

Guide to Using CLAS Faculty Templates

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For the purposes of this tutorial and guide, I am using Netscape Composer for 7.2. Although the interface and layout for older versions will be different, the similarities are enough that you should be able to use this tutorial as a basis for maintaining your website.

The CLAS Faculty Template is a set of pre-designed and linked web pages for your use as a faculty member at the University of Florida. All you need to do is to add your own content to the pages, and rename the links in the navigation bar, and your site will be ready to use. These templates are made available as a resource to you, but you are by no means constrained to them for your website. You are welcome to use any design that you wish for your site, or to modify the template design as you see fit. Should you choose this option, please be sure to review the website requirements that both the University of Florida and the College of Liberal Arts and Sciences have specified for University and College related sites. These standards are available online at:

UF:

<http://www.webadmin.ufl.edu/policies/>

CLAS:

<http://clasnews.clas.ufl.edu/standards.html>

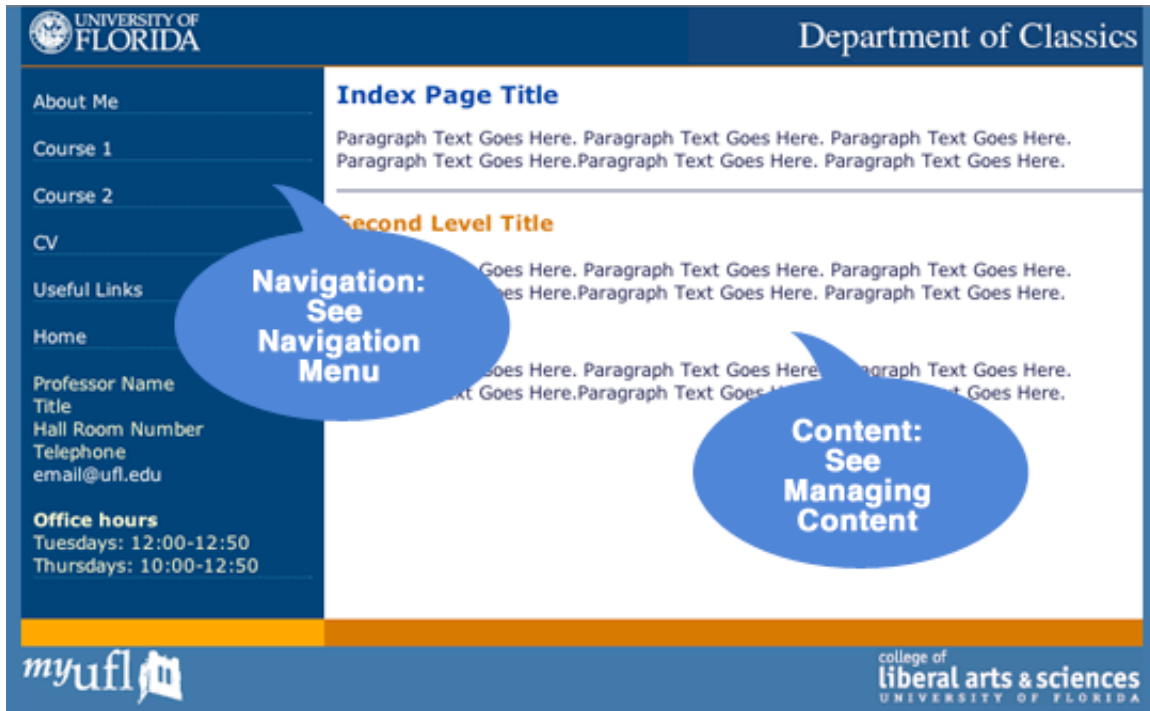
[Please direct questions, comments, and suggestions to the CLAS webmaster.](#)

Downloading and Installing Files

1. Go to <http://clasnews.clas.ufl.edu/templates.html> and select the Faculty Template.
2. Open the .zip file using either Winzip or Stuffit. If you do not have either of these programs, please contact the CLAS Webmaster to get the needed files.
3. The .zip file contains a site template based on the CLAS website, in addition to tailored designs for all departments that have had new sites designed. Each design is stored in its own folder.
4. On your computer, open a window that accesses your personal space on the CLASnet server. This is the I: drive on your computer (for more information on accessing your web space, please refer to CLASnet's how-to, located here: <http://www.clasnet.ufl.edu/howto/data-access.shtml>).
5. Copy the contents of the folder you are going to use into the I: drive by cutting and pasting. Do not copy the entire folder, but rather the files and the image folder within the folder (**IMPORTANT: if your web space already contains files with the same names as the copied files, your current files will be overwritten. Make sure to double-check before transferring and rename any files on your site or make copies prior to transferring**).
6. At this point, the template will now be live and will be visible on the internet.

