
TYLER SCHOOL OF ART, TEMPLE UNIVERSITY

WEBSITE REDESIGN — MAY 2013

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SECTION 1: TYLER WEB STYLE GUIDE

Tyler Web Image Guidelines

Sizes, Formats, Upload, and Naming Suggestions

Image Sizes

Galleries: 940x600 pixels

Galleries Thumbnails: 300x205

Hero Images: 1400x395 (aspect ratio 3.54:1)

Landing Page Thumbnails: 300x165

All of the images should be 72dpi.

Total image size should be no larger than 2.5MB; aim for under 1MB —to aid speed of download for viewer.

Image Formats

JPG and PNG formats are acceptable.

Please see below for distinction and how to choose the best format.

JPG format

A lossy compressed file format. JPG is good for storing **photographs and realistic images**.

JPG works best for anything with **complex gradients** (e.g., a photo).

The JPG format is not suited to images with text, large blocks of solid color, and simple shapes with crisp edges. This is because when the image is compressed the text, color, or lines may blur resulting in an image that is not as sharp as it would be saved in another format.

PNG format

A lossless compression file format. PNG is good for storing **line drawings, text, and iconic graphics** at a small file size. PNG works best for **vector type graphics** with hard lines.

PNG images, like GIFs, are not well suited to photographs. PNG images are also not well supported on older cell phones and feature phones.

GIF format (do not use)

Not suitable for photographic images or images with gradient colors. Because the GIF format has a limited number of colors, gradients and photographs will end up with banding and pixelation when saved as a GIF file.

The file needs to be directly saved into the preferred format from the initial image. Re-saving and re-sizing things is bad for image quality. When possible work from the source.

Image File naming

Do not start the name of the file with an underscore (_)

No spaces or special characters in filenames

All caps for format, .PNG, or .JPG

wrong: _dsc0023 print&davis #2.jpg

correct: PR_0023davis2.JPG

Image Upload—Tags

When uploading images we MUST comply with ADA requirements. Make sure to provide **ALTERNATE TEXT** and **TITLES**, as well as **IMAGE ALT TAGS** and **IMAGE TITLE TAGS** in the appropriate fields. Each time you upload an image these fields appear. We are required to explain what the images are for screen readers.

Alternate Text, or Image Alt Tags:

Limit to 5–10 words. Never use the word “image” in the “text”.

wrong: image of students in woodshop

correct: Students on field trip to Philadelphia Museum of Art.

correct: Painting by MFA Elizabeth Blau

Titles, or Image Title Tags:

Could be shorter. Never use the word “image” in the “text”.

wrong: image of woodshop

correct: Woodshop, or Students in Woodshop

correct: Field trip to PMA

Gallery Instructions & Guidelines

Artwork descriptions & upload. Refer to page 17 for details on how to upload files for a Student Work gallery.

Title = Title of Gallery

Could be Class/course title, could be “Fall 2012”, could be MFA student’s name if want to show a gallery of their individual thesis work, could be Annual Student Show, could be whatever, but succinct is preferred.

Gallery type = Image

(if uploading image of student artwork, other options include video, and facilities)

Related Program = Select appropriate Program

People Type = Student

If uploading Student artwork, select Student. Could also select Faculty or Alumni as an option. This helps when filtering or searching for Student work as opposed to faculty or alumni work.

Degree Type = Graduate or Undergraduate

One should be selected so user can filter to see only graduate or undergraduate work.

Featured Thumbnail

Make sure to include Alternate Text and Title for ADA compliance.

See pages 1 and 2 of this Style Guide for Web Image Formatting, Sizing, and Naming.

Artwork Medium = Program name shortened

These will function as Tags so user may filter to see specific work. User may select Fibers only work, or Architecture, et al.

Program Tags:

Architecture

Arch Preservation

Art

Art Education

Art History
 Ceramics
 Community Arts
 Facilities Management
 Fibers
 Foundations
 Glass
 Design
 Metals
 Painting
 Photography
 Printmaking
 Sculpture
 Visual Studies

Body = Description of gallery, what viewer will see when clicking through gallery.

Ex.: View the work of undergraduate students in the BFA Ceramics Program.

See the artwork of the annual Art of Student Teaching Show, Spring 2013.

See highlights from the biennial Victory for Tyler Exhibition featuring alumni work.

