

Preparing Your Web Page

(Resources include Page Worksheet, Forms Worksheet, and Content Matrix)

Step 1: Start with a basic outline.

1. Creation Lab
 - 1.1. Audio/Visual
 - 1.2. Music
 - 1.3. 3D Printing
 - 1.4. Reserving the Room
 - 1.4.1. Creation Lab Policy
 - 1.4.2. Questions
 - 1.4.3. Room Rental Form

Step 2: Add your content.

| HEADING | TEXT |
|------------------------|--|
| 1. Creation Lab | <p>Get creative with the Altoona Area Public Library in our new Creation Lab. The Lab is open to any person above the age of 14 with an Altoona Library card.</p> <p>Record a video and post it on YouTube, record an original song on our synthesizer, or design something to be printed on our Makerbot 3D printer -- the only limit is your imagination.</p> |
| 1.1 Audio/Visual | <p>The Creation Lab features a green screen, studio lighting, three cameras and several tripods which can be used inside the Lab to create professional-quality videos or pictures.</p> <p>After you are done recording, you can use two Mac Desktop Pro computers equipped with Final Cut Pro X, iMovie, Photoshop and Aperture to edit your video or pictures.</p> |
| 1.2 Music | <p>Explore your musical talent in the Creation Lab. Record tunes and vocals on our synthesizer and Blue Yeti microphone, and then edit the track using Garage Band on one of our Mac Desktop Pro computers.</p> |
| 1.3 3D Printing | |
| 1.4 Reserving the Room | <p>To reserve a three-hour timeslot in the Creation Lab, fill out the reservation form with the dates and times you prefer to use the lab and a short description of what you will be creating in the lab. Reservations are made on a first come first serve basis, but staff will do their best to accommodate your request.</p> |

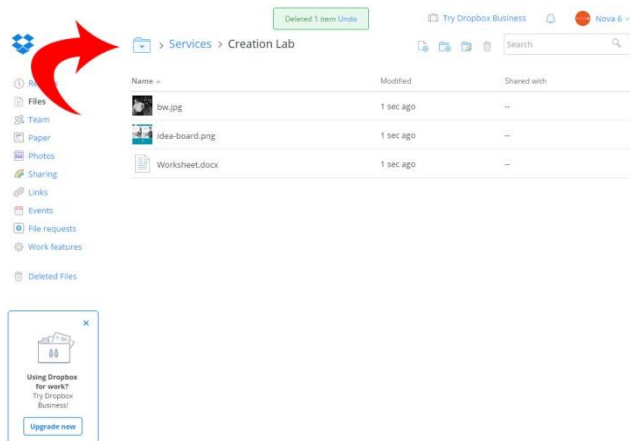
| | |
|---------------------------|---|
| 1.4.1 Creation Lab Policy | <p>On the day of your reservation, bring a valid photo ID, an Altoona library card (if you don't have one, we will sign you up for one), a credit card, We will ask you to sign an agreement form. If you are under 18, your parent or guardian must be present to sign the form for you.</p> <p>Rent the Room using the form at the bottom of this page.</p> |
| 1.4.2 Questions | <p>For more information, email creationlab@altoonalibrary.org or call Elin Woods at 814-946-0417 extension 133 or Josh McConnell at extension 161.</p> |
| 1.4.3 Room Rental Form | Lab-form.doc |

Step 3: Save your worksheet to the correct DropBox folder.

The screenshot shows the Dropbox web interface. The left sidebar contains navigation options: Recents, Files, Team, Paper, Photos, Sharing, Links, Events, File requests, Workspaces, and Deleted Files. The main area displays a folder view for 'Services' with a search bar and icons for file operations. A table lists folders with columns for Name, Modified, and Shared with. The 'Creation Lab' folder is selected and highlighted in blue, with a 'Share' button to its right. A large red arrow points from the 'Creation Lab' folder in the list to the 'Creation Lab' folder icon in the sidebar. In the bottom left corner, there is a notification box with the text 'Using Dropbox for work? Try Dropbox Business!' and an 'Upgrade now' button.

| Name | Modified | Shared with |
|------------------------|----------|-------------|
| Adult Literacy | -- | -- |
| Ask a Librarian | -- | -- |
| Collection Information | -- | -- |
| Computer Classes | -- | -- |
| Creation Lab | -- | -- |
| Exam Proctoring | -- | -- |
| Find Health Insurance | -- | -- |
| Fingerprinting | -- | -- |
| General Services | -- | -- |
| Hotspot Lending | -- | -- |
| Interlibrary Loan | -- | -- |
| Obituary Requests | -- | -- |
| Outreach | -- | -- |

Step 4: Add any media (photos, videos, and graphics) to the correct DropBox folder.



Step 5: If a form is included on the page, please complete the Form Worksheet and add to the DropBox folder.

Website Form Information

| | |
|--|--|
| Form Name: | |
| What page(s) of the site should include this form? | |

FORM SUBMISSIONS

After a user submits the form, their information is forwarded to an email account. What email account would you like to use?

| | |
|------------------------|--|
| Form Submission Email: | |
|------------------------|--|

AUTO RESPONSER

After a user submits the form, an automated response may be generated.



Step 6: Update Content Matrix Spreadsheet

| | A | B | C | D | E |
|----|---|---------------------------------------|--------|--|-------------|
| 1 | PROJECT STATUS CODES: | CLIENT: Content, Photos, Approved on: | | NOVA6: Keywords, Description, SEO, Design submitte | |
| 2 | | | | | |
| 3 | 1. Need to Do | | | | |
| 4 | 2. In Progress | | | | |
| 5 | 3. Complete (file in dropbox) | | | | |
| 6 | NA - Not Applicable | | | | |
| 7 | Enter Date (Designed submitted on, Approved on) | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | Content | Photos | Keywords | Description |
| 11 | | | | | |
| 12 | | | | | |
| 13 | General Services | | | | |
| 14 | Service List w/pricing | | | | |
| 15 | Rental List w/pricing | | | | |
| 16 | | | | | |
| 17 | Creation Lab | | | | |
| 18 | Overview | 3 | 2 | | |
| 19 | Audio/Visual | 3 | 1 | | |
| 20 | Music | 3 | NA | | |
| 21 | 3D Printing | 3 | NA | | |
| 22 | Room Reservation | 3 | 1 | | |
| 23 | | | | | |
| 24 | Interlibrary Loan | | | | |
| 25 | Guidelines | | | | |
| 26 | ILL Request Form | | | | |
| 27 | | | | | |
| 28 | Adult Literacy | | | | |