

A To Z Editing

Phone Book Editors Guide to Editing the A to Z Information

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=Shortcut =Advice =Caution

Phone Book Editors

As your department's phone book editor you now have access to edit the "A to Z" Web directory information. There are 5 areas to the A to Z list: **Fast Facts, Description, Keyword, Request a Photo and Caption for your Quick Reference Page and View Quick Reference Page for your department.**

- To get to the A to Z editing list navigate to the phone book editing site and log in with your TowsonU username and password

A To Z Links

The phone book editing page now has an A to Z section (Figure 1, 1).

Summary

Phone Book Editors

A To Z Links

1. A to Z: Fast Facts
2. A to Z: Description
3. A to Z: Keywords
4. A to Z: Request Photo
5. A to Z: View Page
6. Web Page Links

Figure 1

FACULTY/STAFF DIRECTORY -- DEPARTMENT REP MODULE

Menu Options

You are responsible for 1 department.

[Download Documentation](#)

Office of Technology Services

- [Update Department or SubUnit Listing](#)
- [View Printed Directory Listing - This page will show how the directory will appear in the printed version of the telephone directory.](#)
- [Sort Printed Directory Listing - This page provides the capability of sorting the printed directory.](#)
- [Print Department Directory Listing - \(After printing the page, hit the Back button on your browser to return to this page.\)](#)
- [Print Employee Listing - \(After printing the page, hit the Back button on your browser to return to this page.\)](#)

- [Insert new employee record](#)
- [Update / remove employee record](#)
- [Insert another position for an employee](#)

- [A to Z: Fast Facts](#)
- [A to Z: Description](#)
- [A to Z: Keywords](#)
- [A to Z: Request a Photo & Caption for your Quick Reference Page](#)
- [A to Z: View Quick Reference Page for Office of Technology Services](#)

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Done



A to Z: Fast Facts

Fast Facts consist of two headings, **Heading A** and **Heading B** (Figure 2, 1). The content in these headings is limited to 25 characters maximum and is usually just the name of the department. Each of these headings can have up to two paragraphs of information. The order of the facts on the Web page are determined by their location on the page. Heading A will always be first. Heading B will always be second. If you delete the contents of Heading A the Heading B will take its place on your Web page. But as soon as information is entered into the Heading A section it will be first in the fact list. After you have entered your department's information click on the **Submit** icon (Figure 2, 2).

- For consistency between Towson University Web pages keep the default font instead of using HTML for editing and also it is best to stay under 100 characters within the paragraphs although the limit is 250 characters.

Figure 2

Office of Technology Services - Fast Facts
Information on this page was last updated: 12/13/2005

*Heading is limited to 25 characters maximum.

Heading A: OTS Help Center Delete Heading A

Paragraph 1: The Help Center is the single University point of contact for all computer and telecommunication questions, problems, information, or service requests for faculty, staff, and students..

Paragraph 2:

*Heading is limited to 25 characters maximum.

Heading B: SCSC Delete Heading B

Paragraph 1: The Student Computing Services Center (SCSC) directly supports student technology orientation, skills assessment, and skills development in computer software and the use of campus computing resources.

Paragraph 2: Instruction is provided both through regularly scheduled courses at faculty request and in open workshops.

Submit

Tips:

- There are only two fast fact headings allowed. Each heading can have up to two paragraphs.
- The order of the facts on the web page are determined by their location on the page. Heading A will always be first. Heading B will always be second.

EXAMPLE: If you delete the contents of Fast Fact 1 - then Fast Fact 2 will take its place on your web page. But as soon as information is entered into the Fast Fact 1 boxes, it will be first in the fact list.

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A to Z: Description

The description you provide will be exactly what is displayed when a visitor to the A to Z list of departments hovers over your department's entry (Figure 3).

- Keep your description simple, to the point, and brief; this is not the place to paste your mission statement. You are limited to 250 characters
- Write your description in a way that will allow someone totally unfamiliar with Towson University to understand just what your department does without providing excessive details
- Use "telegraphic" wording to shorten the description
- Use present tense
- Avoid using acronyms, jargon, and abbreviations
- When you're done, click **Submit**

Figure 3

Office of Technology Services - Description
Information on this page was last updated: 12/13/2005

The Office of Technology Services (OTS) provides assistance and support for computing and telecommunications.