Art Piece = Upload media

(Again make sure to include Image Alt Tags and Image Title Tag)

Image should be sized, formatted and named appropriately. See page 2 of this Web Guide.

Title = Student's name, level (optional—name will suffice)

U.G. Michelle Bradley, Junior

Matthew Stein

Grad Heather Green, 1st year

Jose Arias, Thesis

Sophia Jones, PhD

Subtitle = Title of artwork

If unknown input Untitled or leave blank

Description = materials used / size in inches / description or assignment or explanation (optional)

For materials: only capitalize first word and any proper noun

For size: no punctuation, spell out dimensions

Use the forward slash to separate items

wrong: Archival Pigment print, Watercolor, Charcoal; 18" x 24"

correct: Archival pigment print, watercolor, charcoal / 18 x 24 inches

Events

Refer to page 19 for details on how to enter Events.

Date / Time / Location

Example:	September 12, 2013 / 3:00pm / Room B004 (if in Tyler) September 12, 2013 / 3:00pm / Student Center, Room 227 (if outside of Tyler be sure to include Building followed by Room or Suite Number)
Dates	Spell out wrong: Sept 12, or 9-12-13 correct: September 12, 2013
Time	Lowercase pm and am, no periods. wrong: 9 AM, 9AM, 5:30 p.m., 5:30p.m. correct: 9am, 5:30pm
Location	September 12, 2013 / 3:00pm / Student Center, Room 227 (If outside of Tyler be sure to include the Building followed by Room or Suite number)

Faculty Bios

Refer to page 16 on how to edit Faculty Bios.

Name

How the faculty wants to be listed. See below:

correct: Joe Smith, PhD
correct: Joe Smith
correct: Joe P. Smith
wrong: Dr. Joe Smith

Title

The faculty's current title at Tyler. If there is more than one title do not use the additional title fields instead separate the titles with a /. Such as:

Assistant Professor / MFA Chair

Email

This should be the temple email address.

Phone Number

Faculty's office phone number. DO NOT list personal phone numbers such as cellphone.

Also, use periods not parentheses or hyphens to separate numbers.

correct: 215.777.9999
wrong: 215-777-9999
wrong: (215) 777-9999

Quicklinks

This should be a portfolio or personal website.

wrong: <http://www.portfolio.com/>
correct: www.portfolio.com

correct: portfolio.com
correct: Joe's Portfolio

Bio

It's best if the bios are kept brief. This should be paragraph or two about current and past experience. DO NOT duplicate your CV/resume.

Photo

This can be a headshot or an image of your work. Please note that there are specific guidelines for image resolution and quality, file formatting and ADA compliance that **MUST** be followed. Refer to pages 2 and 3 of this Tyler Web Style Guide.

Links

When creating links do not say click here. The link should be descriptive and informative for ADA compliance.

wrong: For more information, click here.

correct: Read more about our program XXX.

correct: Learn more about the program XXX.

Special note:

Adding links to featured text blocks on Alumni home

DO NOT add links with in the text field. Instead add them as callout link in the callout field.

Phone Numbers

Use area codes with all phone numbers.

Use periods to separate numbers, NOT hyphens, and NOT parentheses.

wrong: 215-777-9000

wrong: (215)777-9000

correct: 215.777.9000

Punctuation Marks

Dashes vs. Hyphens

Hyphen (-) is a punctuation mark used to join words and to separate syllables of a single word.

The hyphen should not be confused with dashes (–, —, —, —), which are longer and have different uses.

Do NOT use hyphens in dates, phone numbers, or within running copy to denote a pause in thought.

Use periods in phone numbers and appropriate dashes in dates and paragraphs.

wrong: (215)777-9000

correct: 215.777.9000

wrong: June - July 2013

correct: June–July 2013

wrong: In matters of grave importance, style - not sincerity - is the vital thing.

correct: In matters of grave importance, style—not sincerity—is the vital thing.

Do NOT use hyphens in 2D or 3D

wrong: 2-D, 2-d, 3-D, or 3-d

correct: 2D, or 3D

Dash is a punctuation mark, similar to a hyphen or minus sign but differing primarily in length and serving different functions.

em dash (—), used to denote a break in a sentence or to set off parenthetical statements.

In this function, em dashes are used without spaces

[Shift, option, hyphen are the keys on a MAC to achieve an em dash]

Ex., In matters of grave importance, style—not sincerity—is the vital thing.

