SMACS WEBMASTER GUIDE 2014-15

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ACCESSING SERVER

1) Open your **SFTP** client (ie: WinSCP, FileZilla, etc)
2) Login with the following information
   Host: acsbruins@silicon.chem.ucla.edu
   Password: acs-5845
3) Drag and drop to replace updated files/add new files to site
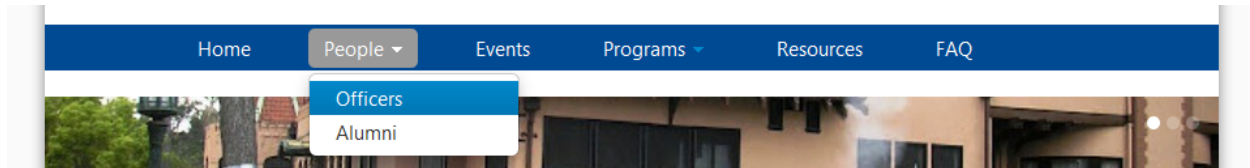4) Check for changes at http://chem.ucla.edu/acsbruins

THE SMACS WEBSITE – AN INSIDE LOOK

The information below outlines the general format and HTML code of the various sections of the SMACS website. This information refers specifically to the site format starting from the 2013-14 academic year. If the webmaster feels the desire or need to make changes to the formatting of the site please remember to comment your code (in HTML: <!--insert comment here-->) to ensure it is readable by future webmasters. Webmasters are always encouraged to branch out and try all the new features that become

available in HTML/CSS/JavaScript over time both to enhance SMACS's online presence and for you as webmaster to have fun and have more knowledge under your belt.

Updating Homepage

Top Navigation


```
//The styling for the navigation bar comes from the Bootstrap Library (see resources for more info). The entire
navigation bar is a series of nested lists with each of the main navigation links (Home, People, Events, etc)
being elements of a list, and dropdown menus as lists nested within one of these elements.
<div class="nav-bar">
        <ul class="nav nav-pills">
                //To add a single (no dropdown) main navigation link use the following
                <li><a href="index.html">Home</a></li>

                //To add a link with a dropdown menu use the following
                <li class="dropdown">  //Note that the dropdown menu is contained
                                        within an element of a higher level list
                        <a class="dropdown-toggle" id="drop5" role="button" data-
                toggle="dropdown" href="#">People <b class="caret"></b></a>
                        //The links that will go into the drop down are added here as a nested list
                        <ul id="menu2" class="dropdown-menu" role="menu" aria-
                labelledby="drop5">
                                <li role="presentation"><a role="menuitem" tabindex="-1"
                        href="officers.html">Officers</a></li>
                                <li role="presentation"><a role="menuitem" tabindex="-1"
                        href="alumni.html">Alumni</a></li>
                        </ul>
                </li>
        </ul>
</div>
```

Slideshow

```
//You can find the code for the slideshow inside the div with id myCarousel (note that this is a bootstrap
feature – see Useful References for more on Bootstrap)
<div id="myCarousel" class="carousel slide">

        //ol represents an ordered list; this list is used to create the circular links on the top right
        corner of the slideshow (the functionality is contained in the Bootstrap JavaScript file). To add
        a new slide, add a new list (<li>) element following the format of those already in place
            <ol class="carousel-indicators">
              <li data-target="#myCarousel" data-slide-to="0" class="active"></li>
              <li data-target="#myCarousel" data-slide-to="1"></li>
              <li data-target="#myCarousel" data-slide-to="2"></li>
            </ol>


        //The carousel-inner div is where you specify the images for your slideshow (in the order that
        you want them to appear. The carousel-caption div is where you would put any caption you want on
        the slide (commented out below)
        //Note: HTML comments are enclode in <!-- write comment here -->; anything that is a comment will
        not be translated onto the actual webpage. Comments are used for annotations to make code easier
        for developers to read.
            <div class="carousel-inner">
              <div class="item active">
                <img src="images/01.jpg" alt="">
                <!--<div class="carousel-caption">
                </div>-->
              </div>
              <div class="item">
                <img src="images/02.jpg" alt="">
              </div>
              <div class="item">
                <img src="images/03.jpg" alt="">
              </div>
            </div>

        //The two links below represent the arrows on either side of the slideshow for scrolling through
        slides (again all functionality is handle by Bootstrap)
            <a class="left carousel-control" href="#myCarousel" data-
slide="prev">&lsaquo;</a>
            <a class="right carousel-control" href="#myCarousel" data-
slide="next">&rsaquo;</a>
</div>
```

News

The News section will be the most frequently updated part of the site. Since the posts are hard-coded into the site instead of being stored in a database you'll need to periodically cycle out old posts an add new posts to ensure the page doesn't get too long.

```
//The content div wraps the entire area containing the news posts and the 'Save the Date' sidebar
<div class="content">
                <div class="content-body"> //content-body is the div containing the news posts

                    <div class="content-title">
                        Insert Title Here
                    </div>




                    <div class="content-date">
                        Month Day, Year
                    </div>

                    Insert news content here

                    <br/>
                </div>
</div>
```

