

# Document Planner

Upload a document produced by your office on the Web.

Please e-mail your completed form  
and document to [webeditor@shu.edu](mailto:webeditor@shu.edu).

**Your Name and E-mail:**

**Department or Office:**

**Keywords/Tags:**



**Document Title:**

**File Name:**

**Description:**

## Notes or Special Instructions:

## Instructions

1. Required fields have **red** labels.
2. Complete all required fields. The request will be returned to you otherwise.
3. E-mail the completed form and the document to upload to [webeditor@shu.edu](mailto:webeditor@shu.edu). Do not e-mail the files separately.

## Limitations

1. The vast majority of documents are posted within 1 business day. Allow up to 3 business days for the request to be processed.
2. All documents will be listed on your department or office's home page and the University's Offices & Services page. You do not need to make a special request for your document to appear on these pages.
3. Listings other than those specified above will be honored on a best-effort basis given the priority of the page owner and availability of the space.

## Required Field Descriptions

- **Document Title:** the title of the document, e.g., Transcript Request Form. This is not the file name of the document.
- **Description:** a one sentence description of the policy. The summary appears on the Offices & Services page.
- **Keywords/Tags:** terms used by search engines to match a policy with a user's search.
- **File Name:** as the label implies, the name of the file to upload.

**Additional Listings:** List additional locations — e.g., your Division's Web site — where you want the document listed. Subject to approval.

## Frequently Asked Questions and Common Scenarios

### How long will you list my document?

Listings are permanent and are only changed or removed at the request of the originating office.

### How do I make changes or corrections to a document that I've previously submitted?

Please make the changes in a new document form and resubmit.

### How do I get my document listed on another office's Web site?

In the **Additional Listings** field, type the name or URL of the page on which you would like the document listed. Listings on pages other than your department or office page must be approved by the page owner and may be constrained by availability of the requested space.

### How do I handle a special request you haven't covered?

Type the request in the **Special Instructions** field. If we have questions or can't accommodate you, we will contact you.

**Please e-mail your completed form and any images to [webeditor@shu.edu](mailto:webeditor@shu.edu).**