

10 November 2009

## Greetings IFLA ICs and web editors!

As of this email, we are rekindling the Information Coordinator mailing list as a platform for communication between HQ and Section ICs/web editors. We would like to encourage you to keep the content of your Sections fresh by adding news items, events, publications, special project information, etc. The following are some important updates and reminders concerning web-editing for your Section:

1. Be sure to update and keep current your Section's list of Officers and Standing Committee members:  
--The list of Officers is available in the Key Documents section of the Officers Corner:  
<http://www.ifla.org/en/officers-corner/key-documents>
2. Be sure to keep track of upcoming *Dates and Deadlines for IFLA Officers 2009-2010*:  
--See the Key Documents section of the Officers Corner:  
<http://www.ifla.org/en/officers-corner/key-documents>
3. **2010-2011 Strategic Plans** are to be submitted to IFLA HQ by the end of November and should be uploaded to your Sections' pages when completed; Section Annual Reports should likewise be uploaded when complete
4. Please send us – [webmaster@ifla.org](mailto:webmaster@ifla.org) – the text of your **Call for Papers—Gothenburg 2010** or let us know when you have added it to your Section so we can add it to the main Conference site
5. NEW video tutorials for use of the CMS now available:  
<http://www.ifla.org/en/web-crew/ifla-cms-manual/assets-filesdocuments/video-tutorials-assets-module-and-styling-content>
  - a. Asset module – Creating subfolders
  - b. Asset module – Uploading and using a file (PDFs, PPTs, etc.)
  - c. Asset module – Uploading and using image files
  - d. Styling content – Using the Introduction paragraph

## ***Did you know??***

Would you to highlight your Section's logo, a group photo of your Standing Committee, or a linked image to appear on your Section's sidebar? You can do this by adding a Section Banner to your pages, see: <http://www.ifla.org/en/example>

Keep an eye on the Example section of the IFLA website to help explore the various possibilities and new features available within the CMS.

Happy editing!

**The IFLA Web team**