

Building a site plan in MS Word



What is a site plan?

Creating a quick Site Plan can be really helpful when planning a website. By mapping out how you would like the site to be structured, and what you need to put on each page, you will make the later phases of web design and development a lot easier.

In the example seen in the student log, I developed a simple architecture for a restaurant's website. I created the design using the SmartArt function in Microsoft Word.

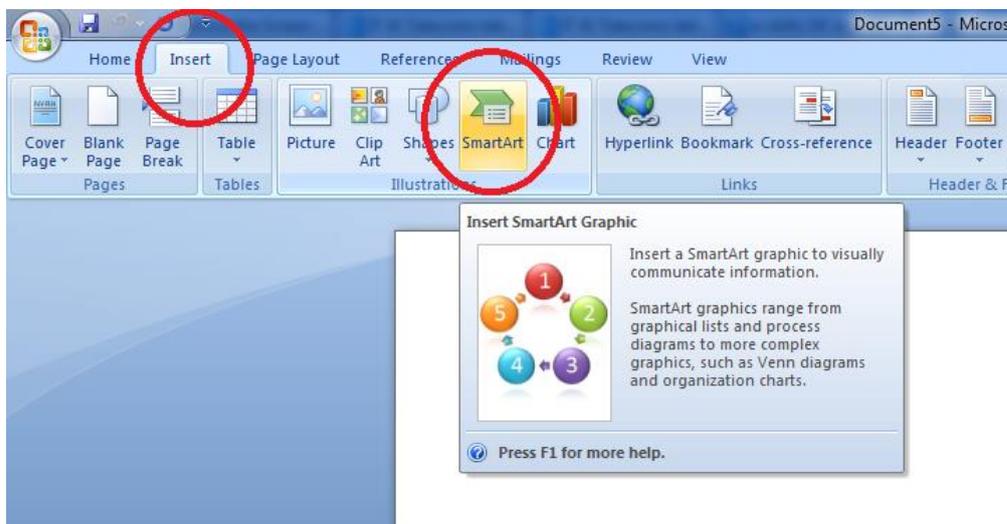
There are a number of alternative programs which you can use to create site plans, some with more advanced functionality, these include:

- [Microsoft Visio](#)
- [Open Office Draw](#)
- [Lucid Chart](#)
- [Dia](#)

I am using Microsoft Word, because you're likely to have it available in school and it has some useful functionality to create the plan.

Getting started

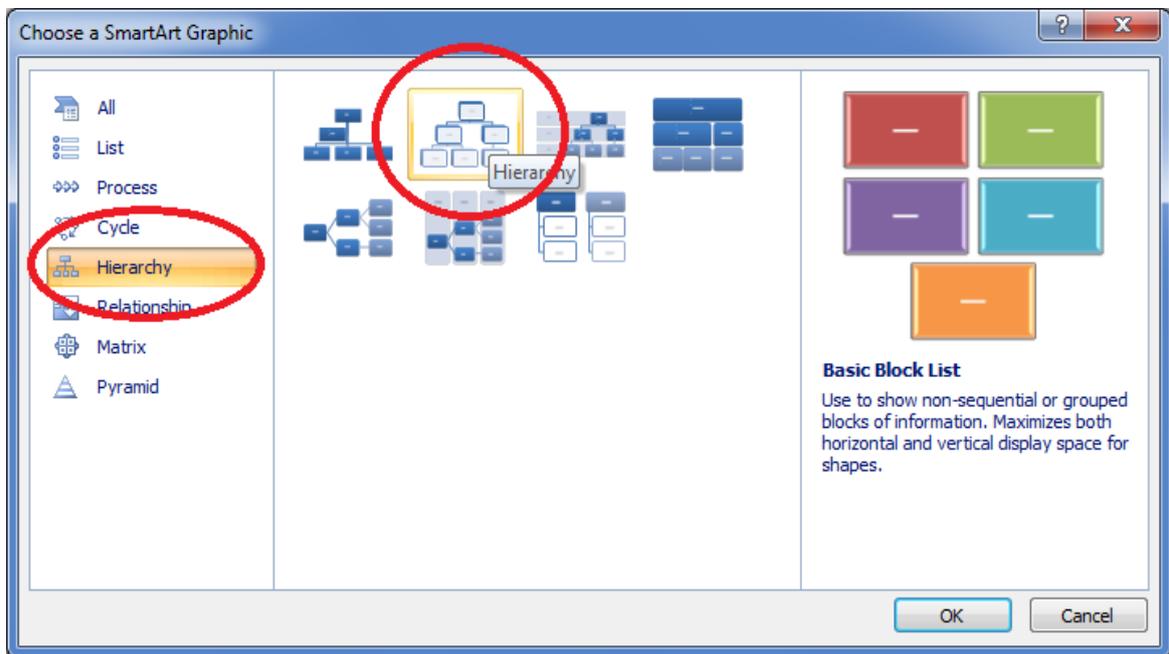
To create your design, open a new document in Word. When the document opens, go to **Insert** in the main menu, and select **SmartArt**.



