How to add a page or update content on HealthPEI.ca

Draft your content or web page updates.

- For new pages, <u>connect with the</u> <u>Health PEI web content</u> <u>coordinator</u> before writing.
- For updates to existing pages, use the <u>Health PEI Web Page Update</u> <u>Template</u>.
- For forms and other linked documents, follow the guidelines on the <u>Linked Documents</u> Checklist

Send your content updates to all relevant staff/stakeholders for input, if required.

Send any new pages or substantial changes to your director, executive director or chief for approval.



Get any new or updated forms or linked documents translated.

If you don't have a Translations accounts, reach out to Translations Services at transaction@gov.pe.ca.

Send your approved content/updates and/or linked documents to the Health PEI web content coordinator

The Health PEI web content coordinator edits your content for plain language, grammar, spelling and to meet Web Content Guide Standards.

They also tell HPEI Communications staff about any new pages or significant changes to current content.



The web content coordinator sends the finalized web page copy to Translations.

The web content coordinator will send any significant edits and/or questions back to you for review until finalized.



Translations sends the French version of the page back to the web content coordinator.



The web content coordinator posts the English and French versions of the page on the Health PEI web site.

