

# Instructions For Modifying The Lew Lab Website

## Adding Lab Member

- Add photo to the photo folder (225x300 pixels)
- In the current\_members.html file, entries for lab members exist between the <tr> and </tr> tags. Copy an entire block of an existing lab member, including the <tr> and </tr> and paste it at the location in the file where you want the new member's info to appear.
- Modify the <a name='xxx'> tag to the new lab member's name (no spaces allowed).
- Modify the <img src='photos/xxx.jpg'> to point to the new lab member's photo.
- Change the name, contact info and blurb.
- To have the new lab member appear in the menu, each html file needs to be changed. The link for each lab member is located between the <li> and </li> tags in the menu section. Copy one of the existing links and paste it in the correct order in the menu. Change the name and change the #xxx part of the link to match the <a name='xxx'> tag from above. Repeat for each file.

## Removing Lab Member

- Delete entry for member in the current\_members.html file from the <tr> tag to the </tr> tag.
- In each html file, delete the menu entry for the lab member from the <li> tag to the </li> tag.
- If the member's photo is not going to be used on the alumni page, it may be deleted from the photo folder.

## Adding Alumnus

- Add photo to the photo folder (not more than 226 pixels wide).
- Adding an alumnus follows the same procedure as adding a lab member except there is no <a name='xxx'> tag and no menu entry.

## Adding Publication to lew\_research.html

- If the publication is in a year not listed, add the year using the format <h2>xxx</h2>.
- Below the year the publication is in and above the first publication listed, enter the new citation. Place the entire citation inside a <p> and </p> tag pair. Place the article title inside a <b> and </b> tag pair. Place the journal title inside a <i> and </i> tag pair.