The em dash is also used to set off the sources of quotes:

In matters of grave importance, style, not sincerity, is the vital thing. — Oscar Wilde

en dash (–), used to indicate spans or differentiation, where it may be considered to replace and or to

[Option, hyphen are the keys on a MAC to achieve an en dash]

The French and Indian War (1754–1763) was fought in western Pennsylvania and along the present US–Canadian border (Edwards, pp. 81–101).

The en dash is commonly used to indicate a closed range of values, meaning a range with clearly defined and non-infinite upper and lower boundaries. This may include ranges such as those between dates, times, or numbers.

Examples of this usage include:

June–July 1967

1:00–2:00 p.m.

For ages 3–5

pp. 38–55

President Jimmy Carter (1977–81)

Periods

D.C.

Use periods when listed as Washington, D.C.

Do NOT use periods when it is Washington, DC + zip

if D.C. is at the end of a sentence only one period is needed.

If there is no “Washington” write out “District of Columbia”

U.S.

noun = United States

adjective = U.S.

headline = US

Semester/Session

All instances lowercase, including seasons.

e.g., fall semester, winter session

Time Formatting

The preferred format should be punctuated “am” and “pm”.

wrong: 8AM, or 10:30 PM

correct: 8am, 8:00am, or 10:30pm

Web Addresses

The prefix http:// can be omitted when www. is present.

Addresses beginning with https:// or ftp:// should include those prefixes.

correct: www.temple.edu

correct: http://directory.temple.edu

Punctuate after a web address at the end of a sentence, but to avoid confusion consider formatting URLs/e-mail addresses differently than copy text [bold, italics, different color] to differentiate from copy punctuation.

Web addresses in lists or tabular material do not require end punctuation.

When using web-related words, note the following spelling and capitalization policies, some of which are exceptions to the AP Stylebook:

Internet, e-mail (with the hyphen), World Wide Web, the web, online (no hyphen),
web site, web page, web address.

Consistency throughout our promotional materials will support and strengthen our Tyler brand.

Area vs. Program

Our majors and programs are no longer referred to as Areas. The correct term is Program.

- wrong: the Fibers & Material Studies Area
- wrong: the Area Head for Fibers & Material Studies
- correct: the Fibers & Material Studies Program
- correct: the Program Head for Fibers & Material Studies

Academic Degrees & Programs—Correct titles & punctuation

DEGREES

- BS, Architecture
- MArch, Architecture
- BS, Architectural Preservation
- BS, Facilities Management

- BA, Art

- BS, Art Education
- BFA with Art Education Concentration
- MEd, Art Education

- BA, Art History
- MA, Art History
- MA, Art History / Fine Arts Administration track
- PhD, Art History

- BFA, Ceramics / Glass
- MFA, Ceramics / Glass

- Certificate in Arts in Community

- BFA, Fibers & Material Studies
- MFA, Fibers & Material Studies

- (BFA,) Foundations

- BFA, Graphic & Interactive Design
- MFA, Graphic & Interactive Design

- BFA, Metals / Jewelry / CAD-CAM
- MFA, Metals / Jewelry / CAD-CAM

- BFA, Painting & Drawing
- MFA, Painting

PROGRAMS

- Architecture
- Architecture
- Architectural Preservation
- Facilities Management

- Art (Japan only)

- Art Education

- Art History

- Ceramics / Glass

- Community Arts Practices

- Fibers & Material Studies

- Foundations

- Graphic & Interactive Design

- Metals / Jewelry / CAD-CAM

- Painting & Drawing
- Painting

BFA, Photography
MFA, Photography

Photography

BFA, Printmaking
MFA, Printmaking

Printmaking

BFA, Sculpture
MFA, Sculpture

Sculpture

BA, Visual Studies

Visual Studies

Reference

Temple Editorial Style Guide:

http://www.temple.edu/ucomm/getcreative/documents/071025_TUstyle.pdf

AP Style Guide

The University follows the Associated Press Style Guide.

