WEB COMMUNITY MEETING
May 24, 2013

- **What We Will Be Cover (Slide 2)**
  - OUCampus v10 has not yet been released. We are waiting to hear from them to get that going. It is scheduled to happen soon.
- **Tables (Slide 4)**
  - Only use tables for tabular data
  - Do not use tables for images and stylization
    - It looks terrible in the mobile size
    - Use divs for images and design instead
    - This includes textual images, do not use a table.
      - Contact us
  - To input your information correctly so that it adapts properly:
    - In OmniUpdate, click to insert a table. In the 'Class' option, select 'Table Header'
    - Make sure each ROW, not column, has associative data
  - If this doesn't work for your specific table needs, please contact Web Development Services
- **File Naming and File Management (Slide 6)**
  - OUCampus will prompt you to follow the naming standards
- **File Naming and File Management (Slide 7)**
  - When naming files and folders you may use all lowercase letters and numbers, hyphens and underscores
  - Do NOT use uppercase, spaces, or other special characters
- **File Naming and File Management (Slide 8)**
  - All images should be organized in the image location site
  - All doc files will be in the doc section of the site
  - Organize by file type, not by content
- **File Types – Images Section (Slide 10)**
  - Make sure the image is the same size in the file as it should be on the desktop
  - Save image as web-ready graphic/image
  - Video files can be uploaded or via YouTube (other online sources)
- **Accordion Snippet (No Slide)**
  - This is when you select a topic, and it's informational content expands or retracts
  - To insert an accordion snippet:
    - OUCampus—place your marker where you wish to insert the snippet, then select "Insert predefined snippet content"
      - Your accordion snippet with display correctly in preview mode
      - To add additional items, copy and paste the information you wish to add—select "Heading 2"—Accordion content
      - Snippets are customizable
- **Questions and Answers**
  - How does someone get access?
    - Contact Web Development Services, tell us what you need access to
      - Jeanie will set this up for you, and Mallory will train you
    - Submit your projects to uvu.edu/oit/projects

- Mention if it will be a site MIGRATION or REBUILD (in all caps) in the description section, along with other details of the project
    - The community website offers training, documentation, resources to build your website, etc. You can find the website at uvu.edu/web
  - Can you include images or videos in the accordion snippet?
    - Yes
  - Is there a general style guide?
    - Yes. Marketing is finishing that up. We will create a technical (Web Design) guide when that is complete.
- **Action Items:**
  - Add a new people slide in every Web Community meeting slide presentation
  - Trainings:
    - SEO Basics
    - CSS
    - JS
    - Accordion
    - Images
    - Slider
    - Web Strategy
  - File size restrictions (Jeanie)
  - Style and Design Guides (Nathan)
  - Revamp the "About" section, the "Who's Who" on the Web Community site
  - Adapt the front page of the Web Community site for newcomers: "How to Get Access"