

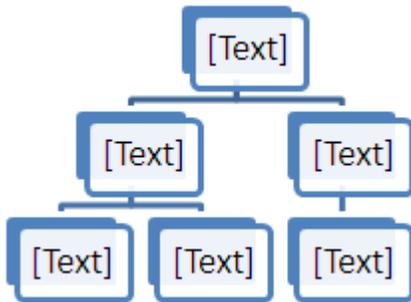
How to Create a Navigational Wireframe in Word

Your wireframe should look like an organization chart and should show the **top three levels** of HTML content (Home page, secondary pages, and tertiary pages) unless your site is so small that it only has two levels of content. If your site has more than three levels of content, **do not** show more than three levels. In all cases, do not include PDFs or [Drupal document pages \(http://1.usa.gov/1gSRYjW\)](http://1.usa.gov/1gSRYjW) in the wireframe.

1. At the top of your Word screen, select “Insert.”
2. In the Illustrations panel, select “SmartArt.”
3. On the left side of the “Choose a SmartArt Graphic” window, select “Hierarchy.”
4. Select one of the following graphic types: “Organization Chart,” “Hierarchy” or “Horizontal Hierarchy” – it’s up to you.

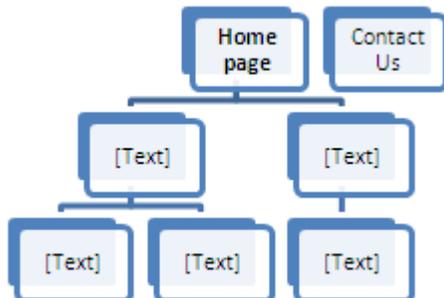
Example:

For the purposes of illustrating how to create a navigational wireframe, we’ve chosen “Hierarchy”. You should see this:



Showing Top Level Content

1. Click in the top box to edit the text. Change that text to “Home page.”
2. Right-click in the “home page” box and choose “Add shape.” Select “Add shape after.” Left-click in the new box and add the text “Contact Us” to represent the Contact Us page for your site:



Showing Second-Level Content

1. If you haven't already done so, determine how many second-level pages you have in your site.

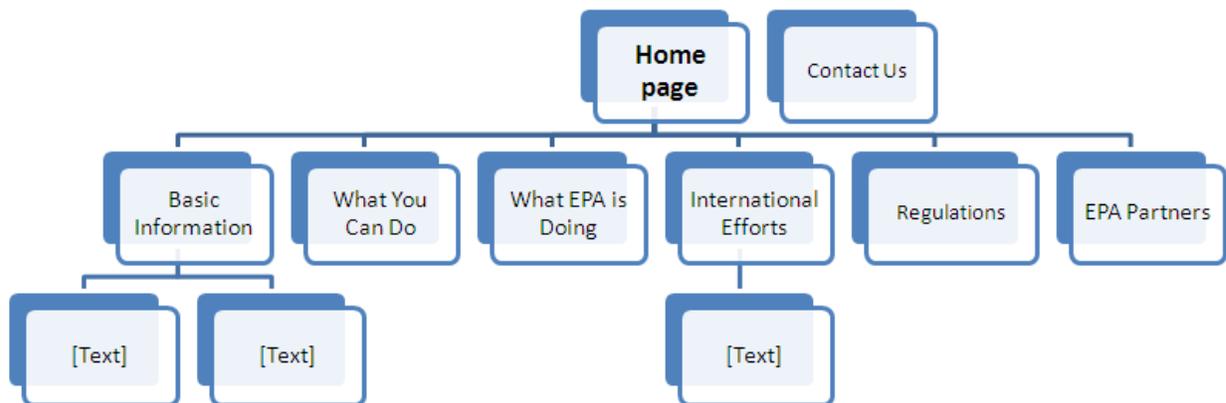
NOTE: Depending on how visitors will use your site,

- In a **resource directory**, your hub page must link to all second-level pages.
- In a **microsite**, your home page will probably, but not necessarily, link to all second-level pages – it all depends on how you think your visitors will navigate around your site. Same thing with your left sidebar on interior pages: the sidebar will probably, but not necessarily, link to all second-level pages.

