

How do I send in an update?

Updating City's site is easier than you know!

It just takes an e-mail to the webmaster and most updates are completed within 24 hours M-F if not minutes.

Who should send in updates? Anyone working at City College that notices something out of date!

Who is responsible for the updated content? All Chairs are responsible for anything that falls under their direction. They can however assign someone or multiple people to update specific areas they manage. **Please complete this short form to tell us who you have chosen to do the updates.**

Update Protocol: URL = Detailed update in the body of an e-mail

Example of a Good Update:

URL: <http://www.sdcity.edu/accreditation/default.asp> =

1. Update the "NOTICE:" on the right side with: "San Diego City College is conducting its self-study in preparation for the accreditation team visit in spring of 2010."

URL: <http://www.sdcity.edu/accreditation/selfstudy.asp> =

1. Delete entire first and second paragraph: "The logo..." and "Like the compass..."

2. Replace third paragraph with:

"Our web site is open to all at City College and accessible to everyone. On it, we provide documents and references as well as our past self-study and the midterm report. This site will be continually updated. For additional information or suggestions, please email Dr. Roberta Alexander, Faculty Co-Chair at ralexand@sdccd.edu"

Poor Example:

Update accreditation please –

On the home page where it says notices on the right, take out the word San Diego in the second sentence and add City College after Accreditation in the 4th sentence.

What's Wrong?

- **They have not identified the URL**
- **They are describing what they want, instead of just providing that block corrected.**

Helpful tips:

It's easy! Just copy the outdated block of content from your web page to an e-mail and make the corrections to it and then send!

Ctrl + c = Copy

Ctrl + v = Paste

If you highlight the block of content and then hit Ctrl + c you have copied it to your clipboard!

Now go to your e-mail and hit Ctrl + v to paste it!

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- Keep your content in the body of an e-mail.
 - Do not paste from Word.
 - You can attach pictures or PDF documents to your e-mail.
 - You can attach Word documents you would like me to turn into a PDF to be linked to your site.
 - Do not describe what you want, just provide the update
 - Always cite the URL of the page you want updated before the update.
 - File names submitted as attachments should be short and contain no spaces or special characters.
 - If you are replacing an attachment already on our site it's best to name it the same.