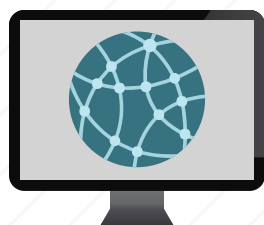


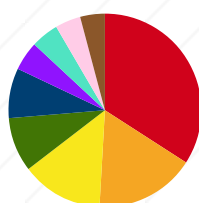
# NCA WEB GOVERNANCE



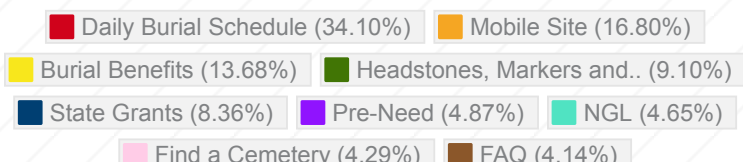
## Webpage Review Toolkit

November 2017

### TOP SITES



This chart depicts the top ten most viewed pages on NCA sites for October, 2017.



October 2017 NCA Web Metrics

### UPDATES

In order to remain accurate, up-to-date and relevant on our website platforms (internet and intranet), we will provide **update reviews** on our pages. This will give content owners the chance to review, update, and improve the content on their pages. These updates are for content, photos, PDFs and other language used on the pages.

**Note: This does not include design alterations, template reconstruction or changes to the VA web template.**



### POC REVIEWS: TEXT

Here is an example of the info and layout you will need to send in your changes to the web officer! Remember to have all your materials ready before you send the email. It will save time and effort on both our parts!

#### EXAMPLE

#### TEXT

##### PLEASE PROVIDE:

1. PAGE
2. **CHANGE THIS**
3. **TO THIS**
4. SPECIFY SECTION (IF NEEDED)



To: Tozer, Jessica  
Cc:   
Subject: Page Change: Klingon Acceptance

Hello!  
On this page: [cem.va.gov/example](http://cem.va.gov/example)  
Please change this: **We currently accept Klingons.**  
To this: **We currently do not accept Klingons.**

Please let me know if you have any questions.  
Thanks!

Sincerely, Yolanda Von Smartentrap



### POC REVIEWS: PHOTOS

Photos will need to be jpgs or pngs. Some size restrictions may apply. You can add some photos, but for templates - like the cemetery pages - we are only able to add one photo. Photos need captions and alt text (for 508 compliance).

#### EXAMPLE

#### PHOTOS\*

##### PLEASE PROVIDE:

1. PAGE
2. NEW PHOTO
3. CAPTION/ALT TEXT
4. REPLACING WHAT (IF REPLACING A CURRENT PHOTO)

*\*some photo restrictions apply\**



To: Tozer, Jessica  
Cc:   
Subject: Magic Tree Photo Update  
Attached: MagicTree.jpg

Good Morrow to You!

On this page: [cem.va.gov/MagicTree/example](http://cem.va.gov/MagicTree/example)  
Please update the photo of the Magic Tree on that page with the one I've sent you (attached).

Alt Text: Photo of magic tree, Magic Tree National Cemetery  
Caption: The Magic Tree, located at Magic Tree National Cemerery.

Thank you kindly! - Derek Methusela Montezula III



### POC REVIEWS: PDFs

PDFs will need to be: 508 compliant (ask the web officer for a handy 508 compliance how-to if you don't know how), will need to be under 34MB, and if you're replacing an older PDF with a new one, named the same as the old one.

#### EXAMPLE

#### PDF

##### PLEASE PROVIDE:

1. PAGE
2. NEW PDF
3. 508 COMPLIANCE
4. REPLACING WHAT (IF REPLACING SOMETHING)



To: Tozer, Jessica  
Cc:   
Subject: Rebel Army PDF  
Attached: RebelArmy.pdf

Hello fellow human person,

We've made a change to this PDF. Please replace the old one with the new, located on this page: [www.cem.va.gov/RebelArmy](http://www.cem.va.gov/RebelArmy)

PDF Link: [www.cem.va.gov/pdf/RebelArmy.pdf](http://www.cem.va.gov/pdf/RebelArmy.pdf)

The document is 508 compliant. Please let me know if you need anything else. Thank you.

Sincerely, Dr. Edwardo NotARobot

Questions? Email Jessica Tozer: [jessica.tozer@va.gov](mailto:jessica.tozer@va.gov)