

Creating a website using Voice: Beginners Course



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Participant course notes

What is Voice?



Voice is a Content Management System, a computer programme that allows you to publish, edit and modify content on a website. Voice is an easy to use publishing platform designed for the voluntary and community sector.

- Makes editing a website simple
- No knowledge of coding or design
- Designed for the voluntary & community sector
- Applications to add interesting features
- Free web space
- Developed by Voice Online Communities CIC
- Supported by Superhighways

Examples of Voice websites

Centre 70 - simple site with plenty of basic information about the organisation

<https://centre70.org.uk/>

Croydon Voluntary Action – fully developed site using many advanced features with a custom design

www.cvalive.org.uk

It's really important to plan your website carefully. Some of the key things you will want to consider in advance are:

- What is the purpose of your website?
- Who is the target audience?
- How much time will you have to update it? Who is going to help you?
- What pages/sections/features does it need?
- Other websites to link to?
- How will you promote it? It's no good having a website if no one knows about it

Good practice tips

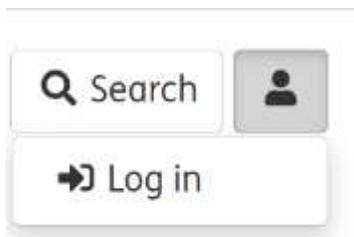
- Look at other websites to get an understanding of how to structure yours
- Talk to your target audience - what information will they be looking for on your website?
- Talk to your staff/group members/volunteers - **have you included everyone's work/projects?**
- Be realistic - it costs millions to create a website as fully functional and dynamic as the BBC!

Logging onto your website



To find your site:

- Go directly to it if you know your website address
- Go to the London Voice website and find it in the directory
<https://london.e-voice.org.uk/>



To log in click on the person icon in the top right of the screen

Log in

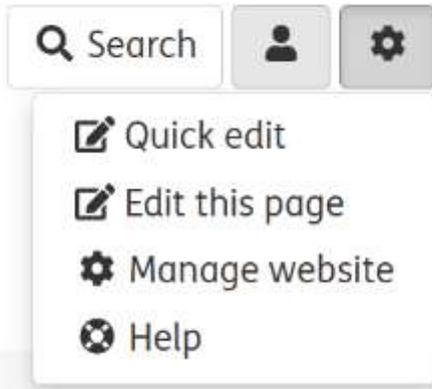
Log in form with fields for Email and Voice Online Communities Password, a checkbox for Remember my login on this computer, and a Log in button. Below the button are links for Forgotten your password? and Register now for your login to Voice Online Communities.

Log in with your password (the one you registered with).

You can use the same email and password to register to become a member or administrator of multiple Voice websites.

If you forget your password click on Forgotten Password and enter your email address. There is no need to contact the Voice Administrator if you forget your password. Simply re-set it.

Moving around your site



When you are logged in, click on you will see:

- Quick edit
- Edit this page
- Manage website
- Help

You can click on Manage Website to take you into the administration area for your website.

There are 6 top level tabs in the administration area:

- Website Settings – initial set up details e.g. contact information
- Content Management - main area of Voice that you will use!
- Look & Feel – control design aspects across the site
- Users and Permissions – controls members and administrators & e-mailing list
- Reports – statistics and broken links
- Help – links to documentation for the system



Content
Add, edit and re-order pages/sections.
Click on the red links in the Site Map to edit the pages of your site. They will be in black bold when active.



Asset Library

All of the files uploaded to the site are stored here e.g. images, documents. You can upload things directly to Assets Library. Anything you upload via your webpages will also be stored here. Documents and images must be uploaded first - you cannot link directly from your computer to the website.

Applications

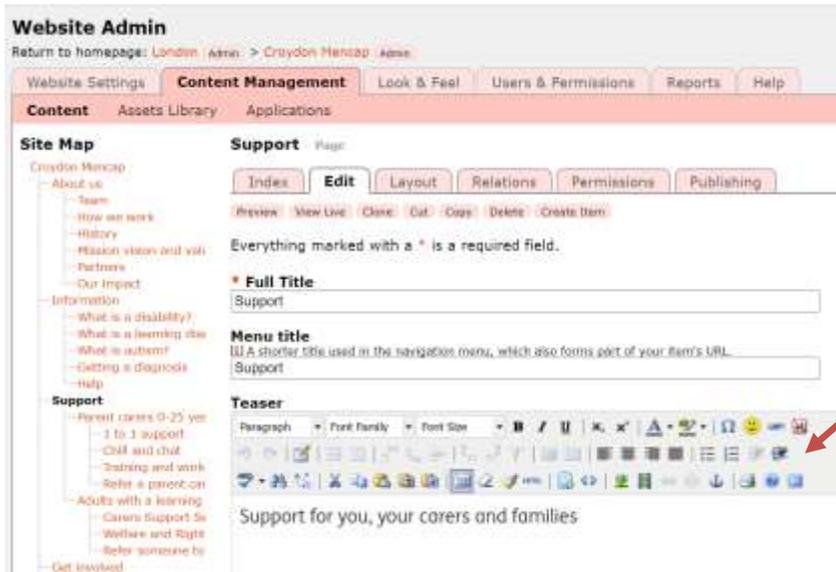
These are functions that help you control some types of content e.g. calendar, photo album

From the Administration Area, click on the red link name of your site at the top of screen to go back to the live/public site:



Tip: open the live site in one tab/browser and the Admin Area in another so you can easily switch between the two

Adding and editing text



Go to the page you want to edit and click Edit this Page.

This will take you into the Edit section of the Content Management (you can also click on any red link in your site map).

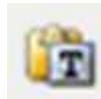
You will see various icons used to format text on your page. Many of these are similar to those you will find in Word.



If you mistype or complete an action that was incorrect you can press the undo button (as long as you have not yet saved the page).

To copy text from a Word or other document onto your webpage:

1. Highlight your text in the document and copy
2. Click on Paste as Plain Text icon
3. Then click on the Paste Icon



Always paste text into your site this way from a document or other website. This will keep all text on your site looking the same. Never paste from a source outside of the website directly onto your webpage.

You can also use the paste from Word icon.



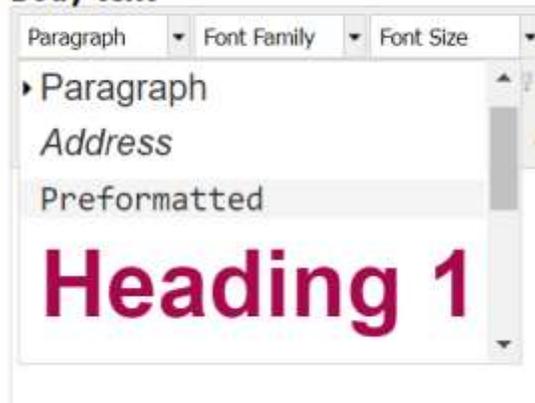
Good practice tip:

Use the format 'paragraph' drop-down list and stick to 'font family' and 'font size' to format your text. This is the font that has been set in the design template (theme) for your website.

If you do not use the fonts set in your template, then write yourself and your administrators a style guide that sets out exactly which fonts will be used e.g. Arial 16 for paragraphs and Arial 36 for heading 1

This will ensure consistency across your site and make sure your pages are easier to read.

