

Agenda:

- Staging vs. Production Servers
- Site Structure –navigation, folders/directories
- Logging into OmniUpdate
- Create new files
- Accessibility
- Create a new folder/directory
- Add links to left nav, publish
- Images

Staging Server vs. Production Server

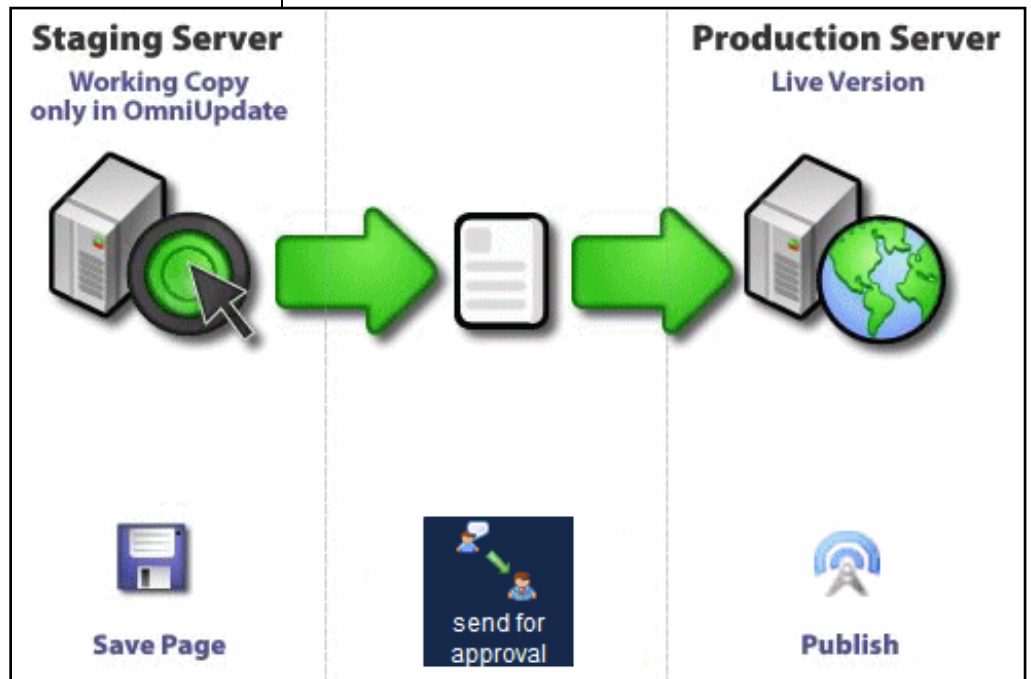
You will work on pages and save them to the staging server first. Until the time an authorized user clicks the “Publish” button, the pages remain on the staging server and can still be changed, edited, or deleted.

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.

Files such as images, Word, PDF, Excel and PPT are automatically uploaded to the Production server and will not be seen 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.

These are not recommended for the left nav file:

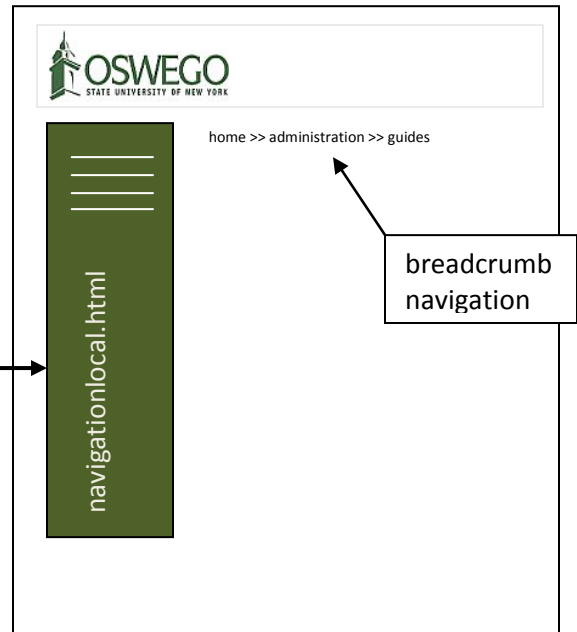
- Links to pages outside of your site.
- Links to pages not on SUNY Oswego's web site. Instead, put these links in the body of the page or on the right side of the page. On the right column, use the title "Related Links"
- Graphics are generally not recommended.

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.

`index.html`



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.
- Delete old, unused files from the production server (must be level 8 or higher to delete).
- 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/grades/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 server¹.
- For other files, it's recommended you create an *Uploaded Files* directory. To upload to this directory, navigate to the directory before uploading.
- To upload to this or other directories, navigate to the directory first, then upload the file.

¹ Sometimes uploaded images appear in other areas of your site.

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.

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.

Logging in from your computer –
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 older 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.

Use a template which has the left nav include. Name the file anything you wish but don't use spaces or special characters. Be sure to end the file name with the extension `.html`. Edit, save and publish this file.

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 sub-title (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.

*When copying and pasting text from Word, use the **Paste from Word** button. This will remove all Word's formatting.*

Hint: If you don't publish the file right away, it will still be 'checked out' and no one else can edit it.

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

Click this tab to see files on the 'live' server (production server).

