

Updating the Lab Website

Website Overview

We use Dreamweaver, a program that makes creating websites a bit simpler. Before we jump into the specifics of updating, let's talk a little bit about how our website works.

What's our website made of?

You can think of each page of our website as its own separate document file. It's kind of like a word document, but instead of words, it contains HTML code. Our website has seven pages: Home (called index), About, CV, People, Publications, Join, and Contact that correspond to seven separate HTML files. We also have a folder where we keep the pictures and .pdfs that people view when they visit our site.

How can people see our website?

All of these HTML files, pictures, etc. are kept together on a website server. The website server is a place where you can save files for the website that is accessible to everyone who has the Internet. For example, say you're on our website and you click the "People" link. Our website server gets that request, says, "I know that page!" and sends the right HTML content to your web browser. Your web browser then translates that HTML into the pretty "People" page content you see on your screen.

How do I edit our website?

To edit a page on our website, you will make changes to that HTML file in Dreamweaver and then add the updated version of that HTML file to the website server. This process is kind of like downloading your group's powerpoint presentation from Dropbox, editing it on your laptop, and then uploading the new version to Dropbox. If you don't upload the new version of the presentation to Dropbox, your group can only view the old one.

QuickStart Guide

Open lab website files in Dreamweaver

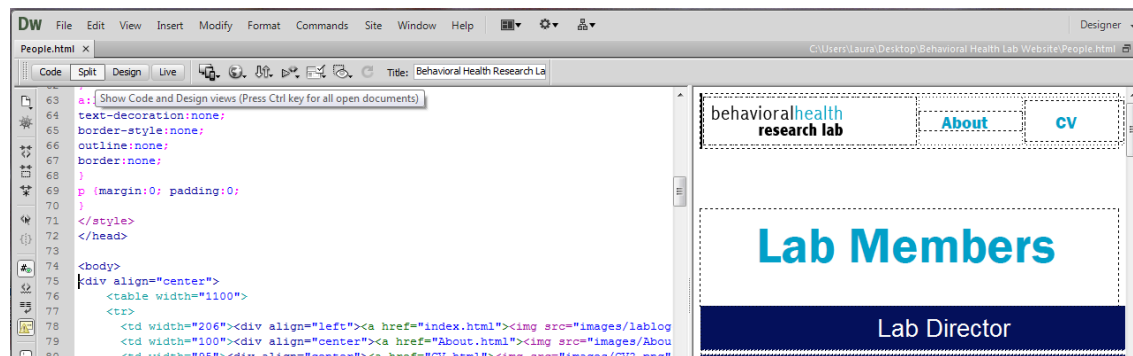
The website files you need are on your office computer in a folder labeled “Behavioral Health Lab Website.” Right-click the file you want to edit, choose “Open With,” and select Adobe Dreamweaver.

Set up your workspace

When you open a file in Dreamweaver, you’ll see that in the top left, you have three viewing options: Code, Split, and Design. I recommend working in **Split** mode because it allows you to see both the HTML code and what the page will look like simultaneously.

HTML code

What this page will look like



The **People** page in Dreamweaver Split Screen view.

You can copy and paste content on the right side of the screen like you would in a word document, and Dreamweaver will do its best to auto generate the corresponding HTML code on the left. However, sometimes when you copy and paste, the HTML code doesn’t generate correctly, leading to bizarre formatting problems that it can be difficult to fix. This is why you should change the content directly in the HTML side of the screen where possible. Keep reading to learn how.

HTML 101: A quick tour of key basics

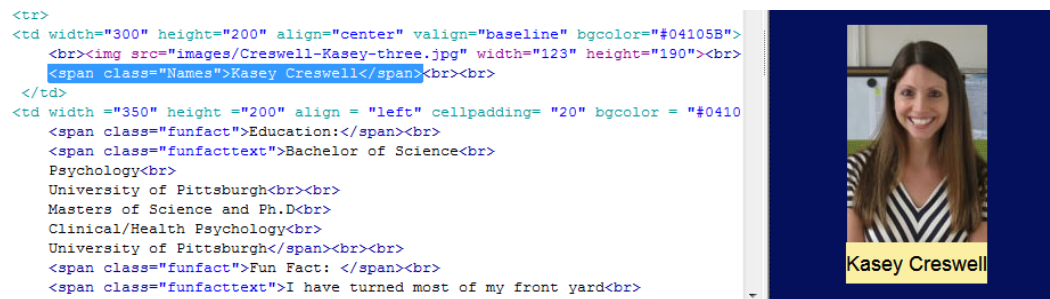
You don’t need to become a master of HTML to update our website, but understanding the basics will save you some headaches. Let’s do a little exercise to learn about how HTML works.

