

# WEBSITE USER MANUAL

[www.mentormepetaluma.org](http://www.mentormepetaluma.org)



DEVELOPED AND CREATED BY:

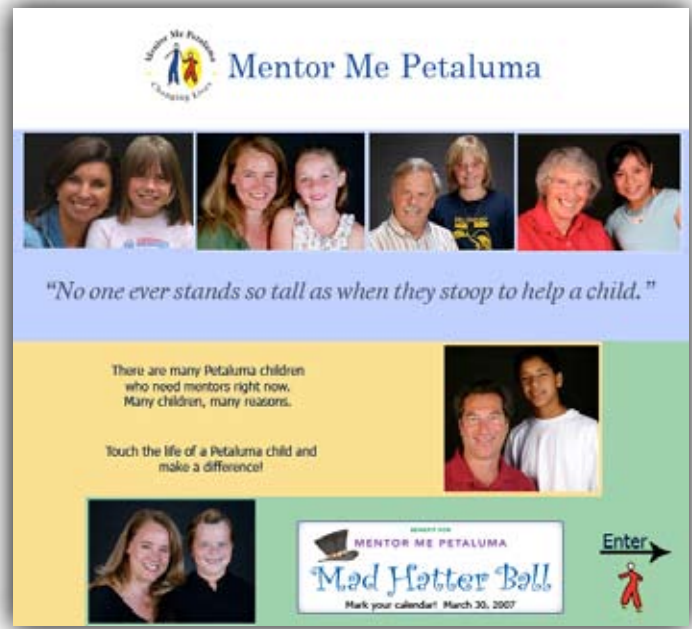
AARON DAVIS - PROJECT MANAGER  
JENNIFER MARCH - DESIGNER  
TIM FLEMING - CONTENT DEVELOPER  
KRISTEN SKOLD - PROGRAMMER

SANTA ROSA JUNIOR COLLEGE  
WEB CONTENT PRACTICUM & BUSINESS OF WEB DESIGN  
DECEMBER 2006

# Accessing the Website:

Using a browser such as Firefox, Safari, or Internet Explorer, the website can be accessed using the following address:

<http://www.mentormepetaluma.org>



## What is on the CD?

A CD has been supplied with files pertaining to the website. The file structure is as follows:

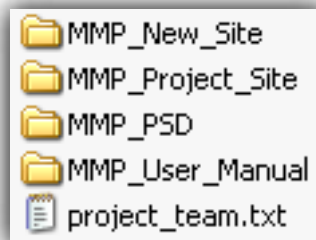
**MMP\_New Site:** Contains the files related to the new MMP website.

**MMP\_Project\_Site:** Contains the files related to the production of the MMP website.

**MMP\_PSD:** Contains the original art-work provided by the designer.

**MMP\_User\_Manual:** Contains the files of the User Manual.

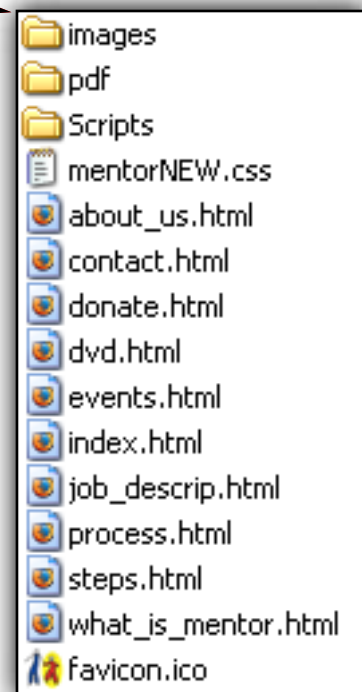
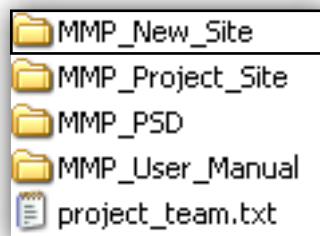
**project\_team.txt:** Contains the teams contact information.





