

Name: _____ Per. _____

Posting a PROFESSIONAL WEB SITE:

CONTENT:

Clarity: Information is presented in a clear, easy to understand language, voiding the use of slang and unprofessional use of language, serving the PURPOSE. _____/5

Editing: There are NO (Absolutely NO) spelling, grammar, and punctuation mistakes. _____/5

TECHNOLOGY:

ONLY FILES that are NECESSARY to the website are in this folder.

There are no stray files or folders. NO .fla's, .png's or .psd's should be used.

File names: Are all lower case and contain NO spaces or characters.

File/Folder organization: Is clear and easy to maneuver through. Files and folders are NAMED well, clearly indicating the purpose or information of the file.

Images are in separate images folder.

All files are of a manageable file size.

-Entire **Webpage Folder is NO LARGER than 2 GB TOTAL**

.jpgs, .gifs .bmps are minimized to sizes less than 200K

-NO .png or .psd files are used (too big)

-swf's (Flash) are NO LARGER THAN 20 MB

-no .fla (Flash) files are in your final web folder

_____/30

Links/Image Paths: All links work. All image "paths" are correct so that there are no "gaps" in images. _____/5

LAYOUT/GRAPHIC DESIGN:

Overall Graphic design is consistent from page to page, including a banner, color scheme and layout that "unifies" the site from page to page. _____/10

FIREWORKS and other features: Pull downs, roll-overs are included and work. _____/5

Colors, Shapes, Tables, Font are carefully selected to create an overall effect that is professional. _____/5

_____/65