

## Web Group

The Web Team, led by Drew Hill, Web Director, is a part of the Office of University Communication and Marketing's Creative Services Department. Our responsibility is to build, migrate, develop, and help maintain websites campus wide within the CMS. Over the next year, our goal is to help migrate and maintain content within the CMS, as well as design more templates and style variations. We also plan on integrating additional Flash content, including videos, into the site.

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### Related Links: Template Guide

URL: <http://www2.binghamton.edu/documentation/templates/>

## Content Management System (CMS): OmniUpdate (OU)

A content management system (CMS) is a computer application used to create, edit, manage, and publish content in a consistently organized fashion so that non-technical people can modify/delete/add to it. CMSs are frequently used for storing, controlling, versioning, and publishing industry-specific documentation such as news articles, operators' manuals, technical manuals, sales guides, and marketing brochures. The content managed may include computer files, image media, audio files, video files, electronic documents, and Web content.

Source: [http://en.wikipedia.org/wiki/Content\\_management\\_system](http://en.wikipedia.org/wiki/Content_management_system)

## Server Configuration: Staging & Production

There are two servers involved when working within the CMS: a staging server housed by OmniUpdate and a production server housed here on campus. All editable pages (.pcf file extension) within OU are on the staging server and all live pages (.html file extension) and binary files (jpg, png, gif, swf, pdf, doc, etc) are on the production server. Therefore, whenever creating links to other pages or binary files within OU, you are actually linking to files on the production server.

## About This Site: <http://www2.binghamton.edu/>

URL: <http://www2.binghamton.edu/about-this-site/index.html>

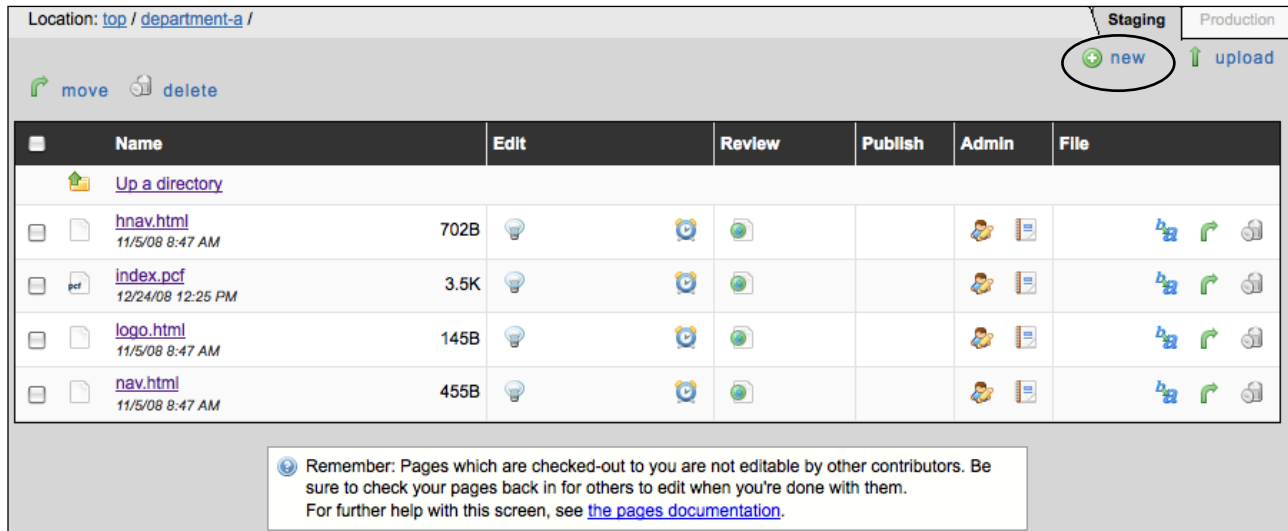
## What will be covered today?

