Checklist for Web Page

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as your work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: HTML Basics
Task: Web page
- ☐ Start a new text file
- ☐ Add the four basic HTML tags to the text file:
  - ☐ Document root element
  - ☐ Document head element
  - ☐ Document title element
  - ☐ Document body element
- ☐ Save the text file with an HTML file extension
- ☐ View your HTML document in a web browser to ensure that it displays correctly
- ☐ Open your persuasive essay word processing document
- ☐ Save your persuasive essay as a text file
- ☐ Copy and paste the plain text of your persuasive essay into your HTML document
- ☐ Make sure all of your text is shown on the Web page
- ☐ Format your persuasive essay text so it is easy to read, using:
  - ☐ Paragraph element
  - ☐ Forced line break element
  - ☐ Heading element
  - ☐ Font style elements for bold and italics
  - ☐ Font modifier element for font color, face, and size
- ☐ Save your Web page frequently

Activity 2: HTML and Hypertext
Task: Web Page with Hyperlinks
- ☐ Open the text file containing your HTML document
- ☐ Use the anchor element to hyperlink to credible online sources you used in your issue research
- ☐ Save the text file with an HTML file extension
- ☐ View your HTML document in a web browser to ensure it displays correctly
- ☐ Save your Web page frequently

Activity 3: Multimedia Formats
Task: Multimedia Citations
- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Find at least three images and one audio or video clip on the Web that helps make the argument of your persuasive essay more convincing
- ☐ Download the media to your computer
- ☐ Add the media to your word processing document
- ☐ For each image or clip:
  - ☐ Cite the source
  - ☐ Explain how the media would help enhance your Web page and help make your argument
- ☐ Save your document

Activity 4: Copyright and Copyleft
Task: Multimedia Permissions
- ☐ Open your media citations document

- Check the Web sites for each media and record the copyright status of each
- Discuss the following with your teacher:
    - If your Web page is covered by fair use
    - If you need to get permission to use any of the media
    - How you can get permission from the creators of the media
- Get permissions that you need
- Find at least one copyleft image, audio, or video to make your Web page more persuasive
- Download the media to your computer and:
    - Cite the source
    - Explain how the media would help enhance your Web page and help make your argument
- Save your document

Activity 5: HTML and Hypermedia
Task: Web Page with Hypermedia
- Open the text file containing your HTML document
- Use the embedded image element or the embed element to add hypermedia sources relevant to your issue
- View your HTML document in a web browser to ensure it displays correctly
- Save the text file with an HTML file extension
- Save your Web page frequently