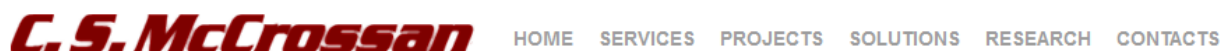


## Website Documentation:

This document contains information on how to changes all of the information on an existing page on the Intranet from one department to a different department and on how to add a new department to the Intranet. Section One covers changing a department and Section Two covers adding a department and starts on page 12 of the document.

### Section One: Changing an existing department to a different department

This is what the navigation in the header of the intranet website looks like:









Each of the links contained in this section will be links that take you to the part of the Intranet reserved for each department. For this example we are going to change the “Services” department link to a link for the “Human Resources” department. This can be done by following these steps:

- 1) Locate the file where all the documents for the website are located. You should see something like this:

Name	Date modified	Type	Size
_PRODUCTION_RESOURCES	3/6/2012 12:58 PM	File folder	
CONTENTS	3/7/2012 2:48 PM	File folder	
css	3/12/2012 2:07 PM	File folder	
images	3/6/2012 12:58 PM	File folder	
includes	3/12/2012 2:05 PM	File folder	
jss	3/12/2012 2:05 PM	File folder	
Resources	3/7/2012 2:50 PM	File folder	
contacts.php	3/8/2012 3:33 PM	PHP File	1 KB
index.php	3/8/2012 3:45 PM	PHP File	1 KB
projects.php	3/8/2012 3:33 PM	PHP File	1 KB
research.php	3/8/2012 3:33 PM	PHP File	1 KB
services.php	3/8/2012 3:33 PM	PHP File	1 KB
solutions.php	3/8/2012 3:33 PM	PHP File	1 KB

The files that we first want to change are located in the includes folder. Open the includes folder.

2) Once the includes folder is opened your file directory should look like this:

Name	Date modified	Type	Size
 dynamic_subNav.php	3/13/2012 1:01 PM	PHP File	9 KB
 header.php	3/12/2012 2:10 PM	PHP File	3 KB
 html_header_info.html	3/12/2012 2:10 PM	Firefox HTML Doc...	2 KB
 dynamic_tabs.php	3/9/2012 4:03 PM	PHP File	3 KB
 footer.php	3/9/2012 2:44 PM	PHP File	1 KB
 sideBar.php	3/7/2012 2:18 PM	PHP File	2 KB

From here you are going to want to open the file labeled header.php using a text editor such as Notepad, Notepad++, or PSPad.

3) Once the header.php document is open it should look something like this:

```
1      <div id='header'>
2          <div id='header_top'>
3              <div id='header_text'>
4                  <div id='top_bar'></div>
5                  <img src='images/company_name.png' alt='C. S. McCrossan' />
6                  <div id='header_nav'>
7                      <ul>
8                          <li class='navItem'><a href='index.php' >HOME</a></li>
9                          <li class='navItem'><a href='services.php'>SERVICES</a></li>
10                         <li class='navItem'><a href='projects.php'>PROJECTS</a></li>
11                         <li class='navItem'><a href='solutions.php'>SOLUTIONS</a></li>
12                         <li class='navItem'><a href='research.php'>RESEARCH</a></li>
13                         <li class='navItem'><a href='contacts.php'>CONTACTS</a></li>
14                     </ul>
15                 </div>
16             </div>
17             <div id='coin-slider'>
18                 <a href='#'><img src='images/banner_picture_1.jpg' alt='Four Convey'
19                 <a href='#' class='hidden'><img src='images/banner_picture_2.jpg'
20                 <a href='#' class='hidden'><img src='images/banner_picture_3.jpg'
21                 <a href='#' class='hidden'><img src='images/banner_picture_4.jpg'
22                 <a href='#' class='hidden'><img src='images/banner_picture_5.jpg'
23                 <a href='#' class='hidden'><img src='images/banner_picture_6.jpg'
24                 <a href='#' class='hidden'><img src='images/banner_picture_7.jpg'
25                 <a href='#' class='hidden'><img src='images/banner_picture_8.jpg'
26                 <a href='#' class='hidden'><img src='images/banner_picture_9.jpg'
27             </div>
28         </div>
29     </div>
30     <div class='clear'></div>
```

In our example, all of the information that we need to change is located in line 9 of this document. We will replace 'SERVICES' with 'HUMAN RESOURCES' and replace the














services.php in href='services.php' with human\_resources.php. Please note that in file names the underscore character (shift + -) should be used in place of spaces. This is what the new line 9 should look like:

```
<li class='navItem'><a href='human_resources.php'>HUMAN RESOURCES</a></li>
```

Save the changes made and close header.php. We will not use it anymore. Refresh the Intranet site and the navigation bar in the header should now look like this:

[HOME](#)   [HUMAN RESOURCES](#)   [PROJECTS](#)   [SOLUTIONS](#)   [RESEARCH](#)   [CONTACTS](#)

- 4) Return to the root directory of the Intranet. You are now going to change the name of the file services.php to the exact thing you replaced it with in the previous step. In this case it would be human\_resources.php. This is what your directory should look like now:

Name	Date modified	Type	Size
 _PRODUCTION_RESOURCES	3/6/2012 12:58 PM	File folder	
 CONTENTS	3/7/2012 2:48 PM	File folder	
 css	3/12/2012 2:07 PM	File folder	
 images	3/6/2012 12:58 PM	File folder	
 includes	3/12/2012 2:05 PM	File folder	
 jss	3/12/2012 2:05 PM	File folder	
 Resources	3/7/2012 2:50 PM	File folder	
 contacts.php	3/8/2012 3:33 PM	PHP File	1 KB
 human_resources.php	3/8/2012 3:33 PM	PHP File	1 KB
 index.php	3/8/2012 3:45 PM	PHP File	1 KB
 projects.php	3/8/2012 3:33 PM	PHP File	1 KB
 research.php	3/8/2012 3:33 PM	PHP File	1 KB
 solutions.php	3/8/2012 3:33 PM	PHP File	1 KB

