

Gorleston Tourist Board Template

A template is used to make sure that all the pages of a website have the same basic look. It contains the elements that we want to include on every page of the website.

The site template needs to include:

- a banner across the top of the page – you need to make this first
- a navigation bar or buttons
- an e-mail address – probably in the "footer" area

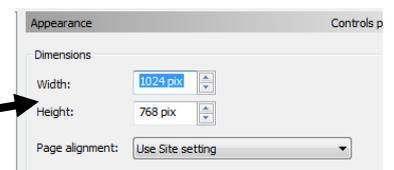
To get the template right we need to set the site up well to begin with. This is the sort of process you need to go through at the start of a web design exam.

Step 1 – Site Properties

1. Open WebPlusX7 (in the Serif new folder)
2. Close the wizard screen down – this won't give you full control over what your site looks like
3. **Properties > Site Properties**

Use the menu down the left side of the page to access the following sections:

a) **Page Size** – change to 1024px by 768px (this is a good basic size for a website).

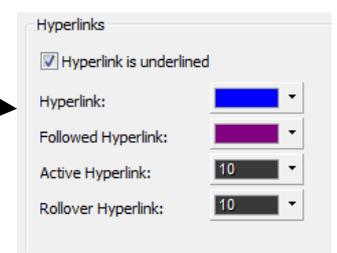


b) **Background** – change **On-page colour** to your background colour. Usually this is a fairly light colour so that text will show up easily

You might want to experiment with using a darker Background colour as well

c) **Hyperlinks** – tick the box and change colours:

- Hyperlinks – blue
- Followed hyperlink – purple
- Rollover hyperlink – a colour of your choice (try red)



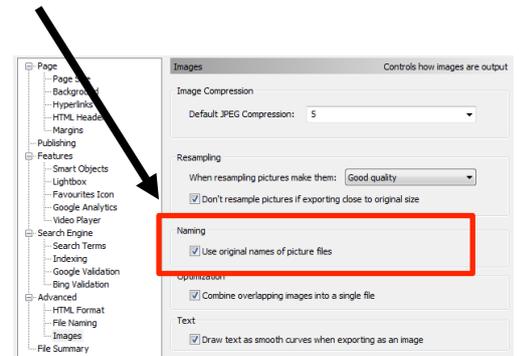
This will make sure that your hyperlinks show up and use the standard colours.

Your users will expect these colours and in an exam a marker will expect to see them being used.

This is an example of the web designer (you!) giving users what they expect to see. This is usually a good way to design things like websites as it makes them easier to use.

d) **Images** – tick the **Use original names of picture files** box

This is important as otherwise WebPlus creates copies of your image files with really odd names. It makes it harder to organise your work and to work out what an image file is. In an exam it might cost you marks as well.



4. Click **OK** to close down the Site Properties box.

Step 2 – Change page sizes

You have to change page sizes **three** times. This will make sure that any new page you create will be the right size.

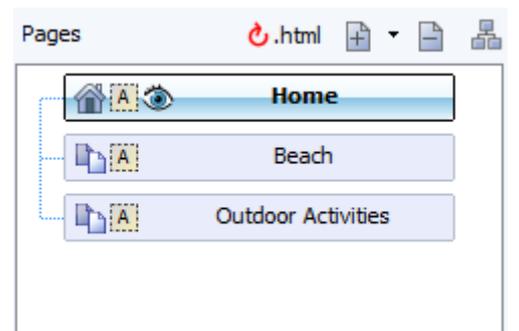
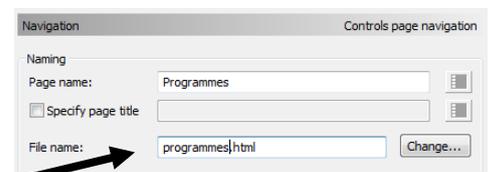
1. **Right click** on the **Home** page on the right > **Page Properties**
2. Click on **Appearance** on the left
3. Change the **Page Size** to 1024px by 768px
4. Open the **Master Page** area – click the triangle
5. **Right click** on **Master A** > **Properties**
6. Change the size to 1024px by 768px

Step 3 – Create pages

Your site has one page – a homepage. You need to add two new pages

1. Create new pages by clicking on the **+** button in the Pages area
2. Give each page a **name**
3. **IMPORTANT:** change each page's **filename** as well

This makes sure that the actual files are called something sensible. This makes it a lot easier to sort out which file is which and to organise links between them. In an exam it means you will get any marks for file naming and for creating a logical website.