1. Open the **People** page in Dreamweaver.

2. On the top left, select **Split**. You should now see the view-friendly page on the right side of the screen and the HTML code for that page on the left side.

On the right side of the screen, you'll see a **Lab Director** box that contains Kasey's picture, her name, and other information about her.

3. Double-click Kasey's name. You will automatically be taken to that portion of the HTML code on the left side of the screen, which will look like this:



"Kasey Creswell" in the HTML code vs. on the design side of the Dreamweaver window.

Let's take a closer look at what's happening.

`` Kasey Creswell ``

This first bit, the `` part is telling the HTML code "Hey! this is a specific type of text, and I want you to make it look a certain way." Then, the part in the quotes ("Names") tells the HTML code what type of text it is and what properties to give it (color, font size, font type, etc.).

Just think of these as text labels. There is more than one of them throughout the website—"Names", "funfact", "titles", etc. The properties for all of these types are already set, and you don't need to change them.

The label "Names" is set up so that text with that label is white, size 14pt, and Arial font.

So the code `` is telling the HTML that everything that comes after should be white, size 14pt, and Arial font.

`` **Kasey Creswell** ``

Now, we have what comes in the middle. This is the actual text for the website, or what website visitors will see when they go to this page. In this case, it's Kasey's name. We know because of the "Names" label that the text "Kasey Creswell" will be white, 14pt, and Arial font. You can see on the right side of Dreamweaver that this is the case.

```
<span class ="Names"> Kasey Creswell </span>
```

Now, we have to end the `` element. If we don't end it, then the rest of the text on the whole website will be white, 14pt, and Arial font. You end an element with `</elementname>`. So here, we end with ``.

And that's it. There are many different types of elements used on our site, but all of them have the same structure: `<element>` thing in the middle that people see `</elementname>`

Other common ones you'll see on our website are for line breaks `
` and for tables:

| Element | Purpose |
|-------------------------------------|---------------|
| <code><table></code> | Start a table |
| <code><tr> </tr></code> | Table row |
| <code><td> </td></code> | Table column |
| <code></table></code> | End the table |

You likely won't need to create any new tables when updating the site, but you will see them while you're working.

You're ready to start updating! 😊

You may want to:

- [Add a Research Assistant Bio](#)
- Delete a Research Assistant Bio
- Update Kasey's CV
- Update Publications

Add a Research Assistant Bio

You have a new research assistant (RA)—congratulations! You need to add their information to our lab website within the first two weeks of their start date.

Before you begin

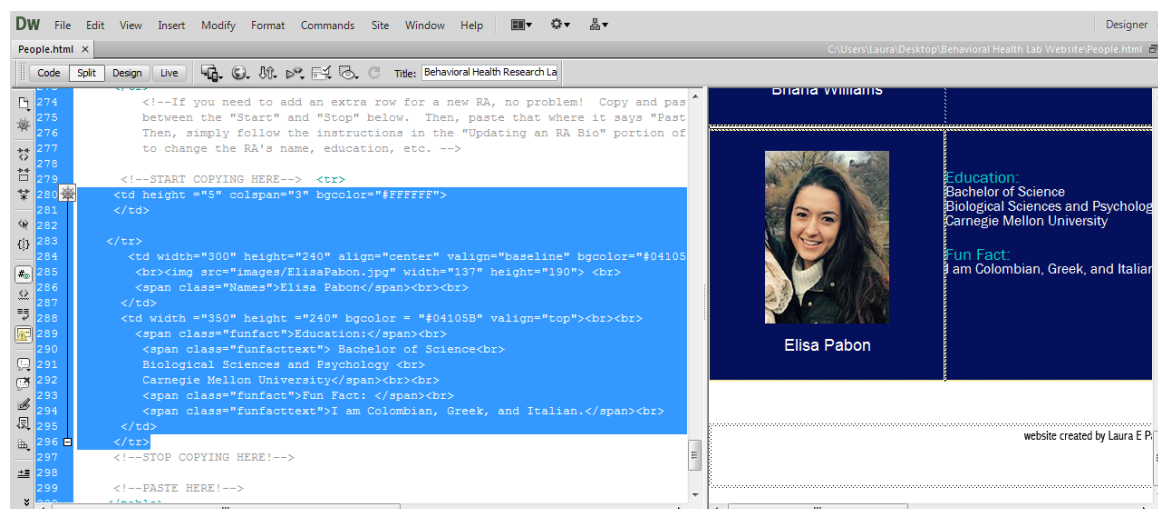
Ask the research assistant for a recent photo, their major, their graduation year, and a fun fact they're comfortable including on the site.

