

Maintaining AVED External Website

1. File Structure

The file structure, currently, is made up of 5 folders, the **default.htm**, and **toc_aved.htm**. The **default.htm** is AVED's main web page. The **toc_aved.htm** is the table of contents for the **default.htm**, AVED's main web page. The folders are; **_private**, **aved_clips**, **images**, **aved_images** and **aved_publications**. **_private** and **images** were created by Nancy Barr and are standard. **_private** holds the copy of all the pages in case something gets lost or destroyed. The **images** folder holds all the images used by the **default.htm**. **Aved_clips**, **aved_images**, and **aved_publications** contain the web pages that are directly linked to the side navigation bar, table of contents. Within **aved_clips** are **aved_clips.htm** and the folder, **mpegs**, containing all the movies linked to from **aved_clips.htm**. Within **aved_images** there are **aved_images.htm** and the folder, **pages**, containing the web pages and another folder containing the images linked to from **aved_images.htm**. Within **aved_publications** there are **aved_publications.htm** and the folder, **documents**, containing all the documents linked to from **aved_publications.htm**.

2. Maintaining the site with MS FrontPage

First, to open the site using MS FrontPage select **File → Open Web...** opening the Open Web window. Next to **Folder Name:** type in <http://www.mbari.org/aved> and click **Open**. This will open up the website. To edit any of the web pages simply double click one of them. It is a good idea to copy the web page first and paste it in the private folder and edit it there and then write over the existing web page once everything works. The font is 'Arial, Helvetica' throughout the whole site (which might need to be typed in and not part of a list) and the brown color is RGB 66,33,00. To change the font color select **Format → Font...** then select **Color:** and **More Colors...** then **Custom...** and type in the values **Red: 66 Green: 33 and Blue: 00**. Adding more documents to **aved_publications → documents** directory could be done by either dragging an existing document from somewhere directly over the documents folder or by highlighting the documents folder and selecting **File → Import...**, opening the Import window, clicking **Add File...**, navigating to the desired file or files, selecting **Open** and then selecting **OK**. This process could be applied to the mpegs folder as well as any folder created or modified.

3. Creating a new page

There are copies of the main web pages in the **_private** folder that could be edited and saved as a new .htm file. There are rollovers on the top navigation bar that are broken anytime the page is saved in a subdirectory. The broken rollovers will need to be fixed in the HTML code once the page is saved to its subdirectory. The rollovers are broken because they are hard coded and pointing to the image folder in AVED's root directory. Once the page is saved to its subdirectory open it and select the **HTML** tab in between Normal and Preview. The number of subdirectories

the page was saved down from AVED's root directory will determine how many '../' will need to be added in front of each of the rollover references in the code. The references are located at the top of the HTML code and look like;

```
var Noff = new Image(368,35)
Noff.src = "images/interior_levels/header_rollovers/blank.gif"
```

This line should be edited to look like this if the page was saved into just one subdirectory below;

```
var Noff = new Image(368,35)
Noff.src = "../images/interior_levels/header_rollovers/blank.gif"
```

Below is an image detailing all of the references that would need to be edited with '../' depending on how many subdirectories the pages is saved under AVED's root directory.

