

San Juan College Site Builder Toolkit Reference Manual

Version 1.0



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GETTING STARTED

WHAT IS SITE BUILDER TOOLKIT?

Site Builder is a completely browser-based website content management solution created by SunGard Higher Education. The content management approach to website development allows you to develop, edit, maintain and manage your department's content with minimal training and with a Microsoft Word like interface that does not require HTML experience. For those who want see and work with HTML code, Site Builder allows you to switch to the source view.

Site Builder provides the following advantages:

- A web-based interface that doesn't require special software or HTML experience
- An editor with many MS Word features for editing page content
- Ability to add images and files such as PDFs to your pages
- Features to let you organize web pages as needed
- Option of creating your own navigation between pages or letting Site Builder create navigation links automatically
- Individual or group ownership of site pages

LOGGING INTO SITE BUILDER

Logging into Site Builder is with your standard San Juan College username and password. To access the login page, enter the following address:

www.sanjuancollege.edu/login

After successful login, you will see the Site Builder Toolbar at the bottom of SJC web pages. Each page in the San Juan College website is assigned to a group and/or individual owner(s). Toolbar edit buttons will activate when you are viewing a page that you have permissions to manage.



The screenshot shows the login interface for Sitebuilder Toolkit. At the top, there is a blue header with a gear icon and the text "Sitebuilder Toolkit". Below the header, it says "Please enter your username and password." There is a yellow padlock icon on the left. The main content area is titled "Login" and contains two input fields: "Username:" and "Password:". A "Login" button is located at the bottom right of the form.







WORKING WITH SITE BUILDER

SITE BUILDER TOOLBAR

Once you have logged in, you are redirected to the San Juan College home page. When you scroll to the bottom of the page, you will see the Site Builder Toolbar.



Each user has pages that they are allowed to manage and edit, so the icons that are displayed will change based on the page you are viewing and your Site Builder permissions. This chart explains the meaning of each icon and when the icon is displayed.

	Description	When displayed
	Site Builder Toolkit	Always
	Logout of Site Builder	
	Edit the current page	If you have the appropriate permissions to perform the function
	Make a copy of the current page	
	Delete the current page	
	Add a page to the current container	If the page is a container (parent) page that is setup to have subordinate (child) pages

SITE BUILDER ADMINISTRATION PANEL

The Administration Panel allows you to view any pages for which you have editor rights. By default all these pages are listed on the Pages tab as shown here.

Back To Home Page Sitebuilder Toolkit Administration Panel Welcome TEST USER

Pages Applications Reports

List Pages By:
 Paged List Tree Search

Publish Control Status:
 Published Locked Awaiting Approval | Inactive Deleted Expired

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Link Text	Page #	Status	Last Edit	Action
Russ Florez	2006		williamsg on 9/22/2008 12:16:33 PM	  
Sandbox	1942	 	williamsg on 9/22/2008 12:24:59 PM	  
Sandbox Home	4630		bachertn on 3/5/2009 9:11:10 AM	 

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On the Pages tab, you can list, search for and filter pages in a number of different ways. The Paged List shows your editable pages in alphabetical order. The Tree view shows pages by their organization within the San Juan College website. Search lets you find pages by text within the page link, text within the page title, or by specific page number.

You can use the Published, Locked, Awaiting Approval, Inactive, Deleted and Expired radio buttons to filter for pages that have been set in any of these modes.

Status Icons		Action Icons	
	Published and open for editing		Preview page
	Locked for editing		View page modification history
	Submitted and pending approval		Add a page to the current container
	Inactive		
	Hidden from website navigation		
	Expired		

EDITING AN EXISTING PAGE

From the page list on the Administration Panel, you can select a page to edit by clicking on the page name or page number. You can also navigate to the page and click the **Edit** page icon () in the Site Builder Toolbar. Either of these options places the page in edit mode and launches the **Pages** tab. Underneath the Pages page is a row of page control options that lets you manage the page. The default option when you edit a page is **Main Content**.

Page Control Options	
Main Content	Provides access the Editor for changing page content
Navigation	Allows user to change page title and link information and also to order or hide pages from the main site
Page Control	Change page template, make page either Container or child page, force page to open in a new window, change display dates for page
Location	Allows user to move the page to another location in the site navigation
Search Engine	Add custom engine display and search information
Page History	Shows the history of modifications to the page

MAIN CONTENT OPTION

The **Main Content** option places the content in edit mode. The default view has a graphical editor for editing and adding content to the page. Editing the content of pages with the graphical editor is similar in many ways to editing with Microsoft Word. Following is an example of a page in graphical edit mode.

