

2010 County Website Information

In an effort to update our county websites we have compiled the following suggestions/ideas that might help in your county. Please read the following information and if you have questions please feel free to contact me. Thanks, Margie

On the Left Side of the Page –

- **NEWS** – You may want to list some of the following items here: State Extension News Link; links to local newspapers relating to your office/information; Spring 2010 Issue of The Ag Magazine; Spring/Summer 2010 Extension Today from UK. If you are going to list Newsletters in this spot please list all program areas in the same spot. You may also want to archive newsletters together.
- **Staff Directory** – please try to keep this updated at all times.
- **EFNEP** – If you do not have an EFNEP assistant in your county or information on this site you probably need to link this site to the UK EFNEP website. If you have an assistant be sure to list their information here.
- **Extension Leadership** – You might want to list some of the following at this site: District Board Members; County Extension Council Officers; Horticulture Advisory Board; Extension Homemakers Officers; Family & Consumer Sciences Advisory Board; 4H Council Officers; Agriculture Development Council, etc.

Center of the Page –

- You may want to post a picture of your current building here.
- If you post a photo of employees at this spot be sure to identify the people and list their titles.
- You may also want to post your physical address, phone number, fax number and office hours and days of operation in the center of the page.

Right side of the Page –

- **COUNTY LINKS** – This is the only place on the website that you can add or delete items that have been set up previously by UK.
- **Documents & Materials** – You may want to list some of the following under this site: 4H camper application; teen leader application; adult leader application; Master Gardener application; Room Reservation Form; Meeting Room Rental Information; etc.
- **Farmers Market** – List the address of your farmers market in your town, hours/days of operation; add some clip art to spice it up. If you do not have a farmers market in your county you will probably want to delete this line.
- **County Fair** – List dates and information of your counties fair in this spot. If you do not have a county fair you may want to delete this line.
- **You might want to list some of the following on this side of the page: Kentucky State Fair; Calendar of Events, Newsletters, etc.**

- Some of you have outstanding events in your counties or programs that need to be highlighted in this section.

Across the top of the Page –

- **Upcoming Events** – You can use this spot for calendar of events items coming up in your county with links to other spots for more information pertaining to the particular event.
 - **4H Youth Development** – If you have items listed in this space be sure they link to something, if not they need to be removed.
 - **Agriculture & Natural Resources** – watch margins and photos in this section, some are running over into another column. Information is the key, but try not to overkill on the front page. Watch fonts (style and size).
 - **Community & Economic Development** – You might want to list some of the following at this site: Chamber of Commerce; Tourism; Agritourism; UK website; etc.
 - **Family & Consumer Sciences** – Be sure information is up to date and pertinent. Watch center items running into right column and not being readable or viewable.
 - **Horticulture** – As with other program areas be sure information is legible and appealing to the eye. Check photos on your sites and make sure they are current (i.e. current employees).
- Make sure all links work and are connected to the appropriate spot (a couple of links went to spots other than those listed).
 - Use clipart and/or photos to spice things up!
 - Try to get your newsletters posted all in the same spot: either under NEWS by program areas; under the specific program area tab at the top; or posted to the center of the front page of the county website be specific program areas.
 - Watch your margins especially on the right hand side. The center column is running into the right hand on some sites. Some have photos running under the type in the right hand column. Try to move photos back to the center of the page with specific information.
 - Watch and make sure that items of type don't run together. If you have agent information listed and then follow with a newsletter link be sure to skip some space between the two items especially if they are in the same font style/size.
 - Use readable fonts (style and size).
 - When posting newsletters be sure to spell check before posting as well as proofing for spelling and grammatical mistakes. Be sure red and green lines don't show up on posted materials.