## Location of the Web Pages:

The following list of folders and files are stored on the remote server.



### FOLDER: MMP\_New\_Site

- Home (splash) page - index.html
- About Us - about\_us.html
- What is a Mentor? - what\_is\_mentor.html
  - Mentor Me Petaluma Documentary - dvd.html
  - Volunteer Mentor Job Description - job\_descrip.html
- Become a Mentor - process.html
  - Mentor Application Steps - steps.html
- News and Events - events.html
- Donate - donate.html
- Contact - contact.html
- Favorites Icon - favicon.ico
- Cascading Style Sheet - mentorNEW.css

FOLDER: images - contains all images

FOLDER: pdf - contains all Adobe Acrobat files

FOLDER: Scripts - contains scripts



## Supporting Files:

The following list of files contain the images, scripts, and Adobe Acrobat files.

- Application Process Steps rev 10\_06.pdf
- Volunteer Mentor Application rev 10\_06.pdf
- Volunteer Mentor Reference rev 10\_06.pdf
- Volunteer Waiver from CIF.pdf

- images
- pdf
- Scripts

AC\_RunActiveContent.js

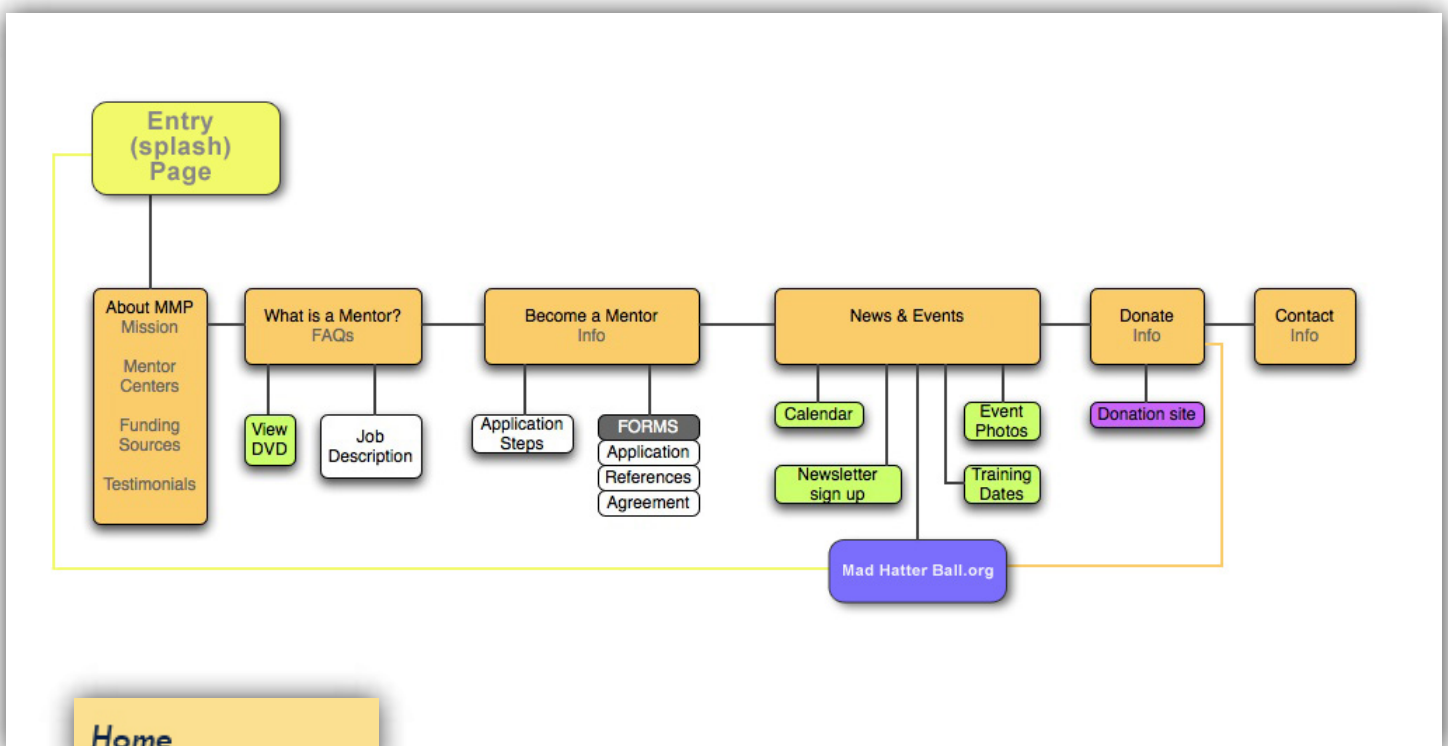
- donate\_out.gif
- donate\_over.gif
- getacro.gif
- green-arrow.gif
- mm\_arrow.gif
- MMP\_logo\_sm.gif
- MovieIcon.gif
- orange\_arrow.gif
- about\_body\_photo.jpg
- about\_quote\_image.jpg
- about\_quote\_photo.jpg
- ABOUTMMP.jpg
- ABOUTMMP\_OVER.jpg
- become\_body\_photo.jpg
- become\_quote\_image.jpg
- become\_quote\_photo.jpg
- BECOMEMENTOR.jpg
- BECOMEMENTOR\_OVER.jpg
- CONTACT.jpg
- contact\_body\_photo.jpg
- CONTACT\_OVER.jpg
- contact\_quote\_image.jpg
- contact\_quote\_photo.jpg
- DONATE.jpg
- donate\_body\_photo.jpg
- DONATE\_OVER.jpg
- donate\_quote\_image.jpg
- donate\_quote\_photo.jpg
- HOME.jpg
- HOME\_OVER.jpg
- icon\_cropped.jpg
- MadHatsm.jpg
- misc\_photo1.jpg
- misc\_photo2.jpg
- misc\_photo3.jpg
- misc\_photo4.jpg
- misc\_photo5.jpg
- MMP\_logobanner.jpg
- news\_body\_photo.jpg
- news\_quote\_image.jpg
- news\_quote\_photo.jpg
- NEWSEVENTS.jpg
- NEWSEVENTS\_OVER.jpg
- openingpage12-06.jpg
- openingpage.jpg
- pagetitleLEFTA.jpg
- pagetitleRIGHTA.jpg
- video\_th-240x180-qt.jpg
- what\_body\_photo.jpg
- what\_quote\_image.jpg
- what\_quote\_photo.jpg
- WHATMENTOR.jpg
- WHATMENTOR\_OVER.jpg
- YELLOWBOTTOMBARA.jpg
- preview\_16x16.png



