Digital Design file list

You may have some or all of the following documents:

- Text document with images from the web (Unit 1)

- Web search images (Unit 1)

- Scanned images (originals)

- Text document that contains annotated notes for the scanned images (Unit 1)

- Digital camera photographs (Unit 1)

- Text document that contains annotated notes and photographs (Unit 1)

- Optimized GIF and JPEG images (Unit 1)

- Nameplate (Unit 1)

- Nameplate interview (Unit 1)

- Logo storyboard (Unit 1)

- Logo (Unit 1)

- Logo redesign (Unit 1)

- Page banner storyboard (Unit 1)

- Page banner (Unit 1)

- Page banner redesign (Unit 1)

- Technical test plan document (Unit 2)

- Technical test outcome document (Unit 2)

- Usability test plan document (Unit 2)

- Usability test outcome document (Unit 2)

Other files your class created:

Student portfolios

The content and purpose of a portfolio can vary widely. Student portfolios typically contain examples of work as well as text descriptions and reflections on each piece. Three types of electronic portfolios showcase work, document progress through a project, or highlight skill growth. Examples of these three types follow.

Showcase portfolio

A showcase portfolio highlights its owner's expertise by showing examples of best work. A student showcase would include a selection of finished images, designs, and websites. It might also provide a reflection in the piece or document of the process students followed to create it. Following is a sample category outline with associated files:

Image work

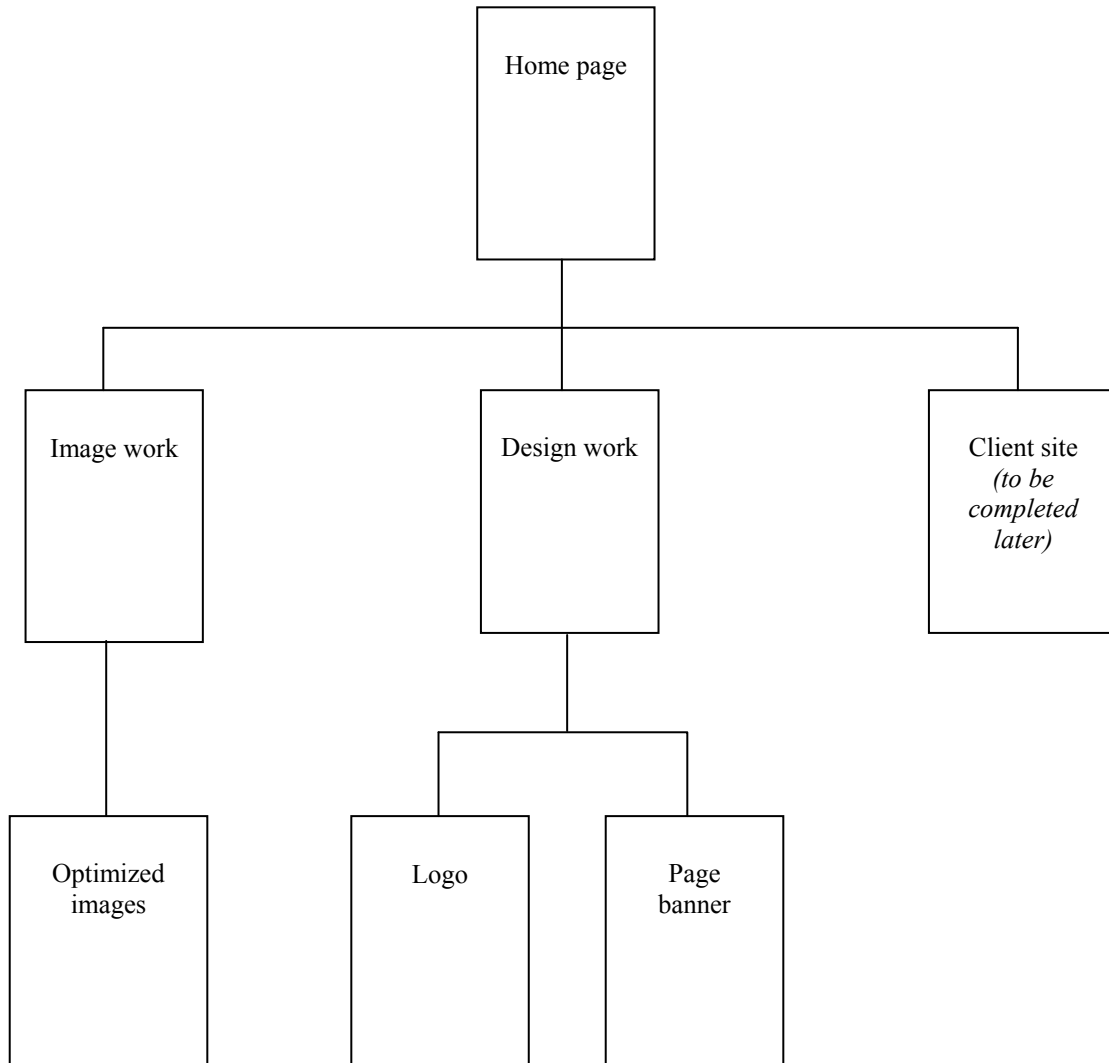- Digital camera photographs

- Optimized images

Design work

- Logo

- Page banner

Client website (to be completed later)

This is a sample flowchart for a showcase portfolio:

```
                          ┌─────────────┐
                          │  Home page  │
                          │             │
                          └──────┬──────┘
          ┌──────────────────────┼──────────────────────┐
   ┌──────┴──────┐        ┌──────┴──────┐        ┌──────┴──────┐
   │ Image work  │        │ Design work │        │ Client site │
   │             │        │             │        │  (to be     │
   │             │        │             │        │  completed  │
   │             │        │             │        │  later)     │
   └──────┬──────┘        └──────┬──────┘        └─────────────┘
   ┌──────┴──────┐     ┌─────────┴─────────┐
   │  Optimized  │  ┌──┴───┐         ┌─────┴──┐
   │  images     │  │ Logo │         │ Page   │
   │             │  │      │         │ banner │
   │             │  └──────┘         └────────┘
   └─────────────┘
```

Skill growth portfolio

A skill growth portfolio shows multiple samples of work in the same project to demonstrate increasing skill. For example, students include several versions of their page banners to show how the design evolved. This portfolio can also include reflection and discussion of redesigns. Following is a sample category outline with associated files:

Design work

Logo

- Logo (early version)
- Logo (final version)
- Logo self review

Page banner

- Page banner (early version)
- Page banner (final version)
- Page banner peer review

Interactive graphic (to be completed later)

Client site (to be completed later)

- Client site (early versions)
- Client site (final version)
- Client site reflections

This is a sample flowchart for a skill growth portfolio:

```
                              ┌─────────────┐
                              │  Home page  │
                              │             │
                              └──────┬──────┘
                    ┌────────────────┴────────────────┐
             ┌──────┴──────┐                    ┌──────┴──────┐
             │   Design    │                    │   Client    │
             │             │                    │    site     │
             └──────┬──────┘                    │  (to be     │
                    │                            │ completed   │
          ┌─────────┴─────────┐          ┌───────┼───────┐
    ┌─────┴─────┐       ┌─────┴─────┐  ┌──┴──┐ ┌──┴──┐ ┌──┴──────┐
    │   Logo    │       │   Page    │  │Early│ │Final│ │Reflections│
    │           │       │  banner   │  │vers.│ │vers.│ │         │
    └─────┬─────┘       └─────┬─────┘  └─────┘ └─────┘ └─────────┘
```

