SA Marketing relies on you to let us know what needs to be updated.

## You can maintain the text on your website,

but we ask that you come to SA Marketing for all graphic needs, new page creation, navigation changes or any major updates.

## Please identify one or two people in your department that will work with SA Marketing for website updates.

They will be in-charge of clarifying needs with the department before including SA Marketing.

## MAKING YOUR OWN UPDATES

- Please contact Dani McKean ([daniellemckean@weber.edu](mailto:daniellemckean@weber.edu)) if you need access to Site Manager.
- You will find training and resources for ensuring your content remains accessible, usable and search engine friendly on the SA Marketing website: [weber.edu/samarketing/website.html](http://weber.edu/samarketing/website.html)

## SENDING SA MARKETING WEBSITE UPDATE REQUESTS

Please email Rachel Middleton ([rachelmiddleton@weber.edu](mailto:rachelmiddleton@weber.edu)) or Dani McKean ([daniellemckean@weber.edu](mailto:daniellemckean@weber.edu)) finalized content that can be copied and pasted.

We will simplify and format all content for the web and double check for accessibility and spelling/grammatical errors, but **we are relying on the content you send us to be ready to go.**

- All content must be correct and finalized. This includes no spelling or grammatical errors and no asking us to gather or create text for you.
- Text must be in a Word/Google Doc or email with text that can be copied and pasted. We will NOT re-type text.
- If you are sending a document with continuous updates, please highlight any changes to content. We will not search through documents to figure out what has changed.
- If you are sending us photos or graphics that you would like us to add to your website, they must not be copyrighted. You can find free stock photography resources at [weber.edu/samarketing/photography.html](http://weber.edu/samarketing/photography.html).
- If sending staff photos, please name the photos the person's name.
- All videos that you request be added to your website must be captioned. You can find resources for captioning videos at [weber.edu/samarketing/video.html](http://weber.edu/samarketing/video.html).
- Any Word Docs that are necessary for the website have been created with accessible layout in Microsoft Word. You can find accessibility resources at [weber.edu/samarketing/website.html](http://weber.edu/samarketing/website.html).
- Any PDFs that are necessary for the website have been created correctly via a Word Doc conversion to a PDF. You can find accessibility resources at [weber.edu/samarketing/website.html](http://weber.edu/samarketing/website.html).