

Web Page Creation Guidelines

All LCC sub-webs have a folder named **navigation** which contains the following:

- left-nav.master
- right-nav.master

And a **templates** folder which contains the following two template files:

- template-standard-layout.aspx
 - template-two-column-layout.aspx
- New Web? Start here.
 - Existing Web moved into a new division or department? Start here.
 - Web Page Creation for existing Web, go to page 4.

Header & Footer

The header and footer are designed to consistently maintain the LCC brand and identity throughout the entire website.

Header:



The only portions that can be changed are the “Title” line in the Header and the “Division/Department Name - Phone: xxx-xxx-xxxx – Contact Us” section in the footer.

1. Make sure you are in the folders view by clicking on the large **Folders** button on the left side.
2. Click on the **navigation** folder in the left side of the main folders window.
3. Open the right-nav.master.
4. Highlight “Title” and replace with Division or Department Name.

Note:

- “Title” in Header and “Division/Department Name” in Footer should be exactly the same.
- Avoid using acronyms in these areas, as not every user may be familiar with LCC’s division/department names.
- Do not change the font formatting in these areas.

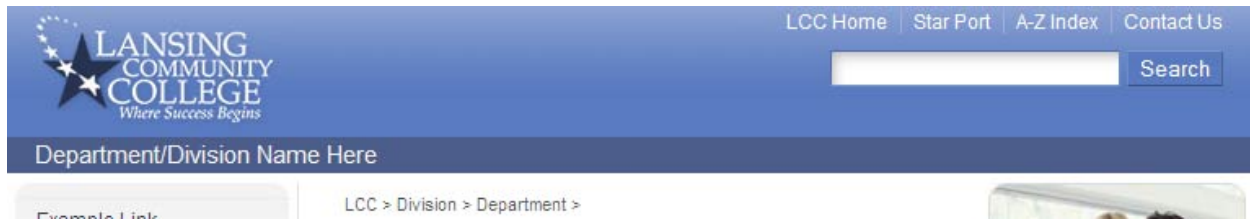
Footer:



1. Repeat above to change Footer information and note this is also a source of navigation.
2. Insert hyperlink for “Division/Department Name” to the department’s home page
3. “Phone” is main contact number for the Department
4. Insert hyperlink for “Contact Us” to the Contact Us page for Department

Breadcrumb Trail

This trail tells the user where they located in LCC website and is a source of navigation. It is also accessible on the right-nav.master.



1. "LCC >" is always first, and links to LCC's home page
2. Highlight "Division" replace with Division name
3. Highlight "Department" replace with Department name
4. Additional links should be added if needed
5. Insert hyperlink for each, to the respective home page

****Remember! Save the template as changes/updates are made****
Questions? Contact the web team.

Navigation (pictured below is the template-two-column-layout.aspx template)

The screenshot displays the Lansing Community College website navigation template. At the top left is the college logo with the tagline "Where Success Begins". To the right are navigation links: "LCC Home", "Star Port", "A-Z Index", and "Contact Us". Below these is a search bar with a "Search" button. A dark blue banner below the header contains the text "Department/Division Name Here". The main content area is split into two columns. The left column is a sidebar with a list of links: "Example Link", "Link to Another page", "Another Example Link", "Link to Another page", and "Example Link". The right column contains a breadcrumb trail "LCC > Division > Department >", an "H2 Heading", a paragraph of text explaining the template's purpose, an "h3 Subheading", and "Sample Text". At the bottom, a dark blue banner contains "Division/Department Name Here - Phone: xxx-xxx-xxxx - Contact Us". Below that is a footer with links: "Welcome Center", "Help Desk", "LCC Directories", "About LCC", and "Web Administration", followed by the copyright notice "Copyright © 2008 Lansing Community College, Lansing, MI 48901-7210".

Left Navigation:

1. Make sure you are in the folders view by clicking on the large **Folders** button on the left side.
2. Click on the **navigation** folder in the left side of the main folders window.
3. Open left-nav.master located in the navigation folder in the Folder list.
4. Highlight "Example Link" and replace with new text.
5. Insert hyperlink for text. Repeat for each link.

Additional links needed?

6. Place cursor at end of previous link and hit "Enter" on keyboard. Type in new link text.
Note: This will not be formatted the same and may appear out of alignment-this is OK. Once text is hyperlinked it will format and align correctly.
7. Insert hyperlinks.

Right Navigation:

1. Open right-nav.master, located in the navigation folder.
2. Repeat above steps 4-6.

Web Page Creation

Create a new web page using either `template-standard-layout.aspx` or `template-two-column-layout.aspx` in SharePoint Designer.

Template-two-column-layout.aspx



Template-standard-layout.aspx



1. Make sure you are in the folders view by clicking on the large **"Folders"** button on the left side.
2. Click on the **navigation** folder in the left side of the main folders window.
3. Open **right-nav.master**.
4. Click on the **templates** folder in the left side of the main folders window.
5. Choose your desired template and double click on the template file.
6. Chose **File, Save As**.
7. Navigate to the folder where you wish to place your new web page.
8. Enter page name in **File Name:** with ".aspx" extension (see *LCC Web Guidelines document*) for more information on file naming.
9. **Save**.

Note: because the left and right navigations are included into the page, those parts of the page cannot be edited. See Navigation section for questions.

Content

1. Begin editing the page by placing the cursor on the "H2 Heading" text in the **MainContent (Custom)** area. Highlight the text and change to an appropriate title for the page.
2. Place the cursor into the body section (white area) and add the desired content. Fonts are to be selected by clicking on the drop down styles box/menu found on the left side of the SharePoint Designer toolbar.

Reminder:

- Changes are saved directly to the development Edge server, this is not live immediately. The server is updated every hour on the hour: Monday-Friday, 7:00 a.m. – 6 p.m.
- Max. width for three column layout (`template-standard-layout.aspx`) is 367 pixels
- Max. width for two column layout (`template-two-column-layout.aspx`) is 530 pixels.