Academic Program Content

How to Edit an Academic Program Landing Page

1. Log-in
2. Click “Content” in the black navigation bar
3. You can find your academic program in the list of published content, or you can filter for the correct content type.
4. To filter: Select “Academic Program” as the content type and click filter.
5. Select your Academic Program, click “edit” on the far right
6. OR click the home button and navigate through the site to the academic landing page. Click Edit Draft or New Draft.
7. From this content type, you can administer the following information:
 - a. Summary/Body
 - i. The copy will automatically cut off after two paragraphs and a read more link will appear. The overview of the program should go here.
 - ii. If your program has less than 2 paragraphs, you should skip the summary and just use the “body”
 - iii. The first paragraph should be with “Header 3”, the second paragraph should be with “Normal Text”
 - iv. If you are copying and pasting, please use the paste button at the top of your WYSIWYG editor, this will delete any unwanted formatting from your text.
 - v. Style the text how you would like
 - b. Featured thumbnail (Thumbnail on the “Academic Program Landing Page”) Please, work with the Web TA or the Director of Publications to change this image. Please note that there are specific guidelines that **MUST** be followed for resolution and quality, file formatting and ADA compliance. Refer to pages 2 and 3 of this Tyler Web Guide.
 - i. Click “Select Media”
 - ii. You can then upload a new image, or you can select an image that is already on the site under the “Library” tab.
 - iii. To upload a new image: click “choose file”, select the image from your computer click, “open”
 - iv. Once the image has been uploaded in the uploader box, click “submit”
 - v. Make sure to include “Alternate Text” and “Titles” for screenreaders for each image.
 - vi. Alternate text – this is for people who are accessing the site by screen reader. It should be a brief description of the image, about 5–10 words.
 - vii. The title is what viewer sees when mouse hovers over an image. Keep it succinct.
 - c. Check all info boxes.
 - i. If you want to have your twitter account show up, just enter your twitter name. If there is no name entered, twitter won’t show up
 - d. Featured Image (This is the header image) Work with the Web TA or the Director of Publications to change this image. There are specific guidelines that **MUST** be followed for resolution and quality, file formatting and ADA compliance. See page 2 of this Tyler Web Guide.

- i. Click “Select Media”
 - ii. You can then upload a new image, or you can select an image that is already on the site under the “Library” tab.
 - iii. To upload a new image: click “choose file”, select the image from your computer click, “open”
 - iv. Once the image has been uploaded in the uploader box, click “submit”
 - v. Make sure to include “Alternate Text” and “Titles” for screenreaders for each image.
 - vi. Alternate text – this is for people who are accessing the site by screen reader. It should be a brief description of the image, about 5–10 words.
 - vii. The title is what viewer sees when mouse hovers over an image. Keep it succinct.
- e. Call out links (Shows up on the left hand side of the Summary, under the Program title)
 - i. Use an appropriate & short description for your link
 - ii. Put the URL in the URL field (including http://)
- 8. Under “Publishing Options” select “Publish” if you have that authority. If you do not have the authority, select “Needs Review” email your Editor that the draft is ready for review, and your Editor will be able to publish live.
- 9. Select “Save”

How to Add/Edit Degrees to “Degree Section” of an Academic Program Landing page

1. Log-in
2. Click “Content” in the black navigation bar
3. To Add a new degree, click “Add Content”
4. Select “Academic Degree”
5. To edit an existing Degree, filter the content for “Academic Degree”
6. Select the Degree you would like to edit, by clicking the edit button on the right hand side
7. From this content type, you can administer the following information:
 - a. Related Program
 - i. Select which Academic program the degree is associated with
 - b. Degree type (undergraduate/graduate)
 - i. Select if the degree is a graduate degree or an undergraduate degree
 - c. Degree description
 - i. If you are copying and pasting, please use the paste button at the top of your Filtered HTML editor, this will delete any unwanted formatting from your text.
 - ii. Style the text how you would like
 - d. Program Requirements link (should go to the Temple Bulletin)
 - i. Enter title
 - ii. Enter URL
 - e. Degree area callouts
 - i. Select Media for the image
 1. Click “Select Media”
 2. You can then upload a new image, or you can select an image that is already on the site under the “Library” tab.
 3. To upload a new image: click “choose file”, select the image from your computer click, “open”
 4. Once the image has been uploaded in the uploader box, click submit
 5. Make sure to include “Alternate Text” and “Titles” for screenreaders for each image. Alternate text – this is for people who are accessing the site by screen reader. It should be a brief description of the image, about 5–10 words. The title is what viewer sees when mouse hovers over an image. Keep it succinct.
 - ii. Enter the title of the link
 - iii. Enter the URL
 - iv. **Do NOT not add more than 2**
8. Under “Publishing Options” select “Publish” if you have that authority. If you do not have the authority, select “Needs Review”, email your Editor that the draft is ready for review, and your Editor will be able to publish live.
9. Select “Save”