Prep the RA photo

1. Download the RA's headshot photo and save it on your desktop in Behavioral Health Lab Website-->images.
Warning: Do not include spaces in the name. For example, save as Judy_Smith.jpg, rather than Judy Smith.jpg. If you include a space, the web browser may not display the image properly.
2. Open the file in Adobe Photoshop.
3. Go to Image-->Image Size and change the image size to 137 px wide and 190 px high.
4. Save the photo.

Add a new RA section

1. Open the "People" page in Dreamweaver.
2. Select **Split** on the top left corner.
3. On the right side that shows the finished page, scroll down to the last RA bio and double-click it.
You will be taken to that portion of the HTML code automatically on the left.
4. Highlight everything from where it says "Start Copying Here" to where it says "Stop Copying Here."



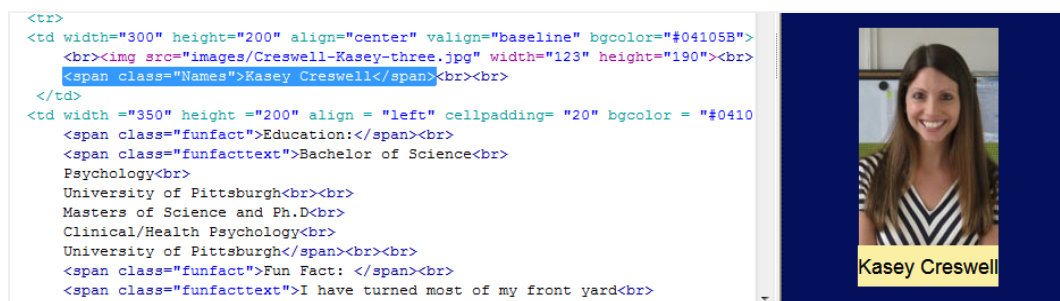
Portion to be copied & pasted.

5. Paste the content you've copied underneath where it says "Paste here!".

A new RA bio row has been added to the bottom of the page. It will contain the same content as the one before it.

Add the RA's information

1. On the right side, double-click the **RA name** in the duplicated bio. You will automatically be taken to that portion of the HTML code on the left.



"Kasey Creswell" in HTML code vs. on the design side of the Dreamweaver window.

2. In the HTML code, change only the name of the RA.
For example: Below, you'd only change the parts in blue.

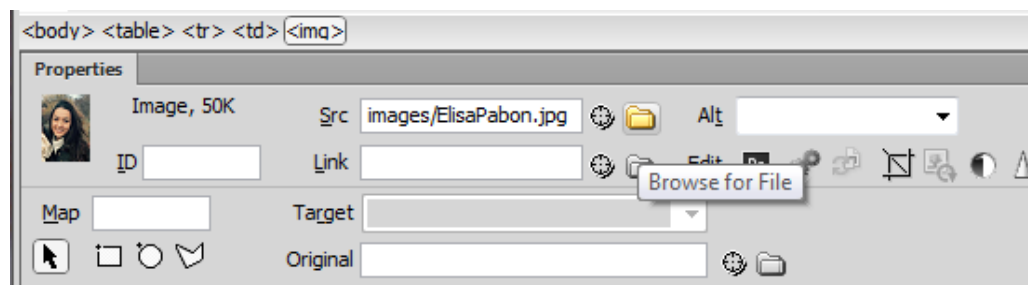
| | |
|----------|--|
| Original | <code> Kasey Creswell </code> |
| Updated | <code> Judy Smith </code> |

- Click the right side of the screen to see the new name appear.
- On the right side, double-click the **Education information** (e.g. Bachelor of Science). You will automatically be taken to the HTML code for that section on the left.
- In the HTML code, change only the education information (in blue below). For example:

| | |
|----------|--|
| Original | <code> Ph.D. Social Psychology Psychological Sciences University of Pittsburgh</code> |
| Updated | <code> Bachelor of Science Biological Sciences Carnegie Mellon University</code> |

Warning: Don't remove the `
` after each line. Those create line breaks!

- Repeat this process for the **Fun Fact** section of the bio.
- On the right side, click on the old **RA photo**.
- On the bottom left, click the yellow folder next to the Src box to "Browse for File."



The src box and Browse for File folder (in yellow).

- Navigate to where you saved the new RA photo, select it, and then click **OK**. The new RA photograph will replace the old one on the right!
- Go to **File-->Save** to save the new version of the **People** page.

end excerpt