Sidebar

```
//all side bar content is contained within the sidebar div (note that this div
is nested within the content div)
<div class="sidebar">
     <div class="sidebar-title">
          SAVE THE DATE
     </div>

     <p class="sidebar-content">Insert Event Title Here</p>
     <p>Event Information</p>

<br/>   //line break to separate each event

</div>
```

Officer Bios

Daria Wu - Webmaster

CONTACT
Email: dariaw@g.ucla.edu

Major: Computer Science

Class of: 2015

About me:
I aspire to be a software developer while dabbling in web design on the side. I enjoy the problem solving challenges that the wide and ever evolving field of computer science has to offer. There's nothing more fulfilling than working out a difficult program using logic and ingenuity. Though chemistry is not my forte I enjoy learning about the research currently being conducted in the field and the impacts they can make.

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The Officer Bio

```html
//Each individual Bio is contained inside its own profile div
<div class="profile">
      <div class="content-title" id="officer-position-id">
            Officer Name - Officer Position
      </div>

      //Officers image goes here
      <img src="insert-officer-mugshot-here" class="img-polaroid" alt="insert-officer-name"/>
      <div style="display: inline-block; vertical-align: top; margin: 20px 0 5px 10px;
max-width: 370px;">

            <div style="border: 1px solid #eee; font-size: 10pt; padding: 10px; margin-
bottom: 15px;">
                  <h5 style="margin: 0;">CONTACT</h5>
                  Email: insert-officer-email-here      
            </div>

            <b>Major:</b> insert-officer-major-here

            <hr style="margin-top: 5px; margin-bottom: 5px;"/> //a horizontal line divider

            <b>Class of:</b> insert-officer-class-here

            <hr style="margin-top: 5px; margin-bottom: 5px;"/>

            <b>About me:</b>
            <p>insert-officer-bio-here</p>
      </div>
</div>

<br/>

<a href="#top" style="float: right;">Return to Top</a>

<br/><br/>
```

Officer Positions Sidebar

Officer Positions

President
Sara Shu

Vice President of Internal Affairs
Samuel Chang
Harrison Wu
Jason Wu

Vice President of External Affairs
Grace Woo
Xun (Charlotte) Xia

Treasurer
Nanetta Pon
Jack Ngo

Secretary (Communications)
Wakana Fujiwara

```html
<div class="sidebar officers">
        <h5>Officer Positions</h5>

        //If only one officer for this position
        Officer Position<br/>
        <ul style="list-style-type: none;">
                <li style="margin: 0;"><a href="# officer-
position-id ">Officer Name</a></li>
        </ul>

        //If multiple officers share a position
        Officer Position<br/>
        <ul style="list-style-type: none;">
                <li style="margin: 0;"><a href="#officer-
position-id">Officer 1</a></li>
                <li style="margin: 0;"><a href="# officer-
position-id ">Officer 2</a></li>
                <li style="margin: 0;"><a href="# officer-
position-id ">Officer 3</a></li>
        </ul>
</div>
```
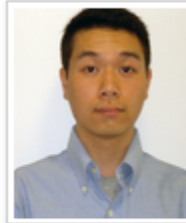
Alumni

Board of Directors

Daniel Ben-Zvi	Helen Chen	Kenny Chen	Lucy Chen	Tammy Chew
UCLA Class of 2012	UCLA Class of 2012	UCLA Class of 2014	UCLA Class of 2012	UCLA Class of 2012
Quality Chemist at Interplastic Corporation Court Jester for Life	Teacher at Green Leaf School	Major in Chemistry with Minor in Biomedical Research	Pursuing MD/PhD at Ohio State University	Medical Student at University of Toledo

```html
//Board of Director mug shots are each contained within a cell of a table
<table border="0" cellpadding="17" style="text-align: center; font-size: 8pt;">
      <tr> //starts a table row
            <td style="vertical-align: top;"> //starts a column in the table row; copy this section
up to the <td>. Note that the current site takes a max of 5 columns per row

                <img src="alumni-photo" class="img-polaroid" alt="Alumni Name"/>

                <h5>Alumni Name</h5>
                UCLA Class of #<br/>

                <hr style="margin: 0;"/>

                Alumni's Current Position<br/>
            </td>
```

```
        </tr> //end row
</table>
```


General Alumni
Joo Hee Sohn - Lab Technician at Bensinger Laboratory

```
//This portion is very simple; all alumni not on board of directors are listed here

Alumni Name – Alumni's Current Position <br/>
```

Events

Events

Green Chemistry Activities 2013-14
Learn more and find out how to participate ->
Exploring Your Universe - November 17, 2013
Learn more and find out how to participate ->
Seaborg Symposium 2013
Learn more and find out how to participate ->
SMACS Bake Sale - October 22, 2013
Learn more and find out how to participate ->
S.T.E.A.M. Nation - October 19, 2013
This year SMACS will be joining the S.T.E.A.M. nation cause to help encourage students to pursue careers in the S.T.E.A.M. fields. SMACS is in need of volunteers to assist in setting up and speaking to students. This will be a great opportunity to inspire others and meet professionals in S.T.E.A.M. fields.

