



Website Procedures

Basic Concepts



ExplorNet CareerTech

from The Centers for Quality Teaching and Learning





Website Procedures

Procedures for Creating Websites:

- ✓ **Planning**
- ✓ **Technical Preparation**
- ✓ **Creating**
- ✓ **Distributing**





Website Procedures

Planning:

- ✓ Define target audience
- ✓ Brainstorm – write down ideas
- ✓ Coordinate media components





Website Procedures

Technical Preparation:

✓ Review Design Considerations

- Identify any organizational/business requirements
- Determine content requirements
- Identify any special considerations of the target audience





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Technical Preparation

✓ Lay Out the Website

- Flowchart
- Basic layout (layer or tables)
- General image of site
- Plan for text size, color, and background color for enhanced readability
- Navigational tools are placed consistently and are easy to locate
- Visual consistency of colors and tones unify the website





Website Procedures

Creating the Website:

- ✓ **Set up the skeleton**
- ✓ **Add content**
 - Text
 - Graphics
 - Lists
 - Tables
- ✓ **Create Hyperlinks**
 - Local and global links
 - Link targets
 - Link images



Website Procedures

Creating the Website:

- ✓ **Graphic optimization**
- ✓ **Proof the Website**
 - Check content
 - Confirm all links are working





Website Procedures

Distribution:

- ✓ **Export/publish – determine file format needed**
- ✓ **Determine electronic distribution media**
 - Video
 - DVD
 - Internet download/streaming

