



## Website Tips

\*When creating your site the best thing to use is the Content and Headlines and Features app (other apps are not guaranteed to be compliant). We will no longer be using the links app!

\*Only 1 Title (H1) on each page (Press enter, enter, space after the last letter of your heading.. You can have as many others (H2, H3) as long as they are nested correctly in order. (Lines without text should be marked with a p)

\*No Gif Files (moving pictures) or pictures with words in them (ex. word website at the top of page)

\*All pictures need alt text with them. If you double click on the image you will see how to enter this.(Alt text should describe the picture, not say "this ia a picture of")

\*Try to put everything on one page so extra clicks are not needed. (If you have a long list of items, link to a google doc)

\*Check all documents before posting. The Grackle add on will check Google products (Slides, Doc). Word documents have their own checker (In word click file-inspect document-check for issues-check accessibility)

\*In Word or Publisher you can password protect your document - just make sure you share with parents the password (not via the website) In the File Drop Down - Protect Document - Encrypt with Password

\*The best fonts to use are Times New Roman, Verdana, Arial, Tahoma,Helvetica, and Calibri. When working in Blackboard, there is only one standard font. You can show emphasis with color, or using the feather tool to change size.

\*Only the following colors can be used for text.



\*If you are not sure contact your building website mentor or Cheryl Randall (district website compliance director)

\*For more information visit the tech zone in the staff portal