



Here is the plan of attack for a new Web site:

- **Text:** This is the most important part at the start. I need this now. Please create a Microsoft Word document, a Text document or an email and write down the text for each page.
- **Images:** I'd like the originals right from the digital camera no matter what size they are and if they're sideways or not. Please send them via email. If you don't have digital pictures that's totally OK. Please put the pictures into an envelope and mail them to me. I'll scan them and mail them right back to you.
- **Colors:** What colors do you like and what are your official corporate colors? Usually the colors should match your logo.
- **Future plans for the site:** I need to know who is going to be updating the Web site in the future. If you plan on using Microsoft FrontPage2002, Dreamweaver, if I need to design browser based forms for template based updates and/or if I or another professional designer will be in charge of updates. These decisions directly affect what and how I can design the site.
- **Web site look:** Then I'll create the global look + feel of the new Web site in a graphics program called Adobe PhotoShop based on the number of pages we'll need, the look of your logo and the colors we chose. I'll email you a link to your new Dreaming Digital client section login and you can see the design picture. Approve the design or ask for revisions. Once the design is finalized and approved I'll turn it into Web site code and start linking your pages. Then I'll add your text and images.
- **Purchase Domain Name and Lease Web space:** The company I strongly suggest using for Web hosting and registering your domain name is Blacksun Webhosting. <http://www.blacksun.ca>.
- **Publish:** When your hosting is active and the Web design is all done I'll publish your Web site to the Web hosting of your choice.
- **Time frame:** Usual time frame is about 2 or 3 weeks. Rush orders can be placed for an additional fee.
- **Communication is key:** Feel free to call, email and/or instant message on MSN. I want you to be totally happy and feel involved. We will be working together to create your great new Web site!