

Document Date: April 22, 2007

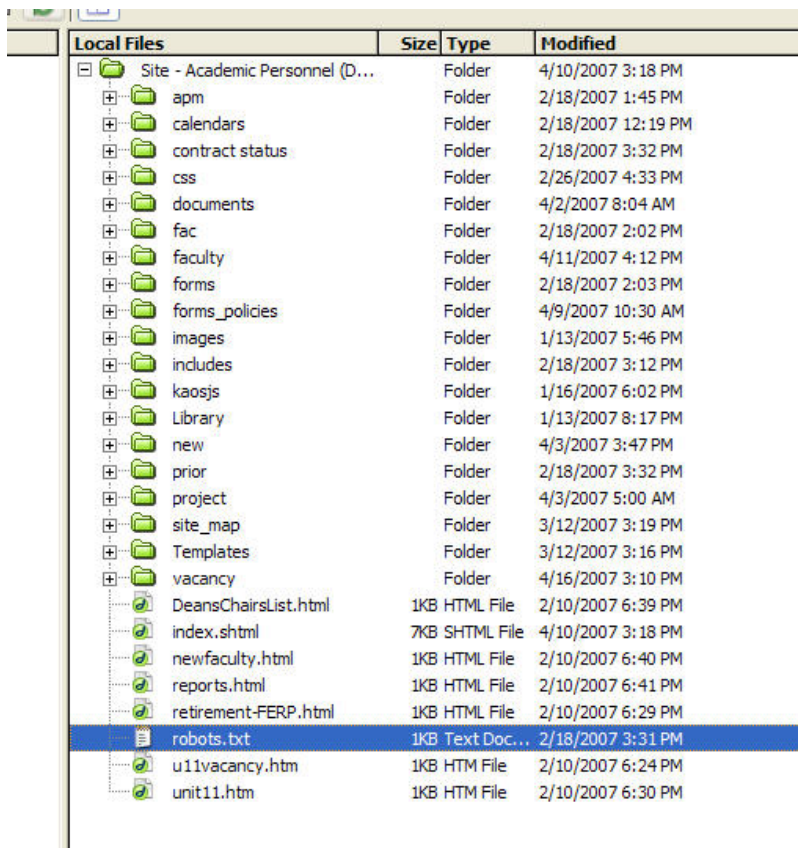
## Website Redesign Knowledge Transfer Document Academic Personnel Services - California State University, Fresno

This document is not intended to be used as a web editor software manual or as a replacement to on-campus classes for web editors or internet fundamentals. It is a guide to explain the development and assist in the maintenance of this specific website. For more information regarding the development of this website and for support and training, [consult the University Web Standard Support Site at this link.](#)

### Server File Structure and Naming Conventions

- Only one document should reside in the root directory: index.shtml, the home page.
- The Academic Personnel Services (APS) primary navigation links are represented by root directory folders; namely, faculty, and forms\_policies. Home page left column links vacancy, calendars, new, and site\_map also reside in root directory folders. (*screenshot 1*).

*NOTE: Web pages and web page folders other than the above are temporary files serving as redirects from the prior website. They will eventually be deleted.*



Local Files	Size	Type	Modified
Site - Academic Personnel (D...)		Folder	4/10/2007 3:18 PM
apm		Folder	2/18/2007 1:45 PM
calendars		Folder	2/18/2007 12:19 PM
contract status		Folder	2/18/2007 3:32 PM
css		Folder	2/26/2007 4:33 PM
documents		Folder	4/2/2007 8:04 AM
fac		Folder	2/18/2007 2:02 PM
faculty		Folder	4/11/2007 4:12 PM
forms		Folder	2/18/2007 2:03 PM
forms_policies		Folder	4/9/2007 10:30 AM
images		Folder	1/13/2007 5:46 PM
includes		Folder	2/18/2007 3:12 PM
kaosjs		Folder	1/16/2007 6:02 PM
Library		Folder	1/13/2007 8:17 PM
new		Folder	4/3/2007 3:47 PM
prior		Folder	2/18/2007 3:32 PM
project		Folder	4/3/2007 5:00 AM
site_map		Folder	3/12/2007 3:19 PM
Templates		Folder	3/12/2007 3:16 PM
vacancy		Folder	4/16/2007 3:10 PM
DeansChairsList.html	1KB	HTML File	2/10/2007 6:39 PM
index.shtml	7KB	SHTML File	4/10/2007 3:18 PM
newfaculty.html	1KB	HTML File	2/10/2007 6:40 PM
reports.html	1KB	HTML File	2/10/2007 6:41 PM
retirement-FERP.html	1KB	HTML File	2/10/2007 6:29 PM
robots.txt	1KB	Text Doc...	2/18/2007 3:31 PM
u11vacancy.htm	1KB	HTM File	2/10/2007 6:24 PM
unit11.htm	1KB	HTM File	2/10/2007 6:30 PM