- 5) We are now going to change things so the correct tab titles are shown for the sub-navigation on the Human Resources page. To do this we need to go into the includes folder again. This time we need to open the file labeled dynamic\_tabs.php. Once you open the file you should see something like this near the top of the file (note that your line numbers might be different than the ones here):

```

7  switch($pageName)
8  {
9      case "index":
10         $array = array("admin1", "admin2", "admin3", "admin4", "admin5", "admin6");
11         break;
12     case "services":
13         $array = array("serv1", "serv2", "serv3", "serv4", "serv5", "serv6");
14         break;
15     case "projects":
16         $array = array("proj1", "proj2", "proj3", "proj4", "proj5", "proj6");
17         break;
18     case "solutions":
19         $array = array("sol1", "sol2", "sol3", "sol4", "sol5", "sol6");
20         break;
21     case "research":
22         $array = array("res1", "res2", "res3", "res4", "res5", "res6");
23         break;
24     case "contacts":
25         $array = array("con1", "con2", "con3", "con4", "con5", "con6");
26         break;
27     default:
28         $array = array("admin1", "admin2", "admin3", "admin4", "admin5", "admin6");
29         break;
30 }
31 ?>

```

What is happening here is that the page, using PHP, is getting the page name and putting it into the variable `$pageName`. The page name is the same as the name of the file that the page is loading from. The page name of `services.php` would be `services`. The switch function checks `$pageName` against 6 strings and sets the `$array` variable based off whether or not `$pageName` is the same as one of the 6 strings. The values in the `$array` variable become the titles of the tabs on each departments page.

Highlighted in the above image are the lines that we are going to need to change. We need to change “services” to the same thing that you replaced it with in the previous steps. In this case that is “human\_resources”. We also need to replace ‘serv’ in `$array` with something. What we change it to is what the title of the tabs will be. In this case I am going to replace ‘serv’ with ‘hr’. After these changes the lines will have changed from this:

```

15     case "services":
16         $array = array("serv1", "serv2", "serv3", "serv4", "serv5", "serv6");

```

To this:

```

12     case "human_resources":
13         $array = array("hr1", "hr2", "hr3", "hr4", "hr5", "hr6");

```

Right now the setup is for the maximum of 6 tabs for the Human Resources intranet page. If you wish to have fewer tabs all you need to do is delete an element from the array. Starting with "hr6", delete everything between the last comma and the closing parentheses, including the last comma, to remove a tab from the navigation. In this case line 15 would not change, only line 16. This is what line 16 would look like if you only wanted there to be 4 tabs on the Human Resources page of the Intranet:

```
15     case "human_resources":  
16         $array = array("hr1", "hr2", "hr3", "hr4");
```

Refreshing the website and clicking on the Human Resources link shows the changes we made worked. Save the changes that you made to dynamic\_tabs.php and close the document.

This is what the tabs for my new Human Resources page looks like with all 6 tabs visible (the larger tab being the active tab):



- 6) The next step is to change the text that gets displayed for the sub-navigation menu in the left corner of the body of the website. To do this we will need to open the file titled `dynamic_subNav.php` which can be found in the includes folder. Take a few moments to look over the document. At the top of it you should see something like this:

```
5  switch($pageName)
6  {
7      case "index":
8          $menuOne = array("IT Help Docs", "Index One Menu Two", "Index One Menu T
9          $menuTwo = array("Index Two Menu One", "Index Two Menu Two", "Index Two
10         $menuThree = array("Index Three Menu One", "Index Three Menu Two", "Inde
11         $menuFour = array("Index Four Menu One", "Index Four Menu Two", "Index F
12         $menuFive = array("Index Five Menu One", "Index Five Menu Two", "Index F
13         $menuSix = array("Index Six Menu One", "Index Six Menu Two", "Index Six
14         break;
15     case "services":
16         $menuOne = array("Services One Menu One", "Services One Menu Two", "Serv
17         $menuTwo = array("Services Two Menu One", "Services Two Menu Two", "Serv
18         $menuThree = array("Services Three Menu One", "Services Three Menu Two",
19         $menuFour = array("Services Four Menu One", "Services Four Menu Two", "S
20         $menuFive = array("Services Five Menu One", "Services Five Menu Two", "S
21         $menuSix = array("Services Six Menu One", "Services Six Menu Two", "Serv
22         break;
23     case "projects":
24         $menuOne = array("Projects One Menu One", "Projects One Menu Two", "Proj
25         $menuTwo = array("Projects Two Menu One", "Projects Two Menu Two", "Proj
26         $menuThree = array("Projects Three Menu One", "Projects Three Menu Two",
27         $menuFour = array("Projects Four Menu One", "Projects Four Menu Two", "P
28         $menuFive = array("Projects Five Menu One", "Projects Five Menu Two", "P
29         $menuSix = array("Projects Six Menu One", "Projects Six Menu Two", "Proj
30         break;
```

This is where all the titles for the navigation menu in the left corner of the main part of the webpage are stored. I have highlighted what we will be changing for this example. As like before, this code functions by checking the name of the page (using the `$pageName` variable) against 6 pre-defined strings and then changes the arrays `$menuOne`, `$menuTwo`, `$menuThree`, `$menuFour`, `$menuFive`, and `$menuSix` to have the appropriate information in them. The first thing that we are going to do here is change 'services' in line 15 to 'human\_resources' (exactly like we've done the last few steps).

Here is where you can change how many links there are in the navigation in the left corner of the main page for each tab and what each of these navigation items say. `$menuOne` holds the link titles for the first tab, `$menuTwo` holds the link titles for the second tab and so on. To change what a link says, delete what is between the double quotations ("" ) and replace it with what is desired. Please note that whatever you type for the link text must also be valid as a file

name. This means you cannot the following characters: \ / : \* ? < > | . I have filled in the first two links for each tab to give you an idea of how this works:

```
15     case "human_resources":
16         $menuOne = array("Important Papers", "Non-Important Papers", "Se
17         $menuTwo = array("Payroll", "Services Two Menu Two", "Services
18         $menuThree = array("Employee Roster", "Employee Phonebook", "Se
19         $menuFour = array("Newsletters", "Employee surveys", "Services
20         $menuFive = array("HR Five Menu One", "HR Five Menu Two", "Serv
21         $menuSix = array("HR Six Menu One", "HR Six Menu Two", "Service
22         break;
```

After you have renamed all of the sub-navigation for each of the tabs, save dynamic\_subNav.php but do not close it. We will need the information from this document for the next step.

