

I. Needs Analysis

- A.** I am writing an instruction manual for how to put together a Bentley course web site with a template, so that web developers can more quickly and efficiently produce course web sites.
- B. Business Need:** To contain costs by making it quicker and more efficient to build a course web site.
- C. Tasks:** Using these instructions, the user should be able to create a course web site using the template. Other skills or knowledge that they may need: how to use a computer; what “Cyber” is; what “Web-o” is and how they can access it; HTML; how to alter a javascript; how to use HomeSite, Notepad, or a similar text-based HTML editor; the basics of how to use Adobe Photoshop.
1. Find the template folder on Web-o.
 - a. Turn on the computer.
 - b. Log on to the network.
 - c. Check “My Computer” to determine whether computer has access to Web-o.
 - d. Connect to Web-o if necessary.
 - e. Open Web-o Folder.
 - f. Navigate to template folder.
 2. Copy the template to the folder of the course web site being created.
 - a. Double click on template folder.
 - b. Select HTML files and images folder.
 - c. Right click on files and choose Copy.
 - d. Navigate to folder for appropriate semester on Web-o (fall99, sproo, ...) .
 - e. Right click in folder and choose New → Folder.
 - f. Name it with the course number (bc230, ac121, ...)
 - g. Double click on newly created folder.
 - h. Right click and choose Paste.
 3. Customize the header graphic.
 - a. Start Adobe Photoshop.
 - b. Open left graphic.
 - c. Select the color white.
 - d. Select the text tool.
 - e. Click on the appropriate spot with the text tool.
 - f. Select font Univers, size 11.
 - g. Type in course title.
 - h. Save graphic.
 4. Determine and get needed menu buttons
 - a. Check information for site and compile a list of needed buttons.
 - b. Check the buttons.txt file to determine if buttons already exist.
 - c. Copy/Paste buttons from buttons folder to course/images folder.
 5. Make appropriate menu buttons.
 - a. Open button templates
 - b. Select color.

- c. Select text tool.
 - d. Click on button.
 - e. Change text on button.
 - f. Line up text.
 - g. Save buttons.
6. Add javascript and HTML for menu buttons to template.
 - a. Enter button filenames into top part of javascript where indicated.
 - b. Enter buttons information into HTML code where indicated.
 - c. If necessary, add additional javascript for any additional buttons.
 - d. If necessary, add additional HTML for any additional buttons.
 - e. Save file.
 7. Enter appropriate information for page.
 - a. Find indicated "information" area in HTML code.
 - b. Enter in HTML-coded information.
 - c. Save file.

D. User Group – Web Development Group (WDG) Worker: Full-time college student, working from 8-20 hours a week; intelligent; has the knowledge to operate a computer well; knows HTML; knows how to at least basically alter a javascript; knows the basics of Adobe Photoshop; is capable of following directions.

1. **The New WDG Member:** Most likely a freshman or sophomore, male or female, slightly unsure about what they are doing, wants to make a good impression, not yet familiar with Web-o or directory structure of Cyber, should be familiar with HTML and at least vaguely familiar with a graphics program.
2. **The Veteran WDG Member:** Most likely a sophomore, junior, or senior, male or female, knows about Web-o and the directory structure of Cyber, very comfortable with HTML and using a graphics program, should be familiar with javascript, making the transition from designing a site from scrap to using the template.

E. Project Constraints

1. Must be completed by December 13th.
2. No new budget, only materials that are already available.
3. Can only use programs that are already available (Word, Paint Shop Pro, Adobe Photoshop, Corel Draw...)
4. Must meet Style-o-Rama and Design-o-Rama standards.
5. Must meet criteria of assignment sheet.
6. Must have draft completed in time to get feedback from WDG member.

II. Goals

A. Objectives

1. **Business Objectives:** To contain costs by making it quicker and more efficient to build a course web site.

2. Content Objectives

- a.** Find the template folder on Web-o.
 - (1)** Turn on the computer.
 - (2)** Log on to the network.
 - (3)** Check to determine whether computer has access to Web-o.
 - (4)** Connect to Web-o if necessary.
 - (5)** Open Web-o Folder.
 - (6)** Navigate to template folder.