Body text



Note for Croydon Mencap:

Your site has a custom theme. Please only use paragraph and heading styles as agreed in your style guide.

Highlight the text, then scroll to the appropriate sized Heading.

The default setting is paragraph.

Do not change the Font Family or Font Size

Saving and publishing your webpages

At the bottom of an existing page, you can:

Save and Publish

Save as New Revision

Save as New Revision and Publish

- Save and Publish: makes changes visible on your site but keeps the original publish date.
This is useful if you are making a brief edit to a webpage, such as correcting a spelling mistake on a news item, where you do not want it to appear as a brand new page. It will hold its original position in current lists and grids (e.g. a list of date ordered pages, visible to visitors).
- Save as New Revision : changes are not visible to visitors. It will save with a new date (New Revision).
- Save as New Revision and Publish: makes changes visible on the website and publishes it with a new date. In most cases you will use this button to publish your webpages. It will help website editors to see who made changes and when.

If you have created a new page, you will see the following Save and Save and Publish. As it will be a new page there is no revision to update.

Save

Save and Publish

Revisions
▶ 18/11/21 16:33
18/11/21 16:29
18/11/21 15:22
18/11/21 15:19
18/11/21 15:02
18/11/21 12:59
18/11/21 12:15
18/11/21 11:50
18/11/21 11:30
18/11/21 11:27

Key
▶ Live and Current

If you change your mind:

- Click on the Undo icon (if you haven't saved it)
- Click on an earlier Revisions Date to publish a previous version. You can see your revisions in the Publishing tab of the page.

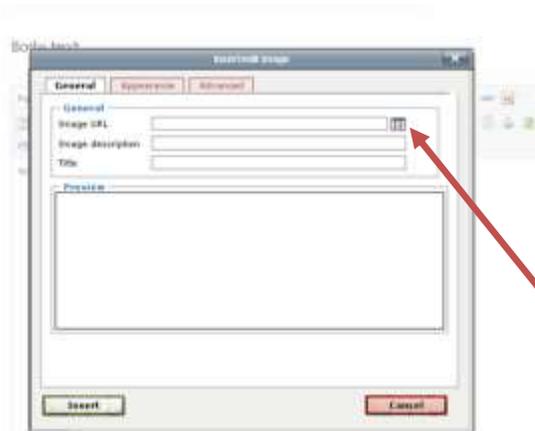
Adding images and photos

What is an image?

- Photo or a logo
- Jpg, Gif or Png files only
- You may need to compress your images before uploading if they are very large. Ideally 2MB or less.

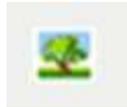
What is not an image file?

- Pdf document
- Publisher file
- Word document containing an image
- Files formats unsuitable for the web e.g. tif, bmp

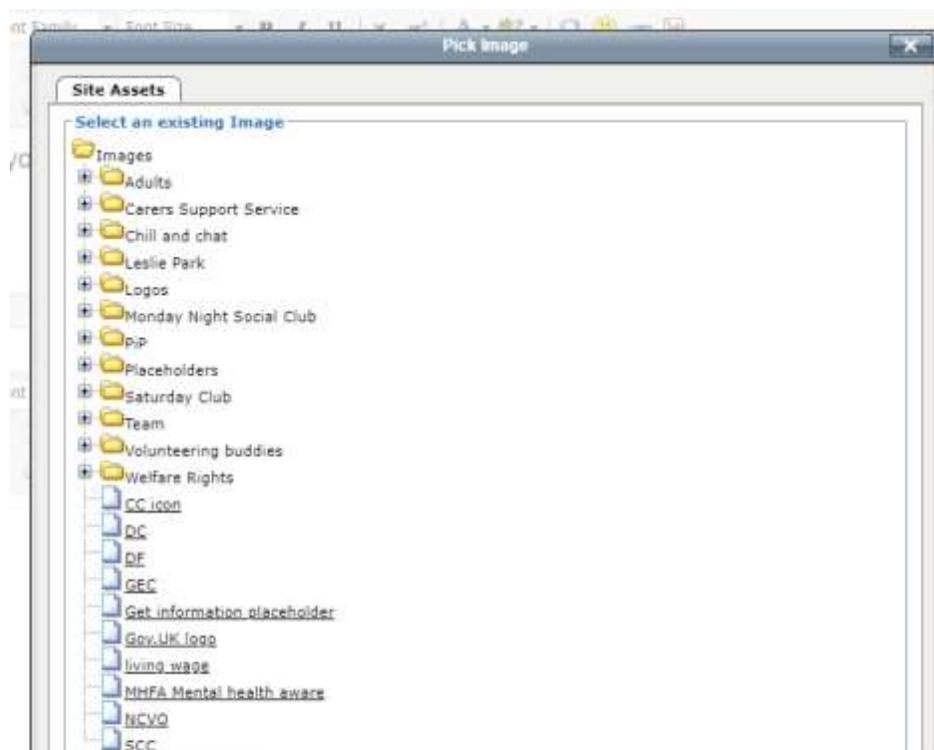


-

Adding your image

1. Click on edit webpage if you are not already in that tab
2. Click on the Add/Edit Photo Icon (it looks like a tree) 
3. A new pop up window will open
4. Click on Browse icon (to search for the image on your computer. If it hasn't yet been uploaded to the assets library, you can do this as part of the upload process)

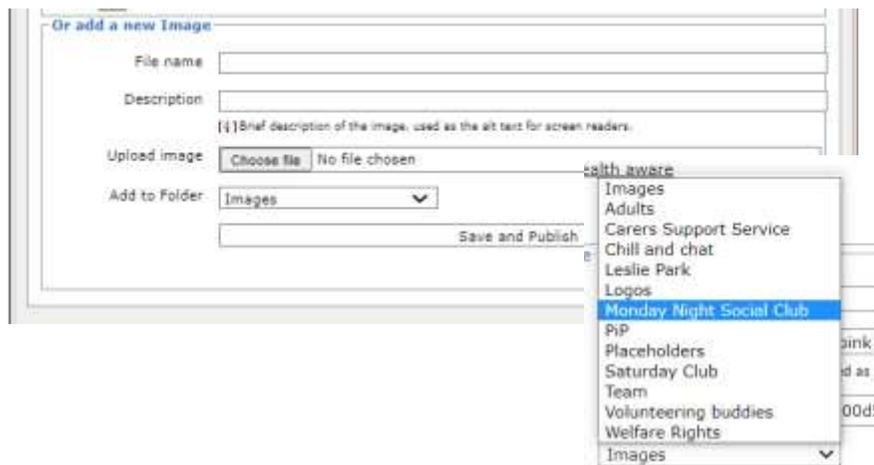
Adding images and photos



5. If the image is already uploaded to the assets library you can simply click on the file title
Or click on the plus sign by a folder to search for more
6. Complete the Image description.
This is what screen readers will read out for people who are visually impaired. It needs to be a short, accurate description.
7. Title (this is what you see when you hover your cursor over an image). You do not have to complete this action
8. Click Insert. Don't forget to Save or Publish your page.



Adding images and photos



The screenshot shows the 'Or add a new Image' form. The 'Add to Folder' dropdown menu is open, displaying a list of folders including 'Images', 'Adults', 'Carers Support Service', 'Chillie and chat', 'Leslie Park', 'Logos', 'Monday Night Social Club', 'PIP', 'Placeholders', 'Saturday Club', 'Team', 'Volunteering buddies', and 'Welfare Rights'. The 'Images' folder is currently selected.

