



Building a WebSite

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Building a Web site

Creating your first web page can be a daunting and confusing task. Where do I get started? What should I do? However, it does not have to be this way. Creating a web page can be a fun and rewarding experience if you just follow a few simple guidelines, which are outlined for you here.

<p>Why do I want a web site?</p> <p>The first thing that you should do when getting ready to construct your web page is to define it. What do you want your web page to do? What information do you want to provide to your prospective viewers. Do you want to just give information or to keep people informed about current events or upcoming events? Do you want to use it for people submitting forms (you receiving information) or do you have something to sell?</p>	<p style="text-align: center;">WEBSITE SETUP</p> <ol style="list-style-type: none">1. What do you plan to accomplish with this website? _____ _____ _____2. Register/Transfer _____ Domain Choices _____ _____3. Member ID _____4. Password _____5. Set up e-mails (name@domainname.com) Names _____ _____ _____
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Choosing the right software

You have several options as to the type of software you want to use to create your site.

1. Most hosts have software that they will furnish you that is basically filling in the blanks and using their FORM pages. Some of them make really nice web pages, but most are cookie cutters. If you are looking for just an information site, this could be

an easy and quick way to set up your site.

2. There is WYSIWYG (What You See Is What You Get) software. With this software you create your site in the form of a poster or newsletter. You put your text and pictures where you want them and then the program converts your pages to HTML. Some will also publish your site for you.
3. Then there are HTML editors. With these programs, you need to learn HTML. The real advantage of using this method is that you have complete control over what you put on your site (what you want it to look like and special effects).
4. How much is this going to cost? The range of cost for the software to create your site is from FREE to about \$500. The software the host provides is usually FREE and there are many HTML editors that are FREE. The WYSIWYG software is rarely FREE, but some of it is inexpensive. For example, *SiteSpinner* has versions for \$50 and \$100. There are a few that may cost a little less than that. Most are more.

Choosing a host

Here again we need to address the idea of what you need to accomplish with your site. There are many hosts that will furnish you with FREE hosting, but the drawback can be that some of their services are not available with the FREE one. But sometimes, what they furnish you for FREE is all that you need. You do need to compare and research each host. They definitely are not all created equal. The same goes for the paid sites. This is also the place you can purchase your domain name.

All hosts commonly furnish 5 to 10 e-mail addresses, 100 meg to 1 gig space on their server, form tools [not SQL (Structured Query Language)] and FREE software (web creator, FTP, mail client, etc.). Paid host can be \$6.00 per month to \$100's per month and some will even create your site for you. They also furnish services for SQL and Front Page extensions.

Choosing a Domain Name (www.)

Choosing a Domain Name can sometimes be tedious. So many names (especially church names) are not available any more. You need to be a little creative in finding the right name. There are various approaches to finding the right name for your web site. The first is to make the name logical; for instance, Nike's web site is nike.com. Another approach is to make the name memorable so that your viewers can type it in without thought. You should keep the name as short as possible, so that it is easy for your viewers to type into the url field and remember. (Included is a list of possible domain names that are available.)

NOTE: When you choose a domain name, check to see if there are any domain names that are close to yours that might contain inappropriate content. If there are, you might want to choose a different domain name.

Designing your site

Do not just start constructing your page, really think about it. You should think about how you want it to look, what information you want to provide.

Before you even open your web creator software, you should construct your web site on paper. Decide the number of pages you want to have inside your site, and determine logical titles for them. Think of any pictures that you might want to put on each page and where to place them in order to be most effective. You should plan out your hyperlinks (linking pages and sites), as it will make keeping track of them later a lot easier. Decide where you want to put any buttons that you might create for hyperlinks as well. Write out any information content you will be putting onto your web page in Microsoft Word first, so you can detect any spelling errors you might have made. You can cut and paste parts into the web creator software later.

Be sure that you organize your index (home) page well. Think of it like the Table of Contents page in a book. It is there so that your viewers know where to go in your site for their particular needs, or just to familiarize themselves with it. Lastly, when defining your site you should do your research. Always

Designing Your Site

COLORS

(see chart on page 7)

Color Name	Red #	Green #	Blue #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

BACKGROUNDS

None	_____	White Background
Solid Color	_____	Light color with a dark color text/Dark color with light color text
Patterns	_____	Usually downloaded from the internet or created

TITLES

Titles can be done with text or downloaded from a website such as <http://cooltext.com/>. You can also create your own with a graphic program.

FONTS

Fonts to use for body and links text (choose no more than two)

Arial	abcdefghijklmnopqrstuvwxyz1234567890 ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890
Times New Roman	abcdefghijklmnopqrstuvwxyz1234567890 ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890
Rockwell	abcdefghijklmnopqrstuvwxyz1234567890 ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890
Courier New	abcdefghijklmnopqrstuvwxyz1234567890 ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890
Baskerville	abcdefghijklmnopqrstuvwxyz1234567890 ABCDEFGHIJKLMNOPQRSTUVWXYZ1234567890
Other Font	

visit similar web sites to see how they are organized. This is also a good way to get new ideas about what you want or do not want on your site.

Now, start collecting all your graphics, photos, logos, text, etc. and put them into a directory that is dedicated to your site.

Familiarize yourself with your web creator software before you start using it. Make a practice page first, so that you can get a feel for your software and some experience using it before you start constructing a page which you will publish on the World Wide Web. Practice adding and deleting text, pictures, and hyperlinks until you can do these actions with ease.

Choose graphics and photos to use for specific pages.

Map and directions _____

Contact Information _____

Page List

Index

Page 1 _____

page 2 _____

page 3 _____

page 4 _____

page 5 _____

page 6 _____

page 7 _____

page 8 _____

page 9 _____

page 10 _____

page 11 _____

page 12 _____

page 13 _____

page 14 _____

page 15 _____

page 16 _____

page 17 _____

page 18 _____

page 19 _____

page 20 _____

NOTE: If you have pictures on your web page go over them first with a photo editing program (correcting and resizing them). This will speed up the download speed of your page so that the viewer can view quickly without having to wait for large picture files to appear on the screen.

One of the most annoying things for people surfing the web are index (home) pages that take a long time to download. Fancy graphics will not be an asset if, instead of waiting for the page to download, the viewer closes his browser and goes elsewhere. Consider going light on the pictures and heavy on the information content on the index page.

You should also put some serious thought into what color fonts you are going to use, as well as the background color. When in doubt, remember that a white background with black text has been successful for hundreds of years!

Your web site should also be easy to navigate. All your links should be obvious to the viewer, and should be self explanatory or have information about where the link will take them. Try

Forms you may need for your site

☐ Contact Us

☐ Request for Information about Services

Do you want photos and/or slide shows?

____ Photos
Slide Shows

Links

[illegible]

<p>to keep the number of links you have low, as the viewer does not want to spend a lot of time waiting for links to download. Further, always link back to your home page in order to make navigating your web page easier for your potential viewers.</p>	<p style="text-align: center;">Support software and setup instructions</p> <p>www.Doteasy.com (Host) SiteSpinner (web design program) Jalbum (slideshow program) Pixsizer (photo/graphic resizer) aceFTP (File Transfer Program) pdf995 (.pdf creator) SiteMap Generator</p>
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Putting your site on the web

When you have finished with your index (home) page, you might try uploading (publishing) it to your host to see how it works and looks. If you are using your host online software to publish, there should be instructions on the host's page telling you how to do this. The same is true with your software that has a built-in FTP (File Transfer Protocol). Using an FTP program is much like using Windows Explorer and moving files from one hard drive to another, except you are moving files from your hard drive to the host hard drive over the internet.