Refreshing the website and going to the Human Resources page and changing the tabs will show that the sub-navigation for each tab has changed to the new text. This is what the changes I have made look like for the first tab (\$menuOne holds the strings that make up the link text):









❖ Important Papers







❖ Non-Important Papers

- 7) THE NEXT COUPLE STEPS ARE IMPORTANT. PLEASE PAY CLOSE ATTENTION TO THE DIRECTIONS. In this step we will now rename a number of files in our directory system to ensure that the code works the way it is supposed to. The first thing you should do is back out of the includes directory to the main directory. Then open the CONTENTS directory and then the CONTENTPAGES directory. You should see 6 folders. Each folder corresponds to a different section of the website. One of these folders will need to be renamed. The folder that gets renamed will be named the same as all the other names that you've been changing thus far. In this example I have been replacing 'services' with 'human\_resources' so I would rename the folder here titled 'services' to 'human\_resources'

File names before change:

Name	Date modified	Type
 contacts	3/13/2012 12:28 PM	File folder
 index	3/13/2012 12:28 PM	File folder
 projects	3/13/2012 12:29 PM	File folder
 research	3/13/2012 12:29 PM	File folder
 services	3/13/2012 12:29 PM	File folder
 solutions	3/13/2012 12:30 PM	File folder

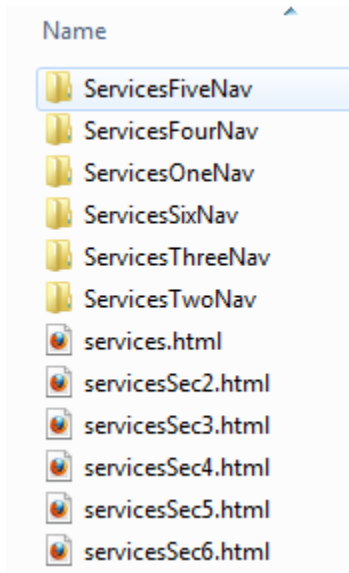
File names after change:

Name	Date modified	Type
 contacts	3/13/2012 12:28 PM	File folder
 human_resources	3/13/2012 12:29 PM	File folder
 index	3/13/2012 12:28 PM	File folder
 projects	3/13/2012 12:29 PM	File folder
 research	3/13/2012 12:29 PM	File folder
 solutions	3/13/2012 12:30 PM	File folder

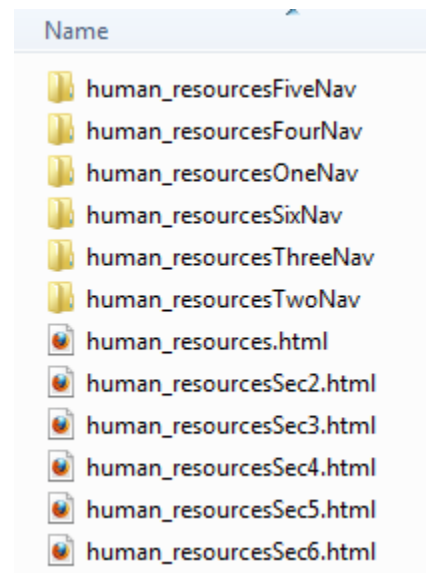
Now open the newly renamed folder and change EVERY appearance of the name that you replaced to the new name. Do NOT go into any folders and change anything yet. We will do that in the next step. For our example, since I changed 'services' to 'human\_resources' I need to change EVERY appearance of 'services' to 'human\_resources' in the newly renamed 'human\_resources' folder.



Before:



After:















There will be up to 6 html documents in this folder. These contain the main content for each of the tabs for each department. The file names for these HAVE TO remain as they appear above, with the department name followed by some additional text. Changing the name of these files to anything else will cause errors on the website when the user tries to access content. If you are providing content pages for a specific tab you MUST KEEP THE SAME NAME. Copy the name of the old file, delete it, and give the new file THE EXACT SAME NAME or else it will not function properly.

The file human\_resources.html provides the content for the 1<sup>st</sup> tab from the left on the Human Resources page (hr1), human\_resourcesSec2.html provides the content for the 2<sup>nd</sup> tab from the left on the Human Resources page (hr2), and so on until human\_resourcesSec6.html which provides the content for the 6<sup>th</sup> and final tab from the left (hr6).

- 8) Now it is time to add the content that is linked to by the sub-navigation links that change as tabs change. For the example we have been going through, all the content that is linked to from the navigation on the first tab of the Human Resources page will be in the `human_resourcesOneNav` folder, all the content that is linked to from navigation on the second tab of the Human Resources page will be in the `human_resourcesTwoNav`, and so on until `human_resourcesSixNav`.

The names of these folders cannot change beyond the changes that have been made up to this point. The text after the department name is important in building the website. Changing the text following the department name will result in errors when certain parts of the website are accessed.


Name
 <code>human_resourcesFiveNav</code>
 <code>human_resourcesFourNav</code>
 <code>human_resourcesOneNav</code>
 <code>human_resourcesSixNav</code>
 <code>human_resourcesThreeNav</code>
 <code>human_resourcesTwoNav</code>
 <code>human_resources.html</code>
 <code>human_resourcesSec2.html</code>
 <code>human_resourcesSec3.html</code>
 <code>human_resourcesSec4.html</code>
 <code>human_resourcesSec5.html</code>
 <code>human_resourcesSec6.html</code>

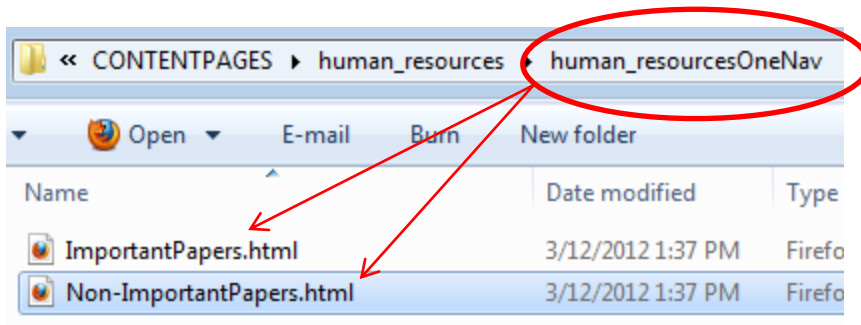
There is a specific naming convention that must be followed when adding content pages to any of these folders. The html document for any link in any tab sub-navigation menu must be exactly the same as the text linking to that document. The only difference is that the file name will have no spaces in it.