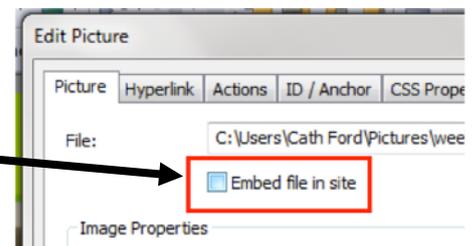
Step 4 – Add the banner

You need to make sure you have the banner made first. This must be a single image made in image editing software and saved as a PNG or JPEG file.

1. Make your banner is saved in your **GORLESTON** folder.
2. Make sure you're working on the **Master Page**. Then **Insert > Picture > From File**
3. Find your banner image > **Choose**
4. Click once to drop the banner on the page (there is no need to drag the image out – a simple click will get it full size and avoid pixilation)
Then drag the banner into place

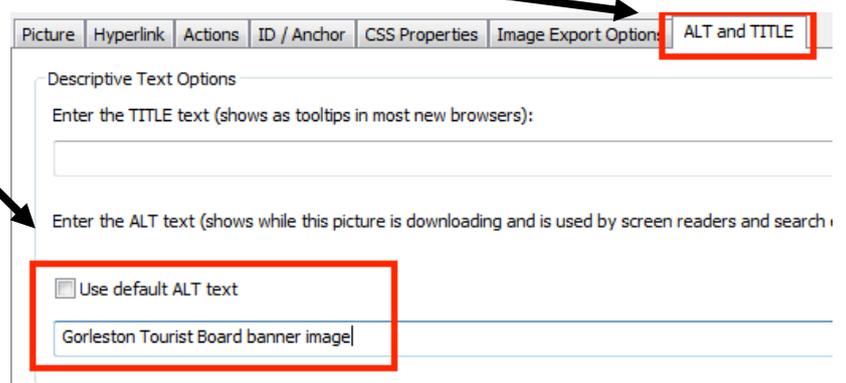
Now add **Alternate text**. This is a key **accessibility** feature which lets blind users know what images are on a page.

5. **Right click** on the banner > **Edit Picture**
6. **Untick** the **Embed file in site** box. This will save your web plus files becoming huge.



7. Click on the **ALT/TITLE tab** on the right

8. **Untick** the **Use default ALT text** box



9. Type a brief description of the banner (such as "Gorleston Tourist Board banner") > **OK**

Step 5 – Navigation Bar

Usually a simple navigation bar will do, although you could use your own buttons if you want to get a little more complex but have more control.

1. **Insert > Navigation > Navigation bar**
2. Choose a simple **horizontal** navigation bar
3. Click once somewhere on the Master Page to drop the Navigation Bar in place and then position it

Step 6 – Add the E-Mail address

This is probably best put in the "Footer" area of the page – at the bottom. This is where most sites put things like e-mail addresses so it's where users will expect them to be. This is another example of giving your users what they expect to see – which is good web design.

1. Click the **T** icon on the left toolbar and drag out a text box at the bottom of the page
2. Type the text you want – e.g. "To contact the Gorleston Tourist Board e-mail us at enquiries@gtb.co.uk"
3. Resize the text to point 10 – footer text is usually smaller. Don't change the font. You want it to be nice and easy to read.
4. Highlight the e-mail address in your text
5. **Right click** > **Hyperlink**
6. Click **Internet e-mail** on the left
7. You should find that the e-mail address has already been inserted in the To box. If you need to type it then you can.
8. Click **OK**. This should have created an e-mail link on your page

Step 7 – Finishing Off

The Page Template is now done. Check the pages work by previewing them in the web browser.

Click **File** > **Preview Site** > **Preview in Internet Explorer**

It's really important to test in the web browser rather than in the WebPlus window. This gives you a much better idea of what the site will actually look like.

All you need to do now is take a screen shot of your template and create your evidence file.