

Guidelines for Kiwanis Website Template

This free template is a valuable tool for clubs that do not subscribe to the Club Management System Web hosting service or content management module, but instead choose to build their own Web site from scratch and use the services of a private Web hosting company.

Why use the Kiwanis Web site template? It will help you build a club Web site that is:

- Attractive and professional-looking.
- Fast and easy to build and maintain.
- Compatible with the [Kiwanis International Web site design and content guidelines](#).
- Designed to help you adhere to [Kiwanis graphic standards](#).

To Use the Template:

- Confirm that your Web host will allow you to use this template (generally, free Web hosting services require you to use only their templates).
- Download the template files onto your computer (files are compressed, so you will need to extract the files with a Zip file utility).
- Open the template in your Web editor.
- Add your content.
- Save your files on your hard drive.
- Transfer the completed files to the host's server via an FTP client or other method as instructed by your Web host.

The template is located [here](#) or go to the KiwanisOne.org downloads page in the Marketing and PR section under Templates.

Template Tips:

- Remember to add content to each of your pages or at least indicate when future content will be added to a new page containing little or no information (blank pages are confusing to Web site visitors).
- Avoid copying over undesired text formatting codes with your new content. It's always a safe practice to type your page text in NotePad, then cut and paste it into your Web editor. Or use the code stripper tool in your Web editor.
- Store additional images in the graphics/images folder, then link each to the appropriate page on your Web site.

If you have questions regarding this information please contact internet@kiwanis.org.

Additional Resources:

Creating a Web site from scratch:

<http://www.thesitewizard.com/gettingstarted/startwebsite.shtml>

Creating a Web site using Dreamweaver software:

<http://www.thesitewizard.com/gettingstarted/dreamweaver1.shtml>

Free HTML/Web editors:

<http://www.thefreecountry.com/webmaster/htmleditors.shtml>

Free Web site building software:

<http://www.kompozer.net/>

<http://www.virtualmechanics.com/products/dwarf/>

Free Web site editing software (Firefox Web browser add-in):

<http://www.codetch.com/>

Low-cost Web site building software:

\$50 CoffeeCup HTML Editor 2008 <http://www.coffeecup.com/>

\$50 SiteSpinner visual editor <http://www.virtualmechanics.com/index.html>

\$400 Adobe Dreamweaver CS3 <http://www.adobe.com/products/dreamweaver/>

Zip file utilities:

\$30 WinZip <http://www.winzip.com>

Free Zip file utilities list:

http://www.thefreesite.com/Free_Software/Unzipping_compression_freeware/

General information regarding Zip files:

<http://office.microsoft.com/en-us/help/HA011276901033.aspx>