

Web Site Setup

Preparing your information for
publishing on the web

Gathering Information

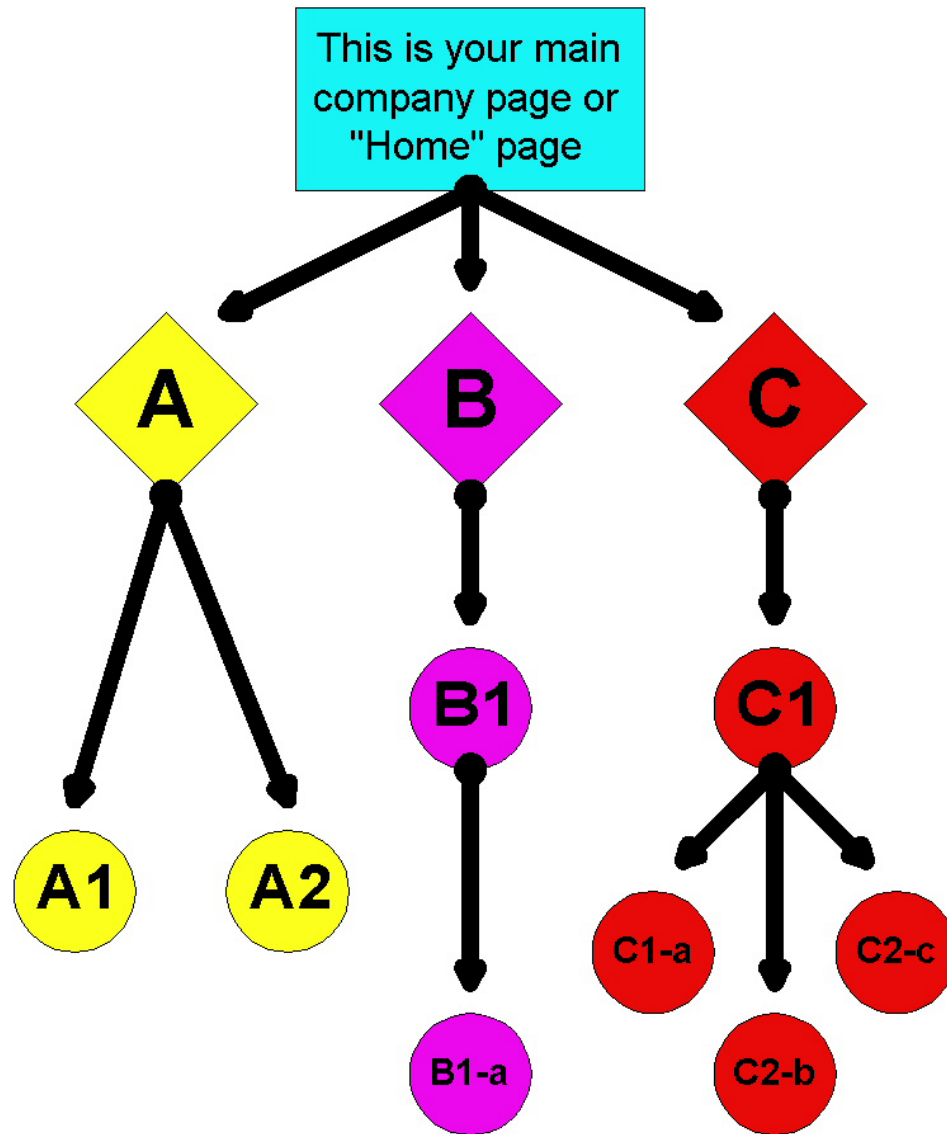
There's tons of information on the web and yours is important. You will need to gather and organize it for presentation on the web.

- Pictures and graphics can be published from a hard copy (paper copy) or in a standard picture file such as .JPG, .GIF, .TIF, .BMP as well as others
- You can include your documents and presentation materials in word, text, or adobe acrobat PDF formats
- Use Page Headings and subheadings to organize your information
- Layout Contact information as you would prefer to see it
- Choose your colors and logo's
- Choose the Domain Name (.com, .net, .org, etc) that's right for you

Site Navigation

- Your site always starts at your home page
- The following slide/page shows different ways to structure your website (Keep in mind that “hyperlinks” allow you to jump from page to page and place to place)
- When organizing your information, label the pages with headers and references that will be used to place them in the desired order

Web Site Layout



Some Suggested Pages

- About company/project
- Products and/or services
- About Founder/Employees
- Online forms for customers/clients that will submit directly to your email
- Online documents and publications
- Where to contact us – Phone, Email, street address, or driving directions
- Links to associated sites

Email@YourSite.com

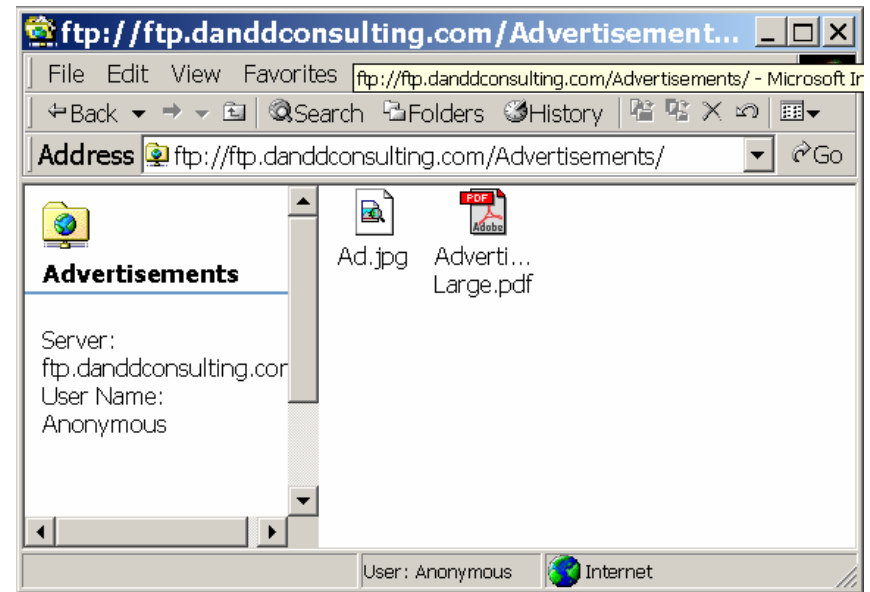
- With your website comes the capability to create individual email address at your domain name.
- Ex: JoeSmith@SmithSite.com
- We'll set up your email accounts and help you with their management.

FTP – File Transfer Protocol

- FTP allows you to store files on the web and access them from anywhere
- You may use this feature to provide forms, pictures, and/or documents to your FTP sites visitors.

EX:

- `ftp://ftp.smithsite.com/forms/orderform.pdf`



www.DandDConsulting.com

- Please contact us for questions or assistance in your website preparation.

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