- Home page
  - Design
    - Logo
      - Early version
      - Final version
      - Self review
    - Page banner
      - Early version
      - Final version
      - Peer review
  - Client site *(to be completed*
    - Early version
    - Final version
    - Reflections
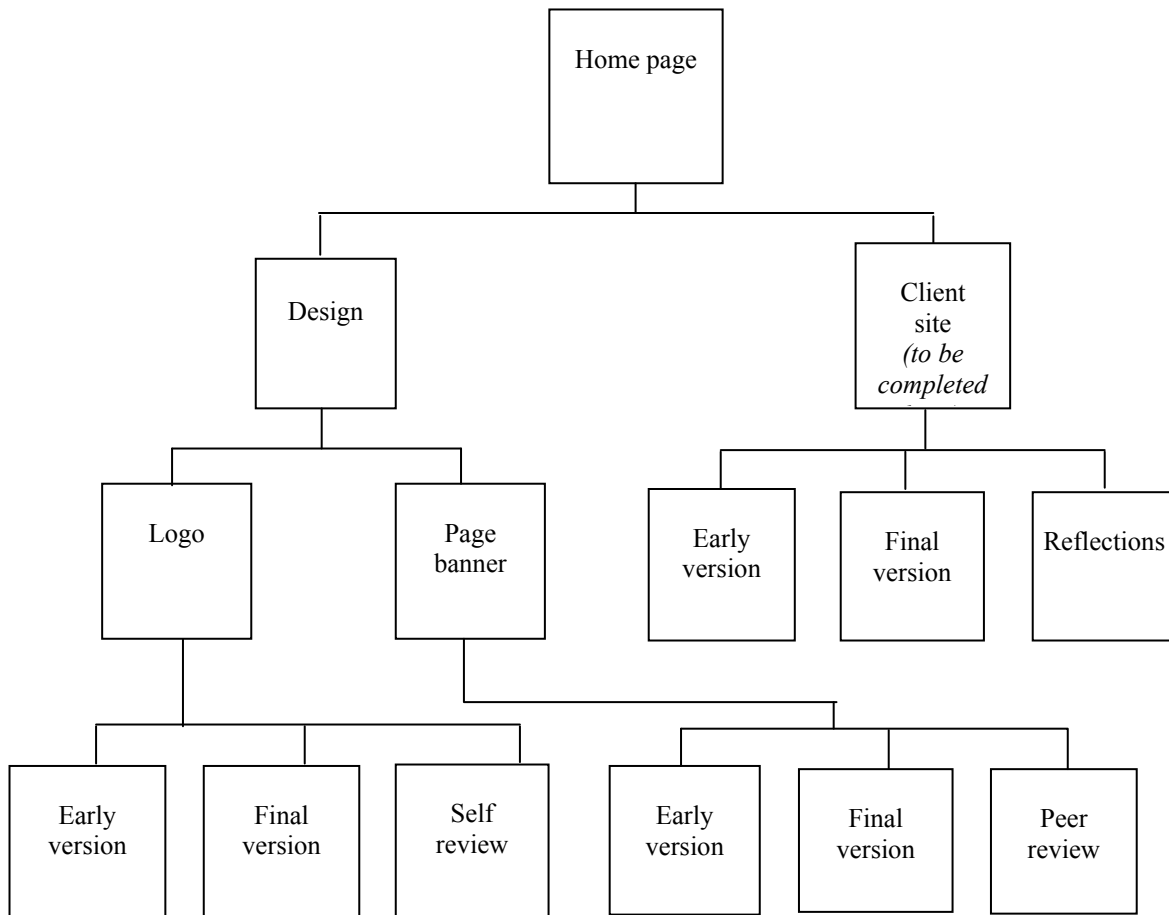
Project progress portfolio

A project progress portfolio contains a more complete selection of work around a particular project. The portfolio reflects the span of work done on a project—showing stages from early ideas to completion. An example would be to show all the work students did while learning about Adobe Fireworks CS3. The portfolio would include sketches and storyboards, early versions, final versions, peer review, and self-review. For this portfolio type, students will need to scan worksheets and other handwritten documents to create electronic versions.

