

**WEBMASTER BEST PRACTICES GUIDE**

**Web Content Best Practices:**

1. **Copying and Pasting from external sources:**
	1. Use “Paste as plain text” when copying from another web resource site
	2. You can paste content from a Word document as long as it has district approved formatting applied to it.
	3. When pasting hyperlinks, do verify that the links are trust-worthy and valid
	4. Do NOT copy paste images from other sites onto your page
2. **Fonts and Formatting:**
	1. Use District approved fonts and styles only on content pasted from other web sources
	2. Format Word created content using District approved style specifications

 **District Approved Specifications:**

 Font Type(s):
 Font Color(s):
 Hyperlink Color:

  **Samples:**

1. **Links**
	1. Hyperlinks to external resources (PDF files/Web Sites) should be set to open in a new window
	2. Text used as hyperlinks should be self-explanatory
	3. Use tooltips to describe the links
	4. Use the Document Container tool to create a page with a collection of links
2. **Content Flow**
3. Use a tabbed portlet if you need to fit a lot of information on a single page
4. Use content portlets if you need to layout content in a multi-column fashion
5. Do NOT create pages with long flowing content which introduce scrolling