



## Course overview

This course is designed to help you create your own website, quickly and easily, using WebPlus. The course covers the basics of good web design, WebPlus, and provides useful tips and techniques to help you get your websites up effortlessly. You will be taught everything from the basics of how to add text to how to get your website on Google.

## Who the course is aimed at

Anyone who wants to create their own website quickly and easily, whether it's for personal use or business use.

## Prerequisites

You need to have basic PC skills using Windows, mouse and the keyboard.

## Course topics

### Introduction

- The internet, a brief introduction
- Defining a website and its components
- About WebPlus
- How to get help

### Getting Started

- The Welcome screen
- Creating a blank site
- Setting properties
- Workspace layout
- Studio tabs

### Site structure

- Master pages
- Creating new pages
- Page properties
- Page positions
- Types of pages

### Basic Components

- Master pages
- Scheme colours
- Background colours
- Adding text
- Adding Quick Shapes
- Formatting objects
- Layout and ordering

### Working with pictures

- Preparing a picture
- Adding a picture
- Setting picture properties

### Navigation Components

- Navigation bars
- Internal hyperlinks
- External hyperlinks
- Linking to a file
- Hotspots

### Media

- Inserting a sound file
- Inserting a video clip
- Inserting a Flash file
- Inserting a Flash photo gallery
- Embedding a YouTube video

### Smart Components

- Adding a site search component
- Adding an RSS feed
- Inserting HTML code snippets
- Using iFrames

### Optimisation

- Load times
- Page weight and estimated download time
- Accessibility
- Pictures

### Publishing your site

- Previewing your site
- Local publish verses remote publish
- Where to publish and how

### Visibility

- How to get on to Google
- How to affect your ranking
- How to monitor visitors