



**Website Project Hub:** [dornsife.usc.edu/website-project](https://dornsife.usc.edu/website-project)

**Contact:** [webproject@dornsife.usc.edu](mailto:webproject@dornsife.usc.edu)

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## Website Project Tips, Resources & Support

You have received this email because you have a USC Dornsife website that you are migrating to our new WordPress platform.

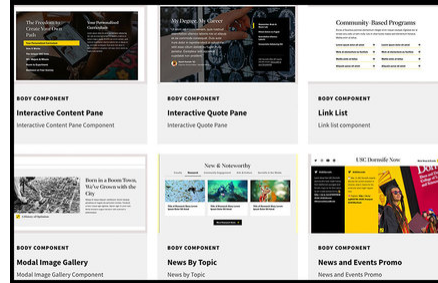
In this email you will find helpful tips, resources and support for building your website.

**IMPORTANT: Sites must move to WordPress before the end of this calendar year as we will be retiring our old server at that time. View the list of websites that must be migrated [here](#).**

If you have a question or need assistance migrating your site, please email [webproject@dornsife.usc.edu](mailto:webproject@dornsife.usc.edu).

## How to Use Components

Components are the building blocks of your WordPress web pages. They display images and copy using different designs. You can stack them in almost any sequence to create a one-of-a-kind look for your webpages.



**View the components and their specifications in our directory >>**

📄 **Bonus:** [View the image size guidelines for components and more >>](#)

## Choosing a Page Template

Page templates are predefined page layouts. Our website has seven to choose from – three general templates and four single-purpose templates including a [news listing template](#) for showcasing news or blog posts and a [video listing template](#) for featuring videos.

**Learn more about page templates >>**

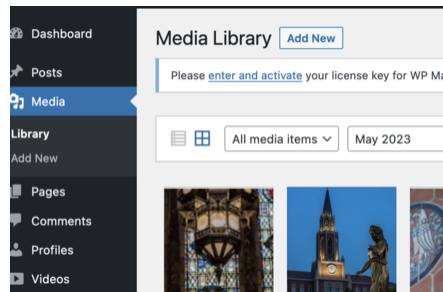
📄 **Bonus:** [Learn how to create a page with a built-in navigation using the Chaptered Page template >>](#)

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## 📄 Linking to Documents?

### Make Sure They're Hosted on WordPress

Need to link to PDFs or other documents on your WordPress site? Upload your documents to your WordPress Media Library and link to them there.



⚠️ Do not link to documents, photos or other files hosted on your old USC Dornsife website document library. When we phase out the old server, those links will no longer work.

Questions? Email [webproject@dornsife.usc.edu](mailto:webproject@dornsife.usc.edu).

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📄 **Ready to Go Live?**

**Schedule Your WordPress Launch**

When your site is ready to launch, please let us know by filling out the form below at least 7 days before your preferred launch date.

**Select your launch date >>**

☐ **Bonus:** [Prepare with our pre-launch checklist >>](#)

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### **Request a Website Consultation**

Our team is available to provide consultations on your website whether it's a work-in-progress or nearly complete. We can answer your questions and make recommendations so that your site will be launch-ready.

☐ **Email [webproject@dornsife.usc.edu](mailto:webproject@dornsife.usc.edu) to set up a brief meeting.**

You can also get assistance with your site during our **drop-in support hours on Zoom** and on our **Slack channel**.

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### **Quick Links**

#### **Technical Support**

[On-demand WordPress tutorials >>](#)

[Join our project Slack channel >>](#)

[Zoom drop-in website support schedule >>](#)

[WordPress design component library >>](#)

[Instructions for logging into your site >>](#)

#### **Resources**

[Make sure your website is accessible >>](#)

[Diversity, equity, inclusion and belonging + your site >>](#)

[Update your directory photo >>](#)

[Download high-res images for your site >>](#)

[Pre-launch checklist >>](#)

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