*Screenshot 1*

- The other documents and folders in the root directory related to this website as of the date of this document are:
  - documents –contains external documents (pdf, Word, other) linked to web pages within the website. Any documents uploaded from Contribute will automatically be placed within the documents folder (as established through the administrator settings). NOTE: To place documents within the documents sub-folders, Dreamweaver should be used. *See Screenshot 2*

Local Files	Size	Type	Modified
Site - Academic Personnel (D...		Folder	4/10/2007 3:18 PM
+ apm		Folder	2/18/2007 1:45 PM
+ calendars		Folder	2/18/2007 12:19 PM
+ contract status		Folder	2/18/2007 3:32 PM
+ css		Folder	2/26/2007 4:33 PM
- documents		Folder	4/2/2007 8:04 AM
+ apm		Folder	3/16/2007 3:22 PM
+ calendars		Folder	12/15/2006 10:53 PM
+ handbook		Folder	1/26/2007 7:38 PM
+ leaves		Folder	3/6/2007 4:33 PM
+ news		Folder	3/22/2007 3:59 PM
+ pay		Folder	2/12/2007 10:14 PM
+ RTP		Folder	4/9/2007 10:21 AM
+ sample_retirement_...		Folder	2/1/2007 6:05 PM
+ search		Folder	1/26/2007 11:05 PM
+ tenure_promotion_...		Folder	2/10/2007 4:45 PM
+ unit11		Folder	4/19/2007 2:09 PM
+ vacancies		Folder	4/5/2007 3:07 PM
2005SampleRetirem...	80KB	Adobe A...	1/25/2007 8:23 PM
2005SampleRetirem...	83KB	Adobe A...	1/25/2007 8:24 PM
CalPERSFormulas.pdf	17KB	Adobe A...	1/25/2007 8:22 PM
ethnic_sex_disabilit...	194KB	Adobe A...	2/1/2007 3:53 PM
FERP_FAQ.pdf	118KB	Adobe A...	1/25/2007 6:50 PM
fulltime_newhires_t...	35KB	Adobe A...	1/15/2007 11:17 PM
hiring_students_poli...	71KB	Adobe A...	2/10/2007 5:19 PM
ISA_application.pdf	772KB	Adobe A...	10/31/2006 10:35 PM
part_time_newhires...	28KB	Adobe A...	1/15/2007 11:18 PM
sc1.pdf	126KB	Adobe A...	10/31/2006 10:12 PM
std686.pdf	110KB	Adobe A...	2/1/2007 3:51 PM
TA_application.pdf	780KB	Adobe A...	10/31/2006 10:35 PM
university_emerita_...	14KB	Adobe A...	1/25/2007 8:26 PM
+ fac		Folder	2/18/2007 2:02 PM
+ faculty		Folder	4/11/2007 4:12 PM
+ forms		Folder	2/18/2007 2:03 PM

*Screenshot 2*

- Images – Contains all images inserted within the website. Images relating to the graphical interface reside within the website sub-folder. Any images uploaded from Contribute will automatically be placed within the images folder (as established through the administrator settings).

- Project – contains the documents used in the development of the website (including this document). They will prove useful to future web developers that may become involved in modifying or expanding this website. They include useful planning documents that are provided as part of the [Web Standard Toolkit](#).
- The following folders within the root directory should only be accessed and modified by a skilled web designer/developer:
  - css – contains the design style sheets that determine the look and feel of the website. They include the fixed-width980 styles.css (for the overall website design styles); the fixed-width980 styles\_home.css (design for home page only); the 1B\_template styles for pages that contain wide data tables; and contribute980\_styles.css (containing styles that are available to content editors within the Contribute drop-down menu).
  - Library – This folder contains assets (common areas) that appear in the website. The footer content for each section of the website is contained in a library item for ease of maintenance. To edit the footer area in a section of the website, the Library item assigned to that section must be edited within Dreamweaver. Some of these files can be designated as assets within Contribute and used as needed. When modified, all pages associated with a library item must be re-uploaded to the server. More information and a detailed explanation of each Library item is in the maintenance section of this document.
  - kaosjs – Contains the javascript file necessary for the breadcrumbs navigation. Breadcrumbs navigation documentation is part of the [Web Standards Toolkit](#).
  - Includes – Contains website SSI (server side includes). If includes require editing, they must be modified within Dreamweaver. Currently they are:
    - compensation\_calculator.ssi – compensation calculator link.
    - global\_links.ssi – resource links that appear in the right column in several pages.
    - quick\_links.ssi – the “jump” links in the home page.
  - Templates – All templates associated with the website web pages. **Every web page in the website is created using one of the templates in this folder.**
    - Templates are named to make them easily identifiable. They include the .dwt document extension. (See *Screenshot 3, next page*)