250 characters left

Submit

A to Z: Keywords

The keywords/phrases you supply will be included as metatags in your department's final A-Z introductory page; metatags increase the efficiency of Internet search engines (Figure 4).

- Include one or more keywords or key phrases that succinctly describe your department's primary services, functions, or products (Try to use words that are unique to your department and not words that could apply to all departments like Towson, TU etc..)
- Separate each keyword/phrase with a comma
- Include no more than 16 keywords/phrases (250 characters)
- Make sure spelling is correct
- When you're done, click **Submit**

Figure 4

Office of Technology Services - Keywords
Information on this page was last updated: 12/13/2005

computer, computing, phone, help, help desk, training, email, web page, PC, Macintosh, e-mail, telephone, telecommunication, hardware, software, coldfusion, oracle, OTS

250 characters left

Submit

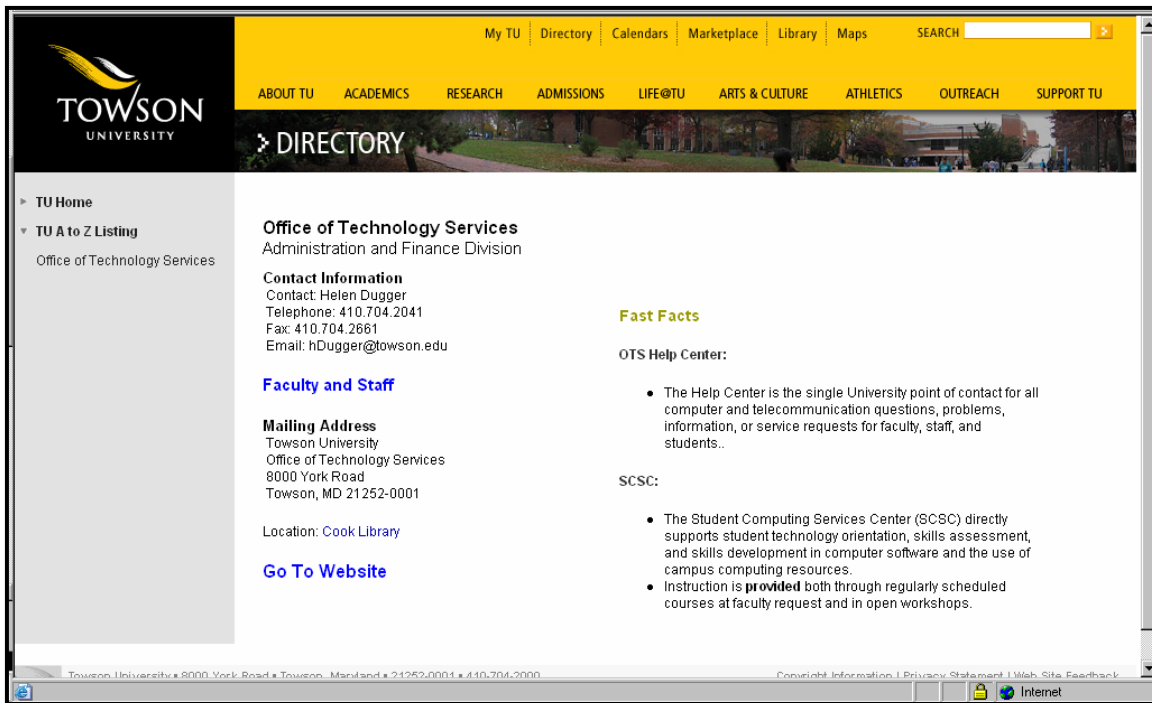
A to Z: Request a Photo & Caption for your Quick Reference Page

If you wish to include a picture for your department’s page please contact the Web Development Group through the OTS Help Center: 410-704-5151.

A to Z: View Quick Reference Page for Your Department

This link provides you a view of what your page will look like to the public. It is like a Web page refresh button where you can view the changes you make as you make them (Figure 5).

Figure 5



As you update your department’s A to Z list and Phone Directory make sure to include Web page links.

- **Department:** The department Web page link can be updated under the Update Department or Sub-Unit Listing (Figure 6, 1)
- **Employee:** The individual employee’s Web page link can be updated under the Update / remove employee record link (Figure 6, 2)

Figure 6