How to plan a portfolio

Planning a website by using information architecture is a common practice for professional designers. Designers create a flowchart that shows all the pages in the site and how they connect. The flowchart can also describe the purpose and audience for a site and provide organized lists of content.

Create a flowchart for your portfolio that shows the organization and content of your work in this course. Include the following:

1. Describe the purpose of the portfolio.

2. Include a list of assets in the portfolio, and organize files and projects into categories.

3. Using your category outline from step 2 as a guide, draw a flowchart for your electronic portfolio.

Naming conventions

How you name your files is important. Good file and folder names make developing your site easier (especially when you work with other people). They also help site visitors find your files. If you're working with other people, it's a good idea to discuss how you will name your files.

The following tips apply to all files used on the web—HTML files, image files, Flash movies, and so on.

Tip	Reason	Example
Give files unique, meaningful names.	Because you cannot put two files with the same name in one folder, all filenames need to be different. Use filenames that indicate the contents of the files.	*feedback_button.gif* instead of *button3.gif* *class-pet.jpg* instead of *roo-roo.jpg*
Use meaningful folder names.	Folders help you organize content. If their names are not meaningful, they will be less helpful.	*images* instead of *folder_2*
Use lowercase letters instead of uppercase (capital) letters.	Using a mix of uppercase and lowercase letters increases the possibility of broken links, because some web servers differentiate between upper and lowercase.	*class_home.htm* instead of *Class_Picture.htm*
Use file extensions (*.htm*, *.gif*, *.jpg*) consistently. Although you can use either *.htm* or *.html*, you should be consistent about using one or the other.	Using a mix of file extensions also increases the possibility of broken links.	*index.htm* and *directions.htm* instead of *index.html* and *directions.htm*
If you're working on a Macintosh computer, always include a file extension.	Although Windows requires file extensions, Macintosh does not. Web browsers need file extensions in order to display files.	*index.htm* instead of *index*
Use a hyphen (-) or an underscore (_) instead of a space.	Some web browsers do not recognize spaces or convert them to other characters.	*my-dog.gif* or *my_dog.gif* instead of *my dog.gif*
Use letters and numbers.	Many special symbols aren't recognized by web browsers or have special meanings to web browsers.	*my2friends.gif* instead of *me&friends.gif*
Keep filenames as short as possible.	Not only does this help prevent broken links, but some web servers will cut off names at 25 characters.	*park_directions.htm* instead of *directions_to_the_fourth_street_park_plus_a_map.htm*

