

Implementing the New OSUL Web Page Template

Preliminary Steps:

- Make sure that **Windows Explorer** displays file extensions
 1. With Windows Explorer open, click **Tools** on the menu bar, then select **Folder Options**
 2. In the resulting box pull up the **View** tab
 3. Scroll down just a bit until you see the option to **Hide extensions for known file types**
 4. If this is **ON**, click on the checkmark to delete it, so that the option is turned **OFF**
 5. Click on the **Apply** button, then **OK**
- Create backup copies of all files to be modified, and store in a safe place (perhaps burn to CD; all new Dell computers have CD burning capability)
- Evaluate the current content of your web site. Are there pages that are in need of updating? Are there any that are no longer relevant, and might be deleted?
- Has your site been made fully accessible in compliance with the OSU Web Accessibility Standards document: <http://www.wac.ohio-state.edu/standards/guide.htm> ? Since you will be looking at every page in your site this would be a good time to note changes that need to be made.
- Do you use cascading style sheets for your web site? Familiarize yourself with the style sheets referred to in the template so that you can be ready to adjust in response to changes that may show up in your display.

Cautionary notes:

It is necessary that you work with the coded version of the file(s) and it is strongly recommended that you use **Notepad** for editing. If you are accustomed to working with **FrontPage**, bear in mind that you will have to work in “code view” in order to implement the template, and to edit the files in the future. If you need to work on the design aspects you will have to change the PHP to HTML while you work on it, then re-name it as a PHP file before uploading it to the web server.

DO NOT use the “View Source” option in your browser to bring up the file in **Notepad** for editing after implementing the template. This will open all of the linked supporting PHP files as well, and destroy their functionality.

Using the template:

1. If you have not already done so, create a folder in your Novell server space to hold your web files.
2. Load the “template.txt” file from “J:\HR Info\Web Developers\template.txt” into the folder intended for your web files.

3. Download your current HTML files from the web server into this folder in your Novell server space.
4. Open the file you wish to revise in **Notepad** and open the template.txt file in a separate session of **Notepad**.
5. Copy the comment "`<!-- Page content begins here -->`" and all the information preceding it from the template.txt file and paste it just below the `<body>` tag of the file on which you are working.
6. Insert your page's title within the `<title>` tag, in front of the hyphen, leaving the "Ohio State University Libraries" portion intact after the hyphen.
7. Replace or fill in the information within the `<meta>` tags as appropriate.
8. Look for the Logo and Title section in the template and insert the information specific to your subheading, as in the following example:

Before: ``

After: ``

9. Move the information about link colors from your `<body>` tag to the `<body>` tag in the template file.
10. Does the page have a background? If so, it should be confined to your local page content.
 - a. Locate the comment `<!-- Page content begins here -->` tag, and on the line below this comment, insert the filename portion of the background information from your `<body>` tag into a `<div>` tag, using the format in the following example.

`<div style="background-image: URL([filename.jpg])">`

- b. Use the code below to provide some narrow margins on each side so that the text does not begin exactly on the edge of the background.

`<div style = "margin-left: 1.5%; margin-right: 1.5%">`

- c. Follow up with 2 closing `</div>` tags just before the comment `<!-- end of page content -->`

Note: You may also need to insert a blank line at the top and/or at the bottom of your page content (add a `
`) in order to keep the text from sitting directly on the edge of the background. You may also wish to insert a `
` immediately preceding the `<!--Page content begins here -->` comment tag in order to leave some white space between the header and your location's page.

11. Delete the remaining information from the top of your original page through the <body> tag.
12. Copy the footer information from the template (from the comment <!-- end of page content --> to the end of the file), and paste at the bottom of your original file.
13. Evaluate any footer information that is on your page, and retain only that information which does not duplicate information included in the template footer.
14. Save the file as [filename].php, and FTP to the web server to verify that the page displays as intended (browser will not display local PHP file, only a file pulled from the web server)

Final Steps / Editing the PHP files:

15. If revisions are needed, DO NOT use the "View Source" option in your browser to bring up the file in **Notepad** for editing. This will open all of the linked supporting PHP files as well, and destroy their functionality. FTP the files from the web server over to your local work space for editing (best to use ASCII mode for text files).
16. Before replacing the original files with the new PHP files make sure that all internal links between pages have been revised to point to the new PHP file names. (You may wish to work on the whole site, or related sections of the site, in a batch before making any of the pages "live.")
17. Before making the new pages live, rename any index.htm(l) files on the Web server (e.g., indexold.htm or index.html~). This name change is not required for files other than index.htm(l) files.

Need Help?

Feel free to send your questions to: libwebdev.acs.ohio-state.edu so that all may benefit from the exchange.

Or contact any of us directly:

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General information for the Libraries' web developers is also available at:
<http://library.osu.edu/sites/it/webmasters/>