



**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).

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Alternative Text

A student at commencement wearing a cap and gown with cardinal sunglasses with lenses in the shape of hearts flashed the Fight On sign with both of her hands.

[Learn how to describe the purpose of the image.](#)

## Top Priority: Accessibility

Our new website is built to federal Americans with Disabilities Act (ADA) accessibility standards but it's up to all of us to make sure that we use best practices as we build and maintain our sites in the years ahead.

### Today's tip: Use alt text for all images on your website

- **What is it?** Alternative text, or alt text, is descriptive text for images.
- **Why is it important?** Alt text is read aloud by screen readers for the visually impaired and crawled by search engines to index images.
- **How do I add it?** There's a field in your WordPress Media Library for each image where you add an alt text description.

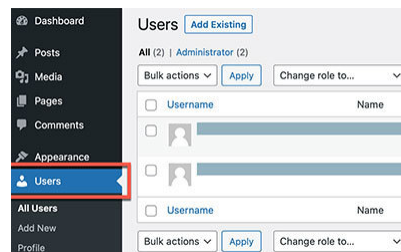
[Learn More >>](#)

## ☐ Tips for Web Editors

### Manage Editor Access

You can manage your website's editors in your WordPress dashboard. Learn how to add, remove or change a user's role.

[Learn More >>](#)



### Photos for Your Site

As you build your web presence, you may need images for your site. We have several **image libraries with high-resolution photos available to use on your new sites**. They include photos of students, faculty, classes, commencement, campus scenery and much more.

[Learn More >>](#)

## ☐ **Ready to Go Live?**

### **Schedule Your WordPress Launch**

When your WordPress website is ready to go live, 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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