Here is an example showing this:

These are the text for the first two links on the first tab of the Human Resources Page. Since they are in the first tab, the content files relating to them will go in `human_resourcesOneNav`

```
case "human_resources":  
    $menuOne = array("Important Papers", "Non-Important Papers",  
    $menuTwo = array("Payroll", "Services Two Menu Two", "Service  
    $menuThree = array("Employee Roster", "Employee Phonebook",  
    $menuFour = array("Newsletters", "Employee surveys", "Service  
    $menuFive = array("HR Five Menu One", "HR Five Menu Two", "S  
    $menuSix = array("HR Six Menu One", "HR Six Menu Two", "Serv  
    break;
```





Note the only different between the text for the link and the file name is that the file name has no spaces. This is how it should be for EVERY html page that is linked to by a link from the sub-navigation on each tab.

Once you have finished naming the html documents properly and placing them in the proper folders you will be done updating the website. Save all your changes and refresh the website using CTRL + F5. Check to make sure all the changes that you made are working. If a section of the website is not functioning as intended, trace back up to the step describing it and make sure there were no typos.














## Section Two: Adding a new department

This is what the navigation in the header of the company Intranet looks like:

















Each of the links in this section takes you to the main page for the corresponding department. The steps listed below explain how to add another department to the Intranet. As an example, I will be adding a department called “Admin” to the Intranet.

- 1) Locate the root directory where all the files for the Intranet are located. Your directory should look something like this:







Name	Date modified	Type
 _PRODUCTION_RESOURCES	3/14/2012 2:58 PM	File folder
 CONTENTS	3/14/2012 3:01 PM	File folder
 css	3/14/2012 3:01 PM	File folder
 images	3/14/2012 3:01 PM	File folder
 includes	3/14/2012 3:01 PM	File folder
 jss	3/14/2012 3:01 PM	File folder
 Resources	3/14/2012 3:01 PM	File folder
 contacts.php	3/8/2012 3:33 PM	PHP File
 index.php	3/8/2012 3:45 PM	PHP File
 projects.php	3/8/2012 3:33 PM	PHP File
 research.php	3/8/2012 3:33 PM	PHP File
 services.php	3/8/2012 3:33 PM	PHP File
 solutions.php	3/8/2012 3:33 PM	PHP File

The first thing that you are going to want to do is to copy and paste any one of the PHP files that are in the root directory. You will need to do this once for each department page that you wish to add. Remember the name for the new files exactly as you typed it in because you will be using this name often. In this example, I have copied one additional PHP file and named it ‘admin.php’.

Here is what my root directory now looks like with the new file added:

Name	Date modified	Type
 _PRODUCTION_RESOURCES	3/14/2012 2:58 PM	File folder
 CONTENTS	3/14/2012 3:01 PM	File folder
 css	3/14/2012 3:01 PM	File folder
 images	3/14/2012 3:01 PM	File folder
 includes	3/14/2012 3:01 PM	File folder
 jss	3/14/2012 3:01 PM	File folder
 Resources	3/14/2012 3:01 PM	File folder
 admin.php	3/8/2012 3:33 PM	PHP File
 contacts.php	3/8/2012 3:33 PM	PHP File
 index.php	3/8/2012 3:45 PM	PHP File
 projects.php	3/8/2012 3:33 PM	PHP File
 research.php	3/8/2012 3:33 PM	PHP File
 services.php	3/8/2012 3:33 PM	PHP File
 solutions.php	3/8/2012 3:33 PM	PHP File

2) Next, open the includes folder. It should look something like this:

Name	Date modified	Type
 dynamic_subNav.php	3/14/2012 3:08 PM	PHP File
 dynamic_tabs.php	3/14/2012 3:08 PM	PHP File
 footer.php	3/9/2012 2:44 PM	PHP File
 header.php	3/14/2012 3:07 PM	PHP File
 html_header_info.html	3/12/2012 2:10 PM	Firefox HTML Doc...
 sideBar.php	3/7/2012 2:18 PM	PHP File

You are going to want to open three of these files in a text editor such as Notepad, Notepad++, or PSPad. In the examples I am using PSPad. The files you need to open are dynamic\_subNav.php, dynamic\_tabs.php, and header.php.

- 3) The first of the three files that we are going to work with is header.php. Your header.php should look something like this:

```
1      <div id='header'>
2          <div id='header_top'>
3              <div id='header_text'>
4                  <div id='top_bar'></div>
5                  <img src='images/company_name.png' alt='C. S. McCrossan' />
6                  <div id='header_nav'>
7                      <ul>
8                          <li class='navItem'><a href='index.php' >HOME</a></li>
9                          <li class='navItem'><a href='services.php'>SERVICES</a></li>
10                         <li class='navItem'><a href='projects.php'>PROJECTS</a></li>
11                         <li class='navItem'><a href='solutions.php'>SOLUTIONS</a></li>
12                         <li class='navItem'><a href='research.php'>RESEARCH</a></li>
13                         <li class='navItem'><a href='contacts.php'>CONTACTS</a></li>
14                     </ul>
15                 </div>
16             </div>
17             <div id='coin-slider'>
18                 <a href='#'><img src='images/banner_picture_1.jpg' alt='Four Conve
19                 <a href='#' class='hidden'><img src='images/banner_picture_2.jpg'
20                 <a href='#' class='hidden'><img src='images/banner_picture_3.jpg'
21                 <a href='#' class='hidden'><img src='images/banner_picture_4.jpg'
22                 <a href='#' class='hidden'><img src='images/banner_picture_5.jpg'
23                 <a href='#' class='hidden'><img src='images/banner_picture_6.jpg'
24                 <a href='#' class='hidden'><img src='images/banner_picture_7.jpg'
25                 <a href='#' class='hidden'><img src='images/banner_picture_8.jpg'
26                 <a href='#' class='hidden'><img src='images/banner_picture_9.jpg'
27             </div>
28         </div>
29     </div>
30     <div class='clear'></div>
```

This is the code behind the navigation at the top of the Intranet. Each link takes the user to a different department's main page. To add a new department you need to copy and paste one of the lines of code similar to the line of code I have highlighted in the example above. The order of lines 8 through 13 in the example DOES matter. Line 8 holds the information for the first link, line 9 holds the information for the second link, and so on until line 13 which holds the information for the last link in the header. For the example I will be adding a link for the Admin Intranet section at the end of the header navigation. If you wish to add a new link between two pre-existing links all you need to do is create a blank line between the two pre-existing links and copy the code into the blank line.