File management folders

Name: _____   Date: _____

Fold Here
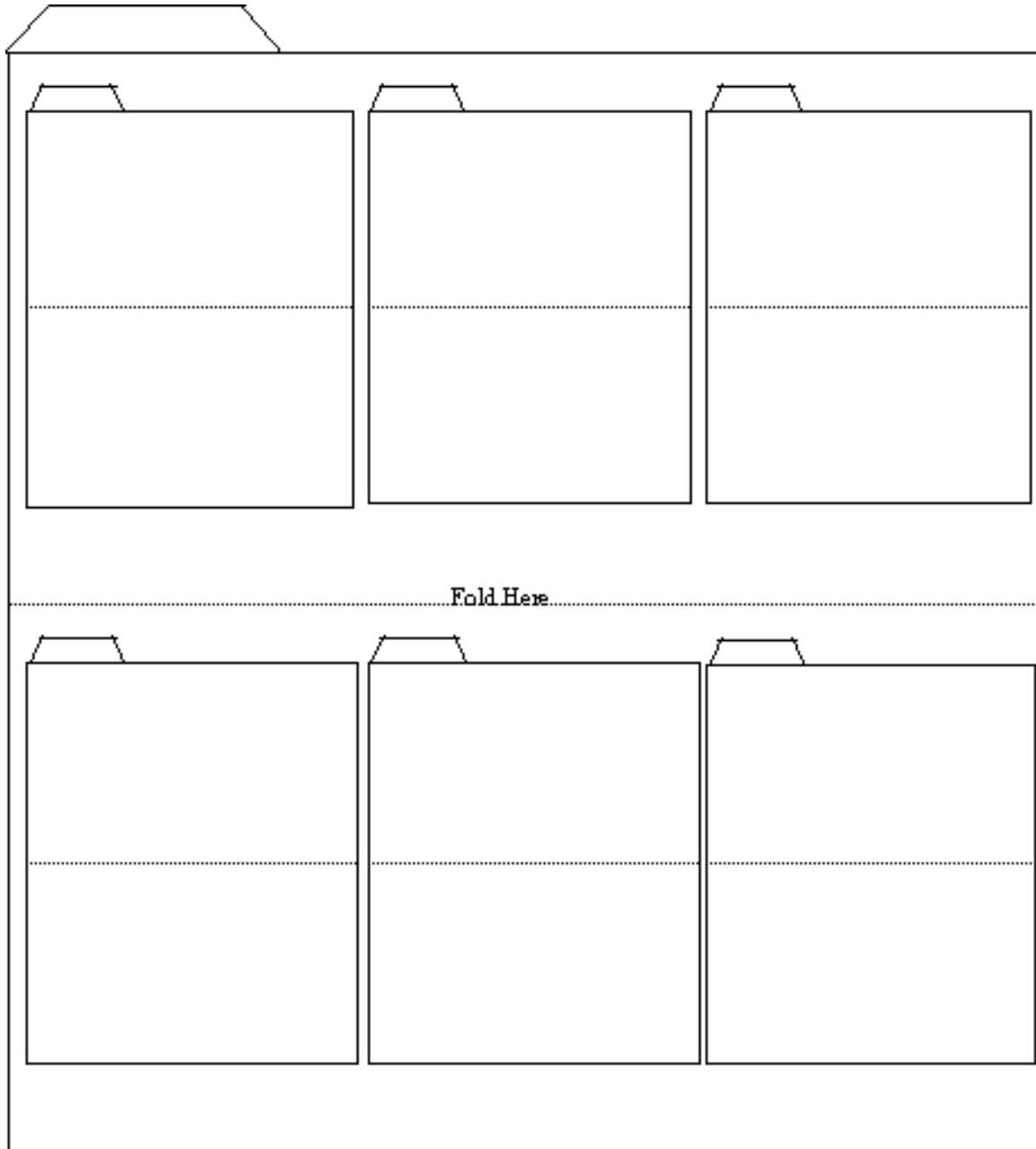
File management

Name: _____ Date: _____

Part I

As you create a file management strategy, describe the method you use by answering the following questions:

Questions   **File management notes**

How are you categorizing the files?

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

How does your file organization help you find
particular files?

_____   _____

_____   _____

_____   _____

_____   _____

How easy to understand are your file and folder names?

_____   _____

_____   _____

_____   _____

_____   _____

Part II

Write the name of the file you are searching for, its content, and the location in which you found it. Then answer the questions that follow.

Example:

Filename: carrot.gif

File content: science

File location: john_doe/science/images/carrot.gif

Filename: _____   Filename: _____

File content: _____   File content: _____

File location: _____   File location: _____

Was it difficult to find this file? Why or why not?   Was it difficult to find this file? Why or why not?

_____   _____

_____   _____

_____   _____

_____   _____

Was the file located in a folder you expected? If not, where did you expect the file to be located?   Was the file located in a folder you expected? If not, where did you expect the file to be located?

_____   _____

_____   _____

_____   _____

Did the names of the folders and files make sense to you? Why or why not?   Did the names of the folders and files make sense to you? Why or why not?