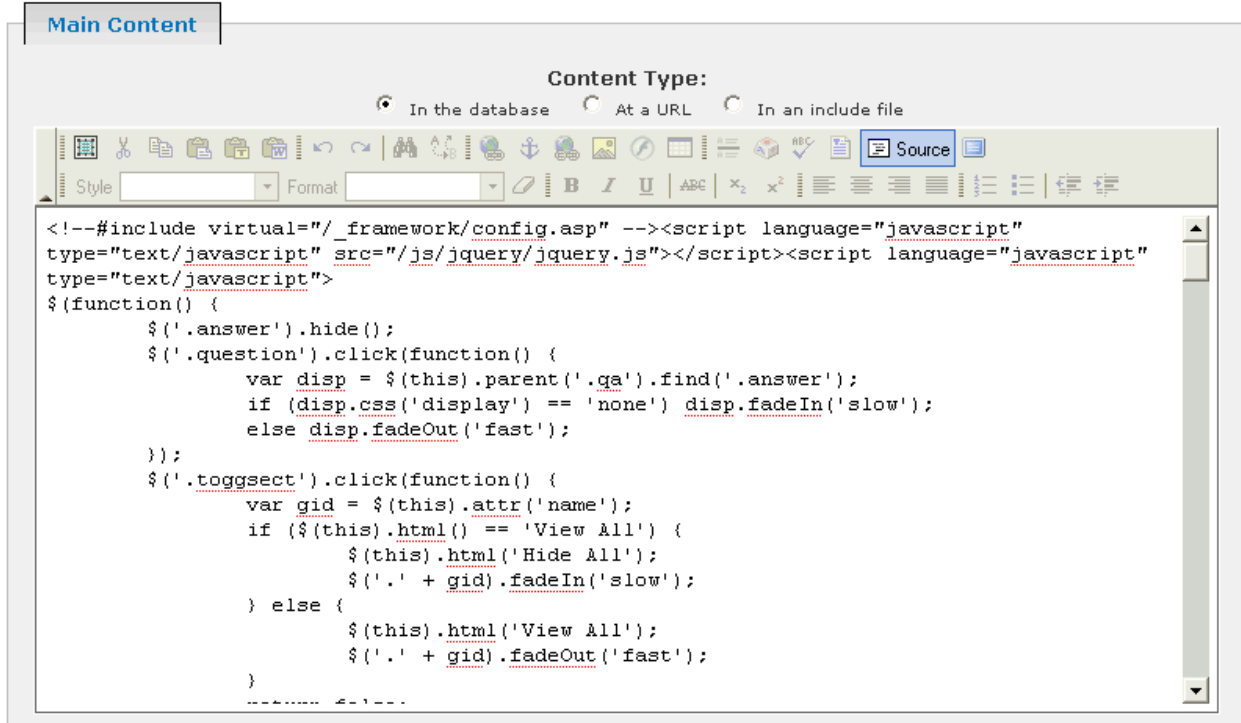
The following table summarizes the edit controls:

1. Select All	9. Search	17. Insert Horizontal Line
2. Cut	10. Replace	18. Insert Special Character
3. Copy	11. Insert / Edit Link	19. Check Spelling
4. Paste	12. Anchor	20. Templates
5. Paste as Plain Text	13. Remove Link	21. Toggle Source / Editor
6. Paste from Word	14. Insert / Edit Image	22. Maximize Editor Size
7. Undo	15. Insert / Edit Flash	
8. Redo	16. Insert / Edit Table	
23. Change style	29. Strike Through	35. Justify Left & Right
24. Change Font Format	30. Subscript	36. Numbered List
25. Remove Format	31. Superscript	37. Bulleted List
26. Bold	32. Left Justify	38. Decrease Indent
27. Italics	33. Center Justify	39. Increase Indent
28. Underline	34. Right Justify	

Site Builder does well accepting material copied from other sources and pasted in its editing window. You may not achieve exactly the results you want by pasting from another source if the formatting is complex. Keep this in mind if you chose to create your content in another application such as Microsoft Word. For these cases you should first copy the text from the original application (e.g. Word), and then use the **Paste from Word** tool to get the text onto your page.

If you prefer, you may edit the content HTML code directly by clicking the **Source** option. After selecting this option, all graphical options will be disabled. To return to the graphical editor, click the **Source** option again. Note: After saving changes to the page, the screen returns to the default graphical editor mode.

Following is an example of a page in **Source** (HTML) edit mode.



ENTERING AND FORMATTING TEXT

You enter text in a fashion similar to Microsoft Word. Just enter text as you would in Microsoft Word, using the **Enter** key to create a new paragraph. If you want to enter lines of text without the paragraph spacing between each line, use **CTRL + Enter** key combination. Here is a list of the most commonly used formatting controls and their function.

Basic formatting

Bold – Highlight text and click this to bold the text (Shortcut: **CTRL + b**)

Italics – Highlight text and click this to italicize the text (Shortcut: **CTRL + i**)

Underline – Highlight text and click this to underline the text (Shortcut: **CTRL + u**)

Strike Through – Highlight text and click this to strike through text

Subscript – Highlight text and click this to make the text subscript

Superscript – Highlight text and click this to make the text superscript

Bulleted lists

Insert/Remove Numbered List – Used to create a numbered list

Insert/Remove Bulleted List – Used to create bulleted lists

Decrease Indent – Used with text, numbered, and bulleted lists to decrease the indentation. With bulleted lists, decreasing the indent can change the bullet style.

Increase Indent – Used with text, numbered, and bulleted lists to increase the indentation. With bulleted lists, increasing the indent can change the bullet style.

Best Practice Hint:

*Click the button first and then type the list, using **Enter** to move to next line. After the last list item, hit **Enter** one extra time to stop the bulleted list.*

USING STYLES

Set styles are available for San Juan College pages.

Format – This menu allows basic formatting of text using generic tags. Highlight some text on the page and select the formatting from this menu.

Style – Allows custom styles to be added to the page. This menu will have custom styles similar to the Format menu but these are specific to San Juan College. The same concepts apply as the Format menu pull-down.

TEXT ALIGNMENT

Left Justify – Left justify the text on the page

Center Justify – Center the text on the page

Right Justify – Right justify the text on the page

Block Justify – Blocks the text so it stretches to meet the left and right margins

SPELL CHECKER

This feature only works in Internet Explorer. The spell check software must be installed on your computer and Site Builder will prompt you to install the software when you do a spell check for the first time.

Best Practice Hint:

Use Word to write and check spelling and grammar, and then insert using the "Paste from Word" button.

