Names

Example

Teacher

**6 Steps to a Safe Personal Website**

**DIRECTIONS**

1. Open Word

2. Enter heading (align right)

3. Add appropriate title (align center)

4. Insert Smart Art graphic that fits your purpose (create a total of six text boxes)

5. Use handout to determine a list of six rules for the safe design of a personal website. Your rules must include a “because” or “unless” statement

6. Number your rules

7. Use variety of color and fonts

8. Save as: 6 Rules

9. Print one copy and place in TURN IN bucket