Faculty Web Pages: Editing the Template

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The following shows the contents of the FacWeb.txt document, with instructions for replacing certain items with your own information. Items to note:

Be careful to leave all characters such as < and quote marks, etc. intact unless a comment below is specifically made to the contrary.

NotePad does not wrap text exactly the same way as Word does. For example, if you want to start a new paragraph, pressing the enter key will not translate. Instead, type <p> before the paragraph and </p> when you're done with that paragraph.

Also, NotePad does not have spell-check capabilities or auto-correct features. We use NotePad for this reason: it's plain and simple, and doesn't add any hidden items.

- When you **save** your web page, save as "All Files" and type a page name (no spaces) followed directly by .html

- To **edit** again, open your new html document and from the View menu at the top of your browser window, choose "Source." The original Notepad (.txt) document should again be available for editing.

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Strict//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-strict.dtd">
<html xmlns="http://www.w3.org/1999/xhtml">
<head>
<meta http-equiv="Content-Type" content="text/html; charset=utf-8" />
```

The yellow-highlighted tag below tells search engines such as Google not to list your page. If you want your page to be picked up and listed by search engines, delete this text.

```
<meta name="robots" content="noindex,nofollow"/>
```

Replace this aqua-highlighted text with the words you want people to see at the top of the browser window (on the tab or above the menu bar).

```
<title>Your Name</title>
<style type="text/css">
<!--
body {
        font: 100% Verdana, Arial, Helvetica, sans-serif;
        background: #441100;
        margin: 0;
        padding: 0;
        text-align: left;
        color: #000000;
}
.twoColFixLtHdr #container {
        width: 780px;
```

```
        background: #FFFFFF;
        margin: 0 auto;
        border: 1px solid #000000;
        text-align: left;
}
.twoColFixLtHdr #header {
        background: #000080;
        color: #FFFFFF;
        padding: 10px 10px 10px 20px;
        border-bottom: 7px solid #FFCC66;
}
.twoColFixLtHdr #header h1 {
        margin: 0;
        padding: 10px 0;
}
.twoColFixLtHdr #sidebar1 {
        float: left;
        width: 160px;
        background: #7AA9DD;
        padding: 15px;
        font-size: 80%;
}
.twoColFixLtHdr #mainContent {
        margin: 0 0 0 185px;
        padding: 0 20px;
}
.twoColFixLtHdr #footer {
        padding: 8px 20px 8px 20px;
        background:#BEBEBE;
        text-align: right;
        font-size: 75%;
}
.disclaimer  {
        font-style: italic;
}
table {
        border: outset;
        background-color: #FFFFFF;
}
-->
</style>
</head>

<body class="twoColFixLtHdr">

<div id="container">
  <div id="header">
```

This section formats the page; if you want to experiment and/or change any colors, visit this page to learn more.

Replace "Your Name" with your name. The words shown here in aqua text will be seen at the top of your web page in the dark blue header.

```
    <h1>Your Name: faculty page</h1>
  </div>
  <div id="sidebar1">
```

Replace the yellow-highlighted text with information that fits your situation.

```
<p>Professor,<br/>
    <strong>Kaplan University</strong><br/>
    School of Information Systems and Technology
    </p>
<div>  <table width="160" cellspacing="0" cellpadding="10"><tr>
```

This section is for your email, AIM name, and Office hours.

```
<td>
    <p><a href="mailto:YourName@kaplan.edu">E-mail me</a></p>
<p><strong>AIM:</strong> <em>username</em></p>
<p><strong>Office hours: </strong><br/>
7-9 pm Mondays<br/>
1-2 pm Thursdays</p>
        </td>
  </tr>
</table></div>
```

The Links section: you can use the links below or replace what is in aqua with websites of your choice. Put each link in the following format, with the variables shown here again in aqua (the redundancy in naming links is to comply with accessibility issues):

```
<li><a href="http://completewebaddress" title="name it">Name it</a></li>
```

```
<h3>Links</h3>
<ul>
    <li><a href="http://kucampus.kaplan.edu/Login/Login.aspx" title="KU course login">KU course login</a></li>
    <li><a href="http://www.google.com" title="Google search engine">Google</a></li>
    <li><a href="http://office.microsoft.com/en-us/clipart/" title="Microsoft Office Clipart">Microsoft Office Clipart</a></li>
</ul>
```

The word "Courses" is a header; you can use it, change it, or delete it. The information that you want to share under that header is also highlighted in yellow here:

```
<h3>Courses</h3>
<p>You can type more information here or delete this section, especially if your Links list is long.</p>
```

The button can be used to link to a special site or your second page. Replace the web address, being careful to leave the single and double quotations. If you replace the "Click here" text, make sure what you type is short, as it will be on the button and determines the button's length! The third aqua-highlighted spot below is your explanation of where that link will take your reader.

