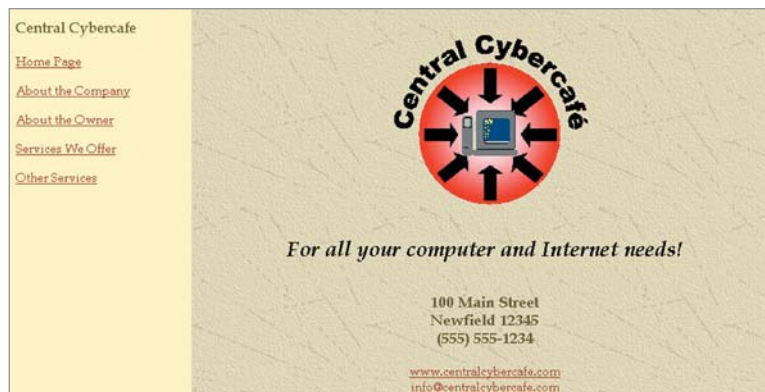# Web Site

Although Mr. Amman is happy with his brochure, he is looking for another way to let people know about his business. What are some other ways to reach this goal? One way is to design a company Web site. Have you ever visited a company's Web site? What did the Web site look like? What information did you see?

✏ Plan It

Use the information in the brochure you already designed to create a Web site for Mr. Amman's business. Look at the following examples:
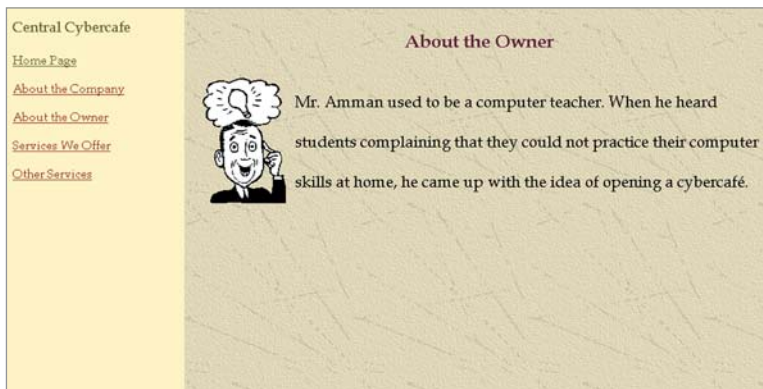

Web Site Home Page Example

Web Site About the Company Page Example

Web Site About the Owner Page Example

Web Site Services We Offer Page Example

Web Site Other Services Page Example

Think about the following questions, and discuss your ideas with your partner. You might want to open the completed brochure file and write your ideas on a sheet of paper.

- What information and pictures from the brochure should be included in the Web site?

- How might you organize and group the brochure's information into Web pages? How many different pages might you need to make up the complete Web site?

- How will viewers navigate through the site, or get from one page to another?

Remember to use the rubric as a guide as you plan, do, review, and share.

For help on how to do certain skills, look at the following groups in the *Help Guide:*

- **Word Processing Group 2:** Typing and Changing Words

- **Word Processing Group 3:** Changing the Look of Your Words

- **Word Processing Group 6:** Designing Your Pages

- **Word Processing Group 12:** Creating Web Pages

Do It

1. Start the word processing software, and start a new Web page. (For help, see Word Processing Skill 12.1: To use a preset design to start a new Web page. **NOTE:** This skill name will change depending on the *Help Guide* version being used.) If there is a Web Page Wizard in the word processing software you are using, you may choose to use the wizard to create your Web page and skip Steps 2 through 8. (For help, see Word Processing Skill 12.8: To use the Web Page Wizard to create a Web site with many pages. **NOTE:** This skill may not be possible in all word processing software.) If you are creating a Web site manually, be sure to format a table to create a column layout.

2. The first Web page you create will be the home page of your Web site. Add a background to your Web page. (For help, see Word Processing Skill 12.3: To add a background to your Web page.)

3. Create a table of contents for your Web site in the left-hand column you created in Step 1. (For help, see Word Processing Group 7. If using Microsoft Word*, see Word Processing Skill 12.9: To add a frame to a Web page.)