2. For this example, let's say you have six second-level pages.

- With six, you will need a wide page, so make sure that your page is in landscape format. Go to the Page Layout tab, double-click on "Orientation" and then "Landscape". You might also want to reduce the size of your margins.
- To add more boxes that represent second-level pages,
 - right-click on either of the existing second-level boxes,
 - choose "Add shape" then
 - choose either "Add shape after" or "Add shape before".
- Type in the names of all your second-level pages. If the font size is very small, you can do a couple of things:
 - increase the size of your chart by dragging your mouse from any corner of the chart diagonally towards a corner of the page.
 - Go into each individual box, block the text, right-click, and select a larger font size.

So now we have this:



Showing Third-Level Content

If you haven't already done so, determine how many third-level pages you have in your site.

NOTE:

- Small sites might not have any third-level content.

- In a **resource directory**, your hub page should not link to any third-level pages. If your hub page links to a third-level page, then that page isn't third-level; it's second-level, and should be shown on the wireframe that way.
- In a **microsite**, your home page and/or your left sidebar might link to third-level pages, depending on the size of your site and the popularity of the content on specific third-level pages.

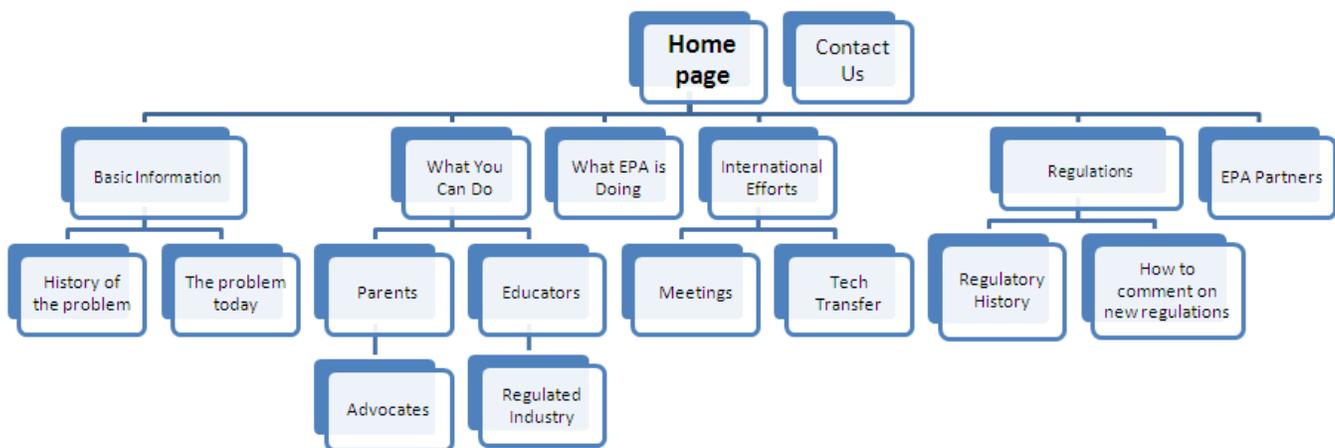
For this example, let's say you have 10 third-level pages:

- Two under Basic Information
- Four under What You Can Do
- Two under International Efforts
- Two under Regulations

To create a third-level page under one of your secondary pages, right-click on that secondary page, choose "Add shape" and then "Add shape below."

NOTE: In order to get everything to fit on the page, you might need to show some of these third-level pages below other third-level pages. To see an example of this, see the "What You Can Do" section of the example below. The Advocates and Regulated Industry pages are shown under the Parents and Educators pages even though Advocates and Regulated Industry pages fall directly below the What You Can Do page (i.e. the What You Can Do page links to them).

So now we have our final wireframe:



One final NOTE: The Regulated Industry page, which is shown under What You Can Do, will surely link to the Regulations page, and could be displayed on the wireframe under Regulations rather than under What You Can Do. The key is to **show each page only once on the wireframe**. You decide the one best location where each third-level page most logically fits.

How to Display Searchable Collection Content in the Wireframe

Don't try to display SC content in the wireframe graphic itself. List the content in the Word document below the graphic. Remember that microsite and resource directory pages should not link to SC pages.