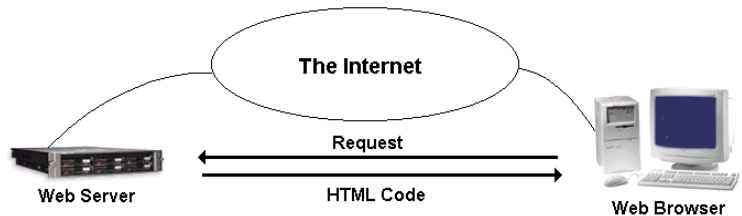


SharePoint Designer

Lesson 1: Planning a Web Site

Web pages are text documents written in a format called Hypertext Markup Language (HTML). Web documents contain instructions telling a web browser what to display on the screen. When you are using a web browser, such as Internet Explorer or Netscape, your computer sends requests to other computers (called “web servers”) on the Internet asking them to send you these instructions. When the web browser receives the web document from the web server, it reads the HTML code and displays the corresponding web page on the screen.



When the World Wide Web was in its infancy, it was necessary to use a text editor or a word processor to write web documents directly in HTML. As the web has matured, very sophisticated web page editors have been developed so we now can develop web pages directly on the screen. Microsoft SharePoint Designer, the standard web page editor at Wofford, is one of these editors.

Web Site Design

The first step in developing a web site is planning it. You should think about your web site from the standpoint of a visitor and design it accordingly.

- **A web site should be “chunked.”**
 - Generally, each page should deal with one basic idea.
- **Web pages should be simple.**
 - Avoid large pictures or animations that add little to the site and which can take a long time to load.
- **The web pages should be easy on the eyes.**
 - Remember – your purpose is to inform visitors, not shock them!
 - Use large font sizes and font colors that contrast with the background so text is easy to read.
 - Use a plain background that is not strongly colored.
 - Use a font color that contrasts, but does not clash with the background.
 - Remember that some people are color blind.
- **All pages in a site should have a consistent layout.**
 - Make it easy for visitors to find information as they move from one page to another.
- **Links between pages should be consistent and easy to find.**
 - Make it easy for visitors to navigate within the site.

The Web Site Plan

In this set of SharePoint Designer lessons you will develop a web site for a professor named “I. M. User.” The web site eventually will have three pages – a home page, a page for a course the professor is teaching, and a page for a research project on which he is working.

Along with your H: drive, you also have network storage intended for web pages – your W: drive. The major difference between the H: and W: drives is that *the W: drive is accessible from the Internet*. If you have a file named “index” in your W: drive, it will be visible at the URL below:

<http://webs.wofford.edu/username>

We will develop the web pages in a folder named “Develop,” which we will create on the W: drive, and then copy the web pages into W: after they are finished. We do this for two reasons:

- It is not good practice to be developing a web page in an area that is visible to the outside world. You don’t want people to be confused by an unfinished product.
- The security settings on the W: drive will not allow SharePoint Designer to define it as a web site. (Don’t ask me the reason for this. Ours is not to reason why . . .)