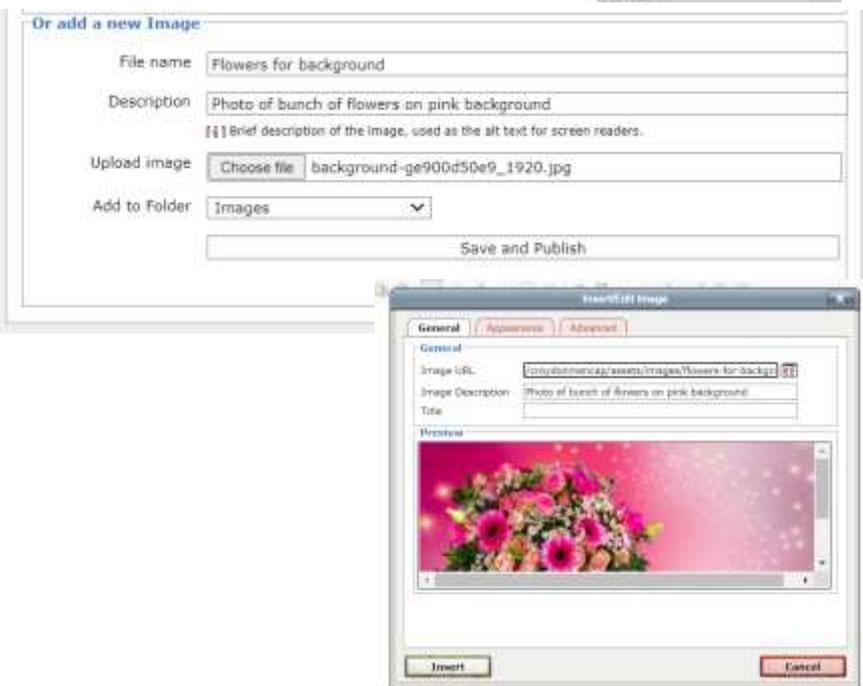
You can also upload a new image at the same time as adding it to your page.

1. Follow steps 1 to 3
2. **This time, scroll down to 'Or add a new Image'.**
3. You will need to give the image a File name. This is the name it will have in your library.
It will also form the URL for the image. It needs to be short and clear
4. You can add the Description for screen readers
5. Click on Upload image
6. You can also add the image to an existing folder in your assets library. There will be a drop down arrow if these exist. You cannot create a new folder at this stage.

7. Click on Save and Publish

This will save the image from your computer into the assets library on your website, where it will be stored until you delete it. You will not have to upload the image again once it is stored in your library.

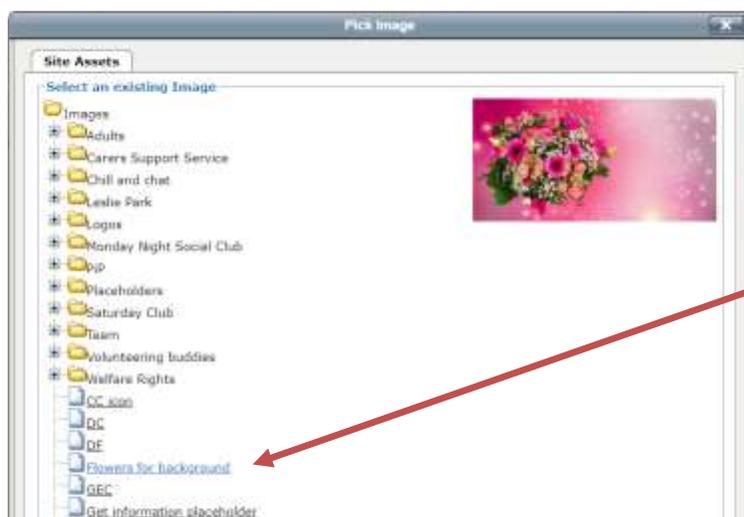
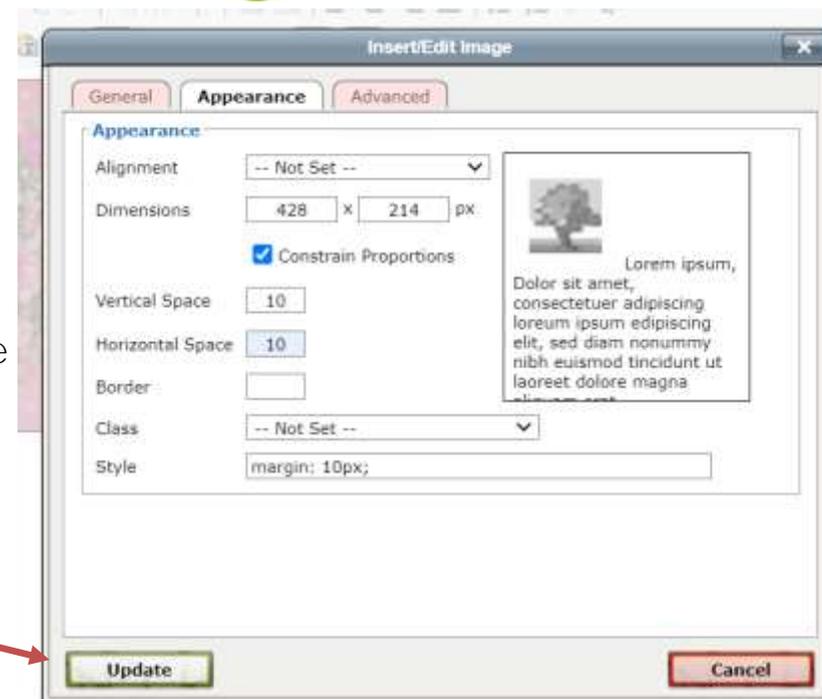
7. Then Insert to add to the image to the page.



The screenshot shows the 'Or add a new Image' form with the following details filled in:
File name: Flowers for background
Description: Photo of bunch of flowers on pink background
Upload image: background-ge900d50e9_1920.jpg
Add to Folder: Images
A preview window titled 'New/Edit Image' is open, showing the image URL, description, and a preview of the image (a bouquet of pink flowers on a pink background).

Change the size and layout of the image:

1. Click on the image
2. Click on Insert/Edit Image Icon
3. Click on the Appearance Tab
4. You can now change the Alignment, Size and Spacing around the image. The preview on the right will show you the placement of text and spacing around the image. For vertical, horizontal and border spacing, start at 10 to see how it looks.
5. Click on Update (or Insert if it is a new image).



Don't forget that once you have added your image to the assets library you do not have to upload it again: you can now choose the image out of your library by clicking on it in the list.

Adding links: external websites



There are 5 types of link:

- Link to another website
- Link to a page within your own site
- Link that opens a document
- Link to an email address
- Anchor link to a specific point on the same page

You will mostly add links using the same method.

