

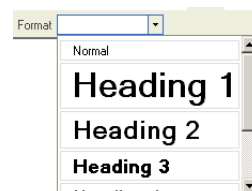
## ***Making headings correctly and ensuring text is readable***

Pages must **always** start with Heading 1 style.

**Never** use bold/italic to make headings. Instead, use the box labelled 'Format'.

Use Bold/italic only to emphasise **particular words** within a block of text.

**Don't** TYPE OUT PHRASES IN CAPITALS – this infers shouting and is hard to read.



## ***Naming pages and files***

Make sure you follow the **important tips given about naming files** when creating a new page.


Think about **permanence**: you should aim never to have to remove a page from the site.

Create a new **section** (i.e. subfolder) if have lots of **new material on a new topic**.

Create a new **page** if you have a page to **add to an existing section**.




## ***Adding links***

To add a link, highlight the text you want to make linkable, and click the link button: 

**Never** use 'click here' or 'See the report here' as the linkable text (because people tend to scan rather than read webpages). **Instead** use something like: 'You can view the report'.




## ***Adding PDF / Word documents***

1. If you can't produce a webpage version of a file, **use PDF format** rather than Word if possible.
2. Highlight the text you want to make linkable (e.g. 'You can view the report') and click on the link button  as usual
3. Click on '**Browse server**'
4. Browse to a suitable folder to save it in: ideally the same as the page being edited
5. At the bottom of the box, click on '**Browse**' then find the file on your computer
6. Then click on '**Upload**'. This will copy the file from your computer to the website
7. Then click on the file in the main file listing, and click on OK to finish.



## ***Anchor points - 'jump down' links within a page***

1. Firstly, **create the anchor point** itself by putting the cursor at the start of a heading, then click the anchor button  and give it an unabbreviated, sensible name.
2. To **link to the anchor** (from top of page), make a link but set 'Link type' to 'Anchor in this page'.



## ***Adding images***

Make sure, when adding an image, that you always enter a text description of your image under '**Alternative Text**', to make the page search-engine friendly and disabled-accessible.

## ***Reviewing submissions***

If you have page reviewing/approval rights, be sure to check in 'Review submissions' if later versions of a page have been submitted, before approving a page.