

**Agenda:**

- Staging vs. Production Servers
- Site Structure –navigation, folders/directories

*Practice*

- Logging into OmniUpdate
- Create a new file and folder
- Edit and publish a file
- Accessibility

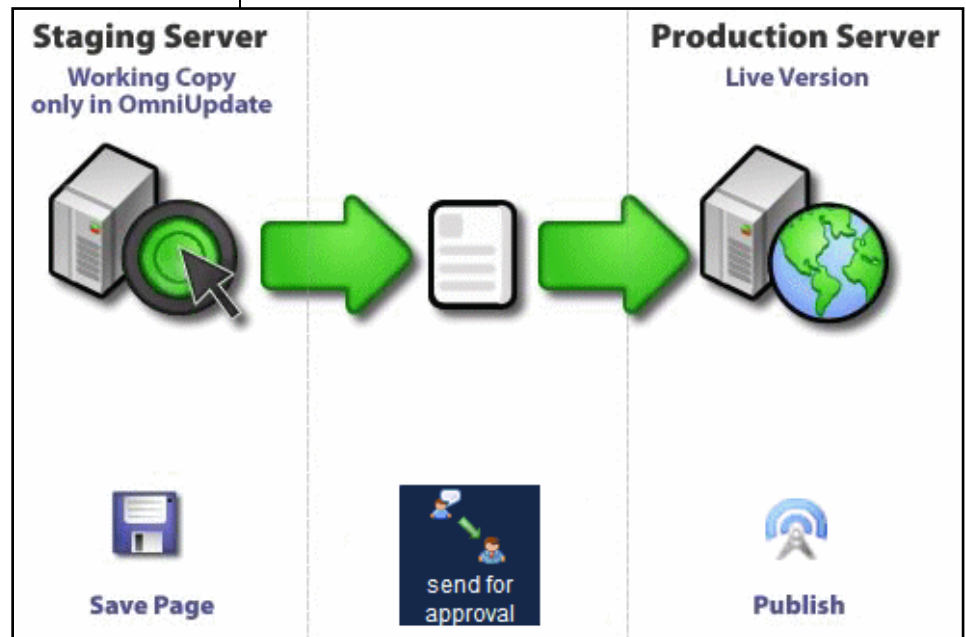
**Staging Server vs. Production Server**

You will work on pages and save them to the staging server first. Until the time an authorized user clicks the “Publish” button, the pages remain on the staging server and can still be changed, edited, or deleted.

The production server is simply the “live” SUNY Oswego web site, and is hosted here at SUNY Oswego.

Pages that are still in the publishing process – such as newly-created pages, edited pages, and pages that have been approved and are waiting to be published to the live site are on the staging server.

SUNY Oswego’s  
‘live’ web server  
↓



## Site Structure:

*Navigation:* The primary form of navigation we use is the left side navigation file (left nav). Use the *Primary Subpage Left Navigation* template and name the file `navigationlocal.html` (referred to as left nav).

The left nav file is called an 'include.' This means the file will show in almost every page on your web site (except those templates not including the left nav). That way you do not need to recreate links to your pages in every web page.

### Recommended links for the left nav file:

- Links to pages/files in your web site.
- Links to directory pages for accounts above or below your account can be programmatically inserted. Contact [webmaster@oswego.edu](mailto:webmaster@oswego.edu).

### These are not recommended for the left nav file:

- Links to pages outside of your site.
- Links to pages not on SUNY Oswego's web site. Instead, put these links in the body of the page or on the right side of the page. On the right column, use the title "Related Links"
- Graphics are generally not recommended.

**Index.html:** Every directory (folder) must have an `index.html` file. This is especially important because it is the default page that is served when a user clicks on a directory name in the breadcrumb navigation.

## Organization of your files:

Besides the `index.html` and `navigationlocal.html` files, you will be creating other files and folders in your web site account.



## Keep organized.

For new sites, plan ahead. Draw an org chart of how you plan to organize the site.

### *Best Practices For Established Sites:*

- Group similar files together in one folder.  
*Caution:* if you move files, you will need to update links to those files. Also, people's bookmark or links to the file will break.
- Delete old, unused files from the production server.
- Keep files as small as possible. Here are links to reduce the size of PPT and image files.
  - [http://www.oswego.edu/training/newsletter/ou\\_news\\_summer\\_2008.html#PPT](http://www.oswego.edu/training/newsletter/ou_news_summer_2008.html#PPT) .
  - <http://www.oswego.edu/administration/guides/photo.html>

### *Uploading files*

Files such as images, Word, PDF, Excel and PPT are automatically uploaded to the production server.

- Images *should* automatically go to the image folder in the root of your account on the *production* web server<sup>1</sup>.
- For other files, it's recommended you create an *Uploaded\_Files* directory. To upload to this directory, navigate to the directory before uploading.

### *Department Web Sites*

Faculty Pages should reside within a directory titled "*faculty*" or "*faculty\_and\_staff*" in the top level of your site with an index page and links to each individual faculty and staff member's page.

Other Suggestions:

- Make home page attractive to perspective students by including images and brief summaries of information.

- Put vision and mission statements on inside pages

demo of uploading a file

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<sup>1</sup> Sometimes uploaded images appear in other areas of your site.