- b.** Copy the template to the folder of the course web site being created.
 - (1)** Double click on template folder.
 - (2)** Select HTML files and images folder.
 - (3)** Right click on files and choose Copy.
 - (4)** Navigate to folder for appropriate semester on Web-o (fall99, sproo, ...) .
 - (5)** Right click in folder and choose New → Folder.
 - (6)** Name it with the course number (bc230, ac121, ...)
 - (7)** Double click on newly created folder.
 - (8)** Right click and choose Paste.

- c.** Customize the header graphic.
 - (1)** Start Adobe Photoshop.
 - (2)** Open left graphic.
 - (3)** Select the color white.
 - (4)** Select the text tool.
 - (5)** Click on the appropriate spot with the text tool.
 - (6)** Select font Univers, size 11.
 - (7)** Type in course title.
 - (8)** Save graphic.

- d.** Determine and get needed menu buttons
 - (1)** Check information for site and compile a list of needed buttons.
 - (2)** Check the buttons.txt file to determine if buttons already exist.
 - (3)** Copy/Paste buttons from buttons folder to course/images folder.

- e.** Make appropriate menu buttons.
 - (1)** Open button templates
 - (2)** Select color.
 - (3)** Select text tool.
 - (4)** Click on button.
 - (5)** Change text on button.
 - (6)** Line up text.
 - (7)** Save buttons.

- f.** Add javascript and HTML for menu buttons to template.
 - (1)** Enter button filenames into top part of javascript where indicated.
 - (2)** Enter buttons information into HTML code where indicated.
 - (3)** If necessary, add additional javascript for any additional buttons.
 - (4)** If necessary, add additional HTML for any additional buttons.
 - (5)** Save file.

- g. Enter appropriate information for page.
 - (1) Find indicated “information” area in HTML code.
 - (2) Enter in HTML-coded information.
 - (3) Save file.

B. Evaluation: If the instructions achieve their goal, then the finished product should be a neat and cleanly coded course web site in the template format, with minimal mistakes to be dealt with.

III. **Form:** Instruction Manual

A. Purpose: To teach the user how to do a certain task on the first try, without help from an outside source.

B. Must-Includes

1. Cover/title page
2. Copyright statement
3. Table of contents
4. Preface
5. Requirements
6. Materials needed
7. Procedure
8. Troubleshooting guide
9. Index

C. Structure

1. Ordered lists
2. Sections arranged in logical order
3. Visuals
4. White space
5. Headings

D. Writing Style

1. Use Style-o-Rama guidelines
2. Simple language
3. Active voice
4. Tasks in observable and measurable terms

IV. **Function**

A. Page 1: Cover Page

1. Title
2. Publisher
3. Copyright statement

B. Page 2: Table of Contents

C. Page 3: Preface

1. Definition
2. Description
3. Overview

D. Page 4

1. Requirements
2. Materials needed
3. Find the template folder on Web-o.
 - a. Turn on the computer.
 - b. Log on to the network.
 - c. Check “My Computer” to determine whether computer had access to Web-o.
 - d. Connect to Web-o if necessary.
 - e. Open Web-o folder.
 - f. Navigate to template folder.
4. Use visuals for navigation purposes.

E. Page 5

1. Copy the template to the folder of the course web site being created.
 - a. Double click on template folder.
 - b. Select HTML files and images folder.
 - c. Right click on files and choose Copy.
 - d. Navigate to folder for appropriate semester on Web-o (fall99, sproo, ...) .
 - e. Right click in folder and choose New → Folder.
 - f. Name it with the course number (bc230, ac121, ...)
 - g. Double click on newly created folder.
 - h. Right click and choose Paste.
2. Use visuals
3. Customize the header graphic.
 - a. Start Adobe Photoshop.
 - b. Open left graphic.
4. Use visuals

F. Page 6

1. Customize the header graphic (continued)
 - a. Select the color white.
 - b. Select the text tool.
 - c. Click on the appropriate spot with the text tool.
 - d. Select font Univers, size 11.
 - e. Type in course title.
 - f. Save graphic.
2. Use visuals

G. Page 7

1. Determine and get needed menu buttons
 - e. Check information for site and compile a list of needed buttons.