_____   _____

_____   _____

_____   _____

_____   _____

Planning a home page

The home page storyboard includes a design layout (graphics, text, and site navigation scheme) to make creating the home page easier. Use the following guidelines to help you create the storyboard of your home page on paper.

Graphics

Draw rectangles on the page to indicate the size and placement of graphics. Label these rectangles with the filenames of the graphics they represent.

- What graphics will you include on the home page?

- Where will you place the graphics on the page?

Text

Draw rectangles on the page to indicate the text placement. Label these rectangles with content descriptions.

- What text will you include on the home page?

- Where will you place text on the page?

Navigation

Draw a rectangle to indicate the placement of the links to other pages. Label this rectangle with the names of the other pages. (You will build graphical buttons for these links later in this course.)

- According to your flowchart, the home page directly links to what pages (what are the menu items)?

- Where will you place these links on your home page?

Color

Indicate the background and text colors on your storyboard.

Creating consistent content pages

Content pages link from the electronic portfolio's home page. Using the ideas from the class discussion, determine the consistent elements of your content pages and plan your navigation bar. Create a checklist of items that will appear on each page by answering the following questions. Then draw a general layout of a content page, drawing and labeling the elements that will appear on all content pages.

Organizing content

How you organize content on a page highlights important features and elements of your site. Important elements might be higher in the page, larger in size, or in stronger colors. Include rough descriptions of navigation, copy layout, graphic allocation, key headers, and other elements that appear on a screen. Identifying common structures between pages helps visitors understand they are in the same site as they navigate from page to page.

*   Will your page banner be on each page? If yes, is it in the same place? Is it the same size?

*   What font will you use for titles or headings on your content pages?

*   What color will you use for titles or headings on your content pages?

*   What font will you use for descriptions on your content pages?

*   What color will you use for descriptions?

Navigation

For visitors of your website to understand the content, you must provide clear navigation. Visitors need to know where they are in a site, where they need to go, and how to get back to where they came from. Having a consistent layout grid helps orient visitors and keeps them from feeling lost. Using consistent buttons, links, and graphics on each page maintains a sense of place. As visitors move from page to page, provide familiar visual cues and navigational aids.

Here are some questions to answer:

*   Where will you place the navigation bar on the page?

*   What content will be on the navigation bar?

*   Will the navigation bar be on every page?

*   How will your navigation bar help visitors know which page they are on?

Usability

Student name: _____   Date: _____

URL: _____

Site name: _____

What types of navigation elements are used: buttons, hyperlinks, images, something else? One type or several? Describe each type of navigation element.

_____

_____

_____

_____

_____

As you navigate, how many clicks does it generally take to get to information you are seeking?

_____

_____

_____

_____

_____

As you navigate, do you get to the information you are expecting?

_____

_____

_____

_____

_____

Is the site structure apparent?

_____

_____

_____

_____

_____

How long does it take for pages to load?

_____

_____

_____

_____

_____

Is the text readable? Is the text uniquely styled? If so, does the styling add value to the purpose?

_____

_____

_____

_____

_____

What are the elements of the visual layout? How do these elements make it easier or more difficult for visitors?

_____

_____

_____

_____

_____

Are there clear titles, headings, or other visual elements that specifically help organize the information?

_____

_____

_____

_____

_____

Accessibility

Student name: _____   Date: _____

URL: _____

Site name: _____

Do the images have alternative text so screen readers can read the description?

_____

_____

_____

_____

_____

Are all the links, including embedded links, labeled so they can stand alone?

_____

_____

_____

_____

_____

Do data tables have header rows or header columns?

_____

_____

_____

_____

_____

Are there clear titles and headings that help organize the information for someone using a screen reader?

_____

_____

_____

_____

_____

Is the navigation scheme positioned conveniently for someone using a screen reader?

_____

_____

_____

_____

_____

Is color the only element used to convey emphasis?

_____

_____

_____

_____

_____