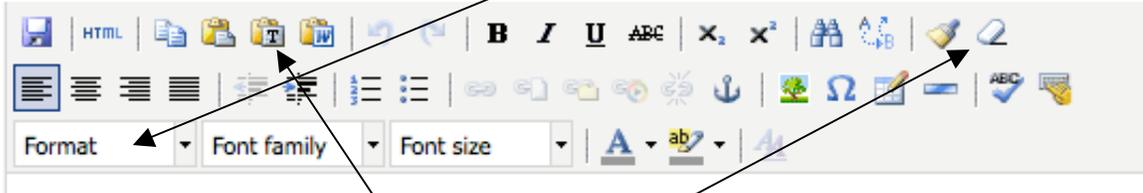


## Web Curator New Editing Protocols 2009



1. **Only** use the formatting drop down for styles:



2. **Never** copy and paste from a **Word** document into the Finalsite Editor window! First, clear formatting in your Word document and then copy and paste into the window as text using the text icon. If you have bullets or other document formatting you want to keep from a **Word** document, paste in using the Word icon.  
If you forget before you paste, highlight all text, and then click on the last top icon in your editing window that will clear the formatting. Then use your formatting drop down to apply your styles.
3. In general, for the first hierarchy of titles in a page, use Heading 1, the Heading 2, Heading 3 for subsequent lower hierarchy titles. Find these styles under the “Format” drop down.
4. Never use all capitals to highlight text or make a title---use your formatting drop downs!
5. Please do not color your fonts or change text size—use your formatting drop downs to give importance to your text.
6. Do not copy and paste **tables** from Word directly into the Finalsite editor—create the table within the Finalsite editor window instead.
7. Do not link one-page letters, flyers or other documents as PDF files---the information in a one page item should be made into a web page, not a linked document. PDF files should only be created for multi-page documents such as course catalogues, handbooks, etc. Link the file to your site and then email Ellen to have it changed into a readable “booklet” for your site.
8. Do not use the space bar to align text. Always use the spellchecker feature!
9. Do not use animated gifs.
10. Use the advanced image editor to resize and compress images placed within a page on your site.