


## Build Your Web Page: Instructions for Using Word Templates 1 & 2

### Initial Open & Save:

- In Groups folder, open template1.doc or template2.doc

- If needed, increase zoom to 125% or 150%




- File>Save As...  yourname >Sites>index.doc

### Top Left (Navigation Bar):

- Fill in Cluster & Teacher Name

### Middle Top:

- Type Your Name
- Contact Me:
  - Highlight "Contact Me"
  -  K ; Change "name" to your Groupwise name

### Body:

Feel free to revise the categories **Curriculum, Grading, Expectations, Great Links**

### Revised:

Highlight Date and put the month & year.

---

## General Tips



### Design:

- Always design with the user in mind; avoid huge text and distracting flashing graphics.
- Stick to pastels for background.
- Keep text simple & to the point; very few visitors will read through extended text.
- Use color to help the eye navigate and categorize as it moves around your page.
- Avoid underlining text. Savvy web users expect this to indicate a link!
- Avoid an abundance of animated text; it is novel at first but can become annoying to the visitor.



### Graphics:

- Feel free to add graphics, but keep simple and lined up in the table.
- Any graphics you use must be from either a free Clip Art site, iClip, or the Microsoft Word site. Always cite your source.
- Any student pictures or student work must have approval from parents.
  - To check parent permission: RP Intranet> For Teachers > AUP Info.
  - Full frontal pictures are discouraged.
  - Last names are never used; you must also have permission to use first names

### Danbury Web Sites to Check for ideas:

RP > 8B > Zaleta: nice use of tables & variety. Has links to other pages; all done in Word.

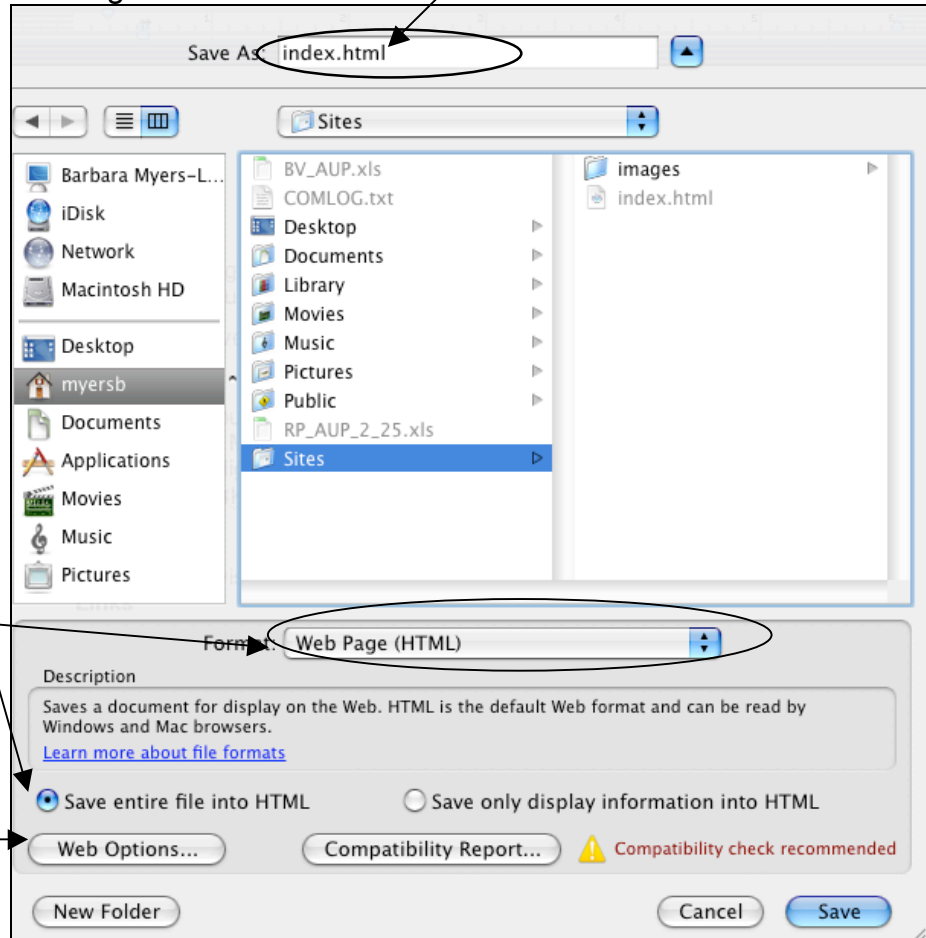
BV > 71 > Prybylski: used a student drawing for her picture

RP > Other Programs > Vocational Program(Murray): simple, nice use of color

## Post Your Page to the Internet:

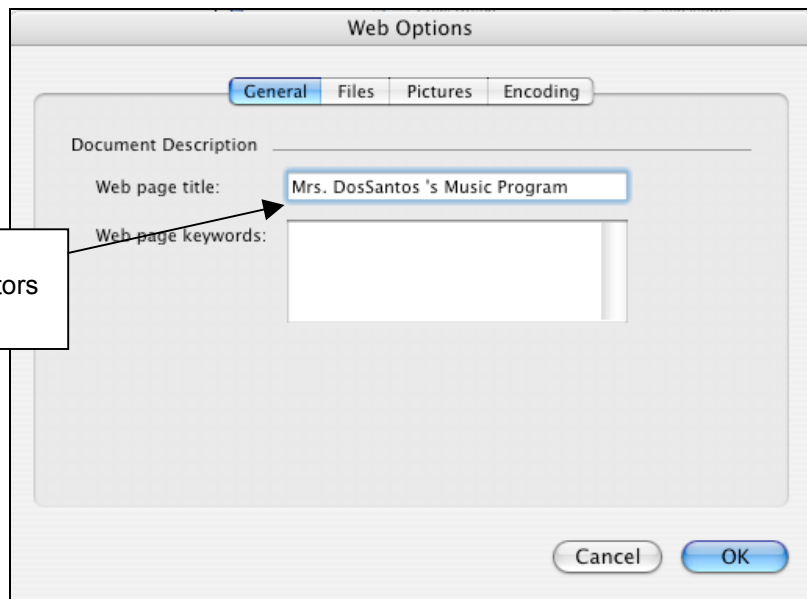
1. File > Save As.. index.doc
2. Delete the index.html file in your Sites folder
3. File > Save As Web Page...

Change to .html



Be sure yours look like these!

Be sure to click here!



Add a title. This will appear at the TOP of your page when your visitors see it, as well as in their History.