All links information MUST be between the <ul> and </ul> tags or else it will not appear as desired on the webpage. After you have your new line of code pasted in the spot that you wish you need to change where the link is referenced to (the information in the quotes of

href="...") and the text displayed for the link (the letters that are in all caps). The information between the quotes needs to be replaced with the EXACT name of the file that you added to the root directory in step 1, complete with .php file extension. The text displayed for the link can be anything you wish, just make sure that all of the letters are capitalized.

For my example the changes will look like this:

```
8      <li class='navItem'><a href='index.php' >HOME</a></li>
9      <li class='navItem'><a href='services.php'>SERVICES</a></li>
10     <li class='navItem'><a href='projects.php'>PROJECTS</a></li>
11     <li class='navItem'><a href='solutions.php'>SOLUTIONS</a></li>
12     <li class='navItem'><a href='research.php'>RESEARCH</a></li>
13     <li class='navItem'><a href='contacts.php'>CONTACTS</a></li>
14     <li class='navItem'><a href='admin.php'>ADMIN</a></li>
```

Note that I have a new line (line 14) that was not in the example earlier in this step. That is my new link. The header on the website now looks like this:



**C.S. McCrossan** HOME SERVICES PROJECTS SOLUTIONS RESEARCH CONTACTS ADMIN

- 4) This step is only necessary if you need to make changes to the way that the navigation in the header is displayed. If you do not need to make any changes to the way that the header navigation is displayed you may skip this step and move onto step 5.

First, return to the root directory and then open the folder called css and then open the file called style.css in the css folder. This is the file that controls a large portion of the visual aspect of the Intranet. ONLY CHANGE WHAT IS SUGGESTED IN THIS STEP. Changing anything else could have a detrimental effect on the visual layout of the Intranet. Once you have styles.css open, find the following phrase: .navItem a (yes the period is required, to search the document hit CTRL+F and then put the required phrase in the appropriate spot). This will take you directly to the place where changes need to be made.

- A. If you wish to decrease the space between the text for each link in the navigation find the highlighted line:

```
144 .navItem a
145 {
146 | padding: 14px 10px 0px 8px;
147   font-size: 14px;
148   font-weight: bold;
149   display: block;
150   color: #9d9d9d;
151   text-decoration: none;
152 }
```

The two values that you can change to alter the distance between the text for each link in the navigation bar are the second and fourth value. Making the values smaller will decrease the distance, making the values larger will increase the distance. Once you change the values, you MUST make sure that they are immediately followed by px as in the example above.

You may play with these values a little bit until you find the spacing that is desired. I suggest trying to find values that keep the link evenly spaced out in the space between the company name on the left and the grey border on the right.

- B. This step should only be done if you were unable to get everything to fit using step A. To change the size of the text, you will be changing values in the highlighted line:

```
144 .navItem a
145 {
146   padding: 14px 10px 0px 8px;
147 | font-size: 14px;
148   font-weight: bold;
149   display: block;
150   color: #9d9d9d;
151   text-decoration: none;
152 }
```

The value here controls the size of the font, the smaller the value, the smaller the size of the font. DO NOT GO SMALLER THAN 12px, any value smaller than 12px will create font that is too small for some people to read comfortably and that is not what we want. This is a last resort and should not be used unless absolutely necessary.



Once the all the links are centered in the white space at the top of the Intranet you are ready to move onto the next step.

- 5) You may now save the changes made and close header.php and styles.css. The next document that we are going to look at is dynamic\_tabs.php. Your file should have a section that looks something like this:

```
10  switch($pageName)
11  {
12      case "index":
13          $array = array("admin1", "admin2", "admin3", "admin4", "admin5", "admin6");
14          break;
15      case "services":
16          $array = array("serv1", "serv2", "serv3", "serv4", "serv5", "serv6");
17          break;
18      case "projects":
19          $array = array("proj1", "proj2", "proj3", "proj4", "proj5", "proj6");
20          break;
21      case "solutions":
22          $array = array("sol1", "sol2", "sol3", "sol4", "sol5", "sol6");
23          break;
24      case "research":
25          $array = array("res1", "res2", "res3", "res4", "res5", "res6");
26          break;
27      case "contacts":
28          $array = array("con1", "con2", "con3", "con4", "con5", "con6");
29          break;
30      default:
31          $array = array("admin1", "admin2", "admin3", "admin4", "admin5", "admin6");
32          break;
33  }
34  ?>
```

The information contained in this section is used to generate the names of the tabs that are on each department's Intranet pages. For this step, we will make a copy of the highlighted block of code (lines 18 through 20 in my example) and past it between the last case and the default like this:

```

10  switch($pageName)
11  {
12      case "index":
13          $array = array("admin1", "admin2", "admin3", "admin4", "admin5", "admin6");
14          break;
15      case "services":
16          $array = array("serv1", "serv2", "serv3", "serv4", "serv5", "serv6");
17          break;
18      case "projects":
19          $array = array("proj1", "proj2", "proj3", "proj4", "proj5", "proj6");
20          break;
21      case "solutions":
22          $array = array("sol1", "sol2", "sol3", "sol4", "sol5", "sol6");
23          break;
24      case "research":
25          $array = array("res1", "res2", "res3", "res4", "res5", "res6");
26          break;
27      case "contacts":
28          $array = array("con1", "con2", "con3", "con4", "con5", "con6");
29          break;
30      case "projects":
31          $array = array("proj1", "proj2", "proj3", "proj4", "proj5", "proj6");
32          break;
33      default:
34          $array = array("admin1", "admin2", "admin3", "admin4", "admin5", "admin6");
35          break;
36  }

```

The next part of this step is to change the string that the case checks against in the new block of code that was just copied. The string that we want to replace the old string with needs to be EXACTLY the same as the file name you used in Step 1 but without the file extension (no .php at the end). The elements in \$array, as mentioned earlier, represent the titles for the tabs on the new department page. These will need to be changed also to something that makes sense for each tab. Also note that the elements in \$array appear in order, the first element appearing in quotes is the title of the first tab for the department page, the second element appearing in quotes is the title of the second tab, and so on.