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### Log into the training account:

Go to: <http://www.oswego.edu/training>

Click on # \_\_\_\_

Login in using this information:

User ID: training\_\_\_\_

Password: training

Notice on the left it says: **The included file could not be read.** This is because the `navigationlocal.html` file has not been created.

### Create a New Folder (directory)

1. Content > Pages
2. New (upper right)
3. New Folder
4. Name your Folder (directory)
5. (All lower case letters, no special characters, spaces or punctuation.)
6. Click 'Create'.
7. The folder is created on both the staging and production servers.

*Logging into your web site:*

*Go to the web page you want to edit*

*Click on the date stamp.*

*At the next page, use your normal user name and password.*

*Make sure pop-up blockers are disabled. This includes Internet Explorer blockers, Google toolbar blockers, etc.*

### **Create a new left nav file.**

Click on the Content > Pages tab

Click on the New button (upper right)

Choose 'Primary Sub Page Left Navigation'  
template

Page Title: this appears at the top of user's browser  
and will also appear in the upper left of your  
page.

Keywords and Description all help to make the  
page more accessible.

File name – In this instance, it **must** be :  
`navigationlocal.html`

This navigation page is not made automatically

It is included in every page you make in the  
folder (except templates that don't have  
navigation).

New File Access: leave at Everyone

Click Create

'Click Publish Now'

Make a notation of the changes made in the  
file each time you publish. In this case, we  
created the left nav file. This notation is useful  
if you need to revert back to another version of  
the file.

Click on Content > Pages tab. There should be two  
files there: `index.html` and  
`navigationlocal.html`.

**Create another new HTML file** naming the file anything you wish (no spaces or special characters). Be sure to end the file name with the extension `.html`.

### **Edit a file**

Click on `index.html` – Notice the Left Nav area now says ‘Enter your left column information here.’

#### *Add some text*

- Click on the blue ‘Edit’ Main Content Area.
- Highlight the existing text and delete it.
- Either copy some text from another web page and paste it in or type in a couple of sentences.

If copying from Word, use the Paste from Word option.

If copying from the web, you will probably have to do some clean-up

- Click on the ‘Save’ button (upper left)
- Click on ‘publish now’
- Add a note about the change you made.
- Click ‘Publish’
- You can choose to view the file now in a browser if you wish. Other options are in the upper left.

**Click on the “edit”** button. Then change “About Oswego” to an appropriate title, and edit the subtitle (both are red edit buttons). Make sure you save your work each time.

*If you choose a template with a placeholder image, be sure to replace that image before publishing.*

**Check the file in** by going to Content > Pages. Click on the yellow light bulb.

If you need to edit a locked file email:

[webmaster@oswego.edu](mailto:webmaster@oswego.edu)

**Edit the navigationlocal.html file**

Click the yellow button.

Delete the existing text

**Add links:**

1. Type in the name of the first link and add a space after the last word
  - a. Hit 'Enter' (repeat for more links)
  - b. Highlight just the text of the first link
  - c. Click on the link button (chain)
    - i. Click on Browse
    - ii. Choose `index.html`
  - d. Target Window: If the link goes outside our website choose `_blank`. (This opens a new browser window for the user.)
  - e. Title – shows up as a tool tip
  - f. Click Insert
2. Repeat b. through f. for additional links
3. Save and publish.

### Accessibility:

Here are some things we can do to make our web pages more easily accessible for handicapped users.

**Alt tags for Images:** When inserting an image you fill in a description that communicates the *purpose* of the graphic, not its *appearance*.

#### Use the 'Format' drop-down in OmniUpdate:

These head tags are controlled by Cascading Style Sheets.

#### Tables – Not recommended for data.

1. Screen readers need to have a description of what is displayed in a table when for used to display data.
2. Set borders to "0" to maintain consistency on our site.
3. More information is at:  
[http://www.oswego.edu/administration/guides/Accessible\\_Tables.doc](http://www.oswego.edu/administration/guides/Accessible_Tables.doc) (.doc 374KB) and  
<http://www.webaim.org/techniques/tables/>

**PDFs:** Word 2007 files can be made into accessible PDF files. There are workshops scheduled to show you how. Check the [CTS registration page](http://www.oswego.edu/cts/training/ws_registration.html) ([http://www.oswego.edu/cts/training/ws\\_registration.html](http://www.oswego.edu/cts/training/ws_registration.html)). Also see the [OU Summer Newsletter](http://www.oswego.edu/training/newsletter/ou_news_summer_2008.html) ([http://www.oswego.edu/training/newsletter/ou\\_news\\_summer\\_2008.html](http://www.oswego.edu/training/newsletter/ou_news_summer_2008.html)).

**Forms:** Ensure that every form element (text field, checkbox, dropdown list, etc.) has a label and make sure that label is associated to the correct form element using the `<label>` tag.

**Multi-media:** Provide a textual equivalent for any non-text element on a page, i.e., Flash.

More information on accessibility:

#### SUNY Oswego Accessibility Guide:

<http://www.oswego.edu/administration/guides/accessibility/index.html>

#### New York State Office for Technology:

<http://www.oft.state.ny.us/policy/s04-001/index.htm>