

Policy

Applying the EUI web design in projects with external partner

The *LIP committee* has approved the following guidelines to be applied when EUI projects which involve external partners are initiated and require/request to be included on the EUI website.

As projects with external collaboration *might* have special requirements in regards to including the external partners logo/name etc on the webpage, the below guidelines has been created to accommodate these needs. They regard the use of templates and placement in the Institute web structure. If no special requirements are requested the regular institute templates (already in use in the various departments) as well as placement in the department structure can take place.

External partners refers to e.g. sponsors, other universities/departments or conference collaborators.

A project is defined as a stable activity, which has regular updates, but which terminate at some point.

In general when starting up any web project please contact the departmental Webeditor or the Institute Webmaster. They will be able to help you or direct you to the relevant people.

Templates

To ensure consistency in the EUI web design a slightly changed version of the EUI web page templates are made available for projects with external collaborators. By using these templates it is ensured that the overall design concept of the EUI web is respected and at the same time that external partners name and logo are clearly visible.

The templates have the following changes compared to the “normal” EUI web templates:

- The search function on the top of the page is no available, providing space to insert the name and logo of the external partner – the name and logo have to apply certain size requirements, which is stated in the template.
- The “Where am I”-bar has been “incorporated” in the template and hence only have to be set up once for the project.
- The left menu will be fixed (it will not “fold in/out” depending on the area) hence it will remain the same throughout the project – please be aware when creating it.
- For each departmental a generic version of the templates described above are made available, they need to modified following the technical description below, please contact you local web editor for these modifications.

Placement in EUI web structure

To accommodate this type of project a folder has been created under the root of the EUI server: /OnlineProjects/ this folder is subdivided into departments. A new project should be placed in the relevant departmental folder and a meaningful name must be used.

How to modify the templates

1. Navigate to the folder /OnlineProjects/
2. Open the relevant departmental folder
3. Copy the folder “NewProject” and paste on same level (so under /OnlineProject/Departmental abbreviation/)
4. Rename the folder “NewProject” to a *meaningful* name. The name should apply the standard EUI guidelines for naming of folders and files – that is it must have NO spaces, no special signs should be used and if it consist of more than one word, each new word should be capitalised.
5. In the navigation folder open the “Header.shtml” file – insert the external partners name and logo on the indicated place. If needed the logo should be resized properly (using fireworks), the image should be placed in the Image folder.
6. In the navigation folder open the “LeftMenu.shtml” file – add the first and second level menu items as needed.
7. In the Templates folder open the “Welcome.dwt” file – change:

- a. the title of the page



- b. the FolderName by making a “Find and Replace” (go Edit -> “Find and Replace”) : FolderName is replaced with the actual folder name that was created in 4. This will change:

the include link of the header

```
<body bgcolor="#FFFFFF" topmargin="0" leftmargin="10" marginheight="0">
<!--#include virtual="/OnlineProjects/ECO/FolderName/navigation/Header.html"-->
<!--#include virtual="/navigation/TopDropMenu.html"-->
<table width="750" border="0" cellpadding="0" cellspacing="0">
```

the “Where Am I”-bar (that is included in the template),

```
<a href="/" class="WhereAmI">EUI </a> <a href="/ECO/" class="WhereAmI">ECO </a>
<a href="/OnlineProjects/ECO/FolderName/" class="WhereAmI">PROJECT NAME</a>
:/div>
```

the include link of the left menu

```
<tr>
<!--#include virtual="/OnlineProjects/ECO/FolderName/navigation/LeftMenu.html"-->
<td width="10" bgcolor="#F3F3F3" height="10" >img src="/images/spacefix.gif" heigh
```

- c. the PROJECT NAME in the “Where Am I”-bar to the name of the project, this does not have to correspond to the folder name; it can be as long necessary and spaces can be used.

8. In the Templates folder open the “Normal.dwt” file – make changes as outlined in 7
9. In the Templates folder open the “1Column.dwt” file – make changes as outlined in 7
10. Test the templates.