If you require less than 6 tabs for the department page all you need to do is delete everything between the last comma in \$array and the closing parentheses (including the comma).

For the example I am going to replace "projects" with "admin" (the name of the file in the example from step 1 was admin.php) and replace all iterations of proj with admin. The finished code will look like this:

```

10  switch($pageName)
11  {
12      case "index":
13          $array = array("home1", "home2", "home3", "home4", "home5", "home6");
14          break;
15      case "services":
16          $array = array("serv1", "serv2", "serv3", "serv4", "serv5", "serv6");
17          break;
18      case "projects":
19          $array = array("proj1", "proj2", "proj3", "proj4", "proj5", "proj6");
20          break;
21      case "solutions":
22          $array = array("sol1", "sol2", "sol3", "sol4", "sol5", "sol6");
23          break;
24      case "research":
25          $array = array("res1", "res2", "res3", "res4", "res5", "res6");
26          break;
27      case "contacts":
28          $array = array("con1", "con2", "con3", "con4", "con5", "con6");
29          break;
30      case "admin":
31          $array = array("admin1", "admin2", "admin3", "admin4", "admin5", "admin6");
32          break;
33      default:
34          $array = array("home1", "home2", "home3", "home4", "home5", "home6");
35          break;
36  }

```

You may also notice that I changed some tab title to “home” from the previous version of “admin”. This was done to prevent any confusion that may have risen due to duplicate names. This set up will display 6 tabs on the new admin page. If I wanted to change that so there were only 4 tabs on the new admin page the line highlighted above would look like this instead:

```

31  $array = array("admin1", "admin2", "admin3", "admin4");

```

This is what the tabs for the example look like with the new titles if I choose to have 6 tabs on the admin department page:



Once you are satisfied with the changes made, you may save the dynamic\_tabs.php document and close it.

- 6) Now return to the root directory. From here open the CONTENTS directory and then the CONTENTPAGES directory. Inside the CONTENTPAGES directory should be a number of folders with no other documents. This is what the contents of my CONTENTPAGES directory looks like:

Name	Date modified	Type
contacts	3/14/2012 3:01 PM	File folder
index	3/14/2012 3:01 PM	File folder
projects	3/14/2012 3:01 PM	File folder
research	3/14/2012 3:01 PM	File folder
services	3/14/2012 3:04 PM	File folder
solutions	3/14/2012 3:01 PM	File folder

Now you need to copy and paste any of the folders you see into the same directory. Do this once for each new department. You will then give the copied folder the same name that you gave the new file in step 1, sans the file extension (in this case .php). This is what the example looks like after this is finished:

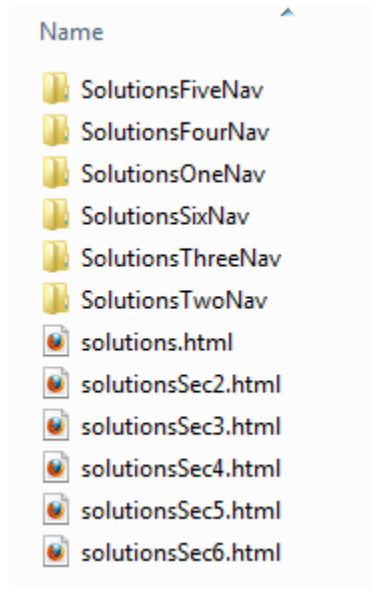
Name	Date modified	Type
admin	3/15/2012 1:36 PM	File folder
contacts	3/14/2012 3:01 PM	File folder
index	3/14/2012 3:01 PM	File folder
projects	3/14/2012 3:01 PM	File folder
research	3/14/2012 3:01 PM	File folder
services	3/14/2012 3:04 PM	File folder
solutions	3/14/2012 3:01 PM	File folder

Notice that the highlighted folder above is the new folder and shares the same name as a number of entities that have been renamed throughout the examples.

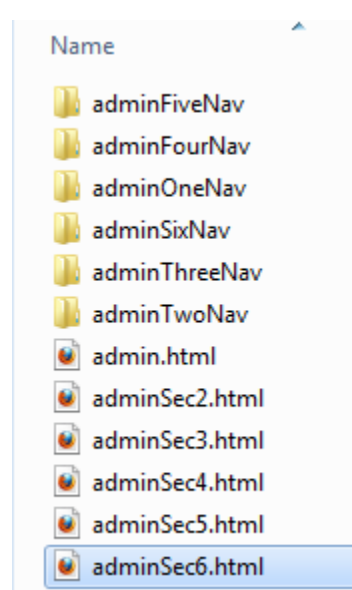
- 7) The next thing to do is to open the newly renamed directory. All of the folders and files inside the new directory need to have their name changed. For every iteration of the renaming process all that needs to be done is to replace the existing department name in the name of each entity in the folder with the name that you gave the folder. For the example I will be changing "Solutions" to "admin". This means that every appearance of the string "Solutions" will be changed to "admin". DO NOT CHANGE ANYTHING ELSE IN THE NAME OF THESE FILES AND FOLDERS. The suffix after the department name in all of these

files is vital to the website being generated in the proper way. Below is a before and after shot of this step being applied to the example that we have been going through:

Before:



After:



There will be up to 6 html documents in this folder. These contain the main content for each of the tabs for each department. The file names for these HAVE TO remain as they appear above, with the department name followed by some additional text. Changing the name of these files to anything else will cause errors on the website when the user tries to access content. If you are providing content pages for a specific tab you MUST KEEP THE SAME NAME. Copy the name of the old file, delete it, and give the new file THE EXACT SAME NAME or else it will not function properly.