+	Folder	prior	Folder	2/
+	Folder	project	Folder	4/
+	Folder	site_map	Folder	3/
-	Folder	Templates	Folder	3/
	6KB DWT File	faculty.dwt	6KB DWT File	3/
	6KB DWT File	faculty_community.dwt	6KB DWT File	3/
	5KB DWT File	faculty_deans_chairs.dwt	5KB DWT File	3/
	5KB DWT File	forms_policies.dwt	5KB DWT File	3/
	6KB DWT File	forms_policies_apm.dwt	6KB DWT File	3/
	6KB DWT File	forms_policies_pay.dwt	6KB DWT File	3/
	5KB DWT File	home.dwt	5KB DWT File	3/
	5KB DWT File	home_calendars.dwt	5KB DWT File	3/
	5KB DWT File	home_news.dwt	5KB DWT File	3/
	5KB DWT File	home_site_map.dwt	5KB DWT File	3/
	6KB DWT File	home_vacancy_collegepages.dwt	6KB DWT File	3/
	6KB DWT File	salary_charts.dwt	6KB DWT File	3/
	6KB DWT File	vacancy.dwt	6KB DWT File	3/
+	Folder	vacancy	Folder	4/
	1KB HTML File	DeansChairsList.html	1KB HTML File	2/

*Screenshot 3. Note templates are named by primary navigation link, and then by sub-section if needed.*

- Naming Conventions

- The folder names within the root directory coincide with the link titles in the top (primary) navigation bar of the College website. Example: there is an “about” folder for the “about” top bar link.
- Template names begin with the primary section to make them easy to identify.
- The includes (ssi), style sheets (css), project documents, and many of the website image naming conventions are from the [web standard specification](#).
- It is recommended that image and document names should be followed by a month and year (such as 4\_06 or 4\_2006) to make it easy to identify and remove outdated files in the future. Images should also contain a width size. 280px designates that the images can be used within the content area; 198px or 180px designates placement in the right or left columns.
- Naming conventions on future images and documents should also be as meaningful as possible to make it easy to identify them in the future. If you wish to group “like” images and/or documents, name them accordingly. Example: any department documents for RTP could start with dept\_07\_(name of document)\_(file extension).
- When naming files, be sure to use underscore between words rather than a space bar.

## For Developers: Modifying Templates and Style Sheets

- Templates

- This website was designed using Adobe® Dreamweaver®, with the intention of maintaining it using the content editing solution Contribute®. Dreamweaver, with the check in/check out feature enabled, can also be used. The appropriate Dreamweaver Template (file extension .dwt) should be associated with any new web pages that are created. This website was not developed to be maintained or revised using other web development software such as Front Page, as other web editors do not recognize the Template markup.

- Template revisions must occur within Dreamweaver, with the check in-check out functionality enabled. This ensures that edits will not be overridden. All pages associated with the templates should also be checked out prior to Template revision.
- Follow procedures for modifying templates and inserting page links as outlined in the [University Web Standard Training Program](#) and the documentation provided as part of the [Web Standard Toolkit](#).
- Avoid inserting inline styles within the template code. Contribute settings should prevent content editors from inserting inline styles. All website styles should be determined by the linked style sheets. If a new style is needed, add it to the appropriate design style sheet, making a decision as to whether it should be available to content editors. If so, add it to the Contribute style sheet (contribute980\_styles.css).
- It is very important that the coding between the <head> </head> tag be left as is and not edited or removed when editing Templates. There are links to style sheets which, if removed, will destroy the layout and look of the website.
- Editable regions have been carefully determined, and any region that's editable is not affected by a change to the template made in those areas. However, changes to non-editable regions will affect every page linked to that template.
- **Style Sheets**
  - At some point in the future, it may be desirable to modify the “look and feel” of the website. A web designer/developer can bring this about through modification of the design style sheets. Background graphics, background and border colors, text heading colors, font styles, and link styles can all be changed by modifying the style sheets.
  - The banner image that appears within the banner div can also be replaced. By keeping the same naming convention for the replacement banner image (banner.jpg) uploading the redesigned banner will initiate the change, and no other update work would be needed. The only exception would be a different file extension (such as a Flash file).

