

When planning your website it is the planning process that will have a tremendous effect on how it turns out. The planning stage will greatly effect how well your new website will look, how well it will function, how completely it meets your needs and expectations, and how much it will cost! This is where we will try to address every aspect of the planning stage. There is a great deal you can do to reduce the total cost of your site. By planning thoroughly and providing the information we need, you can help us build your site quickly thus, saving you money and possibly some headaches!

Preparation Guidelines

1. Decide the purpose of site. Do you want the site for informational purposes to clients and customers, or sell products directly.

2. Do you need to register a Domain Name?

3. Do you need hosting? High quality hosting at very reasonable prices is available with Website Designing Plus, or you may choose another company to host your website. When choosing another company do you have the needed information to access the area? Does your site in added security?

4. Plan out the number of pages and their titles. The name of your homepage might be your company name and whatever product you are offering. Titles/links to other pages might be About Company, Products, Services, Contact, FAQ, Guestbook, Calendar, Order Form, and ECT.

5. Get a copy of company logo, letterhead, These can be in hard copy or digital format. They can be on brochures, catalog or the like. You can mail or email them to Website Designing Plus.

6. Decide specifically what graphics/photos you would like on your site and which pages you want them on. Or if you want custom made graphics, you will need a detailed description of what you are wanting. Send the photos for scanning or send digitized images on a CD-Rom.

7. Compose and format text to be on each page of site. All text and information is to be provided by the client and provided via CD Rom, or sent to Website Designing Plus by e-mail on Microsoft Word. If in a printed format or PDF there will be a small charge for typing.

8. Decide if you want any additional options for your site: Shopping Cart, Site-Map, Guestbook, Links to Related Sites, Sound or Music, Animation, Additional Forms, Calendars, Password Protection, Bulletin Boards, Database, Specialized Programming and ECT.

9. Use the Internet for research. Using various search engines, you can do a number of searches using keywords that you think are best fit your site. Bookmark the sites that come up in the top few positions, when the keywords you have used bring up a lot of relevant websites. This will give you important keyword information and ideas for the layout and content for your site, and examples of sites that rank high with search engines. This all will help in designing effective Meta tags and keyword content. This will also help understanding your preferred style.

10. Do you need site Maintenance? Who and what will you need in daily, weekly or monthly maintenance and upkeep?