SPECIAL CHARACTERS OR ELEMENTS

Insert Horizontal Line – This will insert a line in the page to separate two areas on the page.

Insert Special Character – Add custom symbols to the document such as © symbol, dollar signs, etc.

ADDING / EDITING IMAGES

You can add image files to your page using the **Insert/Edit Image** button. While you can copy and paste text to a page, you need to transfer any image files to the San Juan College web site before you can add them to a page. If you are adding an image to the site for the first time you will need to do the following within the Editor:

1. Place the cursor where you would like to add the picture
2. Click the **Insert/Edit Image** button
3. In the *Image Properties -- Webpage Dialog* box, click on the **Browser Server** button
4. In the *File Browser* window, click on the folder where the image exists or will be placed. The display will only show folders that you have permissions to access. If you need to create a new folder, use the **Create New Folder** button at the bottom of the page. You can only create a new folder within an existing folder.
5. To select the image:
 - a. If the image already exists in your site image directory:
 - i. Find the image filename in the list and click the filename
 - b. If the image does not exist in your site directory
 - i. Click on the **Browse** button at the bottom of the page to open a new window that can be used to locate the image file on your computer.
 - ii. Select the file and click the **Open** button
 - iii. Click on the **Upload** button to transfer the file from your computer to the site
 - iv. Locate the file on the resulting list and then click the filename
6. In the *Image Properties* window do the following:
 - a. You must always fill in the **Alternative Text** field with a very short description of what the image is. Keep it brief and to the point, for example “men’s soccer photo”, “photo of students” etc. This text is required for Section 508 compliance and allows users with text based browsers to read something where the image would be.
 - b. **Width** and **Height** are automatically filled in based on the image size, so do not change these values
 - c. Optionally, you can add a border around the image by entering a number in the **Border** field. Larger numbers equal thicker borders.
 - d. Always specify **HSpace** and **VSpace** when adding an image in editor. These fields add padding around the sides of the image and the valued are specified as a number. A good general practice is to add a “10” to both **HSpace** and **VSpace**
 - e. Optionally, you can change the image alignment using the **Align** pull-down menu. You can use the **Preview** to see how your selection will look.
7. Click the **OK** button

Best Practice Hints:

a) Resize images to be less than 600 pixels wide and to keep size 30 kb or less.

b) Use your personal (H:) or departmental drive to hold development images and only upload the finished image to your site folder.

ADDING / EDITING LINKS

To create a link, simply highlight the text you want to make clickable, then click the **Insert/Edit Link** button. This pops up a new window that walks you through all the steps to create a link.

1. Link Info tab

- a. The **Link Type** dropdown specifies the type of link:
 - i. **URL** (default) indicates that the link is to a San Juan College page or another website.
 1. **Protocol** defaults to *http://* for a standard unsecure web site. Select *https://* if you are linking to a secure web site.
 2. **URL** is the web address for the link
 - ii. **Link to anchor in the text** indicates that the link jumps to an area of the current page.
 1. **Select an Anchor By Anchor Name** displays a list of Anchors that you have previously created in the page. This is normally the option you will choose.
 2. **By Element Id** displays a list of element IDs found in the page.
 - iii. **E-Mail** indicates an email address
 1. **E-Mail Address** sets the *To* email address.
 2. **Message Subject** sets the text for the email subject line.
 3. **Message Body** sets the initial text in the email message body.

2. Target tab (only active for *URL* links)**a. Target**

- i. **<not set>** indicates that the link will display in the current tab/window
- ii. **New Window (_blank)** indicates that the link will display in a new window
- iii. **<popup window>** indicates that the link will display in a popup window

- b. **Target Frame Name** is the name for the *New Window*

Best Practice Hints:

a) Link text should be descriptive, instead of "Click here", to improve usability.

b) Always set the Target for external site links to open in a New Window. If the link is to a San Juan College page you do not need to do this.

STEPS TO ADD A LINK TO AN EXTERNAL SITE

1. Highlight / select the text for your link.
2. Click on the **Insert/Edit Link** button
3. Using the **URL** field enter the address for the site
4. Click on the **Target** tab and use the pull down to select **New Window (_blank)**
5. Click the **OK** button

ADDING LINKS TO OTHER SITE BUILDER PAGES

1. Highlight / select the text for your link
2. Click on the **Insert/Edit Link** button
3. Use the **Protocol** pull-down menu and select **Other**
4. Using the **URL** field enter, the page number for the page you are linking to (ex: 240.asp)
5. Click the **OK** button

ADDING A LINK TO A DOCUMENT (PDF, WORD, ETC)

1. Highlight / select the text for your link
2. If you linking to either a PDF or Word document, dropdown the list next to **Style** and select either **PDF Link** or **Word Link**. This will add the appropriate link icon next to the link.
3. Click on the **Insert/Edit Link** button
4. Use the **Protocol** pull-down menu and select **Other**
5. Click **Browse Server** button to browse the documents that you have uploaded on the server and then select the document you want. You can also upload documents from your computer using this feature.
6. Click on the **Target** tab and use the pull down to select **New Window (_blank)**
7. Click the **OK** button

ADDING EMAIL LINKS

1. Highlight / select the text for your link
2. Click on the **Insert/Edit Link** button
3. Use **the Link Type** pull-down menu to select **E-Mail**
4. Type in the **E-Mail Address** (ex: helpdesk@sanjuancollege.edu)
5. Optionally add a **Message Subject** and/or **Message Body**
6. Click the **OK** button

Best Practice Hints:

a) Email links should be to a Group Email Account rather than an individual. This allows easy updates to personnel changes by updating Exchange rather editing web pages.

