

Maintenance Guide – Grants and Research Website (for Dreamweaver only)

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In addition to the redesign, the following modifications were made to the website to enhance and/or make it easier to maintain.

General Styling Comments

- Be sure to use the drop-down class box in the properties panel to assign styles to a line or word, and avoid creating new styles or classes. If a new style (look) is needed for a line or word, please let me know and I will create one for you that will appear in this dropdown box. Styles created in error will appear in the dropdown box as “Style 1”, “Style 2,” etc. Examples of some current styles available to you:
 - **Alert** – bold red type with very pale blue/grey background
 - **Highlight** – bold red type
- Also avoid restyling heading levels (h1, h2, etc) from the current default style to bold, centered, etc. This overrides the style sheet and interferes with the consistent look of the website and also inserts non-standard code in the page.

Server Side Includes

There is a folder named includes that contains the following files:

- contact.ssi
- news_archives.ssi

These files contain common content that appears in many of your pages. Code that links to these files has been placed in your documents. What this means is that from now on, you can edit these ssi files and upload them to the server; the changes you made will automatically populate to all of the pages that contain this content. For example, when you are ready to archive 2010 news, you can add a 2010 bullet and link to that page to the news_archives.ssi, save it and upload it to the server. No need to check out each news page and manually change that right column content.

Let me know if you would like includes for any other common content. Another possibility could be the footer content.

Library Items/Assets

There are some library items (assets) that you can insert into your web pages:

- Accessible Table – always use this to create a data table that meets the accessibility standards.
- Accessible Table with no rightcol – use this to create a new data table in a page with no right column (it inserts a wider table)
- Captioned_image – use to insert an image with a caption within your page content.
- Captioned image Right Aligned – use to insert a captioned right-justified image within your page content.

Steps to follow:

- Place your cursor in the area within the page where you want to insert the library item (table, captioned image).
- Click on the assets tab in Dreamweaver (usually next to the file tab).
- Highlight the library item (i.e., accessible table).
- Click the insert button that appears at the bottom left.
- The code will be inserted into your page. It will be highlighted.
- To make the library item editable (so you can make changes), click on “detach from original” that appears in the properties panel.
- Edit your code to suit. For the table, it could mean entering your own column headings, adding a row or columns, etc. For the image, it means selecting your own image and editing the caption text.

Accordion Panels – FAQ Page – Editing content and Adding Questions

- Open the FAQ page that contains the accordion panel.
- To edit content for an existing question:
 - Browse to the question, and place your cursor to the right of the question panel. You should see an eye appear.
 - Click on the eye. The question answer panel will appear.
 - Make any changes to the panel content. Repeat this process to edit the content in any of the other panels.
- To create a new panel:
 - Note the bright blue box with the text “Accordion Panel-Panel1.”
 - Click on this box. In the properties panel, you will see a dropdown area to either add (+) or delete (-) panels.
 - Add or delete panels by highlighting the panel and clicking (-) to remove, or highlighting the panel before you want a new one inserted and clicking (+). Edit the text in any added panel.
 - You can change the order of the questions by using the up and down arrows on the top right of the dropdown.