In order to maintain a consistent theme throughout the site, please keep the following in mind as you create content:

**Page Creation:**

- Title each page
- Thumbnail image on each page (not clip art)
- Font color standard
- Font size standard
- Choose the template page you wish to use and click “Copy Page”
- Rename your page according to its content
- Fill your name in the “Last Edited By” section at the bottom of the page
- Choose “Keep Page Hidden from Navigation” on each page you create
- Add your page to the “Newly Created Pages” section on the list of pages. Notify a member of the Prolearning team your page is complete and they will add it to the site index and place your page in the proper location
- To link to a page on the website, click the link icon, then “Page on your Website”
- When adding a link, always set it to open in a new window
- Choose “Publish” upon completion of the page
- Any documentation on your page, must be uploaded to Google Docs

**What We’re Learning/Technology Showcase:**

- Center any media that appears in your post
- Identify who authored the post

**Prolearning Team:**

- All pages will be added to the Google Doc Site Map
- Site Map is viewable by the Ed Tech team, but only editable by the Prolearning team