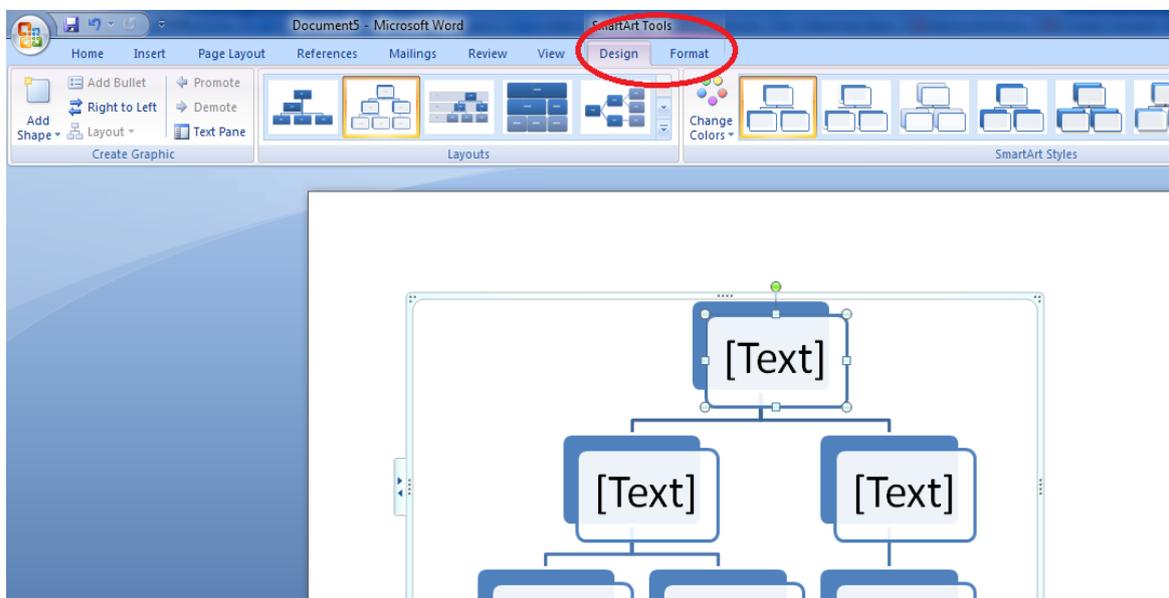
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You will now see the SmartArt Menu, which offers a full range of different designs. In this tutorial, we will be using the **Hierarchy** design from the **Hierarchy** selection.



Select the design, then click **OK**. The Hierarchy design will now appear on the page, along with two new SmartArt menus, **Design** and **Format**.





The Design menu

The SmartArt menu includes a number of options. You can;

- add extra shapes to your design (more on this later), and arrange the order and layout,
- change the layout to another of the designs in the *Hierarchy* collection,
- change the colour and style,
- reset the design.

The Format menu

The Format menu lets you;

- change and resize the shapes in your design,
- change the colour, fill and pattern of individual shapes and any effects,
- change the Word Art style,
- rotate individual shapes,
- resize the overall design.

These design and format options are really easy to use and we'll come back to them later. For the time being, we're going to be focusing on creating simple designs.

Creating your design

For our restaurant design, we are going to add the following pages:

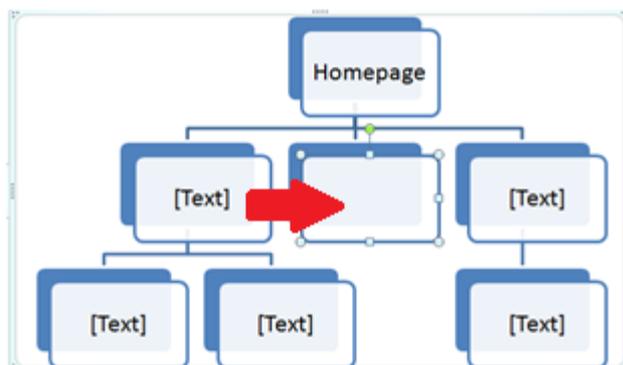
- The *Homepage*
- A *Location* page
- An *About the Chef* page
- A *Menu* page
- A *Reservation* Page

We will also be adding some external links.

To name the Homepage, double click the top box and write *Homepage* when prompted.

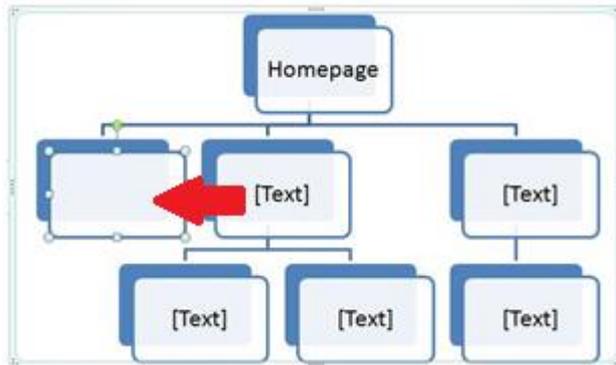
Now, we know that we will need five boxes on the secondary level, and we only have two at present. To add more boxes, right click on one of the two secondary boxes, below the homepage, and go to **Add Shape**. You should now see four options – these have the following actions:

Add Shape After – will add a new box to the right of the selected box

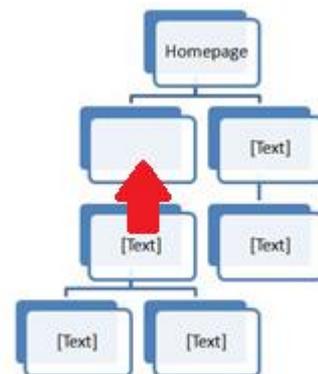




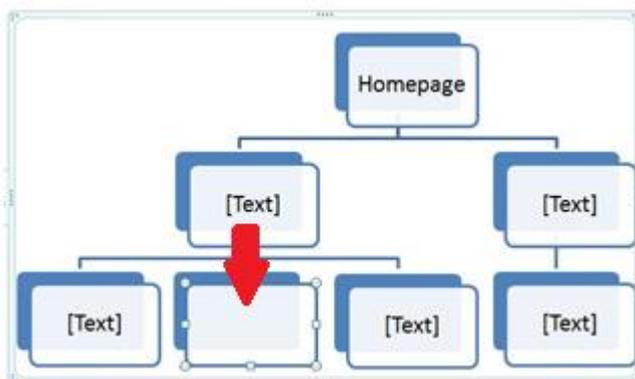
Add Shape Before - will add a new box to the left of the selected box



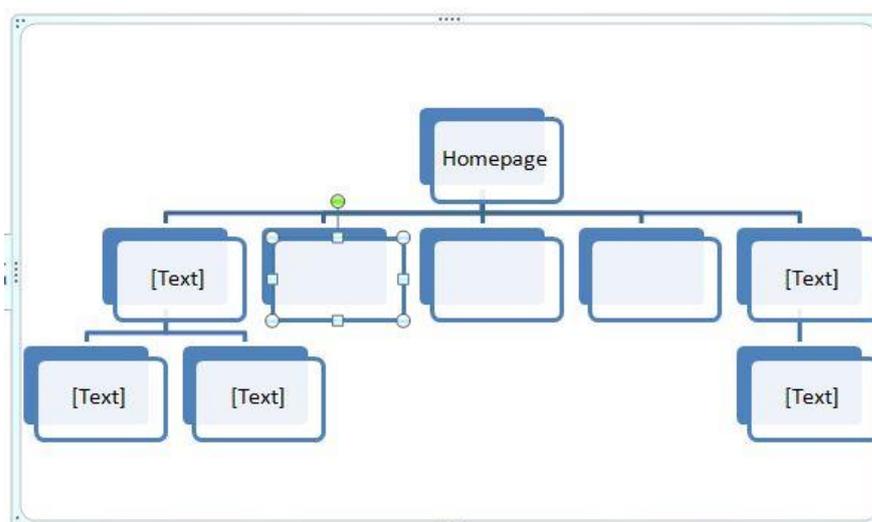
Add Shape Above - will add a new box above the selected box



Add Shape Below - will add a new box below the selected box



Using this process, add three more boxes at the secondary level, ignoring boxes on the third level for the time being.



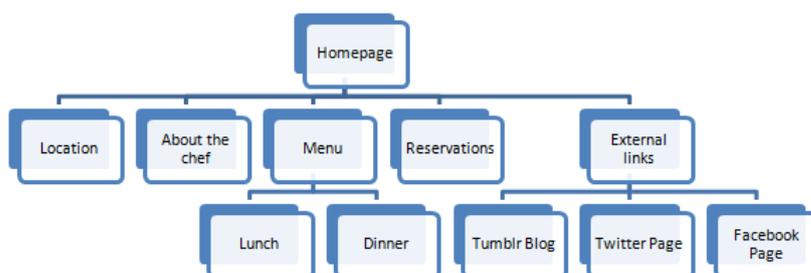
When you have added these, name them as follows:

- *Location*
- *About the Chef*
- *Menu*
- *Reservations*
- *External Links*

As you can see from the original design, we will need five boxes on the third level – two below the *Menu* box (*Lunch* and *Dinner*) and three under *External Links* (*Tumblr blog*, *Twitter page*, and *Facebook page*).

To delete unwanted boxes, just select them and press **delete**.

Add the five boxes on the third level:



You now have the basic structure for your website plan. From here, the rest is up to you!

Browse through the options in the **Smart Art Styles** selection of the Design Menu to make changes to the whole design, or adjust separate boxes using the Format Menu.

Exporting and Annotating

If you want to annotate your Site Plan, you can easily export the design, by copying it, and pasting it into another program.



I annotated my design using PowerPoint, but you can easily do it in other design programs such as MS Paint, Photoshop or InDesign, or with free presentation software, such as Google Docs Presentation, or 280 Slides.

To annotate in PowerPoint, simply paste your design into the editor and use objects from the Drawing Menu, and text boxes, to make notes.

Location
page to
include
address,
Google
Map and
contact
details