Adding a link to an external website

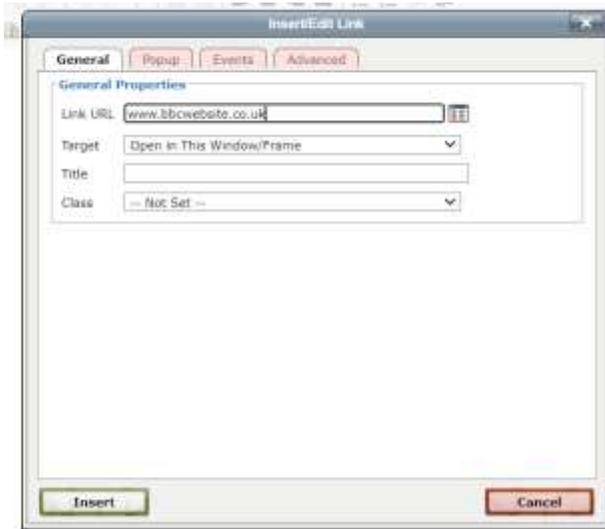
1. Type the word(s) you want to make into a link e.g. BBC Website
2. Highlight/select the words that you wish to link
3. Click on the Link Icon



You could just type the address e.g. www.bbc.co.uk into your page, but it is friendlier to make a word or phrase into a link. Visitors are generally used to reading websites with phrases as links.

Try to stick to the same format throughout your website. Either highlight words and make them links or use the full web address. If you use both it makes it harder for a visitor to scan your webpage for the information they need.

Adding links: to a page in your own website

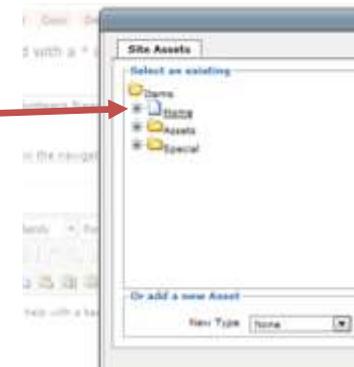


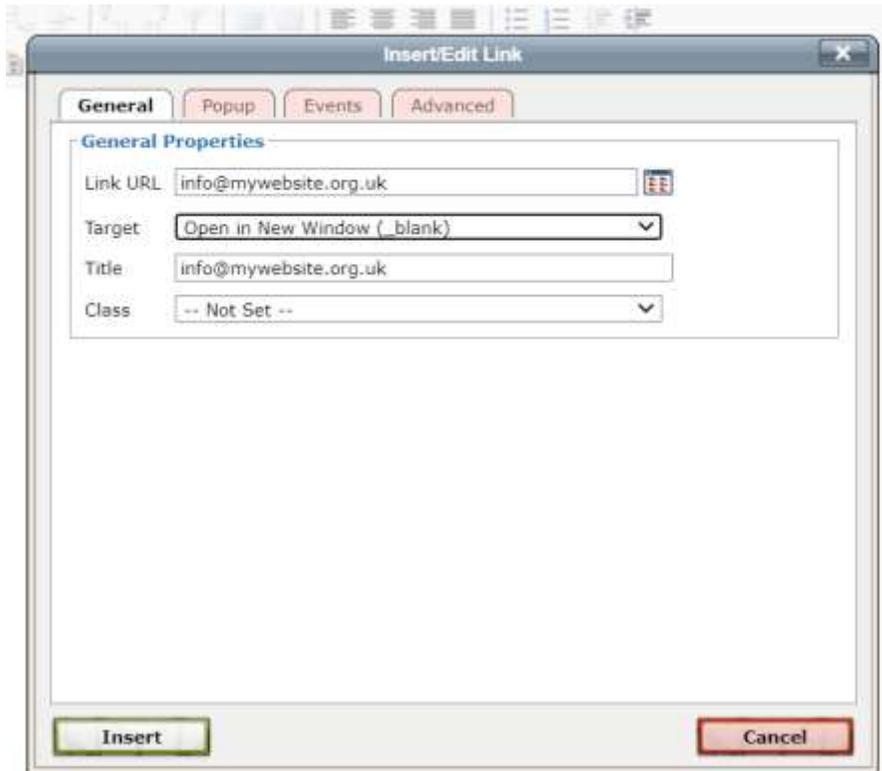
4. Type the website or email address in the Link URL field
5. Change Target to 'Open in New Window' for a link to another site. It will keep your website open for your visitors alongside the website you are directing them to.
6. Click Insert
7. Save and Publish to see your link

Links to a page in your own website

Repeat the same steps as for email/external links above.

1. Instead of typing in the address, click on the Browse icon
2. You will see a diagram of your site. Click on the + next to Home to expand the list
3. Click on the name of the page you want link to
4. Insert





Links to an email address

1. Type the word(s) you want to make into an email link e.g. info@mywebsite.org.uk
2. Highlight/select the words that you wish to link
3. Click on the Link Icon
4. In the pop up box, type the email address into the Link URL field
5. 'Open in New Window'
6. You can also give the link the same title as the email address. It helps people that don't have access to email on the device they are using the chance to make a note of your email address
7. Click Insert

Adding a new document

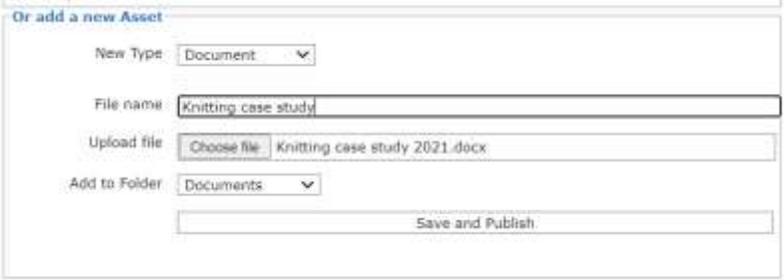
What documents to add to your websites?

- Word docs in a compatible mode
- Pdf files

What documents don't work online?

- Publisher files (or any other desktop publishing)
- PowerPoint files

Not everyone has these programs on their computer and file sizes can be too large. However, you can upload multiple file types if needed.



Or add a new Asset

New Type: Document

File name: Knitting case study

Upload file: Choose file: Knitting case study 2021.docx

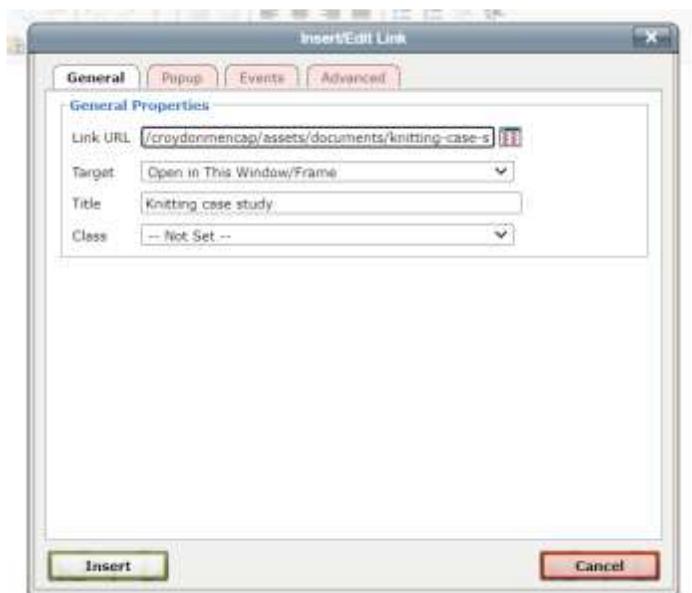
Add to Folder: Documents

Save and Publish

Adding a new document

1. Follow the steps for adding a link to your own website (highlight your text and go to the insert link icon)
2. Go to the bottom of the box to 'Or add a new asset' and select Document from the drop-down list
3. Give your file a name
4. Click 'Choose file' to look for it on your computer
5. You can choose to add the document to an existing folder
6. Save and Publish (this adds the document to your assets library)