### OmniUpdate

- Creating new pages/directories in OU
  - Naming conventions for pages/directories
  - Page titles and meta data
- Editing left navigation and horizontal navigation
- Replacing/Placing photos
- Uploading binary files (jpg, png, gif, pdf, doc, swf, etc)
  - Adding file sizes to downloadable media (pdf, doc)
- Adding video
- Creating tables
  - Accessibility
  - Styling with CSS
- Broken links testing
- Testing in multiple browsers

### Creating New Pages or Directories

Click on the *new* icon . See the screen shot below.



You will now have the option to either create a page or directory. See screen shot below.



Creating a page will give you these options. See screen shot below.

The screenshot shows a form for creating a new page with the following fields and options:

- Page Title:  Give your new web page a title.
- Keywords:  Words that categorize your new page for search engines.
- Description:  Describe your new page in about 40 words.
- Style:  Choose the style of your page.
- Parent Nav:  Select the the parent navigation.
- Filename:  Enter a name for your new file without an extension.
- Overwrite New File:  Overwrite if file already exists?
- New File Access:  Which contributors can edit this new page?

Page Title: Title of the page that is visible at the top of your browser window.

Suggested title format: Directory Name: Directory Name: Page Name

(Ex: “Binghamton University -” is programed in to be the start of every page title)

Keywords: Information inside a meta element describes the document’s keywords.

Suggested keywords: title of the page, unique words and phrases to the page

Description: Information inside a meta element describes the document.

Suggested description: “This page contains information on Binghamton University’s xyz department”

Style: What CSS (colors and fonts) is applied to the page. Standard is the suggested option.

Creating New Pages or Directories (continued)

Page Title	<input type="text"/>	Give your new web page a title.
Keywords	<input type="text"/>	Words that categorize your new page for search engines.
Description	<input type="text"/>	Describe your new page in about 40 words.
Style	<input type="text" value="Standard"/>	Choose the style of your page.
Parent Nav	<input type="text" value="Local Nav"/>	Select the the parent navigation.
Filename	<input type="text" value="Untitled"/>	Enter a name for your new file without an extension.
Overwrite New File	<input type="checkbox"/>	Overwrite if file already exists?
New File Access	<input type="text" value="Everyone"/>	Which contributors can edit this new page?

Parent Nav: Indicates what nav.html file should be pulled. The “Local Nav” pulls in the nav.html file in the directory you are working in. The “Parent” option pulls in the local nav.html file and the nav.html file above the directory you are working on. *Please note the Web Group needs to be notified to complete the parent navigation feature.*

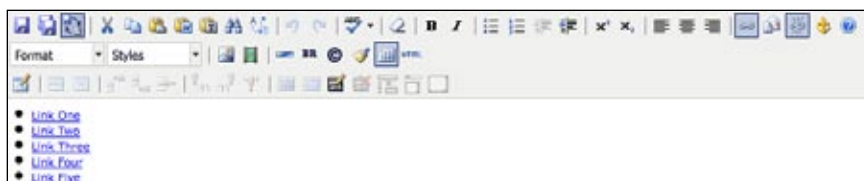
Filename: file name for the page, which is visible in the url field. We encourage all users to name their pages (and directories) with all lower case letters and use only hyphens to separate words (Ex: “faculty”, “student-handbook”)

Overwrite New File: Check this box if you want to write over an existing file.

New File Access: By default, there are user groups within OU that have been assigned to each directory. Only your user group and the Web Group have access to your files.

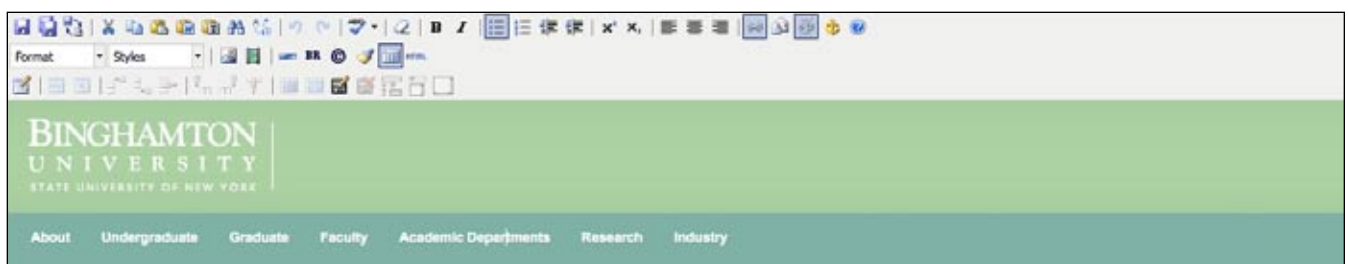
Editing Left Navigation (nav.html). See screen shot below.

