

Health PEI

Linked Document Checklist for *SRC.HealthPEI.ca*

Please review your forms and other printable documents against this checklist to ensure they meet website guidelines before sending them to your division's Senior Web Content Advisor or Web Content Administrator (WCA) for posting. If you are unsure who your WCA is, visit [Staff Resource Centre and Health PEI website processes](#).

If you need a video posted, please email healthpeiweb@ihis.org

Checklist

The document is compliant with the *Health PEI Staff Resource Centre Website Content Policy*. ☐

- The Staff Resource Centre is an external website that contains internal content for Health PEI. It is accessible by anyone, from anywhere at any time. For this reason, it is important that all information posted on the website adheres to the policy. The policy clearly outlines what is acceptable and not acceptable for publication on the website. (The Policy is available on the [Policy Document Management System \(PDMS\) website](#))

The document is an original. For example, it hasn't been copied from another web page or source. ☐

- Using text and/or images from another web page without written permission is a copyright infringement and is illegal. If there is a resource on another web page that would be helpful to your audience, link directly to the resource instead.

The document contains the Health PEI logo. ☐

- [Download the Health PEI logo](#) and apply it to your document. If you need assistance with applying the logo, contact one of Health PEI's Senior Web Content Advisors.

The document is accessible for screen readers. ☐

- Scanned documents are not accessible and should not be posted. See [Creating accessible documents](#) from the BC government for tips on how to do this for PDFs, Word and PowerPoint documents.

Page 2

The document doesn't contain any underlined text, except for hyperlinks.

☐

- Underlined text signifies a hyperlink. Instead of underlining titles, differentiate them by using the Heading styles in Word and PowerPoint. This helps with accessibility as well.

The document has been edited and proofread.

☐

- Please proofread your document ensuring the information is current, accurate and presented in a **simple, direct** and **easy-to-read** format.

The document's file size is under 25 MB.

☐

- If it is larger, consider compressing it or splitting it into two files. The site will not accept files larger than 25 MB.

The document has been reviewed and approved by your director, executive director or chief as well as all relevant staff and stakeholders.

☐

The name of the file reflects the title of the document and doesn't include spaces, versions or dating information (ie. When the file was last revised).

☐

- Good name: Optometry_Program_Renewal_Form.pdf or
Optometry-Program-Renewal-Form.pdf
- Poor name: New form v2 DK approved June 23 2023.pdf

If the page you would like the file linked from currently exists on *SRC.HealthPEI.ca* or *PrinceEdwardIsland.ca*, when sending your request, please include:

☐

- the page URL (web address), if for a page that already exists
- the name of the page
- where you would like it to go on the page (or what current document it replaces)

Content owners must review their content annually to ensure it remains current, accurate and reliable. Any stale, outdated or unused content should be removed from the website. Content with fewer than 20 pageviews in a one-year period may be recommended for deletion.

Questions? Email a Health PEI Senior Web Content Advisor at healthpeiweb@ihis.org.