ADDING AND WORKING WITH TABLES

Tables can be used to organize text, data, or any other types of information in your document. The process for adding a table is similar to Microsoft Word. In Site Builder, start by clicking the **Insert / Edit Table** button and then entering the *Table Properties*.

1. **Rows** – The number of rows in the table
2. **Columns** – The number of columns in the table
3. **Width** – The width of the table with respect to area of the screen the table can occupy. The default is **100 percent**. If visually your table has too much blank space, reduce the width.
4. **Height** – The height of the table. Typically this field is blank, allowing the table to grow in height as content is added.
5. **Border size** – Sets the border and lines between rows and columns. A value of “0” means that you do not want a border or lines between rows and columns. Values starting at “1” signify that you want a border with a line thickness of the value entered and standard lines between rows and columns.
6. **Alignment** – Sets the default alignment of the table in the page.
7. **Cell padding** – Changes the distance between the text and the edge of each cell
8. **Cell spacing** – Adjusts the distance between the cells.

Once a table is inserted you can modify the table properties to do any of the following.

- Add / Delete Column
- Add / Delete Row
- Edit Table Properties: Borders, Alignment, Width, Height, Cell Padding, Cell Spacing
- Cell Properties: Width, Height, Alignment, Word Wrap, Colors,

To access the control for these properties do the following:

1. Place the cursor in a table (or specific row or cell) using the left mouse button
2. Click the right mouse button to get the Context menu
3. Access the desired Table property menu
4. Optionally, use a pop-up dialog window to make changes
5. Click OK

SAVING AND PUBLISHING YOUR EDITS

Click on the **Save & Lock** button to save the changes but not make them public yet. The **Save & Lock** button will change to a **Save** button. This indicates that you have made changes to the page and “locks” others out from making changes. You can continue making changes to the content after you do a save, so a good practice is to save often to prevent loss of work due to a computer or network problem.

After you have saved your changes, click the **Preview** button. This will show you what your changes will look like when the page is published. Preview allows you to review the page and identify any formatting or content problems. You can also click on links you have created to insure the link is correct. A best practice is to go through the save and preview as many times as you need to make sure the page is correct prior to publishing.

To make your changes visible to everyone, click the **Publish Now** button. To exit page editing and return to the San Juan College website, click the **Published Version** button.

USING FILE MANAGER

File Manager provides a way to upload and manage both documents and images that are accessed through the San Juan College website. When you create a link to a document or image, you are linking to files that are stored on the web server, not your computer. File Manager allows you to upload files from your computer or a network drive to the web server.

To access File Manager, click the **Applications** tab in Site Builder. You will see **File Manager** in the list of applications you have access to.

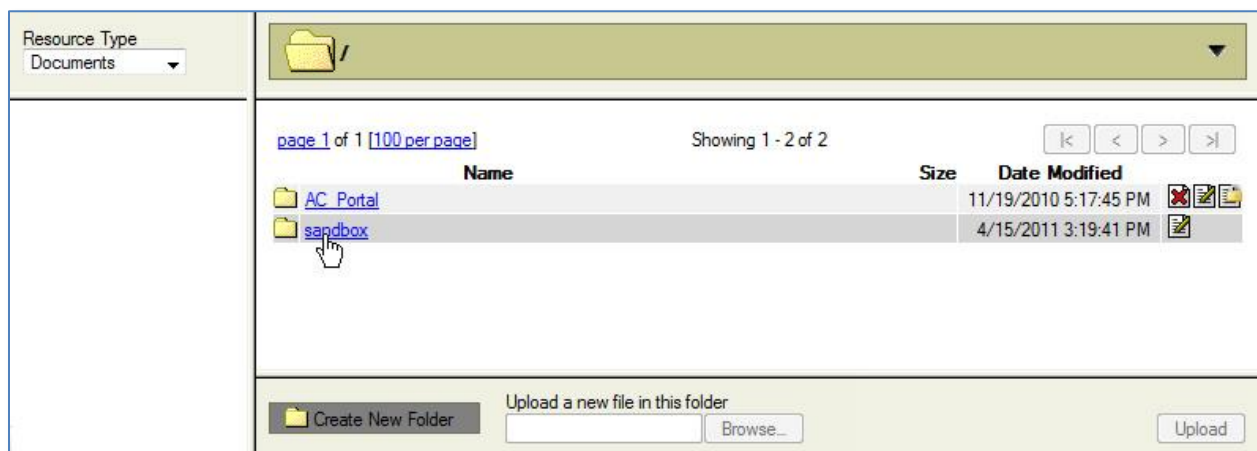
The screenshot shows the Sitebuilder Toolkit Administration Panel. The top navigation bar includes 'Back To Home Page', 'Sitebuilder Toolkit Administration Panel', and 'Welcome TEST USER'. Below the navigation bar are three tabs: 'Pages', 'Applications' (selected), and 'Reports'. A search bar for applications is present, along with a 'Filter By Status' section with radio buttons for 'Active', 'Inactive', and 'Deleted'. The main content area displays a table with one application listed: 'File Manager'. The table has columns for 'Application Name', 'Description', and 'Action'. Navigation controls for the table are visible at the bottom of the table area.

