



Special Information Box

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## Your Sites Home page

### Web Writing Tips:

- Use simple sentence structures (convoluted writing and complex words are hard to understand).
- Instead of presenting textual content in a long paragraph, on the Web textual information should be presented in short "chunks" that have only one main point. Chunks are small manageable units of information (1-7 pieces of relevant and related information) that fill the screen with 100 words or less (in 2-3 paragraphs).
- Start a Web page with the conclusion first, as well as a short summary of the remaining contents. Instead of leading up to the main point (as is typical in a paragraph), visitors often do not scroll to see what is on the rest of the page, so keep the important information "above the scroll" (e.g., one screen in length).

#### Special information Box

**Uses for this box**  
This float box can be turned on and off of every single column page. Some uses of this box might be:

- Special Announcements
- Calendar Pull
- Images
- **Sub Navigation**
- Anchors on long pages
- **Quick links for pages**
- **External links** and others ...

Maintenance/Review Rating

1. Daily
2. Weekly
3. Monthly
4. Semester

Link 1

Link 2

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