Modifying Templates

Open Netscape and then open Netscape Composer (Located in the Windows Toolbar). You can open the pages to edit them within this program. Please look at the example below:



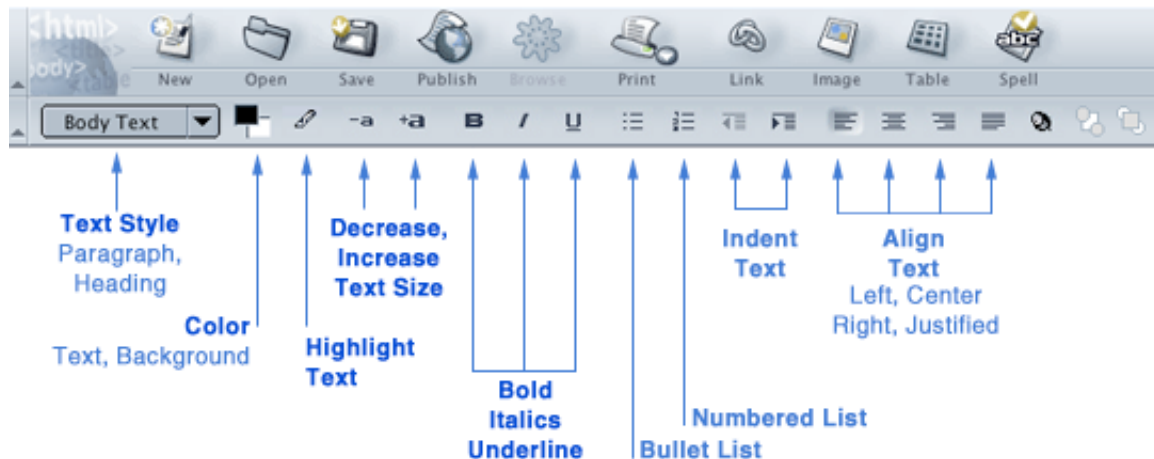
Each pages contain four graphics, with corresponding links to the University of Florida homepage, the Department homepage, the myUFL portal, and College of Liberal Arts and Sciences homepage (the CLAS template includes two links back to the UF homepage). The main section of the page is divided between Navigation and Content. We will review changing each of these two elements separately.

Cascading Style Sheet (CSS)

The design of your page and the text on it are determined using a cascading style sheet. This template specifies how text should appear within the content box and in your menu on the left side of the site. The styles are then applied to basic html tags that you will use in your site. There is no need to modify the CSS style sheet unless you are wanting to alter the appearance of the text on the page.

Using the Toolbar

To modify text on your site, you will use the toolbar located above the website on the page. This toolbar should be familiar to anyone who has used Microsoft Word or a similar word processing program:



Text Style

Text style determines whether the text appears as part of a paragraph or as a heading (referred to as 'headers'). Style sheets have been applied to the template for paragraph text and for Headings 1, 2, and 3. To apply a style to text on your webpage, either highlight existing text and choose the style from the drop down menu, or select a style and then type the text after doing so.

Color

The top left box determines the color of the font, and the bottom right box designates the color of the background behind the font. Both of these colors are specified already in the template. Changing the colors here will overwrite the colors in the template.

Decrease, Increase Text Size

Selecting the **-a** button will decrease the font size; selecting the **+a** button will increase the size. Both will overwrite the font sizes specified in the style sheet.

Bold, Italicize, and Underline

You can make your text appear as bold, italics, or underlined. These buttons either appear as **B**, *I*, and U, or as **A**, *A*, A on older versions of Composer. I would recommend not using underlined text on your site, as this is universally regarded as being a link on the internet, and users might become confused by underlined text that does not link to another page.

Bullet Lists

To create a bullet list, select the bullet list icon on the toolbar. Each time you enter a list item, hit return and a new bullet will be created. When you reach the end of your list, hit enter, then select the bullet list button again to delete the hanging bullet at the end of the list.

Numbered Lists

To create a numbered list, select the number list icon from the toolbar. Each time you enter a list item, hit return and a next number in the series will be added. When you reach the end of your list, hit enter, then select the number list button again to delete the hanging number at the end of the list.

Indent Text

Following the Bullet List and Numbered List are two buttons that allow you to indent the material. To indent a large block of text, highlight the text and select the indent icon that shows text being moved to the right. Similarly, selecting the button that shows the text moving left shifts the text in that direction.

