

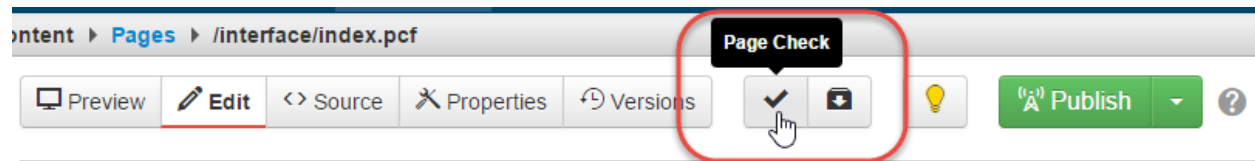
## Publishing Web Pages in OU Campus

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After saving your edits, they are not yet live until the pages are approved and published. Once you send a page for approval, it will be published by the El Camino Web Developer within 24 hours.

### Before You Send

Check spelling and links. You can do this by making sure the page is checked out to you and clicking the **Page Check** icon in the Page Actions Toolbar.



From here you can run checks on your spelling and to make sure all links are functioning properly.

### The El Camino College Approval Process

In an effort to ensure accuracy on all department web pages, the ECC Web Developer has developed the following guidelines to assist you as you update your web pages.

Please be sure your dean or director has approved the web page content on each page before sending it to the Web developer for publishing.

1. Web pages must be reviewed in OU Campus using the staff member's account or printed in hard copy for dean or director to approve.
2. Once pages are approved by the dean or director, the staff member should submit the web page for publishing. By submitting the web page to the web developer, this assumes the page has been cleared and signed off for by the correct parties. If necessary (for your own documentation) you may want to print the web page and have the dean or director sign off on it.
3. Upon approval by the Web Developer, the web page goes live to the El Camino College website.
4. Although you should be reviewing your own web pages as if they are ready to go live to the web, the Web Developer reviews the pages for the following criteria:
  - ☐ Spelling
  - ☐ Broken links
  - ☐ Layout of text (alignment, spacing)
  - ☐ Font and background colors are consistent to the standards developed by the Web Task Force Committee
  - ☐ Tables used where appropriate

Please NOTE: The web developer does not review the content on your web pages; therefore all review must take place before it is submitted for approval.