

# Spring cleaning tips from the Digital Team

## 'Sorry link not found'



**Claire says:** There is nothing more frustrating than trying to find information on a website and encountering a broken link.

Ensure the UEA website doesn't become one of these annoying sites and ensure all links are working correctly on every page. Remember to check links in PDFs too.

## All the acronyms

**Martin says:** CMA, FOI, GDPR....are you aware of these? All staff editing the website must ensure content they are adding to our website, portal and microsites is compliant in every way.

- Check every web form has a data protection statement (GDPR compliance)
- Check all league table rankings are accurate



## You put a spell on me



**Jamie says:** Last year we had more than one misspelling of 'University' across our web pages. Always double-check your content for spelling before you make it live on the website.

Ensure the spell-checker is enabled in Liferay or paste your content into Word first to review the spelling and grammar.

## Remember, Remember

**Adam Says:** Remember all that you were taught in Liferay training.

- Ensure your pages are on brand
- That you have created clear user journeys
- Highlight any calls to action
- Ensure content is jargon-free and error-free.

