

**Web Page Update Template**

Use this template to make changes to your Health PEI web page.

Most changes need to be translated into French. Using this template makes it easier to both update the page and request the translations.

**Instructions:**

1. **Copy and paste the URL (web address) of the page being updated and paste it on the next page.**
2. **Copy the text of the web page and paste it over the dummy text on the next page.**

If you are updating or adding Resources, include those at the bottom. Note, Additional Links are generated automatically by the system and cannot be specified.

 **How to copy**

* + Go to your webpage and use your cursor select the entire web page by left-clicking at the top of the page, holding the click and scrolling down.
	+ Once the page is highlighted, right-click and select Copy.
	+ Go to the dummy text on the next page in this template. Select it, and then press Cntl and V at the same time to paste the page text.
1. **Make your edits in the text on the next page:**
* Highlight anything new in yellow
* Use the strike through tool ~~(strike through tool~~) to show anything being deleted
* Add any extra information in the comments
1. **Email this form to** **healthpeiweb@ihis.org** **specifying the date you need the edits made by.**
	* If the update is related to an upcoming announcement, marketing or media campaign, please mention that in the email.

The Health PEI web editor will review your changes and let you know if there are any questions before sending them to translations (if required) and updating your web page.

For more information, see the Health PEI

**Paste your page URL here:**

[**https://princeedwardisland.ca/en/information/topic**](https://princeedwardisland.ca/en/information/topic)

**Paste your page text below:**

# Title

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### **Resources**

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