

## WEB DESIGN PREP WORK

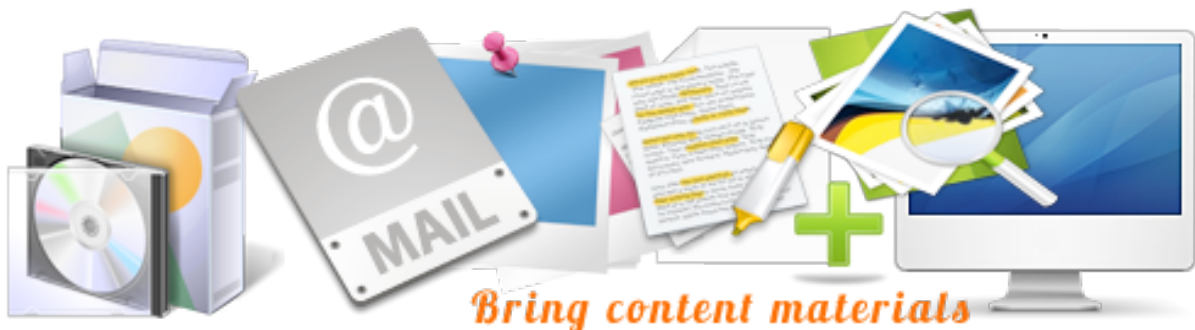
Keep in mind your website ( project ) goal. The content of the website is the most important aspect of the site. You need to prepare your content for your designer.

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### What materials to bring?

For custom web design you should bring all your material to your designer.

- Your logo (if you have one, if it is personal website, you can skip it)
- Your business card (your contact information)
- Brochure, catalog other printed materials related to your business
- Audio file (if you would like to add speech, sound recording as an introduction to your site)
- Video file (if you have a movie, YouTube video related your business)
- Articles (short articles for your navigation pages such as; about us, services, our products, etc.)
- Photos (photos of your products, and business, or your own photos)
- Graphics (anything related to your business, sketch of your company map, graph charts et.)
- Your slogan, a tagline (a descriptive info) and website keywords
- News articles, other printed materials or online advertisements



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### What information you should supply?

For better connection to your designer, you need to share some information:

- Your address and phone number
- Your current email address and an alternative email address like gmail account
- For online meetings SKYPE ID, for MAC users ichat or Google talk
- To publish the website online FTP account information: user name and password
- For blog website hosting account information: user name and password, in order to create a new database
- To transfer your domain from one to another hosting area: domain name, customer ID and password
- For Paypal payment button implement; your HTML button code

- To use a specific font on your print material, bring the font or supply the font name
- Social network buttons; Facebook, Twitter, Google+, YouTube, Flickr, LinkedIn supply URL address and user name. Such as DesignbyNur Facebook Page:  
<http://www.facebook.com/pages/DesignbyNur/170915639624417>

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## How to send my files?

How to supply this information and in what format?

- You can send all your material in a CD by post, or bring it with you in a CD, DVD, USB flash drive, external drive, you can email, you can zip all the files and ftp me , or upload online to a [free service](#) so I can download it
- What file types you can send?  
Photos: jpg, gif, tiff, png, psd  
Text: word, rtf, doc, txt, ppt, pdf  
Music and video: mp3, wav  
Video: mov, mp4, wmv  
Animation: swf, fla



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## Notes

Keep in mind too much information might not be a wise choice for a new website. Long articles are hard to read online, if you have long text documents, it is better to put these files as pdf, so visitors can download, print and read it in their free time. Select your data, share only necessary ones.

To avoid [copyright](#) problems only use your own photos or buy stock images, never use any music or video file without permission.

Take your time, prepare all the documents and search online. Think about the content, what you want to tell your visitors? You can get some ideas if you search online other web sites, that are similar content to yours. When you look at websites online, try to focus on sites that have same line of business.

Describe what you want to your designer, make a draft, a sketch, or even better show sample web sites online

Be aware colors and [fonts](#) are limited on the web

Think about your web site keywords, share them with your designer

Buy a [domain name](#) and [hosting](#) under your name

Have a realistic budget for your website. Building a business online takes time, so spend your money carefully.

Think about [colors](#) and [layouts](#), choose a style of web site

If you are not familiar with technical terms here, please look up the word on the web [glossary](#) here