

Webpage Template Guide

Instructions for updating content on the *[insert Page Title]* page of Michael Garron Hospital's external website (tehn.ca)

- Below is a table of the existing content on the *[insert Page Title]* page on tehn.ca.
- Please review the content and apply your updates to the table below. **Please ensure 'Track Changes' is turned on to ensure the Corporate Communications Team captures all suggested edits.**
 - To turn on 'Track Changes' on Microsoft Word, go to Review > Track Changes
- If you think a new webpage needs to be created to share information about a specific program or service you support and this webpage does not currently exist on tehn.ca, please contact your Communications Lead.
- **After you submit your suggested edits**, your Communications Lead will review and suggest further edits, if needed, for spelling, grammar, clarity, flow, style, formatting and plain language. Your Communications Lead may also ask clarifying questions. You will have the chance to review all suggested edits before we implement them. Your Communications Lead will also ask you to have your Director review all suggested edits before we implement them.

Things to keep in mind when you review and update content

Please follow these guidelines to ensure your pages meet the diverse needs of our audiences. This helps ensure members of the public, including patients and community members, can easily understand and find the information they are looking on . If you require further guidance, please contact your Communications Lead.

- **Ensure all information is accurate and up-to-date.** This includes phone numbers, fax numbers, location, email addresses and hours of operation. This also includes PDF documents, such as referral forms. **If a linked PDF on the webpage is out of date or not accurate, please indicate this by inserting a comment in this document where the PDF is linked and follow up with your Communications Lead to share with them the updated PDF as an email attachment.**
- **Use clear, concise language that is easy to understand** for people with different health literacy levels.
- **Organize information logically** with headings, subheadings, and bullet points to improve readability.
- **Provide wayfinding instructions for how to get to your clinic or department**, where applicable, so patients, families and visitors know how to get there when they arrive to MGH. If patients need to go to Patient Registration first before going to your clinic or department, please note this.
- **For clinic and department pages, highlight the range of services, specialty care and supports offered.**

Content Table

GENERAL INFO (RIGHT-HAND SIDE BAR)	
Contact info	<i>CONTACT US [Header]</i> <ul style="list-style-type: none">• Main contact person (if applicable):• Location: <i>[insert location]</i>• Office Hours:• Phone:• Fax:• Email:
Referral forms	<i>[If any links are out of date, ask Page Lead to email you the latest files]</i> <ul style="list-style-type: none">• Sample link <i>[PDF]</i>
Button links	<ul style="list-style-type: none">• Sample link <i>[Button]</i>

MAIN BODY CONTENT	
Page title	<i>(insert Page Title)</i>
Body text	<i>HEADING TEXT [Heading 2]</i> <p>Sample body text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. <i>[Quote]</i> Quote text.</p> <p><i>[Accordion]</i> Q: Accordion question? A: Accordion answer.</p>
Physicians	<ul style="list-style-type: none">• Dr. John Doe