

Instructions for using Includes in the HTML Templates

Download two directories from the web server, templates_2009 and your individual working directory. For training purposes, the working directory is called testsite. When trainees receive the templates a working directory for them and their project will be set up.

Open up a page template in /testsite such as 0_page_content_box_wrap_with_subnav.shtml. Save that template under a new file name, e.g. fredfile.shtml.

Whenever working with files that use includes, or files that are going to be included in another file, make sure to use the file extension.shtml. This is mandatory given our server configuration. Files that do not use this extension may not, and probably will not, work correctly as includes or using includes.

There are two types of file includes that can be used, and it will be easy to distinguish between the two. The first type is a “universal” include file. These are the include files that are being used throughout the University by many different sites. Those includes will always be located in the /templates_2009 directory. Examples of those includes are things like the news feed boxes in the upper right column or the Ask UAlbany button

The second type of include is the individual or local include file. Those include files will always be stored in your working directory, /testsite in the training class. These are include files that are specific and unique to your project. Examples of those includes are the left-hand navigation and the contact box at the bottom of the right hand column.

Editing the Left Navigation File Include

To begin editing the includes, click on the area of the include in Dreamweaver to select it. As an example, select the left navigation include on the page that you saved to get started, e.g. fresfile.shtml. Click on the “Edit” button in the Properties box below the page in Dreamweaver. This will open the include file up for editing.

The file that opens is a simple text and link based list. Subnavigation, is a list within a list. You can edit the text and links directly in Dreamweaver. As a word of caution, DO NOT drag the target to files to create your links. Because of the way the include files are structured in folders, this technique will not create working links. Rather, type in just the name of the file that you want to link to in the linking box, without any path information.

When you are done editing, save the new navigation with a new name, e.g. include_navleft_new.shtml. It is helpful to maintain the existing naming conventions throughout this process. Using these conventions will make it easier for you to find and use the include files as you accumulate a variety of them.

Remember, left hand navigation is a local include file, that is specific to your site, so therefore it is stored in your working directory. Navigation is stored in a sub-folder of your working directory called includes_leftnav, e.g. /testsite/includes_leftnav.

When done editing and saving your new left navigation include, upload it to the server. The easiest way to do this is to click within the text of the include file you created to make sure that file is active, and then press the control>shift>U keys together. A dialog will open asking if you want to upload related files. Click no.

Now you must go back to your page, fredsfiler.shtml and place your newly created navigation on that page. Once on that page in Dreamweaver, again select the left navigation include and click on the folder button right next to the edit button. A file select dialog box should displaying the contents of the /testsite/includes_leftnav folder. Select the new left navigation file that you just created, and click OK. The new navigation you created should now display in fredsfiler.shtml in Dreamweaver.

Caution, this next step is very important and easily forgotten. Even though your navigation is displaying correctly, you must make sure that the file include Type radio buttons in the Properties box have “Virtual” selected. If virtual is not selected, your included navigation may not display correctly. Instead, you will see an error message on your page indicating that the include file could not display.

Now you must upload and test your fredsfiler.shtml page. In Dreamweaver, with fredsfiler.shtml open and active, press the control>shift>U keys together. A dialog will open asking if you want to upload related files. Click no.

Now test your page. Open a browser and type in the URL or your new page, in this case, <http://www.albany.edu/testsite/fredsfiler.shtml>. Always check you links to make sure they are working in the way you anticipated.

Editing the Contact Box

The contact box at the bottom of the right column is also a local include, and the process for editing it is much the same as above. Select it, click on the edit button to open it and make the text and link changes as necessary.

Since most sites will have only one contact box that is constant throughout the site. Once your changes are made, you can save this back to the same name it currently has. This file will save in a subfolder of your working site called /includes with a file name of include_contact_us.shtml, e.g. /testite/includes/include_contact_us.shtml.

Upload the file when you are done changing it and have saved it. The changes should be reflected throughout the site, and you should not have to change the include file used on your pages. Check your work by opening a page from the server in a browser.