Application Name	Description	Action
File Manager		

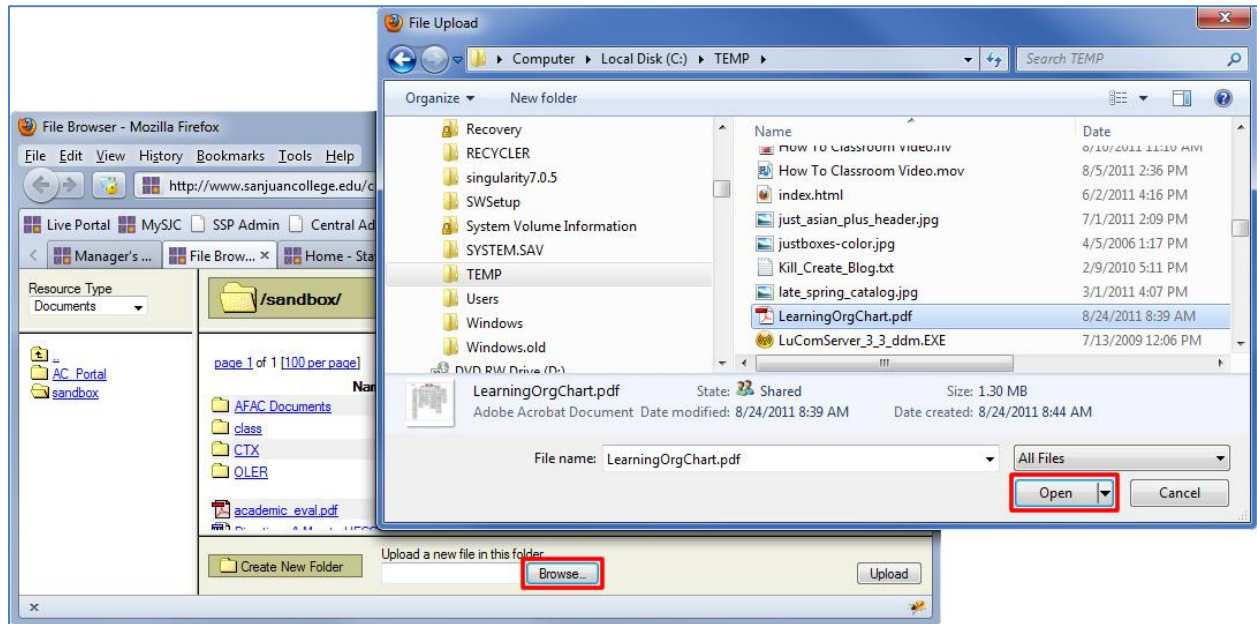
After clicking the File Manager application, you will see an essentially empty screen with a **Resource Type** drop down box in the upper left. This selection box lets you choose to manage either Documents or Images.



After making your selection, the right hand frame fills with the folders and documents or images you have access to. Only the folder and files you have permissions to change are shown. Operating in Site Builder File Manger is almost identical to managing files on your computer.



If you need to upload a new file to a folder, click the **Browse** button on the bottom of the screen. A dialog box will open that lets you select the file you want to upload. After selecting the file, click the **Open** button on the dialog box.

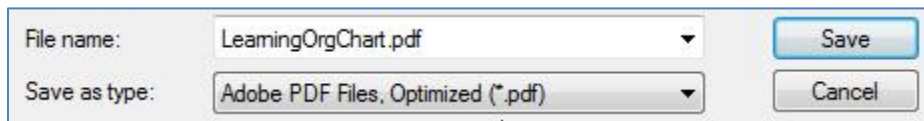


You will now see the path to the file you want to upload in the upload box. To finish the upload process, click the **Upload** button on the bottom right.




When uploading files for use on the web site, always be cognizant of their size. Large files can take a long time to download, especially if the user has a slow internet connection. If you are uploading a PDF file, always optimize the file before uploading to the web site. To optimize a PDF file:


1. Open the PDF in **Adobe Acrobat Profession** (not Adobe Reader)
2. From the File menu, select **Save As...**
3. In the **Save as type:** drop down selection box, choose **Adobe PDF Files. Optimized (*.pdf)**



Here is an example of a PDF file before optimization

 LearningOrgChart.pdf	8/24/2011 8:39 AM	Adobe Acrobat D...	1,338 KB
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And after


 LearningOrgChart.pdf	8/24/2011 1:04 PM	Adobe Acrobat D...	386 KB
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In this example, optimization saved almost 1 megabyte in file size.


CREATING NEW PAGES

You can create a new page by either using either the Add Page or Copy Page options. Add Page creates a page with no content or formatting. If you want to create a new page that is similar to an existing page, use the Copy Page option.

To use the Add Page option:

1. On the San Juan College website, navigate to the container (parent) page. As an example, if you wanted to add a new “Heart Surgery” program page to the School of Health Sciences, you would go to the School of Health Sciences home page.
2. Scroll to the bottom of the page and click the **Add Page** icon ().
3. On the Site Builder page that is displayed, enter the **Page Title**. If this new page will have pages underneath it (child pages), change the **Page Container?** radio button to “Yes”.
4. Click the **Add New** button.

To use the Copy Page option:

1. On the San Juan College website, navigate to the container (parent) page. As an example, if you wanted to add a new “Heart Surgery” program page to the School of Health Sciences, you would go to the School of Health Sciences home page.
2. From the navigation bar, select the page you want to copy. Scroll to the bottom of this page and click the **Copy Page** icon ().
3. A dialog box will appear that says “Opening edit for this page. Please select copy option before editing!” Click the **OK** button to proceed.
4. On the Site Builder page that is displayed, update the **Titlebar Text**, **Navigation Link Text** and **Navigation Link Popup Message** with the name for your new page.
5. Click the **Copy** button.

