

# content steps



## **GATHER** –

Once you've built your online orientation **OUTLINE**, it's time to start collecting the relevant materials for each section.

These materials include:

- Documents (pdf and other files)
- Videos
- Photographs
- Links
- Sound files

If you haven't already, you might contact your school's Public Information or Marketing office: it's likely they have a collection of photos and other materials you could use at no cost.

## **CREATE** –

For many schools, this is the fun part: designing and building your online orientation from the ground up.

You'll want to consider creating:

- **Written Content** – If you don't have the staff time or resources to manage this, we have experienced orientation writers who will draft clear, concise copy for you.
- **Videos** – Poor quality videos are worse than none at all. If you want to incorporate video into your online presentation, we can help you create engaging, high-quality video content that will dramatically improve your students' orientation experience.

- **Photographs** – A picture’s worth a thousand words, but only if it’s a good picture. Just ask, and we’ll connect you with a professional photographer who will provide your school with beautiful, compelling images.
- **Links** – You don’t always need to reinvent the wheel: there very well may be existing documents (calendars, schedules, fees, etc.) that you can simply link to from within your online platform.
- **Sound files** – If there’s an audio message (or school fight song) you’d like to incorporate, just let us know.

### **UPLOAD** –

It’s easy to upload written content, links and photos into the Launch Management Console. (Again, if you have videos or sound files, we will upload those for you. Just send them to [support@comevo.com](mailto:support@comevo.com) via Dropbox or your preferred file-sharing program.)