

Checklist to building your site!

Fill out the site map with all the pages and sub pages you want your site to have. For example some of the pages may be: Home, About Us, Contact, Products. This helps us know how many pages we are building and what to give a bid on. Some pages depending on the content and graphics take longer than others so details to what is going to be on the pages is important.

Next is the look of the site, this is your companies brand. Here we will need company logos slogans, colors, and anything else that brands your companies look. If you do not have any of this we can provide this for you.

The next step is to find out what you like in a web site: specific designs, navigation, or content. We usually tell companies to browse the Internet and find some example sites that you like, and tell us the parts that you like about them; this way we have an idea of what you are looking for.

This is probably the most important part of any web site building process; **“Content.”** We need all the photos, text/verbage, logos, forms; basically anything that makes up the site. We accept all forms of content, however it is more cost effective for you if your images are digital and text is in a word document or email. This way we don't have to typeset and scan which take tedious time.

Remember if we have all the content for the entire site, the faster it will be completed. We generally don't start web site construction until the content is complete.

We will need the FTP information for access to your site: Login and Password and FTP host.

Document types that we have programs that can support:

Graphics...

JPG, PNG, GIF, BMP, TIFF. We use Photoshop, Fireworks, Flash, and Freehand so we can use those file formats also.

Text/other...

Microsoft Word documents, basic emails, Publisher, PDF, Excel