

Top Ten Troubleshooting Tips

Web Design and Development

Project Planning. Create a diagram showing the organization of your website as well as the file names. Inspiration software works great for these types of diagrams.

File Names. There are no spaces in file names. Also, keep file names short. Use all lowercase letters. Don't use symbols (i.e., commas, number sign) in file names. You can save web pages with the .htm or the .html file extension. However, remember which you used.

File Management. Create a folder/subdirectory with a short name. Store all web pages, images, and other related files in this folder. Pay attention to where files are stored on your hard drive.

Text. If you have all your materials prepared in Word, you can save them as web pages. Open the document. Pull down the File menu and select Save as Web Page. You may want to create a link that returns users to your home page.

Forms. If you have documents such as forms, brochures, or other materials that contain lots of formatting, consider saving them as a PDF file. Users can then open these files with Adobe Reader. Many software packages allow using the open to "save as a PDF" file.

PowerPoint. If you want to run your PowerPoint presentations on the web, open the PowerPoint document. Pull down the file menu and select Save as Web Page. Or, just upload them as PowerPoint files.

Audios and Videos. Save audio and video files in your web folder. They will need to be uploaded separately. Be sure to test your sound and video files on various browsers.

Graphics. Crop graphics so only the relevant areas show. Resize graphics files. Use 72DPI and around 200 width/200 height.

Save as .jpg or .gif. If you're using Fireworks, use the Export Wizard to help you build the smallest size files.

Upload Information. Keep a list of your FTP information including the host, directory, username, and password needed to upload.

Test. After you upload, be sure to preview each page on both Mac and Windows machines. Also test in both Explorer and Netscape browsers. When previewing, be sure to Refresh after uploading revised files.