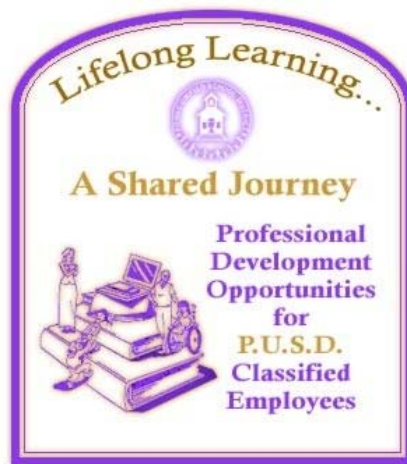


Poway Unified



Professional Development

WebPage Design

AGENDA

8:00 TO 10:00

1. Understanding the Connection
2. Explaining the Tools
3. Understanding the Design
4. Building, Building, Building
5. Feedback and Evaluations

Web Facts: Use four common fonts are a given for every PC Machine viewing the web ~ Times New Roman, Helvetica, Verdana, Arial

The lowest screen size if 640 X 480 and smallest screen is 15" Monitor

Only 72 pixels per inch can be seen in a graphic. If a graphic has more they just cause the picture to load slow.

Using Frames are not advised ~ they are old technology and very frustrating for people needing to print

Most experts just use a table to develop their site

The Page [Back to top](#)

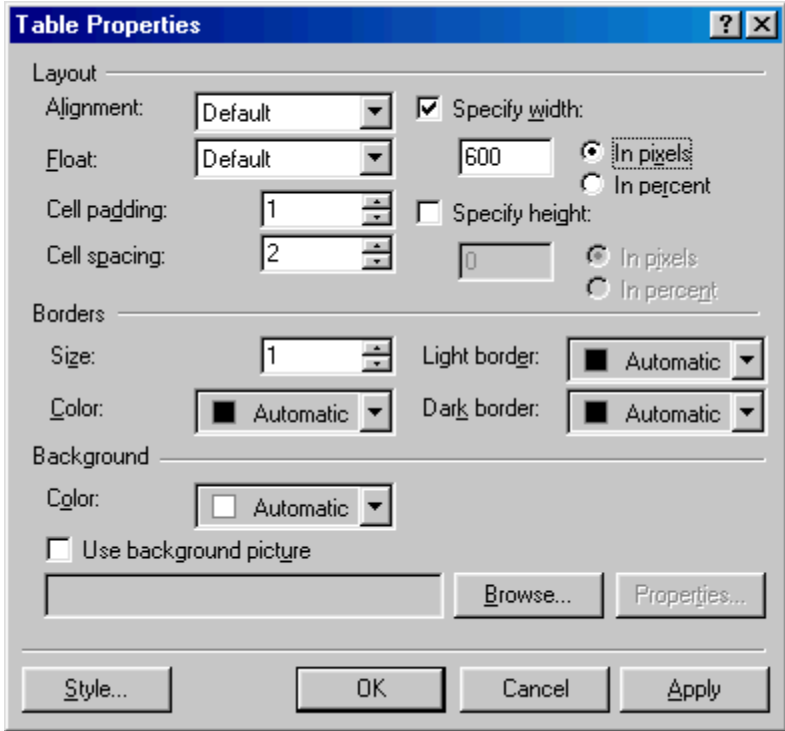
Customize your page so that people can find you on the web

- Right click anywhere on the page and go to 'Page Properties'
- change the Title to reflect what your page is about
- Be careful if you change background colors that they do not conflict with your text colors

The Table [Back to top](#)

It is important to create a table to contain your text (scrolling right is a drag). If you create a table, you can contain your text and allow people to print.

1. Create a table using either the toolbar or the drop down menu
2. Activate your table tool bar (Click on drop down VIEW then TOOLBARS and make sure there is a check next to TABLES)
3. Set the properties of the table to be 600 Pixels wide



4. Begin to customize the sizing using the Table Tool Bar



The Text

[Back to top](#)

Remember that FONT styles do not "GO" with a web page when viewing. The fonts a person sees will be based on what they have on their machine. All PC machines have Times New Roman, Helvetica, Verdana, Arial.

Font color can be changed, but be careful not to conflict with your link colors and confuse your readers.

The Links

[Back to top](#)

You can link to **Another File**, another **Web Site**, **Email Address** or a **Bookmark**.

To Create a Link:

- Highlight the text or picture that you want to link
- Click the Link button off the tool bar which looks like the earth with a link on it.

A Bookmark is a little different in that you create the bookmark first and then link to it.

- Highlight the text or picture that you want to bookmark
- Click Insert and the Bookmark..
- Name your bookmark and Click OK
- Move back to the text or graphic where you want the link (like at the top of this page) Click the Link button off the tool bar which looks like the earth with a link on it.
- Use the Bookmark button at the bottom to select the bookmark to use.

The Graphic

[Back to top](#)

You must size your graphic to fit your table cell. If you do not and it is bigger, when you put it into your table cell, it will move the size of the cell.

- The graphics for the Web are JPG or GIF format or PNG
- The web can only see 72 pixels per inch, always make graphics smaller not bigger (when you resize them)
- Remember Copy Right Laws and that intellectual property can be a graphic