

## UNHCE Web Request Form Protocol

The following information will help you fill out the UNH Cooperative Extension [web request form](#). Please read the document carefully and refer to it when you are submitting a web request form. A form that is not filled out properly will be delayed.

- **Pages to link from:** This should be the url of the page(s) you wish to link to your document.  
**Example:** You want to add a document to the main page of the Agricultural Resources area. The url to use would be: <http://www.ceinfo.unh.edu/Agric/Agric.htm>
- **Page Title:** This is the name of the document you are adding.  
**Example:** You are adding a document to the Family, Home and Garden Education Center page. The document title is "Lilacs in New Hampshire". [Lilacs in New Hampshire](#) is what you would place in the page title area of the request form.
- **Page Keywords:** It's very important (unless using a PDF) that you take the time to add keywords. It will ensure that the document appears higher on the search list. Make sure keywords are words the user will likely use when doing a search for your document. There is no limit to the number of keywords, but they should reflect the content of the document. If you are submitting a PDF, no keywords are needed. PDF documents should have keywords, title, author and subject added (go to: file, document properties, description) before being placed on the website.  
**Example:** some keywords for the "Lilacs in NH" document would be: *lilacs, lilac, flower, nh, flower, new hampshire, New Hampshire, spring.*
- **Expiration date:** Unless you enter a numerical expiration date:  
**Expiration date (Optional):**  /  /   
the document remains on the website. Do not put the expiration date in the instructions area.
- **Describe Request:** If the description is short, use the description area of the web request form. If it's a more detailed description, add a word document with a description of what you want done and upload it with your request. In the description area of the web request form, note that there is an attached document outlining your request in more detail.
- **Attached Document:**
  - Document name must be **no longer than 8 characters** (no spaces, or symbols - ,\*&%!).  
**Example: incorrect format:** lilacs in nh 7105.pdf **correct format:** nhlilacs.pdf

- You can upload as many as 10 documents and/or photos or post a group of documents in a zip file.
- If you are adding multiple documents, please attach a document that explains what the title of each document is along with the document name and where you want it placed. Please be specific.  
**Example:** Lilacs in New Hampshire (nhlilacs.pdf).
- When sending a document that is not going to be converted to html (newsletter, poster, fact sheet, handout) please send it as a PDF. Each office has at least one copy of Adobe Acrobat. If you are not sure if your document needs to be converted to a PDF, call the WWW & Media Specialist at 603-862-4579.
- **Photos:** Keep the photo name to **8 characters or less with no spaces or symbols**. While it may be resized to fit the document, be sure that it is no larger than 640 x 480 and in .jpg format. If you cannot resize it or save it as a .jpg, you should check with your support staff. If you do not have a photo, you can get photos from our [photo/clipart database](#). If you cannot find a photo that fits your needs, contact the WWW & Media Specialist.
- **Approved By:** You must get approval from your program leader/COA.
- **Submit:** Once you submit the request, it will be reviewed and completed or you will be asked for further clarification by e-mail. It is important that you read the entire message. Often, staff assumes the e-mail indicates that the request has been completed without reading the body of the e-mail message. If you have questions, You should look on the update page to check the status of your request. The WWW & Media Specialists comments will appear on the request.
- **Questions:** Click on the help tab at the top of the request page. It gives a detailed explanation of each field. You may also call the UNHCE Computer Hotseat at 862-0351 or the WWW & Media Specialist at 862-4579.