In the example, the file admin.html provides the content for the first tab on the admin department page, adminSec2.html provides the content for the second tab on the admin department page and so on until adminSec6.html, which provides the content for the last tab on the admin department page.

Do not close this folder yet. There are still some things that need to be changed in it.

- 8) The next step is going to be changing the text that is displayed in the sub-navigation on the left side of the main section of the webpage. This information will change as the user navigates from tab to tab. The links provided in this area provides quick navigation for the user to pages that are linked to from the content provided in the tab body.

To change the text, navigate to the `dynamic_subNav.php` document. You should see a section of this document that looks like this:

```
23     case "projects":
24         $menuOne = array("Projects One Menu One", "Projects One Menu Two", "Projec
25         $menuTwo = array("Projects Two Menu One", "Projects Two Menu Two", "Projec
26         $menuThree = array("Projects Three Menu One", "Projects Three Menu Two", "
27         $menuFour = array("Projects Four Menu One", "Projects Four Menu Two", "Pro
28         $menuFive = array("Projects Five Menu One", "Projects Five Menu Two", "Pro
29         $menuSix = array("Projects Six Menu One", "Projects Six Menu Two", "Projec
30         break;
31     case "solutions":
32         $menuOne = array("Solutions One Menu One", "Solutions One Menu Two", "Solu
33         $menuTwo = array("Solutions Two Menu One", "Solutions Two Menu Two", "Solu
34         $menuThree = array("Solutions Three Menu One", "Solutions Three Menu Two",
35         $menuFour = array("Solutions Four Menu One", "Solutions Four Menu Two", "S
36         $menuFive = array("Solutions Five Menu One", "Solutions Five Menu Two", "S
37         $menuSix = array("Solutions Six Menu One", "Solutions Six Menu Two", "Solu
38         break;
39     case "research":
40         $menuOne = array("Research One Menu One", "Research One Menu Two", "Resear
41         $menuTwo = array("Research Two Menu One", "Research Two Menu Two", "Resear
42         $menuThree = array("Research Three Menu One", "Research Three Menu Two", "
43         $menuFour = array("Research Four Menu One", "Research Four Menu Two", "Res
44         $menuFive = array("Research Five Menu One", "Research Five Menu Two", "Res
45         $menuSix = array("Research Six Menu One", "Research Six Menu Two", "Resear
46         break;
47     case "contacts":
48         $menuOne = array("Contacts One Menu One", "Contacts One Menu Two", "Contac
49         $menuTwo = array("Contacts Two Menu One", "Contacts Two Menu Two", "Contac
50         $menuThree = array("Contacts Three Menu One", "Contacts Three Menu Two", "
51         $menuFour = array("Contacts Four Menu One", "Contacts Four Menu Two", "Con
52         $menuFive = array("Contacts Five Menu One", "Contacts Five Menu Two", "Con
53         $menuSix = array("Contacts Six Menu One", "Contacts Six Menu Two", "Contac
54         break;
55     default:
56         $menuOne = array("Index One Menu One", "Index One Menu Two", "Index One Me
57         $menuTwo = array("Index Two Menu One", "Index Two Menu Two", "Index Two Me
58         $menuThree = array("Index Three Menu One", "Index Three Menu Two", "Index
59         $menuFour = array("Index Four Menu One", "Index Four Menu Two", "Index Fou
60         $menuFive = array("Index Five Menu One", "Index Five Menu Two", "Index Fiv
61         $menuSix = array("Index Six Menu One", "Index Six Menu Two", "Index Six Me
62         break;
```

The first thing that is going to need to get done is to add a new block of code between the `break;` of the last case and `default` (in the example above the new block of code will go between lines 54 and 55). The block of code that needs to be copied is highlighted above. You do not need to copy this exact block, just all the information starting with `case "..."` and going to the first `break;` that you come to. After you copy the code in the right place you

need to change the string of characters immediately after the case. The string of characters that you are replacing the old text with is going to be exactly the same as the name of the file that you made in step 1 (sans file extension) In the example I will be changing the string solutions to admin. The new code in the example looks like this now:

```
23     case "projects":
24         $menuOne = array("Projects One Menu One", "Projects One Menu Two", "Projec
25         $menuTwo = array("Projects Two Menu One", "Projects Two Menu Two", "Projec
26         $menuThree = array("Projects Three Menu One", "Projects Three Menu Two", "
27         $menuFour = array("Projects Four Menu One", "Projects Four Menu Two", "Pro
28         $menuFive = array("Projects Five Menu One", "Projects Five Menu Two", "Pro
29         $menuSix = array("Projects Six Menu One", "Projects Six Menu Two", "Projec
30     break;
31     case "solutions":
32         $menuOne = array("Solutions One Menu One", "Solutions One Menu Two", "Solu
33         $menuTwo = array("Solutions Two Menu One", "Solutions Two Menu Two", "Solu
34         $menuThree = array("Solutions Three Menu One", "Solutions Three Menu Two",
35         $menuFour = array("Solutions Four Menu One", "Solutions Four Menu Two", "S
36         $menuFive = array("Solutions Five Menu One", "Solutions Five Menu Two", "S
37         $menuSix = array("Solutions Six Menu One", "Solutions Six Menu Two", "Solu
38     break;
39     case "research":
40         $menuOne = array("Research One Menu One", "Research One Menu Two", "Resear
41         $menuTwo = array("Research Two Menu One", "Research Two Menu Two", "Resear
42         $menuThree = array("Research Three Menu One", "Research Three Menu Two", "
43         $menuFour = array("Research Four Menu One", "Research Four Menu Two", "Res
44         $menuFive = array("Research Five Menu One", "Research Five Menu Two", "Res
45         $menuSix = array("Research Six Menu One", "Research Six Menu Two", "Resear
46     break;
47     case "contacts":
48         $menuOne = array("Contacts One Menu One", "Contacts One Menu Two", "Contac
49         $menuTwo = array("Contacts Two Menu One", "Contacts Two Menu Two", "Contac
50         $menuThree = array("Contacts Three Menu One", "Contacts Three Menu Two", "
51         $menuFour = array("Contacts Four Menu One", "Contacts Four Menu Two", "Con
52         $menuFive = array("Contacts Five Menu One", "Contacts Five Menu Two", "Con
53         $menuSix = array("Contacts Six Menu One", "Contacts Six Menu Two", "Contac
54     break;
55     case "admin":
56         $menuOne = array("Solutions One Menu One", "Solutions One Menu Two", "Solu
57         $menuTwo = array("Solutions Two Menu One", "Solutions Two Menu Two", "Solu
58         $menuThree = array("Solutions Three Menu One", "Solutions Three Menu Two",
59         $menuFour = array("Solutions Four Menu One", "Solutions Four Menu Two", "S
60         $menuFive = array("Solutions Five Menu One", "Solutions Five Menu Two", "S
61         $menuSix = array("Solutions Six Menu One", "Solutions Six Menu Two", "Solu
62     break;
63     default:
```