How to make an alumni spotlight on an Academic program page (also how to make an alumni)

1. Log-in
2. In order to make an alumni spotlight, you need to make the alumni first
3. Click “Content” in the black navigation bar
4. Click “Add Content”
5. Select “Alum”
6. From this content type you can administer the following information
 - a. Name
 - i. Enter the name of the alumni
 - b. Featured
 - i. If you would like this alumni to be the featured alumni on the academic program landing page, check this box
 - ii. If the alumni should not be featured, do not check this box
 - c. Photo
 - ii. Click “Select Media” Please note that there are specific guidelines that **MUST** be followed for resolution and quality, file formatting and ADA compliance. See page 2 of this Tyler Web Guide.
 - iii. You can then upload a new image, or you can select an image that is already on the site under the “Library” tab.
 - iv. To upload a new image: click “choose file”, select the image from your computer click, “open”
 - v. Once the image has been uploaded in the uploader box, click “submit”
 - vi. Make sure to include “Alternate Text” and “Titles” for screenreaders for each image.
 - vii. Alternate text – this is for people who are accessing the site by screen reader. It should be a brief description of the image, about 5–10 words.
 - viii. The title is what viewer sees when mouse hovers over an image. Keep it succinct.
 - d. Related program
 - i. Select the Academic program that the alum is associated with
 - e. Contact information
 - i. Enter the alum’s email address if available
 - f. Quick links (this would be like a link to the alum’s portfolio or website)
 - g. Description of the Alum
 - i. If you are copying and pasting, use the paste button at the top of your Filtered HTML editor, this will delete any unwanted formatting from your text.
 - ii. Style the text how you would like
 - iii. You can add an associated gallery
7. Under “Publishing Options” select “Publish” if you have that authority, the alumni will publish on the appropriate academic program page. If you do not have the authority, select, “Needs Review”, email your Editor that the draft is ready for review, and your Editor will be able to publish live.
8. Select “Save”

How to add featured blocks to an Academic Program page

1. Log-in
2. Click “Content” in the black navigation bar
3. Select “Add Content”
4. Select “Feature Block”
 - a. See featured block type information

How to add Faculty Member to an Academic Program Page

1. Log-in
2. Select “Content” in the black navigation bar
3. Select “Add Content”
4. Select “Faculty Member”
5. From this content type you can administer the following information
 - a. Name
 - i. This is the name of the faculty member
 - b. First Name & Last Name
 - i. This must be entered in order for the faculty to be organized alphabetically
 - c. Faculty Program
 - i. This field is mandatory and is the “faculty page” created for the selected “Academic Program” if you have no created a “Faculty Page” for the “Academic Program” then you cannot finish created the faculty
 - d. Title
 - i. Their title at Temple
 - e. Email address
 - f. Phone number
 - g. Related program
 - h. Room number
 - i. Quick Links
 - i. The Quick Links is for things like the faculty’s website or practice
 - j. Profile Photo (Please note that there are specific guidelines that **MUST** be followed for resolution and quality, file formatting and ADA compliance. See page 2 of this Tyler Web Guide.)
 - i. Make sure to include “Alternate Text” and “Titles” for screenreaders for each image.
 - ii. Alternate text – this is for people who are accessing the site by screen reader. It should be a brief description of the image, about 5-10 words.
 - iii. The title is what viewer sees when mouse hovers over an image. Keep it succinct.
 - k. Body (bio)
6. Under “Publishing Options” select “Publish” if you have that authority. If you do not have the authority, select “Needs Review”, email your Editor that the draft is ready for review, and your Editor will be able to publish live.
7. Select “Save”

