

## PREPARING TO CONSTRUCT YOUR WEB SITE

### STEP 1

- A. Create a document called **bookmarks** and save it to your floppy disk.
- B. You must document the **source** for **each and every image** that you save.
  1. In your **bookmarks** document:
  2. Type the file name of the image.
  3. Type the name of the site from which you took the image and the image file name.
  4. Copy the **home page URL** and paste it in under the title.
- C. Use the Graphics Collections provided (Ms.S.Work: Humanities Assignment Web Sites) or any other free graphics collections to look for backgrounds, buttons, lines, and clip art that you might want to use for your web site.
- D. Graphics Requirements:
  1. You may only use **free graphics**. See the collection's "Terms of Use" before you save a graphic to make sure that it does not require any special permission or fee.
  2. You will use **one** background for all of your pages.
  3. You may use up to **four** clip art images. (**One is required**)
  4. You may use one button and one divider line. (**Not required**)
- E. Graphic Guidelines:
  1. Backgrounds
    - a. The background should not be annoying or distracting; simple is better than "busy."
    - b. Text will be typed on top of your background and must be readable.
      - 1) Your text color will have to complement the background colors.
      - 2) Text must be easy to read against the background.
  2. Clip Art
    - a. No photographs or scanned images may be used for page design purposes.
    - b. No image can be more than 50 kilobytes in size.
    - c. Animated clip art may be used—one per page.
- F. Saving graphic files and documenting your sources:
  1. Open and minimize your **bookmarks** document file before you start your graphics search so that it will be ready for documentation when you choose your graphics.
  2. Start searching for possible graphics to use.

Each time you enter a new graphics collection web site you must look for and read the "Terms of Use" guidelines. Make sure the graphics are free.
  3. **Save** any images that you think you might wish to use to your floppy disk
    - a. Place the cursor on top of the image.
    - b. Right click on "Save Image As.."
    - c. Save the image to your floppy disk. Do not change the name of the graphic.
    - d. Briefly describe the image, e.g., Background—black with stars.

## STEP 2

- A. Get a two-pocket folder for your Portfolio handouts and notes.
- B. Read the Web Design Don'ts and Web Design Dos handouts.
- C. Create a folder on your floppy disk. Name this folder with your first name and number, e.g., **jocelyn03**
- D. Make a final selection of the graphics that you will actually use.
  1. Open and look at each of your saved images.
  2. Delete any that you will not use from the floppy disk and from the bookmarks document.
  3. Move the graphics that you will use into your Portfolio folder.

## STEP 3

- A. Create a document (file name = welcome) and save it to your floppy disk. Write a Welcome Statement and personal introduction that answers the question, "Who am I?" This statement will introduce your web site.
- B. Check your writing for grammar and spelling.
- C. Print your document and submit for grading.

## TIP

Common file extensions

1. Graphic files = either .jpg or .gif
2. Microsoft Word document files = .doc
3. Corel Word Perfect document files = .wpd
4. Web pages = .html or .htm

## GRADING

POINTS	DUE DATE
1. 15 points: bookmarks document, saved background, and clip art.	
2. 15 points: two pocket folder, floppy disk portfolio folder, working images moved into floppy disk portfolio folder.	
3. 20 points: Welcome/personal introduction document saved to floppy disk and printed for grading.	