

UPLOADING FILES TO THE [STRATEGIC PLANNING SITE](#)

In order to maintain uniformity on MVC's website, follow these guidelines to make the Strategic Planning (SP) site easy to navigate and user-friendly. Keep in mind that this is a public website so anyone can access it.

➤ **NAMING CONVENTIONS**

File naming is critical on any website in order to sort and displays content properly; the following syntax should be followed, make sure to follow the same syntax (regardless of your choice):

- For agendas and minutes: **<file type> + <date>**
Example: "Agenda Mar 11 2012", or
"Minutes 4-5-2012" for April 5th, 2012.
- Support documentation: **<short, detailed description> + <date, if needed>**
Example: "Technology Plan", "By-Laws Revision 2",
"Exterior Lighting Choices for SAS Building"

➤ **FILE TYPE**

Whenever possible, all files should be saved in **PDF** format. Portable Document Format (PDF) is the global standard for capturing and reviewing rich information from almost any application on any computer system and sharing it with virtually anyone, anywhere.

In most software applications (i.e. MS Word, Excel, PowerPoint, etc.), the function to convert to PDF format is already included. You should be able to do a **FILE / SAVE AS**, then select **PDF** under **File Type**. If you need assistance, you can contact the Helpdesk at ext. 8388.

➤ **UPLOADING FILES TO THE SITE**

To upload files, watch this [quick instructional video](#), or follow these steps (just make sure to login first):

1. Go to the SPC site (www.mvc.edu/spc)
2. Select the committee you're responsible for (e.g. Standard III)
3. Select **Admin Login** under the **Resources** section
4. Click on the **Sign In** link on the upper right corner
5. Login using your credentials (i.e. **sharepoint \ <username>**); if you don't have it, email webmaster@mvc.edu to request a new password
6. Select an item from the menu (e.g. Agendas/Minutes, or Support Documents)
7. Click the **Upload** link from the toolbar, browse, select the file, then click OK

➤ **CONTENT**

This section is being updated (and will continue) in order to have the latest guidelines in place. As a general rule, personal information should **never** be posted on any website. That includes: student/employee identification numbers, signatures, home addresses, cell phone numbers, passwords. If you're not sure, please contact me.

Questions? Contact me at julio.cuz@mvc.edu, or ext. 6380