

## Website Design Tips

Organize your site from the beginning. If you organize the folders, for your site, before you begin creating your pages, then you will always be able to find your pages when you need them.

**Create folders for different types of files.** If you are adding pictures to your site, you should have a folder named something like "graphics" or "pictures". This is where you will always place your pictures. If you have some pages about you and others about your kids, create different folders to keep each in.

**Name your pages and graphics in a way in which it will be easy to find them later.** When you have groups of pages or graphics that are similar, give them similar names. For instance, if you have a group of pages with stories about your son, start the name of each file with "son".

The file names could be: sonpark, sonschool.

**Keep your graphics sizes small.** When the pixel size of your graphics are too big, it takes too long for your page to load. Your readers may not stick around long enough to see you graphics if they are made to wait.

**Put large graphics on a separate page.** Create a page especially for your large graphic. Link to it from your page and label the link with something telling your readers that it will take a long time to download. They will wait to see it if they are warned ahead of time.

**Use of a thumbnail is an option in place of a text link to your graphic page.** A thumbnail is a smaller version of your graphic. You can create one with most graphic programs by just making the graphic smaller or using the "thumbnail" option, if the program has one.

**Update your site regularly.** When people come to your site, they are looking for information about you, or whatever your site is about. If they like your site, they will come back again. When they come back, they will be looking for more information. If you don't have something new for them to look at, they may not come back again. Give them what they want and add more information regularly.

**Keep text narrow.** It is easier to read text that is kept in narrow columns. Did you ever wonder why newspapers keep their columns so narrow? It's to make it easier to read. It's even more important on the Internet because your readers are reading on their computer screen. If they can't read everything, without scrolling sideways, then they probably won't read it at all.

**Test your page with different browsers and browser settings.** Your pages may look different to different computers depending on the browser they are using and the settings they have set. Finding out how your pages look to others will help you create better pages.

**Change the font size in your browser.** Not everyone uses the default settings in their browser. Go into your browser's settings and change the font size to see how other's may view your pages.

**Check other browsers.** There are online tools to help you view your site with other browsers without having to download the actual browser. Sometimes your site will look great to you, but to someone with another browser, your site looks awful. Test your site and make some changes, if necessary.

**If using a non-default font, also use alternatives.** If you are using a font, for your Web page, that is not a common font, you should specify a common font for your readers who don't have that font on their computer.

You can do this by using this font code:

```
<font face="font1, font2, font3">
```

\*\* Replace font1, font2 and font3 with the names of the fonts you want to use.

**Make your <title> description descriptive.** Search engines key on these words so they should have words that are in your page. If your site is about sewing your title could be something like, "Sewing With Thread To Make Blankets Shirts Clothes Dolls". Don't use punctuation except a dash, if necessary.

**Close all tags.** When using HTML you must close all tags that you open. Your pages may not look right in some browsers if you don't.

1. Examples:

<html> closes with </html>

<body> closes with </body>

<p> closes with </p>

<font> closes with </font>

<b> closes with </b>

<li> closes with </li>

<ol> closes with </ol>

<ul> closes with </ul>

**Keep them in order.** When you open one tag and then open another inside it, close the last one first and the first one last. Let's say you open <html>, and then open <body>, and then open <font>. To close these tags, you must close <font> first with the </font> tag, then close the <body> tag with </body>, and finally close <html> with </html>. If you close <html> before you close <body> your page may not look right.

**Don't use too much white space.** If you put too much white space on your page it will just look bad. Some is necessary because you don't want your page to look crowded, but too much will look, spacey.