

POINT OF CONTACT TRAINING

PAC WEB PAGE DEVELOPMENT TRAINING FOR P.O.C.'s

ALAMO COLLEGES
PALO ALTO COLLEGE

ACES Blackboard Library PALS Student Services

Prospective Students Current Students Alumni & Community Faculty/Staff

ACES
Alamo Colleges Educational Services

Use ACES to register, pay bills, and access college resources this Fall.

APPLY AND GET STARTED NOW

REGISTER NOW FOR CLASSES

CATALOG & SCHEDULE

Transfer101
From Community College to University
www.transfer101.org

PAC NEWS

- New! PALS has become ACES – one-stop shop for students & employees
- New! Fall 2010 Registration Guide
- New! Developing My Academic Success Plan
- New! UPDATED Registration for Fall 2010
- New! Pay Online. Virtual Business Office for Students
- New! Registration 2010: Group Advising Sessions
- New! Atascosa Commuter Shuttle Services

EVENTS/DATES

- Pool closed for maintenance (8/6/2010 - 8/29/2010)
- New Student Orientation (8/6/2010)
- Appreciation Luncheon (8/6/2010)
- Uresti Back-to-School Event (8/7/2010)
- End of Summer II (8/12/2010)
- [more calendar of events](#)

Purpose of PAC Template P.O.C Training

The template we will discuss and review is the **only** template that Palo Alto College President, Dr. Guzman, has approved for all new, or updated web page development. In order to maintain the uniformity, feel and style from page to page, every new or updated page(s) created on the PAC web site will need to follow new guidelines.

New Technology

With the advent of Web 2.0 the PAC site now utilizes CSS and Active Server Page (.aspx) technology! It serves to deliver digital information in a more robust manner. It makes for quicker page download and quicker page development with just learning a few new methods of content coding.

Creating Department Page(s)

To assist you the Instructional Innovation Center in the very near future will place a "Snippets" folder in your department directory. This "snippets folder" will contain an already made "Table", "Menu list", "Ordered list", and "unordered list" items already premade specifically for you to use without too much fuss. It will be just a simple drag and drop for you to place these items once you receive your new version of Dreamweaver 8. When creating a new department web page all you have to do is open any file other than the default .aspx page and save as any filename you wish for updating or new page; although maintaining the .aspx file extension. Then it will simply be a matter of plugging in a "table", "links", and your own content. If you need a table urgently creating your first page, **please contact** the Innovation Center so that we may create the table is in place for you. If your department has no web presence we will assist in developing the essential data content

“Pasting As Text” vs. “Simply Pasting”

Most likely, your departmental content already exists in some word processing application or previous html page(s). As the new site uses .aspx technology please BEWARE of bringing over old content. It will act strangely on your pages because of old html coding and formatting. You will most likely be copying and pasting content into Dreamweaver to create or update your pages. When doing so, be sure to use **“Paste as Text”** from the “Edit” menu (version 2004MX and later versions) rather than simply copying and pasting as you would using Microsoft Word. In Dreamweaver 8 it’s “Paste Special” from the “Edit” menu.

By Pasting as Text, or Paste Special you will be given a choice of what formatting to bring over. Chose “Plain Text” to avoid all formatting issues that may carry into your web page from your word processing application or Internet Explorer. Remember, **always** “Paste as Text”, or “Paste Special” as opposed to simply copy and pasting.