How to add a Student Work Gallery

1. Log-in
2. Select “Content” in the black navigation bar
3. Select “Add Content”
4. Select “Gallery”
5. From this content type you can administer the following information.
Refer to page 3 of this Tyler Web Guide for more specific instructions.
 - a. Title
 - i. Title of the specific gallery
 - b. Gallery Type
 - i. You can select from photo, video, or facilities gallery
 - c. Related Program
 - d. Related student work
 - e. Program
 - f. People Type
 - g. Degree Type
 - h. Art Work Medium (*You MUST use the Program Tags listed below*)**
 1. Architecture
 2. Arch Preservation
 3. Art
 4. Art Education
 5. Art History
 6. Ceramics
 7. Community Arts
 8. Facilities Management
 9. Fibers
 10. Foundations
 11. Glass
 12. Design
 13. Metals
 14. Painting
 15. Photography
 16. Printmaking
 17. Sculpture
 18. Visual Studies
 - i. Body (description of gallery)
 - j. Art Piece
 - i. Media (Please note that there are specific guidelines that **MUST** be followed for resolution and quality, file formatting and ADA compliance. See page 2 of this Tyler Web Guide. Include Alt Tags and Titles for each image uploaded.)
 - ii. Title (Student’s name)
 - iii. Description
6. Under “Publishing Options” select “Publish” if you have that authority. If you do not have the authority, select “Needs Review”, email your Editor that the draft is ready for review, and your Editor will be able to publish live.
7. Select “Save”

General Content Types

How to Create a Blog Post

1. Log-in
2. Click “Content” in the black navigation bar
3. Click “Add Content”
4. Select “Blog Entry”
5. From this content type, you can administer the following information
 - a. Title
 - i. The title of the blog post should be concise. Be sure it does not run into a second line or it won’t look good
 - b. Featured Image
 - i. Select an image that will be used for the blog post. This will also be the thumbnail. There are specific guidelines that **MUST** be followed for resolution and quality, file formatting and ADA compliance. Refer to page 2 of this Tyler Web Guide.
 - ii. The alternative text is for screen readers, it should be a brief description of the image—5-10 words.
 - iii. The title is what viewer sees when mouse hovers over an image. Keep it succinct.
 - c. Date
 - i. You can back-date blog entries by entering a new date
 - d. Blog Categories
 - i. Select the related categories
 - e. Tags
 - i. The tags are free form tags that could relate the blog post
 1. Refer to the existing tags on the blog and try to use one that exists. If you need to add a new tag make sure it is something that can be used multiple times. We don’t want a tag that refers to only one post.
 - f. Related Program
 - i. If you select a program here, the blog post will show at the bottom of the program page
 - g. Body
 - i. This is the actual content/blog post
 - ii. Edit this text in “Filtered HTML”
(what you see is what you get) format – this will be the default
 - iii. If you are copying and pasting, use the paste button at the top of your Filtered HTML editor, this will delete any unwanted formatting from your text.
 - iv. Style the text how you would like
 - h. Homepage feature
 - i. If you select an audience, the blog will show on the homepage of your choice as a feature block in the grid
6. Under “Publishing Options” select “Publish” if you have that authority. If you do not have the authority, select “Needs Review”, email your Editor that the draft is ready for review, and your Editor will be able to publish live.
7. Select “Save”

How to Create an Event

1. Log-in
2. Click “Content” in the black navigation bar
3. Click “Add Content”
4. Select “Event”
5. From this content type you can administer the following information
 - a. Title
 - b. Featured
 - c. Featured image
 - i. Select the media (you can upload a new one, or you can use a photo that is already in the library). Please note that there are specific guidelines that **MUST** be followed for resolution and quality, file formatting and ADA compliance. Refer to page 2 of this Tyler Web Guide.
 - ii. Alternate text – this is for people who are accessing the site by screen reader. It should be a brief description of the image, about 5-10 words.
 - iii. The title is what viewer sees when mouse hovers over an image. Keep it succinct.
 - d. Event type
 - i. Select the type of event
 - e. Category
 - i. Select the appropriate categories
 - f. Related program
 - i. Select the related programs
 - g. Date
 - i. Select the date range, or single date
 - h. Room Number
 - i. Body
 - i. Event description
 - ii. Is the event using GAF funds?! Say so here: ***“This program is made possible through the use of General Activity Fees”***
 - iii. Do NOT use ALL CAPS anywhere in your listing.
Any listing that uses ALL CAPS will not be included on the Tyler Calendar
 - j. Featured on homepage
 - i. You can select the audience that the event will show up in the grid
 - k. Show in grid
 - l. Degree type
 - i. This is only relevant if the event is for the Admissions timeline
6. Under “Publishing Options” select “Publish” if you have that authority. If you do not have the authority, select “Needs Review” “Needs Review”, email your Editor that the draft is ready for review, and your Editor will be able to publish live.
7. Select “Save”