```
<p><button onclick="window.location='http://m-w.com'">Click here</button></p>
    <p>… to access an excellent online dictionary.</p>
```

Finally – for your web page's main content, replace the headings (in yellow) and information (in aqua) with the main ideas you want to provide your readers. If your information is longer, that's okay; you may want to link to a second page rather than provide too much on one page, however.

```
</div>
<div id="mainContent">
  <h2>Main Content</h2>
    <p>Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Praesent aliquam,  justo convallis luctus rutrum, erat nulla fermentum diam, at nonummy quam  ante ac quam. Maecenas urna purus, fermentum id, molestie in, commodo  porttitor, felis. Nam blandit quam ut lacus. Quisque ornare risus quis  ligula. Phasellus tristique purus a augue condimentum adipiscing. Aenean  sagittis. Etiam leo pede, rhoncus venenatis, tristique in, vulputate at,  odio. Donec et ipsum et sapien vehicula nonummy. Suspendisse potenti. Fusce  varius urna id quam. Sed neque mi, varius eget, tincidunt nec, suscipit id,  libero. In eget purus. Vestibulum ut nisl. Donec eu mi sed turpis feugiat  feugiat. Integer turpis arcu, pellentesque eget, cursus et, fermentum ut,  sapien. Fusce metus mi, eleifend sollicitudin, molestie id, varius et, nibh. Donec nec libero.</p>
    <h2>Another Section</h2>
    <p>Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Praesent aliquam,  justo convallis luctus rutrum, erat nulla fermentum diam, at nonummy quam  ante ac quam. Maecenas urna purus, fermentum id, molestie in, commodo  porttitor, felis. Nam blandit quam ut lacus. Quisque ornare risus quis  ligula. Phasellus tristique purus a augue condimentum adipiscing. Aenean  sagittis. Etiam leo pede, rhoncus venenatis, tristique in, vulputate at,  odio. Donec et ipsum et sapien vehicula nonummy. Suspendisse potenti. Fusce  varius urna id quam. Sed neque mi, varius eget, tincidunt nec, suscipit id,  libero. In eget purus. Vestibulum ut nisl. Donec eu mi sed turpis feugiat  feugiat. </p>

  </div>

<br class="clearfloat" />
```

You can add more sections using this same formula; place these **before** this </div>.

```
    <h2>Heading name</h2>
    <p>Paragraph content</p>
    <p>Another paragraph</p>
```

Almost done! Here, type your name, the date you created (or last updated) the webpage, and provide your e-mail address (the aqua highlighted text).

```
<div id="footer">
   <p>&#169; 2008 Your Name<br/>
      Last updated June 6, 2008<br/>
      Questions should be sent to <a
href="mailto:YourName@kaplan.edu">YourName@kaplan.edu</a></p>
      <p class="disclaimer">Note: The author of this webpage is solely responsible for its
content.</p>
</div>
</div>
</body>
</html>
```

Additional instructions: Images

*First, choose your image. To fit into this web page, the **width** should not exceed the following:*

- ▶ Sidebar (light blue left-side section):   max. 160 pixels
- ▶ Main section (white background):   max. 560 pixels

If you are not sure about the size of your original image, right-click it and check the properties (look in the Details tab).

If you find your image is too large for the area you have chosen, most PC users have a program called Paint that can help:

- *Open Paint.*
- *From the File menu, choose Open.*
- *Select your image.*
- *From the Image menu, choose Resize/Skew.*
- *In the Resizing part of the pop-up, input the same number (percentage) in both the horizontal and vertical percentage boxes. You may need some simple math to decide the percentage, or can experiment to get the right size for your image.*
- *Save your image.*
- *Close Paint.*

Now that you have an image that will fit your page, download it to your website (server). Write down the complete URL (address) you need to get to the image directly, and then type all of the following in your web document at the location you wish to show your image:

```
<p><img src="http://addressofyourimage" alt="Name of your image"/></p>
```