



## Spooner Area School District Web Site Guidelines

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### Page Creation Guidelines:

The Spooner Area School District's website utilizes the latest technology available and our website is built in a way so that it is using the W3C industry standards. This allows our website to be efficiently used by all users in the district and the World Wide Web.

To continue to comply with these standards we ask that you continue to use our own templates set up within the district. By doing so, this offers a consistency throughout the whole district website and allows us to make future changes on a wide scale basis.

### Creating a New Page:

**To create a new page**, Go to File> New. Click on Template and then click the "create" button.

Next, begin by saving the file to where it will be going and also use a file name that describes it in a manner that will be useful for the district.

#### **Here are a few guidelines for a new page:**

1. Minimize or try not to use large images that take up space.
2. When creating pages and images, create all file names (including the file extensions) in all lower case letters **with no spaces**. The SASD Servers along with other frequently used web sites have web servers that consider file names to be case sensitive. By creating pages, images, and file names in this format, it helps to eliminate problems.
3. Please be sure to upload **all** images, files, and pages that are associated with your page and **be sure to check your page on the real website** to be sure there are no broken links, images, or missing files.

### Sub Folders:

To keep things consistent server side, we ask that users utilize folders to organize their material. If you have several images, create in "images" folder in your directory to put all of your images in or another folder for other material. This helps things to be a lot more organized in the end.

### **Copyrighted Material:**

If you are using images you have taken yourself, you are permitted to use it on the school district's website however, if you have not taken the picture or have permission to use the image in question (eg: taking images off of Google Image Search) we ask that you do not use the image on the district's website. The same applies for other items such as (but not limited to) text, music, videos, etc.

### **Images:**

If you are planning on using images from your classroom, please do not use direct face shots of students. Instead try to use obscured group shots.