Align Text

These buttons determine the alignment of the text or image selected. Text can either be aligned to the left, to the center, to the right, or justified across the table.

Editing Content

You can cut and paste text from a word document, or write your text directly in Composer. Word will give you the option of saving a document as a web page, but I would caution you not to do so. Microsoft's translation program creates a great deal of unwanted code that increases the size and download time of a webpage *considerably*. However, it is the easiest method of transferring a great deal of material from a word processing document to the web. Should you choose to use this method, save the web page with a different name and cut and paste the text from that webpage to the template. .

To edit text in the content window, please refer to the Using the Toolbar section above.

Hyperlinks

To create a link to another web page, either select the link icon on the toolbar (it will appear as two links in a chain interconnected), or go the Insert drop-down menu and select "link." Netscape will ask you to either type in a link or use the browse feature to select a page. The browse feature should be used to link one page in your own site to another; if you are linking to an outside page on the internet, you should type in the link or cut and paste the link's address from a browser. Be sure to add the http:// in front of an address for it to work correctly

(for instance www.ufl.edu will not work: the link must be specified as <http://www.ufl.edu>).

Images

To add an image to a web page, either select the image icon on the toolbar (it will appear like a photograph), or go to the Insert drop down menu and select image. Netscape will ask you to type in the image's location. You should save images to be used on the site in the images folder to make it easier to keep track of images on your site. Do not link to an image that is located on a different website. This practice actually takes away bandwidth from the other site, and can render your image invisible if there is ever a problem with connecting to that other site. Netscape will also ask you to specify alternate text for the image. Please use a short descriptive phrase that sums up the content of the image. The alternate text is used to describe to users who are not able to access or view the pictures what the picture contained, and is required for compliance with the Americans with Disabilities Act.

You can also specify an image to be a hyperlink to another page. To do so, select the image, and then follow the process outlined in **Hyperlinks** above.

Tables

To create a table on the web page, either select the table icon on the toolbar (it will appear as a table), or go to the Insert drop down menu and select table. Netscape will ask you to input the number of columns and rows for the table, in addition to spacing between cells and padding within each cell. Be sure to not make the table wider than the cell of the content cell, otherwise you will distort the layout of the page.

Editing Navigation

Editing the text of the Navigation can be done just as if you were using a word processing program. Select the text and retype the name you would like the link to become. Be sure to make that change to the menu on each of your website's pages.

If you are going to add an additional link to the menu, it is better to make this change while looking at the code of the page, rather than in the normal pane you are currently using. At the bottom left hand side of the Composer window, there are a series of tabs labeled Normal, HTML tags, Source, and Preview (these are also available from the View drop-down menu in the Toolbar. Switch the view to Source.

Scroll down to the following code:

```
<p class="blue"><a href="about.html" class="blue">About Me</a></p>
```

```
<p class="blue"><a href="course1.html" class="blue">Course 1</a></p>
<p class="blue"><a href="course2.html" class="blue">Course 2</a></p>
<p class="blue"><a href="cv.html" class="blue">CV</a></p>
<p class="blue"><a href="links.html" class="blue">Useful Links</a></p>
<p class="blue"><a href="links.html" class="blue">Home</a></p>
```

This code creates the navigation menu of the site. Using Cut and Paste, you can add additional hyperlinks and then edit them, like so:

```
<p class="blue"><a href="about.html" class="blue">About Me</a></p>
<p class="blue"><a href="course1.html" class="blue">Course 1</a></p>
<p class="blue"><a href="course2.html" class="blue">Course 2</a></p>
<p class="blue"><a href="course3.html" class="blue">Course 3</a></p>
<p class="blue"><a href="course3.html" class="blue">Course 4</a></p>
<p class="blue"><a href="cv.html" class="blue">CV</a></p>
<p class="blue"><a href="links.html" class="blue">Useful Links</a></p>
<p class="blue"><a href="links.html" class="blue">Home</a></p>
```

The text in red is the text that should be changed for the link's address and for the text that appears on the site. Please note that, again, you should make these changes to all pages on your site.

In addition to the links, the navigation menu also includes your contact information, please be sure to edit this text to include your name, title, contact information, and office hours. Please double check and make sure your information is correct and update it often, as needed. To edit your email address, edit the text as you would any other text, and then click on the insert link icon. Netscape will show the link as <mailto:name@ufl.edu>. Leave the **mailto:** portion intact and replace the rest with your email address.