

Request for Web Site

This page is for (check one) Department Faculty (individual)

Department Name _____

Contact Person or Faculty Name _____

Contact email _____

Director/Dean signature _____

Number of web pages requested in site: _____ (*maximum is 4*)

- ✦ We offer a standard template web page for departments or individual instructors that matches the Cuesta College web pages (see samples, attached.)
- ✦ Each site is allowed up to 4 pages (including home page).
- ✦ Text will be placed on the pages in normal paragraph format.
- ✦ Special formatting is difficult to reproduce on a web page and will not be considered with the exception of bulleted items and numbered lists.
- ✦ **All web site text must be submitted on a floppy disk written in Microsoft Word format clearly indicating which text needs to go on which page. No handwritten text other than what is indicated on the form will be considered.**

Please use the following file names when saving your files in Microsoft Word:

Homepage.doc – this file is for the text that appears on your home page.

Page2.doc – this file is for the text that appears on your second page.

Page3.doc – this file is for the text that appears on your third page.

Page4.doc – this file is for the text that appears on your fourth page.


Lengthy text is not recommended on a website. Please keep content limited to 400 words or less per page.

- ✦ Please use the attached form to indicate file names and link titles, content and contact information.
- ✦ Turnaround time on site design is 5 business days.
- ✦ You will receive a printed copy of the web pages for your approval before the site is made live.
- ✦ Changes made after final approval will be considered a new work order and will be attended to in the order in which the job was received with a new turnaround deadline.


Home page Information

The first page in your web site is your home page. This page should contain at the very least your department name, phone and email contact information and office hours. It can also contain a paragraph or two about what your department offers students. If you have other pages, please indicate those pages by filling out an "Additional Page Form" (attached) for each additional page required.


This form shows the template style we will create for you. ***You do not have to include the template artwork in your Word document.***

	<h1>Cuesta College</h1>
Links <hr/>	<p>Please save the information that will appear on this page in a Microsoft Word file called "Homepage.doc"</p>
We will create navigational links based on the additional pages you include in your site.	Department name: _____ Department phone: _____ Department <u>email contact</u> : _____

Additional Page Form

	<h1>Cuesta College</h1>
<p>Links</p> <hr/>	<p>Title of this page _____</p>
<p>We will create navigational links based on the additional pages you include in your site.</p>	<p>Please save the information that will appear on this page in a Microsoft Word file called "Page2.doc"</p>

Additional Page Form

	<h1>Cuesta College</h1>
<p>Links</p> <hr/>	<p>Title of this page _____</p>
<p>We will create navigational links based on the additional pages you include in your site.</p>	<p>Please save the information that will appear on this page in a Microsoft Word file called "Page3.doc"</p>

Additional Page Form



Cuesta College

Links

We will create navigational links based on the additional pages you include in your site.

Title of this page _____

Please save the information that will appear on this page in a Microsoft Word file called "Page4.doc"