Adding an existing document



Another box will pop up

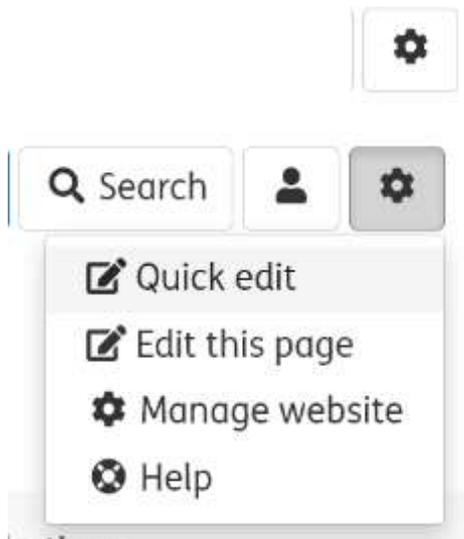
6. Change the Target to "Open in New Window"
7. Click Insert
8. Remember to save or publish your page.

Linking to an existing document

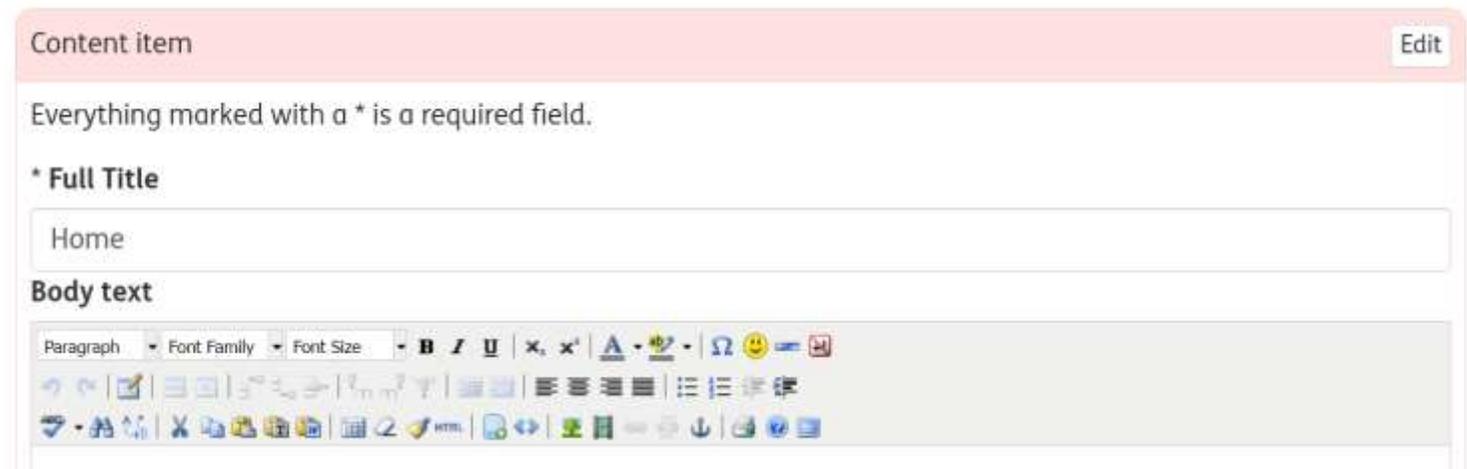
1. Follow the same steps as before but this time 'Select an Existing'
2. Assets
3. Documents
4. Then the document you want to add
5. Or click on the plus sign beside the folders to find the document you are looking for
6. In the pop up box choose 'Open in New Window'
7. Insert



Once you are confident that you know your way around your website and you have added some pages, you can use the Quick edit function for quick and easy changes.



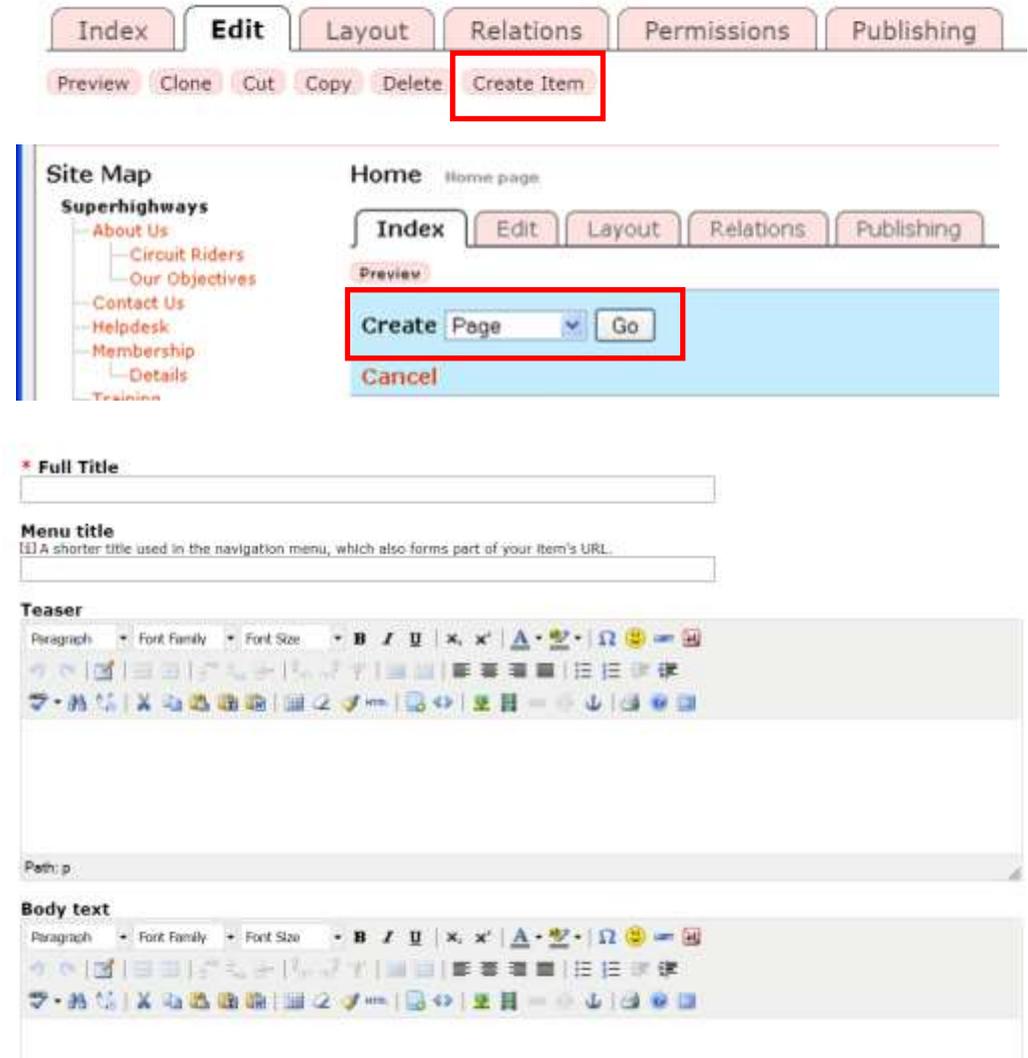
1. Once you are logged in, go to the Cog in the top right of your screen
2. Click on Quick edit
3. Each area of your webpage will now be accessible to make changes. It will have a pale pink background
4. Click on the Edit button to make an edit to that part. You can change images, text and more.
5. It does not include banner or footer information



Adding a new page

Adding a page

1. Go to your Home Page on the Live Site
2. Click on Manage Website
3. Click on the Content Management tab, then on the name of your site at the top of the Site Map
4. Click Create Item
5. From the drop-down select Page and press Go
6. Give your new page a Full Title
7. Menu Title: a shorter, clear name for the navigation bar (optional)
8. Teaser: this is a short description that is not displayed on this published page. But it is a description that can be automatically used elsewhere on your website, along with an image and the title, to lead visitors to this page (using a Filtered Item List or Item List)
9. Add some Body text to your page. This is the main text on your webpage.



