

# Website Outline



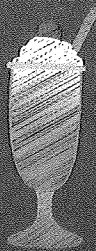
## The Inside Scoop

To stay ahead of their competition and keep current clientele informed, Tim and Tara have decided to have a web page designer create a website for Fundae Sundaes. They have created an outline of what they would like to have included in their website.

In this project, you will create an outline that will be given to the website developer.

### Skills

- Formatting an outline
- Formatting headings and subheadings



# Website Outline



Use word processing software to create and format a website outline.



## Directions

1. Follow the Setup instructions above.
2. Be sure automatic numbering is turned off in your word processing software options.
3. Using the tab key as shown, key the text as shown in Document Data 11.
4. Be sure to follow the extra line spacing as indicated by the paragraph symbol.

## Setup

### Start Up:

Using word processing software, create a NEW document.

### Save the File as:

Project 11

### Orientation:

Portrait

### Margins:

Top .5", Bottom .5", Left 1", Right 1"

### Line Spacing:

Single, no additional spacing before and after paragraphs

### Font, Size:

Calibri, 11 pt.  
(unless otherwise noted)



## Formatting

1. Change the title of the outline to all caps, center aligned.
2. Carefully proofread your work for accuracy and format.
3. Resave the file.
4. Print a copy of the document if required by your instructor.

Document Data 11

	Fundae Sundaes Website	Title
I.	Our Start	
Tab	A.	Part time
	B.	Home recipe perfection
Tab	1.	Established relationships with local dairy farms
	C.	Mobile cart sales
Tab	1.	Weekends
	2.	Atlantique Beach in Suffolk County, NY
II.	Our Product	
	A.	Homemade
	B.	Fresh ingredients
	C.	Dairy farm cream
	1.	Local
	2.	Organic
III.	Our Staff	
	A.	Owners
	1.	Tim Flaherty
	2.	Tara Flaherty
	B.	Managers
	1.	Katie Repa
	2.	Maddie Lyman
	C.	Waitstaff
	1.	Counter scoopers
	2.	Catering servers
IV.	Our Flavors	
	A.	One-of-a-kind
	B.	Seasonal
	C.	Flavor list
	1.	Regularly updated
V.	Our Special Events	
	A.	Contests
	1.	Brain Freeze Milkshake Drinking Contest
	2.	Freezer Head Ice Cream Eating Contest
	B.	Discounts
	1.	Sundaes on Sundays
	2.	Freeze Your Friday
	3.	Little League Discount Program