

# Website Editing Guidelines

## Overview

- ▶ To better help planetGOLD country projects use the planetGOLD website to promote their activities, we are giving editor access to the web site for one web focal point per country project.
- ▶ The global project will assist in editing country pages, especially at the beginning of the projects, but country projects are expected to take primary responsibility for adding their content to the site.
- ▶ It is very important that you coordinate within your country project teams so that any substantive edits are approved appropriately by all relevant project stakeholders.
- ▶ Editor access allows you to edit many types of content throughout the planetGOLD site. However, we ask that you only edit your country project page. The content on these pages that is available for editing or adding includes: descriptive text, map locations, photo galleries, key figures, “What’s New” section or other featured sections, and relevant resources, news and events.
- ▶ Please do not edit the country page banner images or the Key Strategies. If you would like to change these, please talk to the web team.

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## Creating & Updating Pages

- ▶ Editor access allows you to create new Voices (blog) stories, news articles, event pages, and custom web pages. The global programme team strongly encourages projects to regularly publish this new content.
- ▶ Please alert the web team when you have published a new page, so the global project can help amplify the new web content.
- ▶ Please ensure that new content published online follows the planetGOLD [messaging guide](#) and [style guide](#), and preserves the overall look and feel of the web site and country pages.
- ▶ If you have any doubts about the style or content, please contact the web team know before you publish. You may save the new page without publishing it, then request the web team to review and provide advice on the draft web page.

## Creating Resources

- ▶ Editor access allows you to create resources, which are automatically added to the website Resource library. These resources can also be featured on your country project webpage.
- ▶ For resources created by your project, select the appropriate project name from the "planetGOLD Authors" dropdown menu (for example: planetGOLD Mongolia)

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## Image Dimensions:

- ▶ Page banner images: 1440 x 395 pixels
- ▶ “Teaser” images: 1200 x 630 pixels

## Embedding Videos:

- ▶ <https://www.planetgold.org/how-embed-videos>

*Note: You will need to be logged in as an editor on the website to view this page*

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