

Web support guidance



How to use this template

- This page has three columns each of an equal width
- You can change the width of each column by placing your mouse cursor inside the column macro and clicking on *Insert/Edit Macro* icon in the toolbar

Staff page

Log in at www.ceh.ac.uk/user and your user name (appears at the top right) takes you to your profile page.

All staff are strongly encouraged to complete their profile, including:

research interests; qualifications; professional memberships; publications (this is a direct feed from NORA. If it doesn't appear, add it to NORA (NOTE: NORA is currently disabled))

You can also add your Twitter and LinkedIn social media profiles, highlight selected publications, and embed videos (these can be any conference videos, slideshares, interviews, etc.)

You are also able to change the telephone number - *if you do not want a direct dial number, either use the reception telephone number of your site or a team administrator or group number if available.*

Project page

A Principal Investigator or project leader can have permission to add a project page or can nominate a team member to do so - please submit your request via cehwebsupport@ceh.ac.uk.

Most science projects will have a single page describing the science, linking to relevant science areas and issues page.

These Project Pages are a critical landing page for your project, which can showcase project publications, videos, funders, and the Principal Investigator.

It is important to tag your project with to make it appear on an issue and science area page - more than one if appropriate.

If your project needs more than one page you can request a multisite - there is a small set-up cost, but it can then be managed by the project team, is searchable with the main site, and can have a distinctive appearance and style.

Blog

Blog posts need to be more immediate than a normal web page, and so blogs are incorporated into the site and staff can (and are encouraged to) write their own blog posts.

It is useful to contact the communications team before you start so that each blog post can be well coordinated with other news output and tweets, and we can help with guidance on style and adding images and other media, but this is a way to make the website more interesting and current.

[CEH blog style guidance.docx](#)