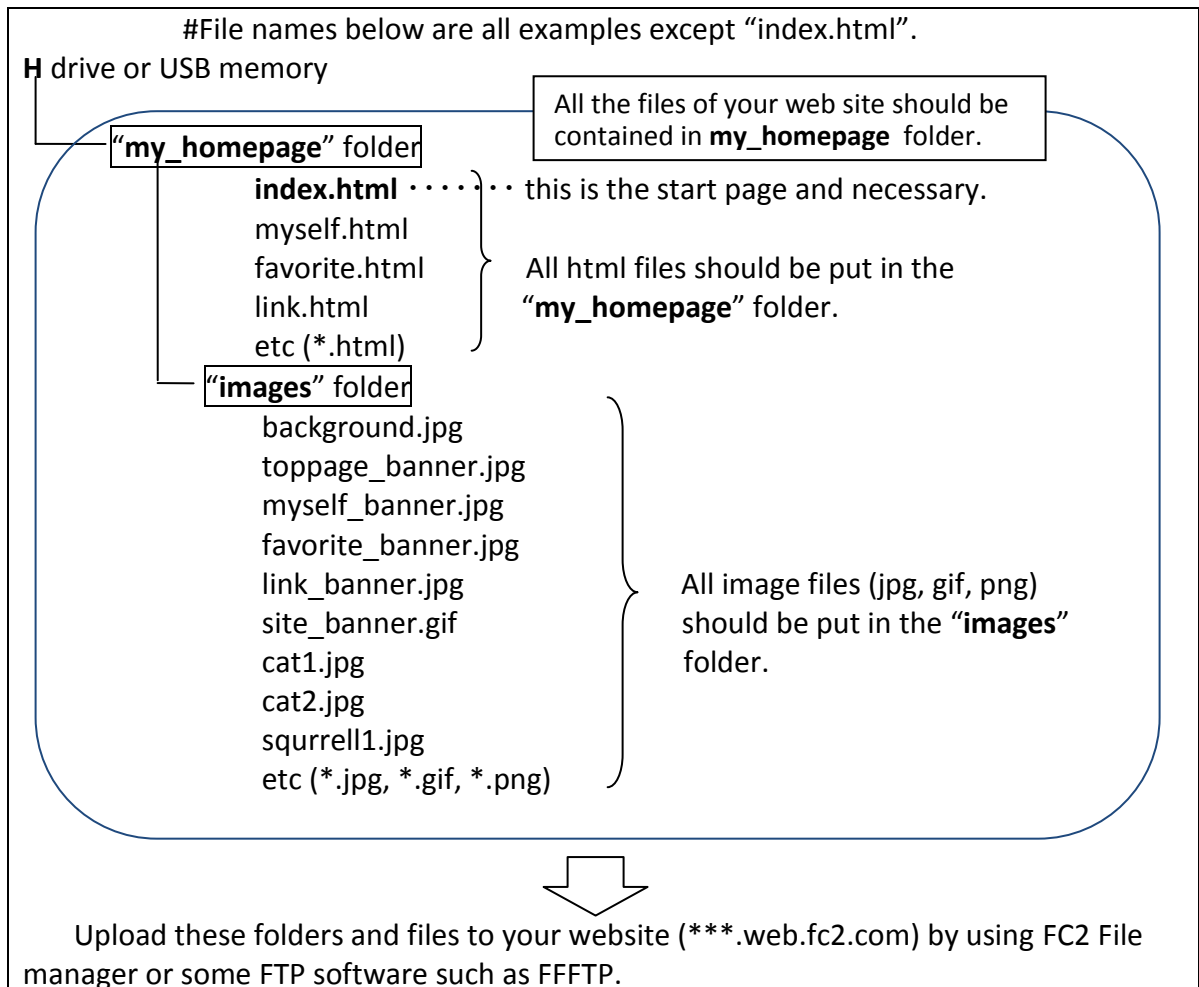# Check List and Evaluation Criteria for your Web Pages

1. Quantity: create **more than 4 pages** which include "**index.html**" (necessary: start page) and other pages(e.g. profile.html, myself.html, favorite.html, link.html, etc.).

2. Do not use Japanese letters (ひらがな、カナカナ、漢字など) for the <u>file names</u> of your web pages. You can use **only alphabets and numbers for the file names** basically.

3. Create a new folder in your H drive or USB memory and name it such as "**my_homepage**". You should create another folder named "**images**" in the "**my_homepage"** folder as well. Put all the **html files** of your homepage into the "**my_homepage**" folder and put all image files in the "**images**" folder.

#File names below are all examples except "index.html".

H drive or USB memory

All the files of your web site should be contained in **my_homepage** folder.

"**my_homepage**" folder
    index.html · · · · · · · · this is the start page and necessary.
    myself.html
    favorite.html   All html files should be put in the
    link.html   "**my_homepage**" folder.
    etc (*.html)

"**images**" folder
    background.jpg
    toppage_banner.jpg
    myself_banner.jpg
    favorite_banner.jpg
    link_banner.jpg   All image files (jpg, gif, png)
    site_banner.gif   should be put in the "**images**"
    cat1.jpg   folder.
    cat2.jpg
    squrrell1.jpg
    etc (*.jpg, *.gif, *.png)

Upload these folders and files to your website (***.web.fc2.com) by using FC2 File manager or some FTP software such as FFFTP.

4. **Hyper Links**: each web page should be linked to index.html or each other page.
    You should add links to other public pages whenever you refer to them e.g., in your link.html.
    (for example, if you download some free materials (e.g., pictures, buttons or animations, etc) from some websites, you should express your thanks to these sites by introducing their site at your link page. You need write their site names and put their banner images if they have, and make hyper links to their sites and add your comments on them.)

5. Create original **Banner images**: create an original banner image for your site and display it at some appropriate place in your web page. The banner image may be used by some others to introduce your site with the hyperlink to your web site. This may make your site to be searched by the search engines easily. This kind of mutual cooperation is one of the basic strategies of so-called **SEO** (search engine optimization technique)

6. Apply **Style Sheets (CSS)** to each page of your homepage. Style sheet is the most efficient method to design and show your site in sophisticated look.

7. **Keep Morals (Netiquettes)**: Do not include any expressions which could insult or abuse others; Do not employ any expressions which are against social manners or morals. Keep other people's privacy.

8. Keep the **copyright laws and privacy regulations**: Do not include any images, pictures or descriptions which may violate any copyright law.

9. Considerations to the people with impaired vision: Add alternative descriptions for images and pictures in your web pages. E.g., <img src="   " **alt=**"my pet dog ">

10. Treat the free but **copyrighted materials** (e.g., pictures, images, sound, etc.) properly: In principle, you may not place any materials owned by others, i.e. copyrighted works, on your Web page without the expressed permission of the copyright owner. **If the owner sets some conditions to use the free materials you must read them carefully and follow them** (For examples: sending e-mail to the author for permission, _creating hyperlink to the website of the author_, etc.).

11. Check whether your homepages are displayed properly with some **different kinds of browser**, e.g., Internet Explorer, FireFox, or Google Chrome, if possible.

12. Make your web design **easy to read, easy to understand**, i.e., do not use the similar colors for the text and background, do not use so small fonts for the text, do not employ so complicated and long sentences etc.

13. **Use the HTML tags** (e.g., <title>, <h1～h5>) **for their proper purpose**. For example, do not use <h1～h5> tags just to change the font sizes. You should apply Style Sheets to change the design. Do not put any useless or unnecessary tags in your source files. Please **keep your source files as tidy as possible**.

14. Deadline   You should complete and publish your homepage by the 6th August