## **Breadcrumb Navigation and “Page On” Styles**

- The Kaosweaver Breadcrumb documentation is available as part of the [Web Standard Toolkit](#).
- The “Page On” Styles (persistent page indicators) were developed using style sheet markup to ensure compliance. This is explained in the Web Standard specification as part of the Toolkit, and is also available at the following link: <http://nemesis1.f2o.org/aarchive?id=9> (source: Stephanie Sullivan, *The Nemesis Project*)

## **Contribute Administration**

- This website was developed to allow multiple content editors to perform maintenance tasks using Contribute. A Contribute Administrator was assigned to this website. Subsequently, content editor roles were defined by the Administrator which can be modified as needed. Content editors other than the Administrator may have restricted access to specific folders rather than the entire website. Consult the Contribute Administrator for this website regarding questions pertaining to content editing and editor roles. It can also be edited using Dreamweaver; the current version at the time of development, Dreamweaver 8, should be used.
- The roles defined for APS could be as follows:
  - College website administrator: May maintain all pages within the website. Responsible for establishing roles and distributing connection keys. Will also be able to edit pages using Dreamweaver.

- Publisher (College): May maintain all pages, or restricted to specific folders. Multiple publisher roles can be established to suit the office needs. Publishers can edit and publish page edits.
- New publisher roles should be set up by function, not by the editor's name.
- If needed:
  - Writer roles may also be defined. Writers are not allowed to publish; their edits must be approved by a publisher or administrator as defined in Contribute settings.

## Website Maintenance

- Naming Conventions
  - Templates used to create new pages are easily identifiable by name.
  - Whenever possible, new image and document names should be followed by a month and year (such as 4\_06 or 4\_2006) to make it easy to identify and remove outdated files in the future. Images may also contain a width size.
  - For images currently available in the website images folder, 280px in the name designates that the images can be used within the content area; 198px or 180px in the name designates placement in the right or left columns.
  - Naming conventions on future images and documents should also be as meaningful as possible to make it easy to identify them in the future. If you wish to group "like" images and/or documents, name them accordingly. Example: any department documents in 2007 for RTP could start with dept\_07\_(*name of document*).(*file extension*)
  - When naming files, be sure to use underscore between words rather than a space bar.
- Each page has editable regions defined by the templates assigned to each page. In the example, the editable regions are page title, content (content area), the left column, and the two right column areas. (*see screenshot 4, next page*)

CALIFORNIA STATE UNIVERSITY, FRESNO ACADEMICS

# Academic Personnel Services

[Home](#) | [Current & Prospective Faculty](#) | [Forms & Policies](#)

Deans & Department Chairs

Salary & Schedule Charts

Promotion and Tenure: Special Bulletins

Part-Time Faculty Contract Status Reports

Legal Links

Higher Education Links

Community Resources

Government, Cultural, and Sports

Area Higher Education

Area Hospitals

News and Libraries

Area School Districts

Realtors and Banks

Campus Information

insert links, text, or images no wider than 198px

{Kaosweaver Expert Breadcrumbs}

page title

## Community Resources

content

content

APS global links

### Professional Enrichment

Teaching, Learning and Technology (TLT)

The Center for Enhancement of Teaching and Learning (CETL)

Research and Sponsored Programs

### Campus Links

Academics

Faculty Governance

General Catalog

Faculty & Administration (Catalog)

Jeanne Clery Disclosure

Employee Assistance & Development

Environmental Health & Safety

Human Resource Office

Payroll Services

Benefits Office

optional link, text, or image no wider than 180px

Screenshot 4. Note the editable regions highlighted in green.

- Editing the Online APS Calendar
  - Within both Dreamweaver and Contribute, the “drop-down” menu expands to make the content area beneath each link visible. This makes it easy to edit the content as needed (See screenshot 5, next page).

