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## War Room Tips & Tricks

We hope that your time spent in the War Room will be a positive and productive experience! If you have any questions about using Pacific, don't hesitate to ask your CMS specialist for help.

- Decide what headings, fonts, and sizes your entity will use prior to creating pages and post this information at the front of your war room for all to see.
- Allocate a single MSA as the go-to person for all general content creation questions.
- Arrange your war room so CMs can sit in groups of four to share ideas and questions. There should also be room for individuals to work independently if they prefer.
- Name your documents in a way that will be intuitive for your audience to increase the chances of users finding what they need when searching your minisite.
- Use Firefox, Google Chrome, or Safari to optimize your Pacific experience.
- Do not delete content without confirming with an MSA that you should do so.
- To remove formatting from content that you are copy/pasting, try pasting it first into Notepad before copy/pasting it into the WYSIWYG with the *Paste as Plain Text* button.
- If another agency is already using a certain custom URL (e.g., */ContactUs*), yours will not be able to use it. We are working to resolve this issue. Until then, use specific URLs.
- Attach documents in PDF format whenever possible.
- Category pages are not searchable, so be careful how you use them.
- Consider user experience when putting images on a page—large images will take longer to load and can make viewing your site on mobile devices difficult.
- Pacific will not warn you if multiple individuals are working on the same page until you attempt to save. Communicate who is working on certain pages using a spreadsheet.

### Stay Connected!

For more tips on preparing for your migration and information about Pacific, please visit <https://www.colorado.gov/goingpacific> or follow us on Twitter [@Coloradosipa](https://twitter.com/Coloradosipa) or Facebook [/Coloradosipa](https://facebook.com/Coloradosipa).