Images



(ALL IMAGES WILL BE PLACED BY CALLING DUNCAN PEREZ IN PUBLIC RELATIONS)

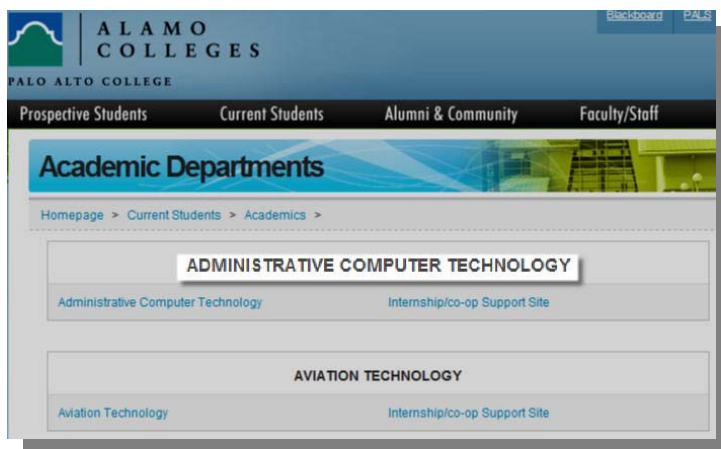
As the new site is based completely off of a template, all image files must also abide by the template and the styles assigned to pages. The purpose of this is to ensure that the site maintains the same look and feel regardless of which section you are visiting. Currently, the Innovation Center has been designated to create all images for the entire web site. If you would like to include any images in your departmental pages, please submit a web work request via “Track-it” (<http://www.alamo.edu/pac/trackit>), and forward the media files to the Innovation Center and we will optimize and save the image(s) for you. Photographs should be minimum 5 megapixels in size.

Please remember; POCs, or the department may not exhibit or place photos within web pages because of the coding embedded on the web pages.

Formatting Your Departmental Homepage

You will notice that every departmental page in the PAC web page template uses the same navigation style. This ensures that any student visiting your department will immediately know how to navigate it. The IIC has created your departmental homepage for you and you will not have to worry about most formatting issues on this page. Below are some general rules for formatting your homepage just in case though:

1. All **Table Headers** must be in **CAPS** and **bolded** so that they stand out from subsequent links below them. We desire this to be the first thing visitors see when coming to a departmental page.
2. All links to pages within your department must each individually be in a separate row. A new row needs to be created for every new link.
3. Any link to a PDF document will automatically include the PDF icon  (New feature!) and the Target link must be set to open a “Blank” window.
4. Any link to an external website now does not need the Global icon  although the link must be set to open a “Blank” window.



Text Formatting On Your Pages and the PAC Web Template

The PAC templates all have pre-designed Cascading Style Sheets (CSS) built in! A CSS file basically defines all fonts, colors, link styles, and sizes for all text. You should not set any of the attributes listed above when you start formatting your text. Below is a list for your reference:

DO NOT FORMAT:	YOU CAN FORMAT:
Any Fonts	Bolded Text

Any Sizes	Italic Text
Any Colors	Underlined Text

Pages now begin with a bolded title so that users know exactly what page they are on (**New feature!**). Only titles starting a paragraph should be bolded (using the h2 button) and content in paragraphs should remain as normal text.

Every single page should have a unique title (found on the document bar) so that it is optimized for search engines. When creating your page title, follow this format: **PAC – Department – Page Title**

The PAC Template **may not** be copied into any other directory (i.e. **PAC/faculty**, or outside of the htm/new directory). **WARNING!!!! - It will have disastrous effects to your page and content!**

Content Text on Pages

ALL your content **MUST** be approved by Public Relations prior to publishing your page! (**New procedure**). Dreamweaver is the **ONLY** software approved to do PAC pages (MS Word, or any other application is prohibited)

YOU MUST CONTACT PUBLIC RELATIONS FOR FINAL REVIEW PRIOR TO ANY OF YOUR DEPARTMENT PAGE(S) GOING LIVE FOR PUBLIC VIEW!

Help At Any Time

You have just learned some of the basic rules and guidelines for using the PAC Template. If you have any question at any time regarding any of the items covered above, please feel free to contact the IIC. We are here to help you and look forward to assisting you as you develop your department web pages.

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HANDS ON TRAINING PORTION WILL CONSIST OF:

Creating an Ordered list

Creating an Unordered list

<p> Typing in content </P>

Creating a Table - (Please call the IIC)

Linking to a site

Discussion and hands-on doing Absolute and Relative links