



Standard Page Planner

Create a standard page for the University Web site.

Please submit your completed form to setonhall.mojohelpdesk.com.

Standard pages are category pages or navigation pages on the University Web site. Keep in mind that news, services, policies and other content are handled through other planners.

Your Name and E-mail:

Client (Department or Office):

Summary: a one sentence description

Keywords/Tags:

Seton Hall University

Search:

Find People • A-Z Index • MyWeb
Current Students • Faculty & Staff

About SHU Admissions Academics Offices & Services Athletics News & Events Catholic Mission Give to SHU Alumni

Navigation Category

Navigation Item
Navigation Item
Navigation Item

Navigation Category

Navigation Item
Navigation Item
Navigation Item

Navigation Category

Navigation Item
Navigation Item
Navigation Item

Navigation Category

Navigation Item
Navigation Item
Navigation Item

Title:

Page Body:

Sidebar Title:

Sidebar Copy:

Related Links:

Fast Fact



Lorem ipsum dolor sit amet, consectetur adipiscing elit.

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. Submit the completed form to setonhall.mojohelpdesk.com along with any artwork or photography. Do not e-mail the files.

Limitations

1. The vast majority of standard pages are posted within 5 business days, but we request that you submit your work several weeks in advance of when you need it

Required Field Descriptions

- **Summary:** a one sentence description beginning with an active verb. The summary is **extremely important** for optimum search engine ranking.
Example: Learn more about mobile computing options at Seton Hall.
- **Keywords:** a comma-delimited list of keywords. The keywords are **extremely important** for optimum search engine ranking. For best results, be sure to include the keywords in the page body (in a natural, human readable way).
Example: mobile, computer, laptop, computing, mobile computing
- **Title:** the page title.
Example: Mobile Computing for Students and Faculty
- **Page Body:** copy, images and links of the page.

Optional Field Descriptions

- **Sidebar Title:** the title of an optional promotional cell.
- **Sidebar Copy:** teaser content for the optional promotional cell.
- **Related Pages:** URLs to any related pages in the Seton Hall site.

Frequently Asked Questions and Common Scenarios

How do I put bold, italics, links and other formatting in the Page Body field?
Text can be formatted through normal formatting commands, such as Control+B or Control+I for bold and italics, resp. Macintosh users can use Command (the apple key) plus the appropriate key. You can also draft your content in Microsoft Word and paste into the appropriate field. **Please note that links will not be preserved.**

To include a hyperlink, quote the text you want linked and type or paste in a URL after it. Example:

'Seton Hall University' <http://www.shu.edu> is 14 miles from New York City.

This statement would appear in final form as: "[Seton Hall University](http://www.shu.edu) is only 14 miles from New York City." Note that only the **Policy** field can display links.

How long will you list my page?

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

How do I add fast facts?

Fast facts must be specified separately. Please submit a separate ticket at setonhall.mojohelpdesk.com if you want to add fast facts to the University site.

How do I change the left navigation?

If you need to update the left navigation in your site, please submit a separate ticket at setonhall.mojohelpdesk.com.

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 submit your completed form to
setonhall.mojohelpdesk.com.