

## Standards for the UQ Current Staff and HR Websites

1. The authorised “Manager” is responsible for the content.
2. Each area will have a “Nominated Delegate” to update their pages and documents.
3. All documents published on the HR website must be stored in S:\HR DIVISION\Websites\HR Division\content\ directory. The directory structure below the “content” directory should match the same structure below the “content” directory on the HR website.
4. If a pdf document is stored under the “content” directory on S drive, it is the specific area’s responsibility to keep the most recent MS Word version, to enable future changes to the document.
5. Any newly created documents to be loaded to the web should:
  - have logical file names
  - have no spaces in the file name and
  - be as short as practically possible
6. If you update an existing document on the web, the name should never be changed, therefore multiple links on other pages will continue to work.
7. The hyperlinked document should be a pdf document because it will retain formatting and will be a smaller file size. The document should only be a MS Word document if it required to be updated. If the existing web document’s file extension is .doc, ensure that if you use MS 2007 to make changes you save the document as a .doc not a .docx.
8. Hyperlinks that point to the same document should have the same label on the web pages to avoid confusion.