CHANGING A PAGE'S NAVIGATION SETTINGS

You can change several properties of your page's navigation by accessing the specific page in the Administration Panel and then clicking on the **Navigation** option. Key items that you can change are:

Titlebar Text – This is the text that appears at the top of your browser window.

Navigation Link Text – This is the text that is shown in the left menu navigation and in the San Juan College site index.

Navigation Link Popup Message – This is the text that appears when the cursor is over the link.

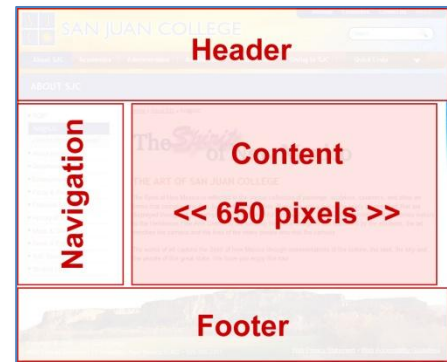
List Position – Enter a number to control where this page appears in the navigation menu. The default setting is "99". Pages sort alphabetically by Navigation Link Text within a List Position. Here are a few examples:

Navigation Link Text, List Position	Navigation Display
Apples, 99 Oranges, 99 Bananas, 99 Cherries, 99 Pears, 99 Lemons, 99	Apples Bananas Cherries Lemons Oranges Pears
Apples, 99 Oranges, 2 Bananas, 99 Cherries, 99 Pears, 1 Lemons, 99	Pears Oranges Apples Bananas Cherries Lemons
Apples, 2 Oranges, 2 Bananas, 3 Cherries, 3 Pears, 1 Lemons, 2	Pears Apples Lemons Oranges Bananas Cherries

A **List Position** of -1 hides the page from the navigation menus and site Index. The page is accessible and viewable by someone with a direct link or that know the page address (URL).

PAGE LAYOUT TECHNIQUES

Web pages in the San Juan College website are controlled by templates, which define the Header, Footer, Navigation and Content areas of the web page. When you work on a web page in Site Builder, you are working in the Content area of the web page. The Content area of a web page is 650 pixels in width and unlimited in height. The pixel width is not important for text, but it is important for images. Because of the restriction in width, the widest picture you can place in your web page must be less than 650 pixels.



Web page design typically follows the “rule of thirds”, which means that compositions divided into thirds are considered to be aesthetically pleasing. Taking a look at the San Juan College page layout, you will notice that the Navigation area is approximately 1/3 the width of the page and the Content area is approximately 2/3 the page width. This rule will also apply to the Content area that you control. When adding a picture or graphic, picture widths of 1/3 the Content area, or roughly 215 pixels in width, will give a better looking layout than a picture that occupies 1/2 the page width.

The simplest layout is a single column where all your information is listed from top to bottom of your page. This layout is easy to accomplish using the Editor and adding new content is easy and straight forward. This layout can also have images, as well as text, displayed on a line by line basis. To the right is an example of a single column layout.


AUTOMOTIVE TECHNOLOGY

Automotive Programs

San Juan College offers a general two-year associate of applied science degree or one-year certificate program in Automotive Technology, as well as industry specific programs for Toyota (TTEU), Chrysler (CAP) and General Motors (ASEP). In TTEU, CAP and ASEP students are sponsored by automotive dealerships and earn their degrees in a two-year work study program. Upon successful completion of the program, TTEU, CAP and ASEP students are employed by their sponsoring dealerships.

The Basic Automotive Program

Classes in automotive program offer specialized training in fuel systems (carburetion, fuel injection); driveability, electrical systems, heating/air conditioning, transmissions, brakes (including anti-lock systems) and alignment and suspension.



Students train hands-on in a modern 22,000 square foot shop with state-of-the-art computers, tools, and equipment. San Juan College currently has a fleet of 70 late model vehicles which are consistently updated to ensure our students train on current technology and new vehicles.


Students entering the program should possess basic math comprehension and reading skills. An aptitude for mechanics and electronics are a plus.

In addition to tuition (currently \$25/credit hour) [tools](#) and books will cost approximately \$1,500. [Financial](#)

aid is available to qualified students.

Job Opportunities

There is a national shortage of technicians in the industry. Many job opportunities are available to students who want to pursue a rewarding career with good pay, excellent benefits and working conditions. San Juan College automotive technician graduates are well prepared to enter the job market both locally and in other states.



AUTO BODY PROGRAM

Philosophy

The Auto Body program provides the student with the theory and practical knowledge necessary to develop a degree of skill that will make the student employable in an auto body shop or related occupation. There is a continuous demand for qualified individuals in the body repair business. Many individuals will specialize in either painting or body repair.

The Basic Program

The instruction in Auto Body covers theory and practice of preparing vehicles for repainting, including dent removal, welding, panel straightening, major collision and shop management.

Training is provided on the college campus in spacious, well-maintained facilities which include a modern spray booth with its own color mixing room. Equipment includes the latest frame-straightening equipment.

Successful completion of the Auto Body curriculum will result in a two-year Associate of Applied Science degree or three-semester certificate.

In addition to tuition, the student will spend approximately \$1,200 for tools. Financial aid is available to qualified applicants.

Job Opportunities

Each year there are more vehicles (approximately six million) added to the road. As a result there are more collisions, more wrecked bodies and more damaged fenders. This means more work for top pay for those who have the know-how to do quality work. At San Juan College, we have maintained our reputation of turning out only quality students in the field.

To create a more sophisticated layout using images, you can use the **Image Properties** described in the **Adding / Editing Images** section above. On the Image Properties pages you can use the **Align** option to have an image placed on the left or right side of the page. The content on the page will flow around the image. Remember to set the horizontal (**HSpace**) and vertical (**VSpace**) spacing on the image so that there is a gap between the image and text. To the left is an example of a page layout using images.