The screenshot shows the Superhighways Content Management System interface. At the top, there is a navigation bar with tabs: Index, Edit, Layout, Relations, Permissions, and Publishing. Below this is a secondary bar with buttons: Preview, Clone, Cut, Copy, Delete, and Create Item (highlighted with a red box). The main content area is divided into two sections. On the left is the 'Site Map' for 'Superhighways', listing items like About Us, Circuit Riders, Our Objectives, Contact Us, Helpdesk, Membership, Details, and Training. On the right is the 'Home' page editor, which has its own navigation bar (Index, Edit, Layout, Relations, Publishing) and a 'Preview' button. A 'Create Item' dialog box is open, with a red box around the 'Create Page' dropdown menu and the 'Go' button. Below the dialog, there are input fields for 'Full Title', 'Menu title' (with a note: 'A shorter title used in the navigation menu, which also forms part of your Item's URL'), and 'Teaser'. The 'Teaser' field has a rich text editor toolbar. At the bottom, there is a 'Path' field showing 'p' and another 'Body text' field with a rich text editor toolbar.

Adding a new page



10. Show title in full page view: choose whether you want your longer title to appear at the top of the page. You can easily change this again or preview to see what it looks like before you Save and Publish
11. Include in Navigation menu. The default setting is No. Remember to change it to Yes for it show in the navigation bar if it's a top level page e.g. about us or our services. You don't have this option for the Home Page as every site must have a Home Page displayed in the navigation bar!
12. Ignore the Keywords description. Keywords are now used to tag content for display purposes only (more on that in the advanced handouts).
13. Description: This is true. Add a short description of what the page is about. This is not visible to your visitors but may be used by Google and other search engines, including in the short snippets of information they display to visitors when searching on the web.
14. Save if you want to work on it a bit more
15. Save and Publish if you are ready to go.

*** Show title in full page view?**
 Yes
 No

*** Include in navigation menu?**
(i) If you want to include this item in the left hand navigation, click 'yes'.
 Yes
 No

Keywords
(i) Not visible to visitors, used by search engines to rank your page. Separate with commas.

Description
(i) Not visible to visitors, used by search engines to rank your page.

*** Send a notification to members when this page is published?**
 Yes
 No

Word of warning: Voice does not auto-save your page.

Save as you go to make sure you do not lose your hard work.

Scheduling and types of pages



Scheduling

You can schedule when a page is published or when it is taken offline

1. Go to the Publish tab
2. You will see the status of the page
3. You can set the date and time that you want it to be published
4. Once this is set, you can set a time for it to be taken off the site

This screenshot shows the 'Publishing' tab of a website's admin interface. At the top, there are navigation tabs: 'Index', 'Edit', 'Layout', 'Relations', 'Permissions', and 'Publishing'. Below these, the status is shown as 'Offline'. There are two buttons: 'Preview' and 'Publish'. A section titled 'Create schedule to publish at:' contains three dropdown menus for date and time, currently set to 'December 14 2021' at '14:45'. Below this is a 'Save changes' button with a 'Cancel' link. A 'Revision History' table is also visible, with columns for 'Live', 'Revision', 'Creation date', 'Created by', and 'Published at'. The table contains one entry with revision ID '#45499373', creation date '2021-11-09 14:58', and creator 'Sorrel Parsons'. There are 'Publish' and 'Preview' buttons next to the entry.

Folders, pages and new stories

When you click on 'create item' you are given a range of options:

Pages - the most simple way of adding content to your site

Folders – if you want pages within pages - useful for housekeeping

News Story – This type of page is linked to the Latest News includelet around your site (covered on the Advanced course)

Redirect - creates a (blank) page that you can directly link to an external website, or another page internally on your own website.

Useful to place a Voice application's landing page elsewhere on the site

This screenshot shows the 'Website Admin' interface. At the top, there are navigation tabs: 'Website Settings', 'Content Management', 'Look & Feel', 'Users & Permissions', 'Reports', and 'Help'. Below these, there are sub-tabs: 'Content', 'Assets Library', and 'Applications'. The 'Content Management' section is active, showing a 'Site Map' on the left with a tree view of the site structure. The main area is titled 'How to get involved' and has a 'Page' sub-tab. It features navigation tabs: 'Index', 'Edit', 'Layout', 'Permissions', and 'Publishing'. Below these are buttons for 'Preview', 'Clone', 'Cut', 'Copy', and 'Delete'. A 'Create' section has a dropdown menu with options: 'Folder', 'Page', 'News Story', and 'Redirect'. A 'Go' button is next to it. Below the dropdown is a search bar with the text 'Search for: -- Any type -- containing in Selection Whole'. At the bottom, there is a table with columns: 'Title', 'Type', 'Published', 'Subitems', and 'Actions'. The table contains one entry: 'Cushion news', 'Page', '2013-01-25 16:48:54', and two icons in the 'Actions' column.

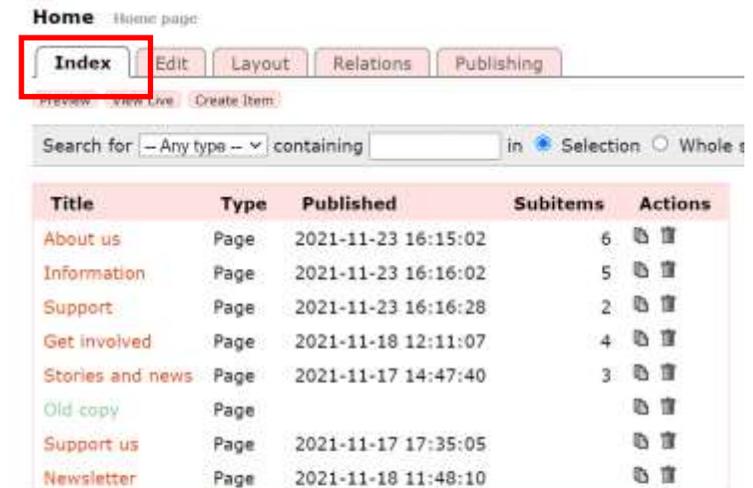
Reordering pages

Items are automatically added to the bottom of the menu (navigation) but this might not be the order you want them to appear.