4. Add headlines, headings, subheadings, text, and pictures to your Web page that inform your audience about the company. You can use much of the same information you created the brochure activity in your Web site. (For help, see Word Processing Group 12: Creating Web Pages.)

5. Save the home page on your computer where you can locate it again.

6. Create at least two more Web pages using the same table of contents format as the home page but feel free to choose different backgrounds, pictures, and other features. Save these two new pages in the same place as your home page.

7. Locate your home page. Right-click the file and choose **Open With**. Then, choose the word processing software you are using. In the table of contents, add links to the other Web pages you created. (For help, see Word Processing Skill 12.6: To add a link to another Web page.) Save your home page.

8. Open each of the other Web pages you made in Step 6. Add links on these pages to the home page and to each other. (For help, see Word Processing Skill 12.6: To add a link to another Web page.) Save the pages. (**NOTE:** When editing any of the Web pages, you must right-click the file and choose **Open With.** Then, choose the word processing software you are using.)

9. Open the brochure file you previously completed, and view the front cover or panel. Copy the slogan, address, telephone number, URL, and e-mail address in the brochure. Then, paste the information in the home page of the Web site.

10. Next, insert your electronic version of the company logo into the home page. If possible, change the logo's text wrapping, and then size and position it as needed.

11. Change the look and position of the words on the page any way you like. (**NOTE:** Because this is a Web page, you can leave any hyperlink that might show up on its own when you type a URL or e-mail address.)

Challenge: Because many Web sites do not print well on paper, you will often find links to printable versions of the Web site's information. On the home page, insert a link to the completed brochure document that people can print. Make sure you change the display text, or the words that are actually used for the link on the home page. You might also want to explain the link's purpose. (See the Web Site Home Page Challenge Example at the end of this section.)

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12. Click the link for the second page in your Web site (you may need to choose the **Open With** command, and then choose the word processing software you are using to edit the page). Then, copy the words and pictures from the matching section of the brochure, and paste the information into the Web page. If possible, change the wrapping. Then, change the size and position of any pictures, and change the look and position of the information so it matches the color and font of the navigation links already on the page. (For help, see Word Processing Skill 12.4: To use a theme to change the look of your Web page. **NOTE:** This skill may not be possible in all word processing software.)

13. Click the links for the other pages in your Web site (you may need to choose the **Open With** command, and then choose the word processing software you are using to edit the page). Then, copy the words and pictures from each remaining section of the brochure and paste the information into the matching Web pages. Change the wrapping, size, and position of any pictures, and change the look and position of the information so it matches the color and font of the navigation links already on the page.

Challenge: Many Web sites have a link at the bottom of the pages that visitors can click if they have comments or ideas about that site. Add a new frame at the bottom of any one of the pages. (For help, see Word Processing Skill 12.9: To add a frame to a Web page. **NOTE:** Word Processing Skill 12.9: To add a frame to a Web page may not be possible in all word processing software. If your word processing software does not have this ability, simply skip this challenge.) Then, type a sentence that explains how viewers can use the company's e-mail address to contact the person in charge of the site. Reduce the height of the frame to provide just enough room for the new line of information. Then, click the other links to make sure the new frame and information is automatically added to all pages. (See the Web Site Home Page Challenge Example at the end of this section.)

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14. Save your work as directed.

15. Start a web browser, and open the Web site's home page. Test the links to make sure they work as they should.

Web Site Home Page Challenge Example

Review It

Look over your Web site. Make sure it has the following elements:

- One main page (home page) with several other pages linked to make a complete Web site

- Brochure information about Mr. Amman's company copied and pasted into the site's pages

- Words and pictures on each page organized in a way that is interesting and easy to read

- Design theme that helps all of the pages look like they belong to the same Web site

If any elements are missing, add them now. If you want, make other changes, as well. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions:

- What other types of information might you use to create other Web sites?

- What was the most challenging part about making the Web site?

- How is creating a Web site different from completing other types of computer projects?