

Protocol for Website Update Information (WUI) for the Southern Miss Interior Design Program

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The following guidelines will serve as the protocol for website update information to be posted to the interior design website. Simple updates should be sent as a completed PDF file format to michelle.rose@usm.edu, and will have a direct link posted to the site. Custom pages must adhere to the following protocol, and will require additional lead time for completion. All updates are subject to the availability of the webmaster. Due to the large file size of most images, graphics, etc..., the preferred method of delivery of information to the webmaster is on removable media (listed below). The other acceptable format is to provide content in a single email.

Content saved to CD, DVD, or USB Drive:

- Type all content in a word document
- Put each article/announcement in a continuous paragraph form and double space between each paragraph
- Bold the title/heading of the paragraph, but do not put on separate line
- Use only one font style, size, color, without any other emphasis (other than the heading as described above)
- Do not tab or space for indenting
- Check accuracy of content
- Check accuracy of grammar, punctuation, and spelling
- Include any links for each article and check for accuracy
- Include a notation of each image to be included in the article(s)
- Do not include any images or other unnecessary/unusual formatting in the word document
- Include images, labeled accordingly, as separate files on the disc (must be .jpg, .gif, .tiff, or other approved formats, .bmp files are not compatible)
- Put disc in mailbox located in Interior Design Program office
- Send an email to michelle.rose@usm.edu, put "W.U.I." in the subject line, and check the high importance icon

Content sent in a single email:

- Type all content in a word document with the same formatting described above and attach separately to the email
- Label images to correlate to the information and attach separately to the email
- Put "W.U.I." in the subject line
- Check the high importance icon
- Send to michelle.rose@usm.edu

Please contact **Michelle Rose** with any questions at (601) 266-5605 or michelle.rose@usm.edu

Thank you,



Michelle C. Rose

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