▶ [Emerita/Emeritus Faculty](#)

### Emerita/Emeritus Faculty

<b>August 30, 2006</b>	Last Day for Deans to recommend emerita/emmeritus status for retiring faculty in time for them to be invited to the annual luncheon (to be held in October of this year).
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▶ [Faculty Early Retirement Program \(FERP\)](#)

### Faculty Early Retirement Program (FERP) Program Availability is Subject to Successor Contract Negotiations

<b>Policy:</b>	<b>CBA Article 29</b>
<b>March 1, 2007</b>	Deadline for faculty to notify President of intent to enter program beginning with the 2007–2008 academic year (Article 29.2).
	<b>Faculty members considering retirement and entering the</b>

Screenshot 5. Note that the content area beneath each linked heading contains an editable table.

- It is advisable to place links to outside websites in the second right bar editable region and links to pages within the website in the left bar editable region. Javascript “rollover image” menu systems may not be inserted within these regions.
- Assets (residing in the Library folder) are made available to content editors through the settings defined by the Contribute Administrator. Assets are created to allow repetitive tasks to be pre-formatted. Content editors should request additional assets if they are needed. They are:
  - Accessible\_table: use as a starting point for inserting a data table in the content area.
  - quick\_links: These commonly used “jump” links can be inserted in the right column of any page.
- Applying Styles to pages
  - Font styles are applied within Contribute using the drop-down menu in the top left bar. Choices are the heading levels and various font styles and colors. There are also styles for indenting and centering text. Your developer can add additional styles as needed.
  - Bolding and italicizing text can be accomplished using the buttons in the top bar.



- Outside Documents
  - The preferred format for read-only documents as of the date of this document is pdf, created using the latest version of Adobe Acrobat (8). This is for accessibility reasons. Also as of the date of this document, the University was in the process of developing an accessibility implementation plan which could supersede the instructions that follow.
  - When creating source documents using Word or Excel, keep them as simple as possible and use semantic markup (Assign heading levels such as H1 rather than bolding text to make it stand out). Also avoid using the space bar instead of bullets or numbering. Access the formatting style bar by going to Format - Styles and Formatting. Insert tables, objects, or images in your source documents only if they are necessary. This will simplify the creation of accessible pdf's. Newer versions of Microsoft Office will continue to streamline the creation of accessible documents.
  - [This pdf document provided by Adobe Acrobat provides an overview, and the procedure for checking pdf's for accessibility.](#)
  - Included with Adobe Acrobat 8 is Adobe LiveCycle, a handy form designer tool. The advantage to using Adobe LiveCycle is that it is easy to make accessible pdf's and in the long run, saves time in the creation of accessible pdf form documents.
- Placing or Relocating Documents to Sub-Folders
  - Because this website contains so many online documentation, sub-folders within the document folder were created for organizational purposes. Unfortunately, Contribute will not allow the user to locate a new document into a specific sub-folder. Documents can be placed within the documents folder, and relocated using Dreamweaver. Or, Dreamweaver can be used for modifications. An alternative method would be to relocate the sub-folder documents to the appropriate web page folder (Example: vacancy folder would also contain all vacancy announcements).

## **Recommended Maintenance Schedule**

- As Needed: Insert current events, news, announcements. Add vacancies to the appropriate pages. Update policies. Make changes in staff and contact information.
- Review Weekly: All of the above, to ensure updates were made.
- Monthly: Consider if any vacancies should be removed (you may decide upon a different review timeline)
- Semester: Review every page in the website. Look for dated or incorrect content and make updates.
- Yearly: Ask a developer, or someone knowledgeable in Dreamweaver, to delete unwanted documents or images from the server. This is when the meaningful file names become handy. Also, run a broken link check through Dreamweaver and repair any broken links. Consider whether pages or website sections should be added or deleted, depending on content needs.

## **Redirects from Prior Websites and New Server Accounts**

As of the date of this document, the prior APS website, and page redirects, are on the web server. It is recommended that these files be deleted sometime during Summer 2007.

## In the Future

### Redesigning Frequently-Used (and Complex) Personnel Forms

- Eventually, all pdf forms will need to comply with accessibility requirements as required by the [CSU Web Accessibility Initiative](#). As time permits, the source documents for the online forms should be edited or redesigned.
- The Part-Time Contract Status Reports will have to eventually be redesigned to meet accessibility guidelines. Office 2007 may include features to make this process easier.
- Changing the Graphical Interface
  - The “look” of the website can be modified by inserting new banners (either a graphic or Flash image).
  - Type styles, link styles and colors, heading type sizes and colors, background colors, and borders can be changed by modifying the style sheet in the css folder. Changes to the css style sheet fixed-width\_styles.css will affect all pages in the website.
  - Changes should be made by a web developer that has attended all seven courses that are part of the [“Clean Up the Web.”](#)