If you want to use more than one contact box on your site so that individual pages have different contact boxes, open the `include_contact_us.shtml` file, make the changes you need and save it the `/testite/includes/` folder with a new name. now, go to the pages that will use these new contact boxes and change the contact include file by selecting the contact box, clicking on the folder next to the edit button, and selecting the file you wish to appear on the page. Make sure that the Type radio button is set to Virtual. Save your file and upload it to the server. Then check your work by opening a page from the server in a browser.

Selecting Universal Includes

The Ask UAlbany Button, World Within Reach factoid, News feed box and Profile Highlight are all Universal includes that are placed within the templates. Each of these includes has a variety of alternative universal content that can be selected on individual pages.

To change the include to alternative content. Select the include you wish to change, click on the folder button next to the Edit button, and select an appropriate alternate include to use in place of the current one. *Always Check to make sure that the include Type is "Virtual" after changing an include.*

The ask UAlbany button area has the following alternate content available:

include_askualbany_icon_link.shtml – a give to UAlbany button and link to the UAlbany Giving pages

include_gradadmissions_icon_link.shtml – a button and link for Graduate Admissions

include_myua_icon_link.shtml – a button and link to the MyUAlbany log-in page

include_reaching_higher_icon_link.shtml – a button and link to the Reaching Higher, Achieving More Alumni Awareness site

include_undergrad_icon_link.shtml – a button and link to Undergraduate Admissions

For the World Within Reach factoid, all file names for the includes begin with "include_world_within_reach" The World Within Reach factoid has the following content available:

include_world_within_reach.shtml - Students participate in more than 200 student clubs and honor societies, and enjoy a busy calendar of campus events.

include_world_within_reach_criminal_justice.shtml - The School of Criminal Justice tapped the benefits of its Capital Region location to become the nation's No.2-ranked program of education and research in the criminal justice field.

include_world_within_reach_athletics.shtml - UAlbany Athletics teams have captured 30 conference championships and sent 13 teams to NCAA tournaments since moving to Division I in 1999.

include_world_within_reach_architecture.shtml - UAlbany's main campus was designed by Edward Durell Stone and is a signature example of modernist architecture.

include_world_within_reach_region.shtml - New York's bustling capital city provides extensive opportunities for student internships and public service.

include_world_within_reach_rankings.shtml - The latest rankings by U.S. News and World Report place 14 UAlbany graduate programs in the nation's top 25.

include_world_within_reach_nano.shtml - UAlbany's College of Nanoscale Science and Engineering, located in the most advanced research complex of its kind, is ranked No. 1 in the world for nanotechnology.

include_world_within_reach_minerva.shtml - Minerva, the goddess of wisdom, is the enduring symbol of the University at Albany.

include_world_within_reach_libraries.shtml - University Libraries, comprising three separate libraries, are ranked in the top 100 academic research libraries in North America.

include_world_within_reach_graduates.shtml - UAlbany boasts accomplished graduates in almost every profession and a global alumni network of more than 141,000.

include_world_within_reach_giants.shtml - UAlbany is the summer home of the New York Giants, the 2008 Super Bowl champions.

include_world_within_reach_academics.shtml - UAlbany Academics feature a broad and innovative curriculum with 185 undergraduate, master's and doctoral degree programs.

include_world_within_reach_100_countries.shtml - Students and faculty come from more than 100 countries, bringing different perspectives and rich texture to the UAlbany experience.

include_world_within_reach_writers.shtml - The New York State Writers Institute is a magnet for world-renowned writers and artists.

The News Feeds are automatically updated headlines provided by the Office of Communications and Marketing. Every time a press release or Campus News story is written, it is selected for inclusion in a variety of appropriate news feeds and they will automatically appear in news feeds on your page.

