UNIVERSITY LIBRARIES VIGNETTE SYSTEM
WEB PAGE DEVELOPMENT GUIDELINES

1. Check to see if a link for the page you wish to link to already exists in the Hyperlinks section.

2. Links that go to other University Library pages that are not in Vignette (those that begin with http://www.bsu.edu/libraries or http://liblink.bsu.edu) must be created in Vignette as Hyperlinks.

3. When linking to another University Libraries web page, it is best not to put the link in an Article as it will not be managed by the Vignette system.

4. When linking to non-library Ball State web pages, check the Vignette Link Repository under the Options menu of the Hyperlinks section to see if the link already exists in Vignette before creating a new one.

5. Links that go to pages outside of Ball State University or to a Ball State web site that is not in Vignette may be placed in Articles with the understanding that these links are not managed by the Vignette system.

6. Vignette does not accept spaces in URLs and will make any capital letters lower-case when the link is created. You can recapitalize the letter if you wish after the link has been created is needed.

7. mailto: links may exist in Articles.

8. Before uploading new images, check to see if the image already exists in Vignette (to avoid duplication). Vignette will overwrite existing images without prompting if one with the same file name is uploaded.

9. Banners and Navigation Image Sets need to be requested through the Web Developer in Library Information Technology Services.

10. Avoid using Pages whenever possible as an excessive number of Pages can result in errors within the Vignette system and slows it down. Instead, link to Articles.