This is where all the titles for the navigation menu in the left corner of the main part of the webpage are stored. I have highlighted what we will be changing for this example. As like before, this code functions by checking the name of the page (using the \$pageName



variable) against 6 pre-defined strings and then changes the arrays \$menuOne, \$menuTwo, \$menuThree, \$menuFour, \$menuFive, and \$menuSix to have the appropriate information in them.

This is also the spot where you can change how many links there are in the navigation in the left corner of the main page for each tab and what each of these navigation items say. \$menuOne holds the link titles for the first tab, \$menuTwo holds the link titles for the second tab and so on. To change what a link says, delete what is between the double quotations ("" ) and replace it with what is desired. Please note that whatever you type for the link text must also be valid as a file name. This means you cannot the following characters: \ / : \* ? < > | . I have filled in the first two links for each tab in the new section of code to give you an idea of how this works:

```
case "admin":
    $menuOne = array("Company Newsletter", "Company Manifesto",
    $menuTwo = array("Employees", "Friends", "Solutions Two Menu
    $menuThree = array("Rivals", "Rival Performance", "Solutions
    $menuFour = array("Super", "Man", "Solutions Four Menu Three
    $menuFive = array("Bat", "Man", "Solutions Five Menu Three",
    $menuSix = array("May the Force", "Be With You", "Solutions
    break;
```

Saving the changes that you made to dynamic\_subNav.php and refreshing the website now reflects the changes that we have made to the text for each of the items in the navigation menu. Here is a screenshot of a section of the tab sub-navigation from the website using the example:

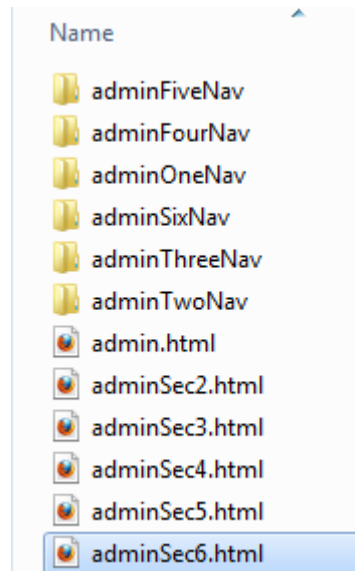




- 9) Now go back to your file directory. Before going to the next step, we will take a few moments explain how the content for the sub-navigation in each tab is handled.

For the example that we have been going through, all the content associated with the links on the first tab of the admin department page will be in the folder adminOneNav, all the content associated with the links on the second tab of the admin department page will be in the folder adminTwoNav, and so on.

The names of these folders cannot change in any way other than way previous described. Changing the text after the department name will cause the website to not function as intended. This means content will not be displayed when users click on links. Please ONLY change the department name portion of these files and folders.

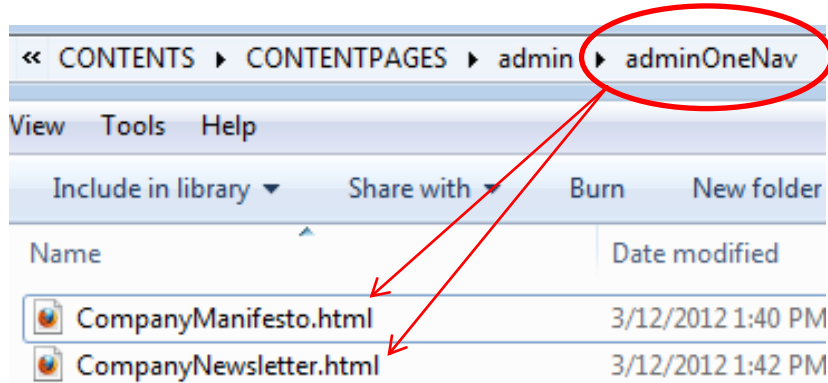


There is a specific naming convention that must be followed when adding content pages to any of these folders. The html document for any link in any tab sub-navigation menu must be exactly the same as the text linking to that document. The only difference is that the file name will have no spaces in it. Therefore, all you need to do to add content for a link in the sub-navigation on the main page for a tab is to place the appropriately named file in the appropriate file.

Here is an example showing this:

These are the titles for the top two links on the first tab of the admin department page. Since they are in the first tab, the content associated with these two links will be placed in the adminOneNav folder.

```
case "admin":
    $menuOne = array("Company Newsletter", "Company Manifesto",
    $menuTwo = array("Employees", "Friends", "Solutions Two Menu
    $menuThree = array("Rivals", "Rival Performance", "Solutions
    $menuFour = array("Super", "Man", "Solutions Four Menu Three
    $menuFive = array("Bat", "Man", "Solutions Five Menu Three",
    $menuSix = array("May the Force", "Be With You", "Solutions
    break;
```



Here are the two files that contain the content for the first two links on the first tab on the admin department page. Notice that the only difference between the names of the file here and the text associated with the links is that the name of the file has no spaces. This is how it should be for EVERY html page that is linked to by a link from the sub-navigation on each tab.

Once you have properly named all the content files that you wish to add for the sub-navigation, save all your changes and refresh the website using CTRL + F5. Check to make sure all the links are functioning properly and that they are all going to the right place. If there are any errors at this point, go back to the appropriate step and walk through it again to make sure there were no errors in where files were placed or what files/folders were named.