Learn more and find out how to participate ->

SMACS BAKE SALE
Friday October 25, 2013

Throughout the year SMACS works to provide its members with fun and meaningful experiences through research presentations, career workshops and industry meetings while filling your stomachs with Papa John's pizza. Help us help you by volunteering at our bake sale fundraiser on Tuesday October 22, 2013.

Our products will include:
- Multi-flavored Periodic Table Cupcakes
- Cake Pops

There are many ways to contribute:
- Let us borrow a kitchen for a night to create chemical concotions (otherwise known as baking)
- Assist in the baking process
- Contribute ingredients/tools (ie: cupcake tins)
- Help us man our booth on sale day
- Buy a cupcake/cake pop with your favorite element written in frosting!

The Events page is just a list of upcoming/past events with links to tailored pages for each event that provide more information. There is no specific format for the events pages. The pages are designed to suit the event and the webmaster is encouraged to be creative with their design.

Mentor/Mentee Program

ACS Members/Blankets

The content of this page should not need any change unless there are changes to the ACS Member-Get-A-Member program or changes to the SMACS general email.

Meetings/Conferences (has not been used/may delete)

Resources

Adding Resources

```
<h5 id="c1">Category Name</h5>

        //List of resources for this category
        <ul>
                //Note: target="_blank" creates a link that opens in a new tab
                <li><a href="resource-link" target="_blank">Resource Name</a></li>
        </ul>

<br/> //line break between categories
```

Categories Sidebar

```
//Add a new link to the sidebar for new categories
<div class="sidebar">
      <h5>Categories</h5>
      <a href="#insert-link-id-here">UCLA Resources</a><br/><br/>
</div>
```

FAQ

The **main navigation** links are styled as a list:

```
//ul stands for unordered list (a list that is not numbered) and marks the beginning of a list. list-style-type:
none; is CSS code that removes the dot that are normally precedes a bullet point on unordered lists (just for
aesthetic reasons)
<ul style="list-style-type:none;">

      <li>  //start a bullet point

            //a stands for anchor and is used to link to different pages or sections of pages. The page or
            section to link to goes in the quotes following the href=. In this example href links to an id
            (id's are preceded by a # sign). This means that further down the page there is a section labeled
            with a specific id. When someone presses this link they will jump to the location with that
            specific id
            <a href="#insert-question-id-here">Insert Question here</a>

      </li> //end a bullet point
</ul> //end list
```

The **Q/A** sections consist of a header followed by a paragraph (sometimes you may choose to add more content like a list to answer a question more clearly) followed

```
//h* (where * is a number from 1-5) stands for header; a header tag adds padding, bold face and size to text
depending on what number you use. H1 is the largest header and is typically used for main headings. Headers
decrease in size as the number increases (h5 being the smallest)
//The header is given a unique id so that it can be referenced by the main navigation (so when you click a link
to this question in the main navigation, you'll automatically jump down to this header.
<h5 id="insert-question-id-here">Insert-question-here</h5>
```

```
<p>Insert content here.</p>                //p stands for paragraph; everything inside the p tags is treated
                                           as a block


//The title "Frequently Asked Questions" has the id 'top'. This link references that id and brings users back to
the title when it is clicked. The style 'float: right' aligns the link on the left right side of the content
area
<a href="#top" style="float: right;">Return to Top</a>


<br/> //This is a line-break just to add space between each question/answer pair
```

The **sidebar** is contained within a division (represented by a <div> tag) with a class called sidebar (giving the div a class allows us to style all elements with this class name the same way). There is no specific format for the sidebar content (and it is not likely to need any changing).

USEFUL REFERENCES

w3schools – a great resource for web development with tutorials and references on HTML, CSS and JavaScript
http://www.w3schools.com/

Twitter bootstrap – a fantastic framework for web development with a wide variety of applications. Some features include pagination, slideshows, modals, popovers. Bootstrap's grid system also makes developing responsive webpages easy.
http://getbootstrap.com/

Stack Overflow – a troubleshooting website that will usually have answers to any bugs you may have and more

Chrome Web Inspector/Firefox Developer Tools – When you right click on an area of a webpage in Chrome or Firefox you should see an option to inspect the element you clicked. The inspector lets you view the html code of the page to understand how a page is styled, get ideas, and find bugs.

CONTACTS

If you experience server issues or want to expand the capabilities of the current site (for example, moving to a content management system or adding database support) please contact Max Kopelevich.

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For questions, comments or concerns regarding the current site feel free to contact me.

Former SMACS Webmaster
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