The nav.html file is created in every directory by default (hnav.html and logo.html are also created). This file is considered to be an include and is pulled into every page in that directory. Using the “Parent Nav” options when creating pages will dictate what additional nav.html files will be included in the left navigation, when published.




Editing Horizontal Navigation

The hnav.html file is created in every directory by default (nav.html and logo.html are also created). This file is considered to be an include and is pulled into every page in that directory. We encourage users to keep a consistent hnav.html throughout their website.

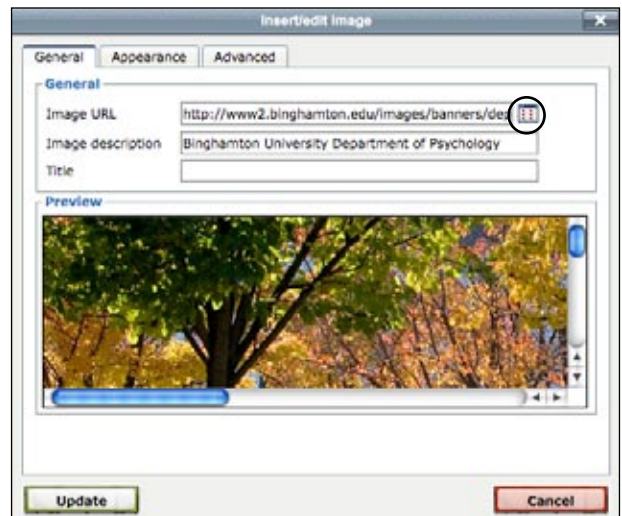


Replacing/Placing Photos



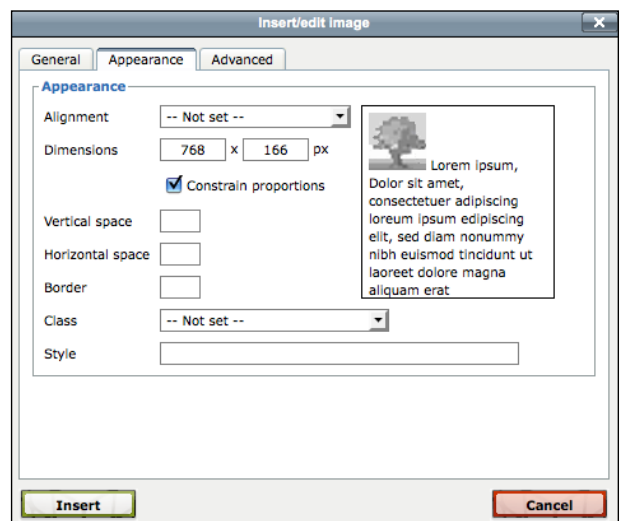
To replace an image, first find the exact pixel measurements of the current image. To check, bring up the published page in a browser and right click on the image and select properties. Once you have the exact size of the image, you can click on the *Edit/Insert Image* icon .

This will bring up the insert/edit image options. See screen shot to right. Clicking the browse button will allow you to search for a new image. Some images are already cropped to most template image sizes. Select the desired image with the same pixel dimension and click *select file*. Next you should update your image description with accurate information (Ex: “Photograph of students walking outside on a fall day in front of the lecture hall.”). Then click update.