PROGRAM COSTS

All tuition, fees, and textbook costs are the responsibility of the student. These costs are approximately \$1500 for tuition and fees and \$300 for books for the full program. The tuition cost is based on the college's in-state resident tuition rate.

Costs	Semester				
	Fall	Spring	Summer	Fall	Spring
Tuition/Fees	\$ 359.20	\$ 359.20	\$ 359.20	\$ 359.20	\$ 359.20
Hand Tools*	\$ 2500	\$ 200	\$ 100	\$ 100	\$ 150
Textbooks	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Supplies	\$ 140	\$ 35	\$ 35	\$ 35	\$ 35
Housing	\$ 720	\$ 720	\$ 535	\$ 720	\$ 720
Housing Deposit	\$ 200	\$ 0	\$ 0	\$ 0	\$ 0
Cap and Gown Fee					\$ 20
TOTAL:	\$4069.20	\$1464.20	\$ 1179.20	\$1364.20	\$1434.20
*TOTAL PROGRAM:	\$9511.00				

Another method to improve your page layout is to use tables to add multiple columns to the page and control the spacing of material more accurately. To use a table in your page layout, follow the instructions in the **Adding and Working with Tables** section above. To the right is an example of a page that includes a table layout.

SITE BUILDER OPTIONS FOR ADVANCED USERS

CHANGING A PAGE'S LOCATION

You can move a page so that it is accessed via a different navigation path. For example you could move a page that currently is under the Faculty page to be listed under the Staff page. *Note: You can only move a page into a location that you are assigned as a page editor.*

To move a page:

1. Find the page in the Administration Panel and click then click on the page to place it in "edit" mode.
2. Click on the **Location** option.
3. In the Location pull-down, find and click the location of where you want to move the page. Locations that you have access to are in Black; others are in Red.

CHANGING A PAGE'S SETTINGS

You can change several properties of your pages by accessing the specific page in the Administration Panel and clicking on the **Page Control** option. Key items that you can change are:

1. **Page Container?** – Change a page to be either a container or child page
2. **Available Starting** – The date and time that the page is available for display
3. **Expire On** – The date and time that the page is no longer displayed

THE "PRACTICE" WEB SITE

If you would like to practice editing or adding pages, log into Site Builder and then go to:

www.sanjuancollege.edu/sandbox

The "sandbox" is a collection of training pages and test pages that you can edit, or you can create your own pages.

WHEN TO CALL THE PROFESSIONALS

For most pages on the San Juan College web site, what you see when viewing a web page is what you will see when editing the page. But some pages are dynamically created from content stored in the database or a text file. To produce the page that a user sees, programming code is executed that reads the content and formats the HTML that is output to the web browser. These pages should only be modified by the Web Technicians in OTS.

So how can you identify these special pages? The primary indication that a page is using programming code is when what you see when viewing the web page looks very different from what you see when editing the page in the graphical editor. Here is an example from the San Juan College Honor Roll Roster.

Here is a portion of the screen as seen in the web browser:



SAN JUAN COLLEGE HONOR ROLL
SPRING 2010

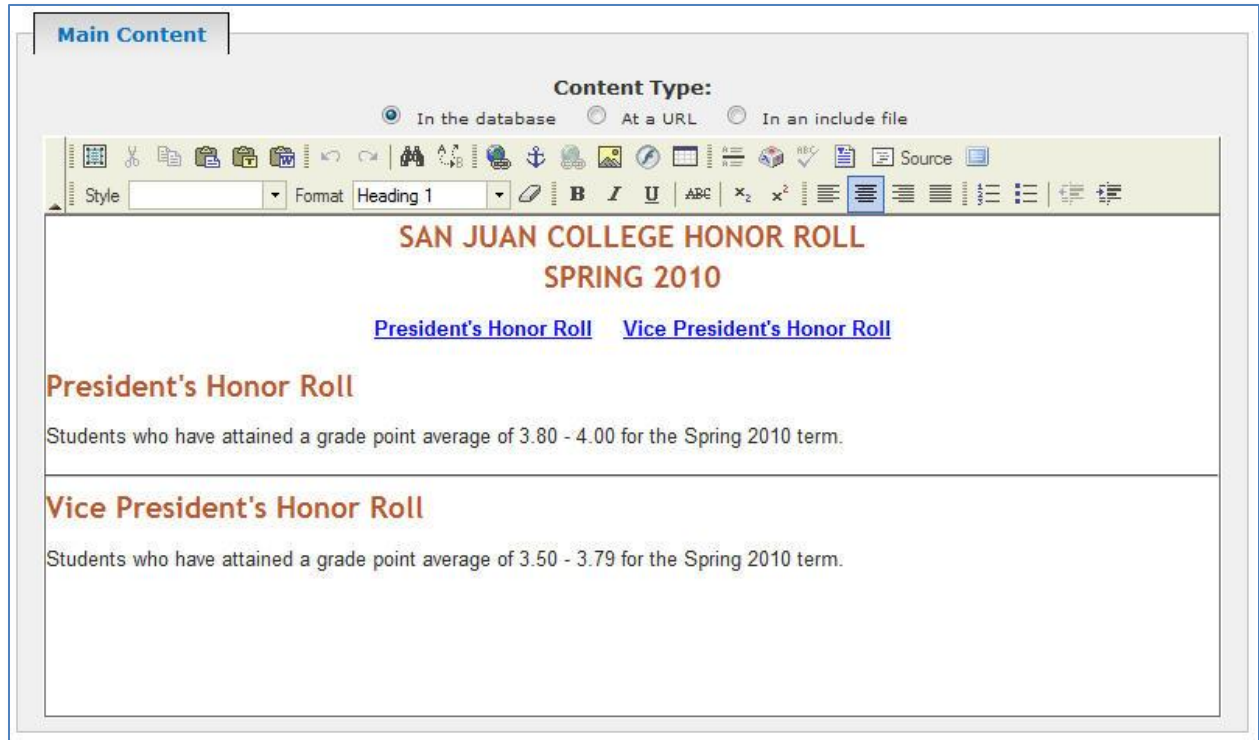
[President's Honor Roll](#) [Vice President's Honor Roll](#)

