

# Developing Web Pages for Classroom Use

## Web Page Organization

Although there are many style manuals being written on how web documents should be designed, there is really no "correct" style. Style manuals help to formalize document design, however, it is more important for each author to come up with their own standards. Continuity and consistency should be the goal of any set of standards.

Listed below are some general rules about the organization of your web pages. Read each carefully, as every tip is important for a well developed site.

### Rules of Web Page Organization

- Start and maintain a paper (notebook) copy of your web page work.
- Write down both the title and URL of any web page for which you will create a link.
- Save all of your web page (.gif, .jpg, .html) files in one folder on your C drive (home base computer) or A drive (diskette). This is MOST IMPORTANT for publishing your page!
- When you save an image file, write down its source (Graphics Collection title and URL), the file name, and a short description of the image.
- Don't use excessive graphics. If they don't directly relate to your topic, they are a nuisance.
- Make sure your site is easy to navigate. Users should know where to go to next if following a sequence
- The web page title and the web page .html file name are different. The title describes the page's content. The .html file name will be part of the page's URL and should be kept short.
- Always make a back up copy of your web page files and keep it updated.
- Break up your information into useful-sized chunks.
- Have other teachers browse your site and offer feedback.
- Limit the size of your home page so as not to confuse the users. Create links to different pages on specific topics within your site.
- Each web page should be able to stand on its own. Try to limit each page to one concept or idea. Organize the page for quick scanning. Annotate any lists of resources so the user knows what to expect when the link is followed.
- People browsing the web have eight seconds worth of patience while waiting for your pages to load.
  - This is especially true for home pages.
  - This is especially true for children.
  - It's like the restaurant business mantra: Don't keep them waiting, or they'll leave and never

return.

[\*Click here to continue\*](#)

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