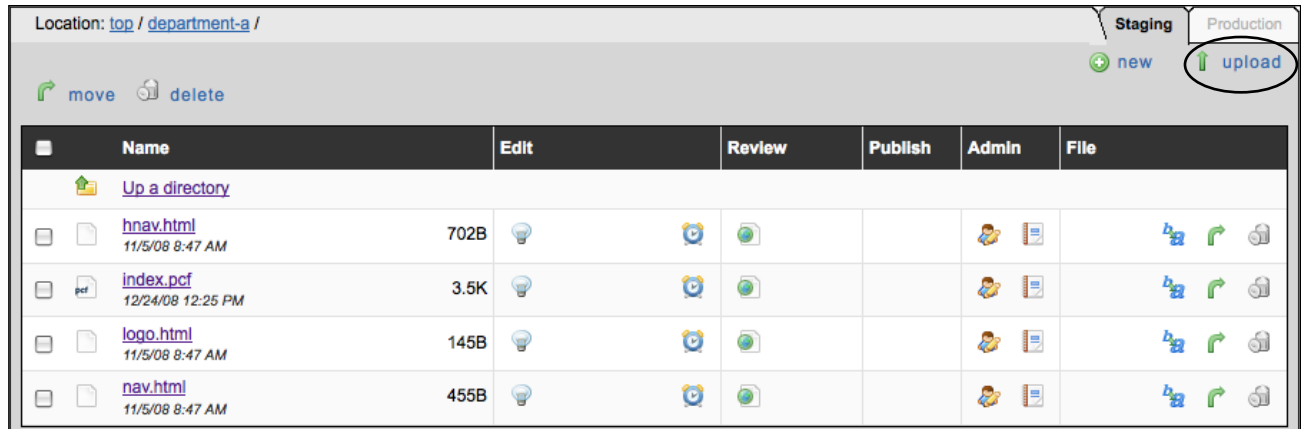
To place an image, put your cursor where you would like the image to be placed. Make sure that your image will fit in the column within which you are placing it. Next you will click on the *insert/edit image* button, which will bring up the browser. Browse to the desired image, select the image, click on the *select file* button, fill in the image description and click *update*.

Once the image has been replaced/placed, OU gives you formatting options. You can adjust where the image appears on the page with the alignment dropdown and add space around the image with vertical spacing and/or horizontal spacing.



### Uploading Binary Files

We encourage OU users to create separate directories within the root (top level folder) of your website for specific binary files. Creating a separate directory for images, pdfs and word-docs will allow for other users to quickly understand where these files reside. To upload files, first navigate to the directory where you want the files to be uploaded to (Ex: images). Then click on the *upload* button. See screen shot below.



Adding file size to downloadable media:

Examples: ([.pdf](#), 135kb), ([.doc](#), 135kb), ([.pdf](#), 135kb; [.doc](#), 135kb)

OU allows for the user to upload up to 10 binary files at a time. See screen shot below. These files are uploaded to the production server. Since all binary files are uploaded to the production server, they will not appear on the staging server. When you browse for binary files and pages, OU automatically starts the browsing on the production server.



### Adding Video

OU allows for these standard video formats: Flash, Quicktime, Windows Media and Real Media. If your video is in another format, you have the option of using Transcode-It (<http://transcodeit.com/>), which will, by default, convert the video to a Flash Video (.flv). The standard size for web video is 320 pixels by 240 pixels.

Uploading a video is similar to any other binary file format. Navigate to the directory, where you want the video uploaded to, click on the *upload* button within OU, browse for the files on your local computer and click upload. Depending on the file size of the video, this may take several minutes.

Once the file has been upload, navigate to the page and editable region within the page and click on the insert/edit embedded media button. See screen shot below.



## Adding Video (continued)

Clicking on the insert/edit embedded media button will bring up the options to the right. First select the file type from the drop down menu, next browse to your file and select it and finally insert your file dimensions. You can test you movie in the preview window. Click insert to add the file to the page.



