Top 5 Things You Can Do Now to Prepare for CMS Migration

Web Services urges all university web developers to prepare now for the upcoming migration to the new Content Management System (CMS). Before your departmental website is migrated into the CMS, there are several things you should do now to prepare. Below are the top 5 things you can do this fall and early spring to get ready for migration next year.

1. **Review and Organize Your Navigation Bar(s)**

   Condensing your departmental website primary navigation bar(s) to **no more than six to nine items** will be very helpful as UWF migrates to the CMS and will also make your sites(s) more user-friendly. We recommend using broad categories on your primary navigation bar(s) and organizing subcategories beneath each main item via drop-down menus. If you have questions or need assistance, contact Assistant Director for Web Services Jay Massey at Ext. 2427 or e-mail jmassey@uwf.edu.

2. **Review Your Web Content**

   On all of the websites that you manage, review every single webpage and linked document. It is critical that you remove any outdated web content and delete any pages that are old and/or no longer relevant. Update dated text and refresh outdated images and photos. **Make sure every single link is working properly** (student assistants and interns are great resources for these tasks).

3. **Clean Out Web Directories**

   For each site that you manage, **review the web directory and delete or archive offline any old files and images**. The only files that should be in your web directories are those that are active on your live website(s). You can archive old sites and old files on your departmental Home drive(s) if needed.

4. **Review Responsible Parties/ Content Providers on All Accounts**

   Review the Responsible Parties and Content Providers for all of the Argonet accounts attached to the websites that you manage. **Work with the Responsible Parties for the accounts to remove staff members who no longer need access to the accounts**. Responsible Parties can update Content Providers in MyUWF under the app “My Account.” View the list of Responsible Parties and Content Providers at [https://nautical.uwf.edu/people/dssaccounts.cfm?orderbydept=1](https://nautical.uwf.edu/people/dssaccounts.cfm?orderbydept=1).
5. Seek Assistance/Consultation If You Need It

Not sure how to go about accomplishing the above items? Need help reviewing your site and getting started with migration preparations? Contact UWF Web Services for assistance and consultation. It is critical that departments that need assistance self-identify. If you think you need help, contact Assistant Director for Web Services Jay Massey at Ext. 2427 or e-mail jmassey@uwf.edu.