



Website content checklist

- Photographs to be used on website preferably professional quality in a jpg format.**

- Any original source files for logos or graphics i.e. Adobe Illustrator file.**

- New text to be included in the website. Each page named with the menu item it represents and in Microsoft Word format. Translated into French and English for bilingual site.**

- List of pages that are unchanged that are to be transferred to the new site. This can just be a list of the menu items. I can transfer them directly from the site.**

- Any other pertinent material. The downloadable PDFs.. videos, audio, etc.**

These items should be placed in a Dropbox so they can organized and added to if need be. Go to <http://dropbox.com> and sign up for an account if you don't have one already.

Please note a website cannot be created before all the content organized a head of time. This is to have a quick development timeframe and keep costs low.

Any other questions about website content contact Todd Munro at 450-265-9956 or info@hostpress.ca