1. Make sure you have clicked on the page in the site map that the other pages you want to reorder sit under. It will be highlighted in black and bold
2. Go to the Index tab for that top level page
3. Go to 'Reorder Items'
4. You will then see a list of all the items (pages) that sit under that page.



5. Highlight one and use the Move Up or Move Down buttons to move it to the right place
6. Save Changes



Reorder Items

The order of items for use in menus.



PUBLIC URL

This item is available to the public at the following URL:

<https://e-voice.org.uk/croydonmencap/>

Adding an events calendar and events



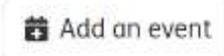
1. Go to Manage Website
2. Go to Content Management
3. Then Applications
4. If it isn't already, click Enable next to Events Calendar (yours at Croydon Mencap is already enabled).
5. You can re-name it e.g. Events or Training depending on what you offer to your visitors (Croydon Mencap's is called 'What's on')
6. Click Ok on the next screen
7. By default it is included in your Navigation Bar

A screenshot of a web management interface. At the top, there are navigation tabs: 'Content Management', 'Look & Feel', 'Users & Permissions', 'Reports', and 'Help'. Below these, there are sub-tabs: 'Library' and 'Applications'. The 'Applications' sub-tab is active. Underneath, there is a section titled 'Applications' with a sub-link 'Add Private Area'. Below this is a table with columns: 'Application', 'Enabled', 'Actions', and 'Show in Navigation'. The table lists various applications, with 'What's on' at the bottom being the only one with 'Enabled' set to 'Yes'.

Application	Enabled	Actions	Show in Navigation
Classified Ads	No	Enable	
Discussions	No	Enable	
FAQs	No	Enable	
Feeds	No	Enable	
Form Builder	No	Enable	
Job Listings	No	Enable	
Noticeboard	No	Enable	
Our Files	No	Enable	
Petitions	No	Enable	
Photo Album	No	Enable	
Polls	No	Enable	
Surveys	No	Enable	
Useful Links	No	Enable	
Weblog	No	Enable	
What's on	Yes	Disable Permissions Rename Manage this Application	<input checked="" type="checkbox"/>

Adding an events calendar and events



1. Click Manage this Application
2. This will take you to the live view of the calendar. Scroll down to the bottom of the page.
3. Click Add an event 
4. Add a Title, Date, Times, and a description
5. You can add documents, images and formatting in the same way as on a Voice Page
6. Add the location of the event. If you give full address and postcode as the system will automatically generate a link to Google maps to show the location of the event
7. Cost – if you don't enter a cost this field won't show on the site
8. If it is a Recurring Event, pick this option on the first screen. Make sure the first date you have added is correct.
9. You will be taken to another screen afterwards to select date options and it will repeat the information without you having to re-enter it for each date.

A screenshot of a 'Repeat Options' form. It includes a 'Repeat every' field with the value '1' and a list of days of the week: Sunday, Monday, Tuesday (selected), Wednesday, Thursday, Friday, and Saturday. Below the days are options for 'day 14 of the month', 'some Tuesday of the month', and 'year'. At the bottom, there is a 'Repeat Until' section with dropdown menus for '14', 'December', and '2021', and an 'OK' button.

You cannot currently change the time and date details for a recurring event. You will need to add the event again.

You also can't make an individual date into a Recurring Event later.

10. Click OK when you are ready



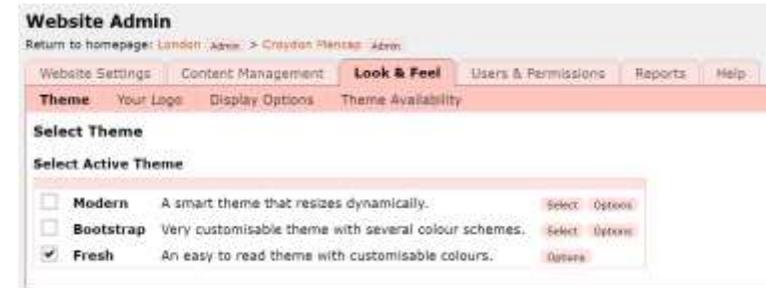
Design templates



Changing the Look and Feel of your website

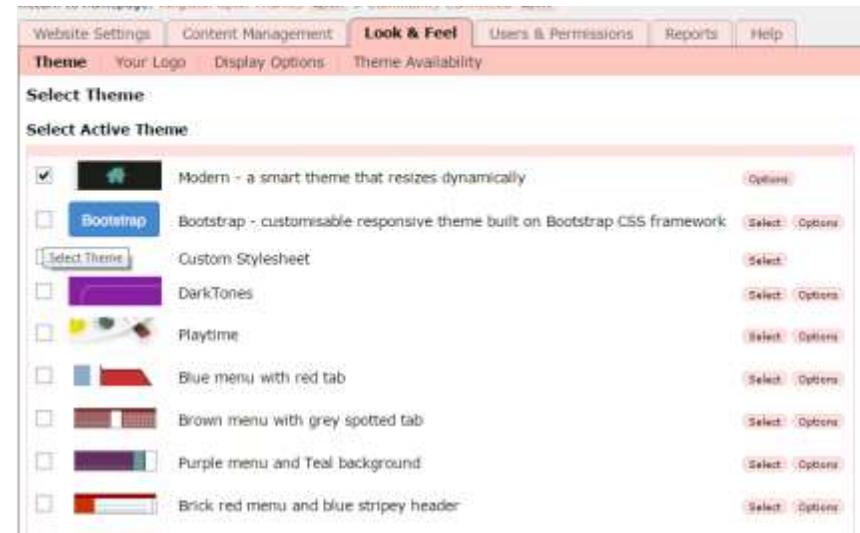
You can choose from several standard design templates

1. From the Home Page, click on Manage Website, then Look & Feel tab
2. Choose 'Modern', 'Bootstrap', or Fresh. Each has a range of styling options available to you. These themes are fully mobile responsive, which means they re-size according to the size of the screen of the person looking at your website. **Croydon Mencap is using the Fresh theme. Please do not change this!!**
3. Click Select then view your live site
4. Automatically applies the template to your whole site (which means it's really easy to change to another template if you don't like it)