## Creating Accessible Tables

**Accessibility:** The practice of making websites including tables usable by people of all abilities and disabilities.

**Summary tag:** Provides a brief overview of how data has been organized into a table or a brief explanation of how to navigate the table. The summary attribute must be inserted within the opening table tag. (Ex: “<table summary=“A table without merged cells and with vertical headers.”>”)

**Caption tag:** Used to describe the nature of the table. The <caption> tag must be inserted immediately after the <table>tag. (Ex “<caption>The price of tea in China.</caption>”)

**Scope attribute:** The scope attribute specifies that the table cell has header information for a column or row. The scope attribute must be inserted within a <td> tag. “(Ex: <td scope=“row”>”)

**Header Cell tag:** The <th> tag defines a header cell in an HTML table. (Ex: <th>Price of Tea</th>)

Example: (browser view)

This table contains downloadable forms for benefit options.

Title	Description	Category
2009 Research Foundation Benefits Information (pdf, 125kb; doc, 125kb)	information on benefits for RF employees	Benefits (General)
2009 Research Foundation Benefits Information (pdf, 125kb; doc, 125kb)	information on benefits for RF employees	Benefits (General)

```
<table style="width: 100%;" summary="Benefit forms table with title, descriptions, categories and downloadable forms. The table has horizontal headers and no merged cells.">
<caption>This table contains downloadable forms for benefit options.</caption>
<tr style="background-color: #CCCCCC">
<th style="padding: 5px; width: 50%;" scope="col"><strong>Title</strong></th>
<th style="padding: 5px; width: 25%;" scope="col"><strong>Description</strong></th>
<th style="padding: 5px; width: 25%;" scope="col"><strong>Category</strong></th>
</tr>
<tr style="background-color: #e3e3e3">
<td style="padding: 5px">2009 Research Foundation Benefits Information <br />(a href="#">pdf</a>, 125kb; <a href="#">doc</a>, 125kb)</td>
<td style="padding: 5px">information on benefits for RF employees</td>
<td style="padding: 5px">Benefits (General)</td>
</tr>
<tr>
<td style="padding: 5px">2009 Research Foundation Benefits Information <br />(a href="#">pdf</a>, 125kb; <a href="#">doc</a>, 125kb)</td>
<td style="padding: 5px">information on benefits for RF employees</td>
<td style="padding: 5px">Benefits (General)</td>
</tr>
</table>
```

## Styling tables with CSS

Since we are using a full CSS layout, we are encouraging OU users to use CSS to define all aspects of a table. Tables should be used for data only and not layout.

Examples: old way: `<table width="100%" bgcolor="#660000">...`

new way: `<table style="width: 100%; background-color: #660000">...`

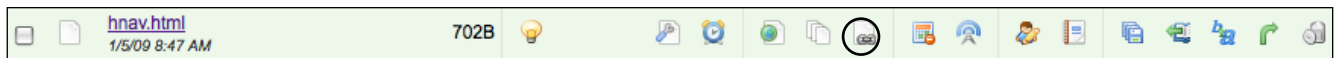
old way: `<table cellpadding="5">...`

new way: `<table><tr><td style="padding: 5px">...`

For more on CSS: <http://www.w3schools.com/css/default.asp>

## Broken Links Testing

OU has a feature that will test for broken links within each page. To use this feature, check the page out in full directory view and click on the check links icon. See screen shot below.



Clicking on the *check links* icon will bring up the screen to the right. This will provide you with a list of links within the checked out page. Clicking on the *Check Now* button will refresh the link list.



Side note: email links cannot be validated. Link cannot be validated.

## Testing in Multiple Browsers

OU has another nice feature that will provide a preview of a page within different browsers. If you are creating complex tables or CSS layouts within your editable regions, testing those pages are encouraged.

Click on the *Preview this page* icon, then on the *Multi-Browse* tab



These are the browsers that OU can provide previews to. Check the ones that you would like to see previewed and click on the submit button. I would encourage you to test a couple browsers at a time, since this process can take up to a couple minutes per preview.



If you find layout issues that are outside of your control (editable region), please submit a screen shot of the OU result to [giovanci@binghamton.edu](mailto:giovanci@binghamton.edu). The Web Group will then further investigate the issue and provide some feedback.

## Questions?