



## How to Submit Content to Web Designer Overview

Having a rough draft of your content and images is needed as this impacts your websites overall feel and design. This guide will allow for you to submit your content in an organized way for your web designer.

Follow the step by step process detailed below and download the website content guide pack.

### Step 1: Download Pack

The guide includes templates and outlines for you to use as a simple way to organize your website. You can download our Website Content Guide Pack by going to resources crunchsoft.com.

### Step 2: Outline & Menu

Set up your general outline and structure of your website using a word processor Microsoft word, Mac Pages, Google Docs. Menu hierarchy outline would look like this:

- Home
- Contact Us
- Services
  - Websites
  - Software

### Step 3: Page Content

- Create different content for your various pages using the “Webpage Template” folder located in the Website Content Guide Pack.
- Create a separate Word document for every page.
- Do not paste images into the word document. Simply reference the image with this method:  
(image\_name.png)
- You can reference stock photos similarly (stock photo of ‘description’)
- Outline the website page content as follows:
  - Page Title (heading 1)
  - Section Titles (heading 2)
  - Paragraph text
  - Lists
  - Data Tables (optional)
- Note, keep your outline plain and do not use design elements.

## Step 4: Files & Images

Organize your files and images into the Website Content Guide Pack's subfolders titled "Files & Images". Folder names correspond to the webpage titles. Place the appropriate images in the proper webpage folders.

- Please send the highest quality/resolution for images.
- Submit graphics in vector format types: (EPS, AI, PDF).
- Any downloadable files should be in PDF format.

### Step 4a: Store Items

Follow this step only if your website is an E-commerce website. Enter your items in a "Shop Items" spreadsheet document using Excel, Mac Numbers, or Google Sheets.

## Step 5: Submit Content

You can email the content or request a link from Crunchsoft to upload files directly to Google Drive or Dropbox.

If you have any questions, please contact us!