## Storyboard:

The following is an outline showing the basic navigation structure in the Mentor Me Petaluma website.

Storyboards can be helpful to understand the flow of a website, because they allow you to visualize how each page in the site is linked to the other pages.



Home

About MMP

What is a Mentor?

Become a Mentor

News and Events

Donate

Contact

## Navigation:

The navigation appears on every page except the "home" page. Here are the destinations they will take you to:

**Home:** This will always bring you back to the home/splash page.

**About MMP:** This page will explain Our Vision and Our Mission.

**What is a Mentor?:** Here is where you will learn what a Mentor is. Including a link to the multimedia presentation and job description.

**Become a Mentor:** This page gives information on how to become a mentor including orientation and training information.

**News and Events:** This page will you will find *In the News*, *Newsletter Sign Up*, *Upcoming Events*, the *Calendar*, and *Upcoming Training*.

**Donate:** Here you will find information on how to donate.

**Contact:** This will show the contact information.



## Maintaining and updating the website:

It is recommended that the site be updated using a web development program such as Adobe Dreamweaver.

### Training:

Training will be provided under the Designer's discretion.

# Thank you for the opportunity!!!

### **Project Manager**

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### **Designer**

Jennifer March - jennifer@jmaservices.net

### **Content Developer**

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### **Programmer**

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