

MASTER TEMPLATE DESIGN

2007

How to create your new Iowa Department of Transportation Web site

1. Create a New Folder in the “Y” Drive and Give it an Office Name

Y:\department_name (e.g. autotrails)

2. Open Master Template Folder and Copy Components into Office Folder

The master template contains the following files:

- **CSS folder**
 1. office.css
- **Images folder**
 1. Banner.gif
 2. banner 1, 2, 3 jpg
- **SSI folder**
 1. Menu.inc
 2. officefooter.inc
- Master_template.html
- Master_template_flash.html
- imageheader.swf
- imageheader.xml
- imageheader fla

3. Open Master Template.html in Code View (**IMPORTANT**)

There are two style sheet path names that need to be changed.

1. @import url("/**MASTER_TEMPLATE**/css/office.css");

Change the word, “**MASTER_TEMPLATE**” to your new office name (e.g. autotrails).

Save document as master_template.html.

There are also two **INCLUDE** tags that you will need path names changed.

1. <!--#include virtual="/**MASTER_TEMPLATE**/ssi/menu.inc">
2. <!--#include virtual="/**MASTER_TEMPLATE**/ssi/officefooter.inc"-->

Change the word, “**MASTER_TEMPLATE**” to your new office name (e.g. autotrails). Save document as master_template.html.

****** All single html pages located in the root directory will use the master_template.html design located in the root directory. Do not use the master_template.html page in the master folder.**

4. Build Navigation

1. Open the “ssi” folder.
2. Open menu.inc.
3. Rename the links in the menu.inc.
4. Add the correct paths to the pages
5. Save navigation

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5. Build Your Website

Open master_template.html in Dreamweaver and rename to correct html page. Begin adding content.

6. Using Office Style Sheet

Inside the css folder is your own personal **css/office.css** style sheet. You would use this style sheet to add additional styles to your new template.

Inside you will find styles for three objects:

- Orange Title Header
- Nested two-column
- Table design

The **html div tags** for the nested 2 column content is in the **Library/CSS Library/inner_2_column.html** folder.

7. Changing Orange Title Header

The master template has an orange header that includes the office name (e.g. Historic Auto Trails)

Simply type in the office name and save.

If the title is too long (or too short) for the orange header, do the following

- Open css/office.css
- Go to class, "headertitle"
- Increase or decrease the width by pixels
- Go to class, "orangestrip"
- Decrease or increase the width by the same amount of pixels
- Save css
- View results in test mode

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7. Changing Banner Header

Each office may have a static gif/jpg header and/or a flash header.

Photoshop instructions:

- Open the Photoshop library folder in “Library” folder
- Open “imageheader_template.psd”
- Add your image in template and save as gif or jpg in the images folder you are working in.

Flash instructions:

- Open photoshop library in Library folder
- Open “header_template.psd”
- Add your image in template and save **as jpeg (only)** in the images folder you are working in.
- Open images.xml
- Add the name of the images in the xml file
- Save
- Open up Master_template_flash.html in the Master Template folder (Flash code is already inserted).
- Save the html in another name
- Add content to page
- Test

When uploading your directory to the server, make sure you upload the following:

- Images folder
- images.xml
- header.swf

9. Add Department Footer (deptfooter.inc)

Once the website is complete, do the following:

- Open ssi/deptfooter.inc
- Add your footer information for that department

Add your Google Tracking code (See Google Tracking Sheet)

10. Test Your Website

Test web site using test.iowadot/foldername. Also check your pages through Firefox and Internet Explorer.