



Chapter Presidents: Please print a copy and give to your Communications Chairman or Chapter Webmaster

Greetings from Diane Moose, Texas State Webmaster

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Dear Chapter Webmaster,

Many congratulations to you and your chapter for taking the step forward to have a chapter website. I hope that you find your chapter experience with a website to be very useful and even enjoyable (most of us love to see the chapter photos online). Also, I hope that you and your chapter members are visiting the state website frequently as there is much useful information there...slide shows, program ideas, etc.

I am currently recommending the use of Weebly.com for website building. It is free, very user-friendly (It has a drag and drop user interface.), and has over 70 template options. Instructions on using this service are available on the Texas State Website www.alphastatetexas.org on the **Technology Publications** page accessible from either the Technology Committee page or the Resources page.

Please bear in mind that the purpose of a chapter website is to help keep members informed of chapter, state, and international activities. This necessitates that the website be **maintained on a regular basis** so the members will have a reason to return to it for up-to-date information. The use of online website services such as weebly.com makes it easy for chapters to keep their website current.

Webmaster Forms are available on the TSO site from both the Chapter Website page and the Technology Committee page. These forms include the form requesting certification and a sample Internet release form.

Here are some of the **international requirements** that must be met in order for a site to be certified.

- The background must be white or a very pale color.
- The **geographical** name of the state must be in the header.
- The date of most recent revision must be on each page or the date of the most recent revision of any page must be on the first page.
- Information must be of sufficient scope to adequately reflect the chapter (chapter activities, projects, programs, schedule/calendar, officers, newsletter.)
- Contact information for the webmaster must be present.

- The website must be kept current; updated at least once a quarter.

And, here are some **style guidelines** that I recommend we all follow.

- Use common fonts such as Arial, Verdana, and Times New Roman.
- In general, use the same font throughout, same size and color except for titles.
- Use underlining **only for links**.
- Use shorter pages and link them together showing all links on each page and making sure that they all work.
- Only titles should be centered when writing text. Content should be left aligned.
- Make sure photos are low resolution and an appropriate size.
- Use transparent graphics (such as a PNG) on a colored background. If that is not possible, a thin black or grey border helps to make the image look more crisp.
- Make sure the site looks the way you want in a variety of web browsers. Not everyone uses Internet Explorer and each web browser renders the code differently. It is a great idea to view your site on a computer different from the one on which it was built.

Kind regards,

A handwritten signature in black ink, appearing to read "D. Moose". The signature is fluid and cursive, with a long horizontal stroke at the end.

Diane Moose