Content > Pages View

The screenshot displays the 'Content > Pages View' interface. At the top, there are navigation tabs for 'Dashboard', 'Content', and 'Add-Ons'. Below these are sub-tabs for 'Pages', 'Recent Saves', and 'Recent Publishes'. The site name 'gallena' is shown. The main area features a breadcrumb navigation path: 'Location: top / academics /'. To the right, there are tabs for 'Staging' and 'Production', with 'new' and 'upload' buttons. A table lists files with columns for Name, Edit, Review, Publish, and File. Annotations include: 'Breadcrumb navigation' pointing to the path; 'Create new file or folder' pointing to the 'new' button; 'Upload a file' pointing to the 'upload' button; 'Yellow light indicates you have the file checked out.' pointing to a light bulb icon; 'File is pending approval from a specific user.' pointing to a speech bubble icon; and 'Checked out to: dave The specified user has this file checked-out.' pointing to a tooltip for the 'computers.shtml' file.

Name	Edit	Review	Publish	File
biology.shtml 2/14/08 11:53 AM 4.6K	Light bulb icon	Review icons	Publish icon	File icons
catalog 8/7/07 5:06 PM	Light bulb icon	Review icons	Publish icon	File icons
chicanostudies.shtml 4/2/08 11:14 AM 6.4K	Light bulb icon	Review icons	Publish icon	File icons
computers-academic.shtml 11/27/07 1:33 PM 4.3K	Light bulb icon	Review icons	Publish icon	File icons
computers-RSS.shtml 11/27/07 1:33 PM 16.9K	Speech bubble icon	Review icons	Publish icon	File icons
computers.shtml 11/27/07 1:33 PM 5.8K	Light bulb icon	Review icons	Publish icon	File icons
courses 12/13/07 12:14 PM	Light bulb icon	Review icons	Publish icon	File icons
csuform.php 11/27/07 1:33 PM 6.4K	Light bulb icon	Review icons	Publish icon	File icons
engineering.shtml 11/27/07 1:33 PM 6.6K	Light bulb icon	Review icons	Publish icon	File icons

Accessibility:

2 minute video - The students in the following video share some of their experiences with the web and accessibility.

<http://www.webaim.org/media/common/videos/k12.asx>

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%20Tables.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](#) . Also see the [OU Summer Newsletter](#).

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>
Web Aim: www.webaim.org

Create a New Folder (directory)

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

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.

Upload a file (jpg, doc, PDF, gif, ppt)

1. Content/Pages
2. If going to a different folder, navigate there 1st.
3. Click on 'Upload' (upper right)
4. Properties = Everyone
5. Overwrite – check if uploading same file name
6. Browse for the file on your computer
7. Click 'Open'
8. Scroll to bottom and click 'upload'

Images

Before uploading images, edit the image to the proper size and resolution:

Right Column:

Width: 160px – maximum

Height: 110px suggested - can vary

Main Editable Region:

Width: 346px – maximum

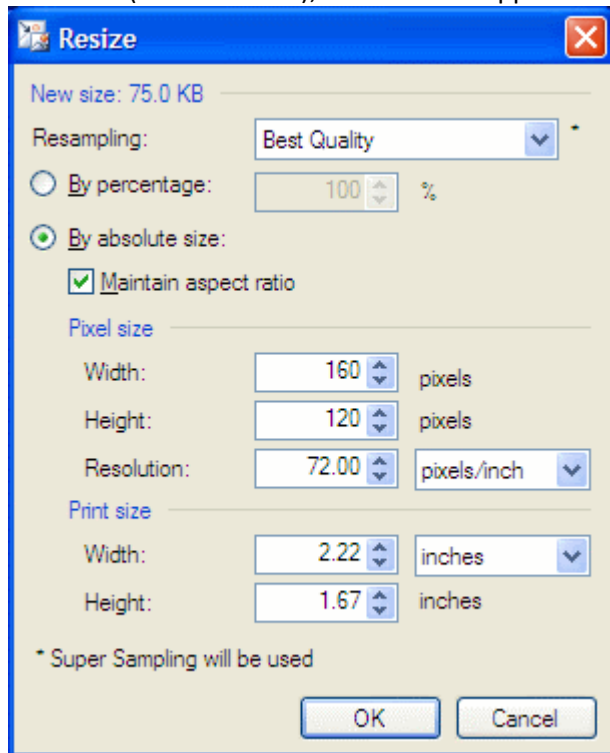
Height: can vary

Image Resolution: 72ppi

Resizing with Paint.NET

Open the image to be resized.

- Select Image > Resize
- Change the width to 160 (right column) or 346 (main editable); resolution - 72ppi



- Save the file as a jpeg (photos) or gif (clip art)
- Use Save-as if you want to keep the original file

Documentation:

There are OmniUpdate overview documents (and other useful information) on line at:

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

Image Documentation

http://www.oswego.edu/administration/guides/best_practices.html#images

The *OmniUpdate Guide for SUNY Oswego* was recently revised:

http://www.oswego.edu/administration/guides/OU_Campus_Manual.pdf

Best Practices:

http://www.oswego.edu/administration/guides/best_practices.html



Pages/Content View of Available Functions When HTML File is Checked Out