President's Honor Roll

Students who have attained a grade point average of 3.80 - 4.00 for the Spring 2010 term.

- Adams, Rachel
- Ahlbandt, Linus
- Ahlers, Nikki
- Aikele, Kylene
- Akins, Nicholas
- Glick, Holly
- Goldsmith, Doyle
- Goodrich, Lisa
- Grant, Michael
- Gravgaard, Heather
- Pepper, Jennifer
- Pelaez-Jaquez, Jessica
- Perry, Sylvia
- Pesata, Jared
- Peters, Anthony

And here is the page as seen in the Site Builder graphical editor:



Notice that all the student names that you see on the San Juan College web site do not appear in the Site Builder graphical editor. The graphical editor is only showing the content that is a part of the page and not the programming code that generates the student names.

BEST PRACTICES SUMMARY

IMAGES AND PHOTOGRAPHS

- Images must always be resized in a graphics application to the correct size before uploading to the web site. As an example, you should not have an image that is 1000 X 1000 pixels but then show it on the website at 500 X 500. Even though you are seeing a “smaller” image, it still has to load the entire 1000 X 1000 image. Therefore you should always resize the image externally to the correct size that you plan to display it on the webpage.
- The maximum width of images can vary from site to site, but generally speaking an image should never be more than 600 pixels wide.
- Image file sizes in general should never exceed 100kb for a very large image, and should average around 10kb – 30kb for your general average images. The larger the image file size is, the longer your page will take to load.
- All images should be saved as “.jpg” if they are photographs and “.gif” if they are simple line art or a few color images.

- You must always specify the alt tag when you insert an image. In Editor when you click to add an image, there is a field called **Alternative Text**. You must fill this in with a very short description of what the image is. Keep it brief and to the point, for example “men’s soccer photo”, “photo of students” etc. This alternative text is required for Section 508 compliance and allows users with text based browsers to read something where the image would be.
- Specify **HSPACE** and **VSPACE** when adding an image in editor. These fields add padding or spacing around the sides of the image. Without HSPACE entered, text will butt right up against the image making it very hard to read. A good general practice is to just add a 10 to both HSPACE and VSPACE

DOCUMENTS

- Most documents should be in Adobe PDF format. The Adobe PDF reader is free for anyone to download and install which will allow anyone to view the document.
- Only use Microsoft Office formats (Word, Excel, PowerPoint) when the intended audience is San Juan College staff and faculty. In order to view the document, the user must have the document software installed on their computer.
- If you have a document with fields that need to be filled in, you can still use Adobe PDF. Adobe PDF forms can be created that allow the user to fill in fields and save the completed form in PDF format.
- All links to PDF or other files should be set to open in a new window.
- Always check the file size of your document. Do not create links to large documents when the intended audience is not on the San Juan College network. A large document may load quickly when you test the page on the college network, but may take a current or potential student several minutes on a slow internet connection.
- An iconic representation of the type of file is a good idea. Currently we have styles for creating PDF and Word icons.

CREATING YOUR CONTENT IN MICROSOFT WORD

- Do not apply formatting (font colors, font sizes, bold, headings, etc.) in Microsoft Word as these will be removed using the **Paste as plain text** feature. Apply the formatting in the Editor using the formatting options outlined in this document.
- Always use the **Paste as plain text** feature of the editor if you are copying and pasting your content from Microsoft Word. Do not use the **Paste from Word** feature as this will include a lot of unnecessary code for your web page and may cause the page to be unsavable.
- To use the **Paste as plain text** feature properly, first copy your content from Word using **CTRL + C** or copy from the edit menu. Then go into Site Builder and click on the **Paste as plain text** icon. In the dialog box that is displayed, click in the text box area and then use **CTRL + V** to paste your content into the box. Once you have pasted your content, click **OK** to complete the action.

GENERAL THINGS TO KEEP IN MIND

- When you are choosing sections of text to be used as headings, do not use “Heading 1” for any header other than the top of page header. Any other headers should “Heading 3” and higher. The reasoning behind this is that “Heading 1” has a very specific design that is meant to be at the top of the page.
- Do not underline anything in your content. In the printing world it is common to underline headings, or important features, but in the web world, underlines are reserved for links.
- Always check the page you created on the site by clicking the **Preview** button after you have saved your content. Check and make sure everything looks ok, that the page hasn’t been “broken” and that overall the page looks pleasing to the eye and how you intended.
- If you are modifying a section of the site and have multiple pages in that section, do not create the pages if you do not have content yet for them. If you want to create the page at that moment so you can have the structure set up, make the page inactive or hidden.

To set a page to inactive status:

1. Select **Page Control** under the **Pages** tab
2. Click the **Inactive** radio button
3. Save the changes

To set a page to hidden:

1. Select **Navigation** under the **Pages** tab
2. Set the **List Position** to “-1”
3. Save the changes