

Your Quick Links!

With our new website we have the opportunity to add as many Quick Links to each page as we want.

Quick Links basically take you directly to any other page, document, or image on the website or to any content on any other website on the internet that is related to the page you are currently on. In other words, we can customize the Quick Links on each page and each page can have a different set of Quick Links.

For an example of how Quick Links work, please see the main [Diocese Respect Life Office](#) webpage or the [Spiritual Adoption Program](#) webpage.

Your To Do:

Prior to **Friday October 1, 2010**, please review the various pages on the new Diocese Respect Life Office website and send your suggestions for Quick Links to francis@diocesekcsj.org or nordhus@diocesekcsj.org with the phrase **“Proposed Quick Links Updates”** in the subject line of the email.

Here are some guidelines to keep in mind...

- A Quick Link to a single web page, document, image, external website etc. can be added to as many different pages as we want. The benefit of doing this is that this single common file can then be updated only once and it is automatically current and accurate everywhere it is linked on the website rather than having to remember where the same information is included on multiple pages and then update it multiple times. In other words, if a piece of information is relevant to multiple pages, it is a great candidate for a Quick Link (i.e. “Contraception” information may be a good Quick Link on the *Abortion* page, the *NFP* page, the *Birth Control* page, the *Theology of the Body* page, the *Truth Illuminated* page, etc.).
- The most important content, images, and links for any given page will be included on that page so for example, there will not be a need to have a Quick Link for “Pro-Life Prayers” from the *Prayer & Liturgy* page because that information will actually be part of the *Prayer & Liturgy* page itself. See the description on each page if you have questions about whether an item or piece of information will be included in the content for that page.
- The treeview on the left side of every page can be expanded to access links to every other page on the Diocese website. Between now and October 1, 2010 we will add enough content to each of the pages on the website that this expandable treeview will always be visible. Therefore, it will *not* be necessary to duplicate in the Quick Links any of the treeview links that already exist unless you are on a home page (i.e. Diocese Respect Life Office Home Page) or the link is to a very common page that either needs to be available in multiple locations from a single page or

needs to be available with one click from the Quick Links rather than with two or more clicks from the treeview on the left.

- We want to be able to update regularly the important content on each web page but we do *not* want to have to update the list of Quick Links and the other “structural” pieces of our website unless absolutely necessary. Updating content is quick and easy but updating the list of Quick Links and the website hierarchy of web pages takes time, it can be very frustrating to users who expect a consistent look and feel to the website, and it ultimately prevents us from being able to invest the time necessary to keep the most current and accurate content within each of the web pages.
- The best way to determine what needs to be included in the Quick Links is to take a few real scenarios and go to the website as if you are looking for specific information.

Ask yourself:

1. “What additional information would be nice to have immediately accessible to from this webpage?”
2. “Should that information actually be included in the content on this page or does it truly make more sense to just link to it because the content either changes very quickly (i.e. every day) or it would fill up this entire page if we tried to include it?”
3. “Is the additional information already available on another page within the Diocese website or within the Diocese Respect Life Office website that I can access from the treeview on the left side of the page?”