By default, the "All News" feed is placed on the template pages. This feed contains the 3 most recent stories published on any topic. Several topic specific news feeds are also available for you to use. Those feeds are:

include_all_news.shtml – the three most recently published University news headlines.

include_social_welfare.shtml – Headlines related to what's happening in the School of Social Welfare

include_rockefeller.shtml - Headlines related to what's happening Rockefeller College

include_business.shtml – Headlines from the School of Business

include_arts_and_sciences.shtml – Headlines from Arts and Sciences

include_computing_and_information.shtml – headlines from College of computing and Information

include_criminal_justice.shtml – Headlines from the School of Criminal Justice

include_education.shtml – Headlines from the School of Education

include_public_health.shtml – Headlines from the School of Public Health

include_nanoscale.shtml – Headlines from the College of nanoscale Science and Engineering

include_research.shtml – Headlines about faculty research projects and findings from around the University

include_publications.shtml – Headlines about recent faculty publications from around the University
include_internships.shtml – Headlines about student internship accomplishments.
include_grants.shtml – Headlines about grants that have been received from around the University.
include_faculty.shtml – Headlines about faculty accomplishments
include_student_focus.shtml – Headlines about student accomplishments

Profile includes are pictures that link to University created profiles of students, faculty, and alums that have made unique and interesting contributions to the University and the world. The profile links that are available are:

include_profile_thomas.shtml – William Thomas -
http://www.albany.edu/news/profile_5320.php
include_profile_rabi_musah.shtml – Rabi Musa -
http://www.albany.edu/news/profile_4629.php
include_profile_maguire.shtml – Gregory Maguire -
http://www.albany.edu/news/profile_5722.php
include_profile_lipman.shtml – Monte and Avery Lipman
http://www.albany.edu/news/profile_4637.php
include_profile_frances_allen.shtml – Frances Allen -
http://www.albany.edu/news/profile_4810.php
include_profile_delaney.shtml – Eddie Delaney -
http://www.albany.edu/news/profile_4874.php
include_profile_crawford.shtml – Jacob Crawford -
http://www.albany.edu/news/profile_6049.php
include_profile_ben_spear.shtml – Ben Spear –
http://www.albany.edu/news/spear_profile.php
include_profile_whitaker.shtml – Carol Whitaker -
http://www.albany.edu/news/profile_4634.php

Customizing Include Files

The Program Highlight Include File

One include file is intended to be customized for your use. The Program Highlight box on the home page is intended to be set up to use to highlight an area in your school, department or office. To do this, select the Program Highlight include on your home page. Click on the Edit button to open it for editing. Immediately save the include to your working directory with an appropriate name.

To customize it, you will need a picture of the program you want to highlight that is 163 pixels across. The height can vary, but should not be more than 200 pixels high. Place that picture in your working directory, in the images folder and upload it to the server.

In the newly named include file replace the current picture with the one you wish to use. It is always best to use an absolute URL for the picture. This will ensure that the picture is always found, no matter what directory the page file is in. For the picture you just

uploaded, the URL would be

http://www.albany.edu/working_directory_name/images/image_file_name.jpg, e.g. when working on the training site, the URL would be <http://www.albany.edu/testsite/images/image-1.jpg>.

Change the text under the headline Program Highlight to appropriate text for the program you are highlighting. Change the link to link to a page that will provide users with information about the program you are highlighting. Save the include file and upload it to the server.

On your home page, change the Program highlight include file to your newly created program highlight include file. Always check to make sure that the file include type is virtual after changing the include file.

Note this box can be used to highlight programs of note, recent accomplishments, awards, people or events.

Customizing Other Universal Include Files

You may also want to customize other universal include files for your own use, such as a news feed include, or a profile include. The process for doing this is the same as above. Open the universal include and save it into your working directory. Edit it as needed and upload it to the server along with any needed images used in the include file.

Replace the existing include file on your page with the newly created one. Make sure the file include Type is still set to Virtual. Upload the updated page and check it in a browser.

Profile includes require that images be only 160 pixels across. If you need or want help producing these images please contact Fred Doyle in Web Services. He will help you produce the images in the necessary format with appropriate type placed on the image in the style used by the University.

Customized news feeds will not be automatically updated and will require you to maintain them on a regular basis.