EXAMPLE OF HOW TO PROVIDE WEBSITE EDITS

The most efficient way to provide changes to your website is to submit those changes in a MSWord.doc and send that document to Tim Whims – twhims@clemson.edu.

Please provide the following for all website page edits/additions/deletions:

1. Provide the specific page URL (webpage address) before each particular page that needs to be changed.
2. Copy and paste the entire text content of that page into a MSWord.doc and make the necessary changes to the text.
   a. The webmaster will copy/paste your content exactly how it is written.
3. Designate instructions in RED.
4. Provide any photos as an attachment in the email that you send along with your MSWord.doc.
   a. Provide photo instructions (including captions) in red at the bottom for each page change.
   b. DO NOT embed the photos into the MSWord.doc
5. Provide any linked documents as an attachment in the email that you send just like photos.
6. If you need an entirely new page for your site, provide the location where you would like to page to be located.
   a. i.e. Academics→Undergraduate→B.S. Communication → New Page Here
   b. i.e. Students→Current Students→Resources→New Page Here
7. For new pages, provide in your MSWord.doc the Page Title, Headline, Page Content, Sidebar content (if necessary).
   a. Don’t forget to provide any necessary photos and/or documents.

Once you are finished with your changes in your MSWord.doc, save it and send the document along with any necessary photos/documents/PPTs as attachments in an email to Tim Whims – twhims@clemson.edu

If you have questions or concerns, please call Tim at 864.350.1777

Please See The Pages Below for Examples
The Department of Communication at Clemson University cultivates undergraduate and graduate students with the knowledge and critical thinking skills necessary to succeed not only in a professional or advanced academic environment, but also in the larger society as engaged global citizens.

Our undergraduate program features an innovative curriculum that prepares our majors for careers in the 21st century. The program’s core courses in communication theory and methods emphasize areas as diverse as sports communication, public relations and communication and the law. The curriculum is forward-thinking and prepares students to compete for careers in the communication profession or to continue their education in graduate school. Our students develop an integrated skill set in oral, visual and written communication and learn how to present information and interact in a digital communication environment. This diverse skill set enables students to meet the challenges of the rapidly evolving communication profession.

Our graduate program in Communication, Technology and Society builds thought leaders trained to provoke discussion, direct research, critically assess claims and implement solutions related to communication technologies. They are prepared for entering doctoral programs at major research universities or leadership roles in teaching, public service and industry. Their communication expertise applies to fields such as communication studies, public health/health organizations, marketing research, media studies, politics, community organizing, sports, entertainment and marketing.

(Link) – “undergraduate program” in 2nd paragraph
http://staging.clemson.edu/cbshs/departments/communication/academics/undergraduate/index.html

(Link) - “graduate program in Communication, Technology and Society” in 3rd paragraph
http://staging.clemson.edu/cbshs/departments/communication/academics/graduate/index.html

(Link) – “doctoral programs” in 3rd paragraph, Link to attached document - doctoral-programs.pdf

(Photo) - Add attached photo #132.jpg, add caption of “Nell Britton”.

(End of Change #1)
The Department of Communication is housed in the College of Behavioral, Social and Health Sciences at Clemson University. The department offers a B.A. in communication, an M.A. in communication, technology and society, and is one of several departments collaborating in a Ph.D. program (rhetorics, communication and information design). The department administers Clemson University's Communication Lab and Forensics Team and supports general education through COMM 1500: Introduction to Human Communication, COMM 2500: Public Speaking and other courses.

Recent revisions to our undergraduate program and the addition of our M.A. in communication, technology and society reflect the ever-evolving nature of communication. Our department is committed to being a leader on state, national and global levels.

(LINK) – “COMM 1500: Introduction to Human Communication” in 1st paragraph to attached document – Comm1500.pdf.

(LINK) – “COMM 2500: Public Speaking” in 1st paragraph to attached document – COMM2500.pdf.

(SIDEBAR) – In right sidebar, provide links to the following pages:

(Sidebar Title) Necessary Links

- Clemson Campus Life - http://www.clemson.edu/campus-life/
- Clemson Research - http://www.clemson.edu/research/
- About Clemson University - http://www.clemson.edu/about/
- Clemson Admissions - http://www.clemson.edu/admissions/

End of Change #2

continued
The Clemson University Center for Listening Pleasure is Powered by Radian6 software, the center provides the platform to listen, measure and engage in over 150 million sources of social media conversations across the Web by capturing publicly available data from Facebook, Twitter, YouTube, blogs, online communities and mainstream news outlets.

Our mission is to provide support for the basic courses in the communication department. Through individualized tutoring sessions, the lab seeks to aid students in becoming more confident and reflective speakers and to excel in each part of the speech making process.

(PHOTO SLIDE SHOW) – Add attached photos #242 - #253 as a slideshow within the page.

(EMBED VIDEO) – Embed the YouTube video at the following link into the page content:
https://youtu.be/O9Cj3TaCmY4

End of Change #3

Change #4
Page URL - http://staging.clemson.edu/cbshs/departments/communication/academics/co-curricular-activities/index.html

Remove this page from the website

End of Change #4