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Maintenance Tips

The following are checklists to follow when modifying a project. Use these checklists as a starting point and modify them as needed for your own projects. These checklists are used to ensure your projects remain consistent, unbroken and user friendly as they are changed over time.

Adding a new page:

- Start with appropriate index or content page as a template to ensure page is consistent in layout and design with other pages.
- Add content to middle table abiding by design guidelines, keeping the sites header and trailer navigation consistent.
- Update keyword list library for search engines and meta tags.
- Update page description meta tag.
- Update page title meta tag.
- Update revision date.
- Modify index and content pages to link the new page (see modifying below).
- Update site map.
- Run spell checker. If needed copy text into

The rest of the content has been removed from this sample. The entire 3 pages of the document are included in:



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