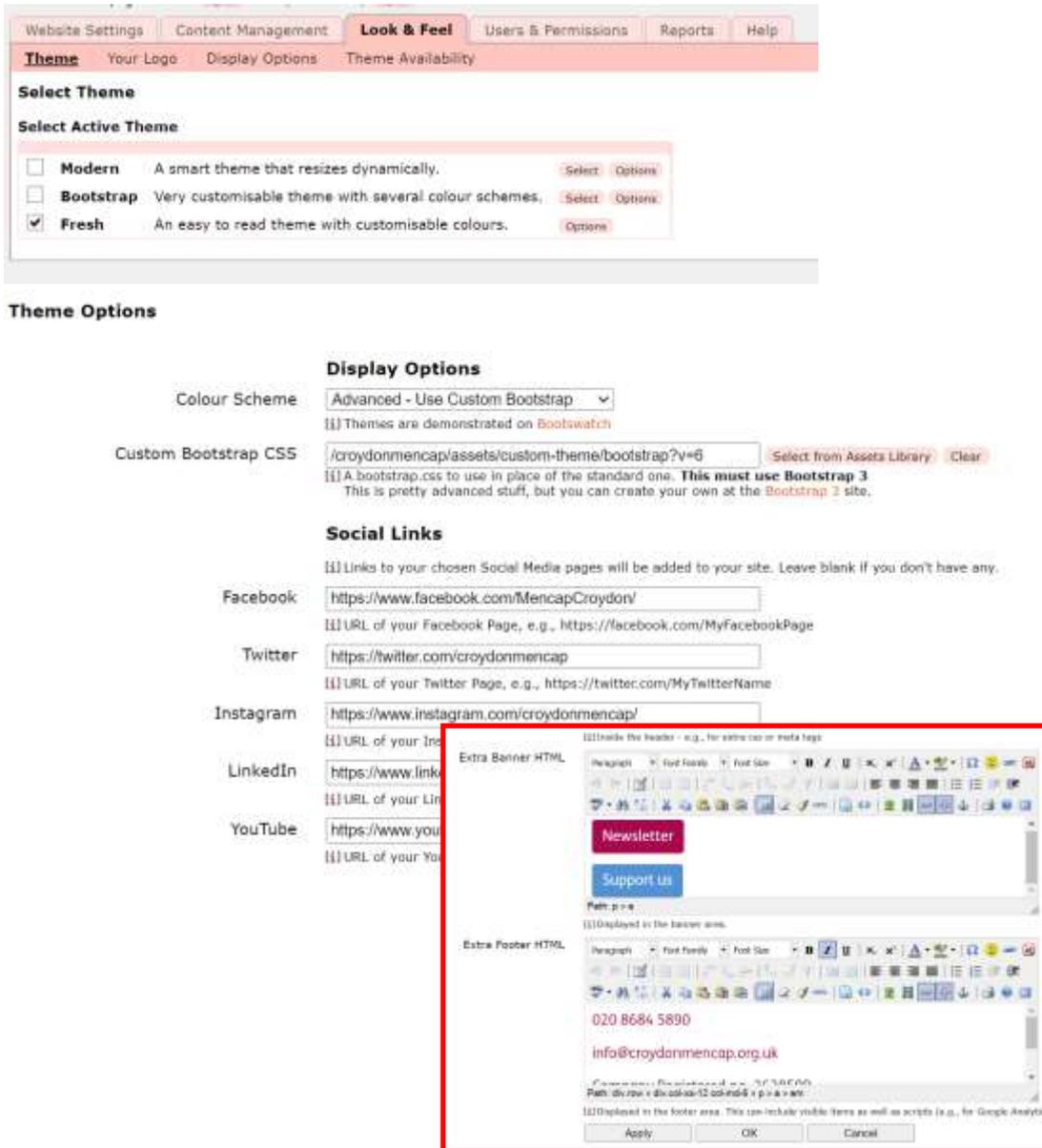


To add your logo:

1. Under Look & Feel, click on Your Logo
2. Browse and upload your logo to the site
3. Automatically adds it to the top left corner of the site
4. Press OK



Changing social media and website footer information



Website Settings | Content Management | **Look & Feel** | Users & Permissions | Reports | Help

Theme | Your Logo | Display Options | Theme Availability

Select Theme

Select Active Theme

<input type="checkbox"/>	Modern	A smart theme that resizes dynamically.	Select Options
<input type="checkbox"/>	Bootstrap	Very customisable theme with several colour schemes.	Select Options
<input checked="" type="checkbox"/>	Fresh	An easy to read theme with customisable colours.	Options

Theme Options

Display Options

Colour Scheme: **Advanced - Use Custom Bootstrap**

Custom Bootstrap CSS: [Select from Assets Library](#) [Clear](#)

Social Links

Facebook:

Twitter:

Instagram:

LinkedIn:

YouTube:

Extra Banner HTML

020 8684 5890

info@croydonmencap.org.uk

Extra Footer HTML

020 8684 5890

info@croydonmencap.org.uk

1. Go to Look and Feel
2. Click on 'Options' beside your theme
3. Please do not change the Colour Scheme or Custom Bootstrap CSS. This is for your developers only.
4. You can change the Social Links that display at the bottom of the site by simply pasting the link into the appropriate place. At present only the 5 social media you see here are available.
5. You can also add information to the banner area (very top area) of your website and the footer (very bottom). This is information that displays on every page on your website.
6. **Do not add too much information into the header and footer.** It makes the spaces untidy and harder for your visitors to find the information they are looking for.

Registering your domain name



Registering you're a domain name can give your website a better name without e-voice.org.uk at the beginning. It can shorten your website name considerably, making it more memorable and easier for visitors to type in to their browser.

- Around £9+VAT per year for .org.uk addresses but shop around for deals. Sometimes your first year may be considerable cheaper
- You don't need a package that includes web space: Voice provides free hosting
- Register and pay
- Make sure you safely record your log in details to your domain name provider. Many organisations websites go down when they lose their log in details and do not renew their annual payment.
- If you get stuck, contact us with your details and we can help you connect it with your site

The screenshot shows a web application interface for 'Website Settings'. The 'Site Domain' tab is active. Under 'External Domain Options', there is a text input field for 'Domain Name' with 'http://' pre-filled. Below it is an 'OK' button. A note states: 'Note: This server is running on e-voice.org.uk with IP Address 83.136.248.56. Domain names must be configured to point to this host/IP, otherwise they will not be used.' Below the note is a table with columns 'Domain Name', 'Status', and 'Actions'.

Domain Name	Status	Actions
www.croydonmencap.org.uk	Wrong IP Address - check domain settings	Recheck Delete

- You will need to change the A record in your Domain Name Settings to point to the Voice server's IP address:

83.136.248.56

Planning your website

Have a good look at other websites, particularly those organisations with similar aims and objectives. What do you like or dislike on other websites? What makes a website look amateur. Which websites would you return to and why?

Do

- Make your site easy to navigate: put the most important items near the top of the menu
- Update your site regularly
- Use natural language phrases: how do your visitors speak? What phrases and words might they type or speak into a Google or other search engine
- Ensure there is enough contrast between your text colour and the background colour.
- Use few colours. Lots of different colours can be confusing if not used consistently
- Links should look different from the rest of your text
- Use commonly available fonts and keep fonts consistent across your site
- Compress your images so that they load quickly
- Include more blank space than you would in print as it makes it easier to read on screen
- Highlight words to link to. 'Click Here' doesn't help people using screen readers and is unnecessary
- Provide an alt tag or image description for your images
- Use a Spell Check

Don't!

- Use blinking or scrolling text or flashing images
- Use images as backgrounds, unless there is enough contrast between the image colour and the text
- Type more than a few words in ALL CAPITALS (this means you are shouting) or in Italics (this is hard to read)
- Use more than one exclamation point
- Underline words that are not links: it's confusing and irritating for most people who expect it to be a link
- Open internal webpage links in the same window: visitors don't need dozens of pages of your website open (use Open in New Window instead)
- Use tables. They are hard for screen readers and usually unnecessary
- Put Under Construction - only publish pages when you are ready for them to be seen by the public (if possible)
- Put a date when the page was last updated, unless you have frequent news stories: this can make your site look out of date when it isn't
- Use Page Counters - they look amateur. Use your Reports section to monitor usage or add Google Analytics if needed. No one else needs to know!

Next steps



If you would like to learn more about the applications and full features of your Voice system you may wish to attend our course 'Making more of your website'.



Follow-up support from this session:

- Technical issues
- Content advice
- Registering domain names

Contact

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