

CONTENT APPROVAL CHECKLIST

► FOR ALL CONTENT:

- ☐ Did you use the correct content type?
 - ☐ Did you run spell check?
 - ☐ Did you read it out loud?
 - ☐ Did you follow our style?
 - ☐ Left-aligned paragraphs
 - ☐ One space between sentences
 - ☐ No underlined text
 - ☐ No exclamation points in general content or news
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► FOR NEWS:

- ☐ Does your news item have its own section?
 - ☐ Does your section title match your headline?
 - ☐ Did you write a story description?
 - ☐ Is your photo added correctly?
 - ☐ Main photos should be 450px wide and no taller than 310px.
 - ☐ Photos should be saved as the smallest file size possible - otherwise they make the page load very slowly.
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► FOR EVENTS:

- ☐ Does your event have its own section?
 - ☐ Did you include a start and end time?
 - ☐ Did you include a location?
 - ☐ Did you include other important details?
 - ☐ Do your events have unique section names?
 - ☐ If they don't, only one of them will display.
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REMEMBER:

You have to approve your content before we can. You can do this through direct edit or via the content approval page.

Questions? Web Services is always ready to answer them. Email Elaine at esharpe@txwes.edu for all of your content approval process needs.