

# Health PEI

## Linked Document Checklist for the Health PEI Website and Staff Resource Centre

Please review your forms and other printable documents against this checklist to ensure they meet Health PEI website and Staff Resource Centre guidelines before sending to the Health PEI web content coordinator for posting.

If you need to post a video, please contact the Health PEI web content coordinator at [healthpeiweb@ihis.org](mailto:healthpeiweb@ihis.org).

### Checklist

- The document is original.** I.e., It hasn't been copied from another web page or source. 
  - Using text and/or images from another web page without written permission 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 has the Health PEI logo on it.** 
  - [Download the Health PEI logo](#)
  
- The document is accessible for screen readers.** 
  - See [Creating accessible documents](#) from the BC government for tips on how to do this for PDFs, Word and PowerPoint documents.
  
- The only things underlined in the document are 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.** 
  - If you would like your documents reviewed and edited for plain language, please reach out to the Health PEI Web Coordinator at [healthpeiweb@ihis.org](mailto:healthpeiweb@ihis.org) for assistance as early as possible. This service is offered as capacity allows. Otherwise, you are responsible for editing and proofreading your documents.
  
- 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.**

# Health PEI

**If the document is for the Health PEI website, it has been translated into French** and you have both the English and French versions. (Translations are not necessary for materials on the Staff Resource Centre except in exceptional cases.)

- If you don't have a Translations account, reach out to Translations Services at [translation@gov.pe.ca](mailto:translation@gov.pe.ca).

**The name of the file reflects the title of the document and doesn't include spaces.**

- Good name: Optometry\_program\_renewal\_form
- Poor name: New form v2 DK approved

**If the page you would like the file linked from currently exists on the Staff Resource Centre or Health PEI, 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)

All content on the Health PEI website and Staff Resource Centre is audited for accuracy, currency and use at least once every two years. Documents with fewer than 20 downloads in a one-year period may be recommended for deletion.

**Questions? Email the Health PEI website coordinator at [healthpeiweb@ihis.org](mailto:healthpeiweb@ihis.org).**