

# CSU Web Template User Guide

## *Choose your template*

View the template layout options at <http://webs.colstate.edu/templates/default.asp>. Consider how your content, both text and images, will fit into each design. Choose the template that will provide the best fit. Download the desired template(s).

## **How is this template put together?**

Your pages have four parts. Part 4, the content file, brings together the top, left and bottom sections of the page. The top, left and bottom will appear in the HTML as `<!-- #include file="filename.htm" -->`. Do not edit any content inside the `<!-- -->` tags.

### ***Part 1 – The header (top.htm)***

The first part is the header, named top.htm. The header contains the clock tower logo, the school name, department name and universal navigation (directory, search and A-Z). The only thing you will edit in the header is the department name.

1. Open top.htm.
2. Change “Department name” to your desired name.
3. Save.

### ***Part 2 – The navigation (left.htm)***

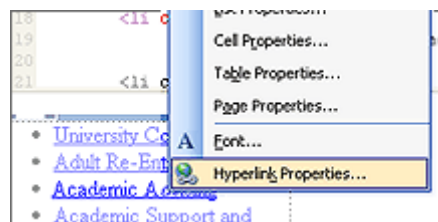
The second part of your template is the left navigation, housed in the file named left.htm. This file contains the very bottom part of the clock tower logo, the page navigation and sometimes text area 2. To edit the left navigation:

1. Open left.htm
2. Change “Link name” to your desired name.
3. Save.

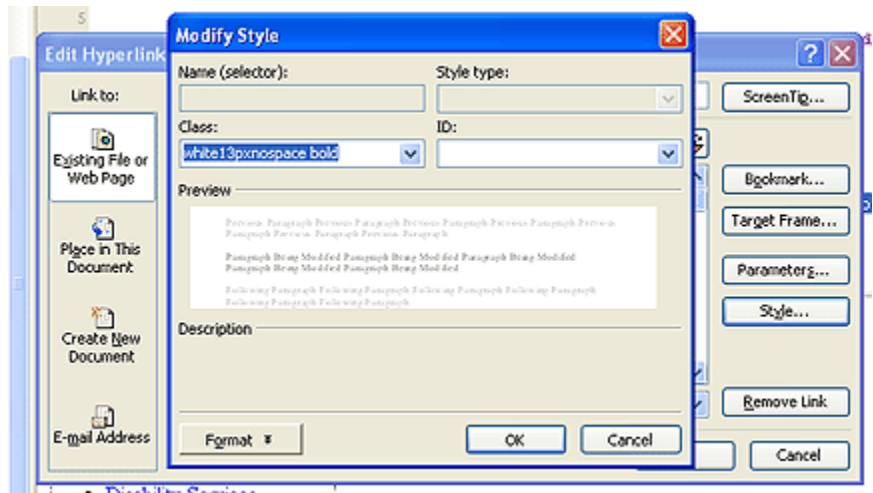
**Styling is important.** The links should be white without an underline. The style sheet contains the font styling for every heading, paragraph and link. **Do not** use FrontPage’s styling shortcuts in the toolbar.

To style the left navigation

1. Right-click the link to be styled
2. Choose **Hyperlink Properties...**
3. In the pop up box, on the right side, choose **Style...**



4. In the box under Class type **white13pxnospace bold.**
5. Click **OK**
6. Click **OK** (again)



### ***Part 3 – The footer (bottom.htm)***

The left side of the footer contains the department name, building and room number, phone and fax numbers. The center of the footer has a link for a text-only version of the site and a contact or feedback link. The information on the right should not be changed.



To edit the footer

1. Open bottom.htm
2. Change Department Name to your department or college name.
3. Change the building name and number to your building name and number.
4. Change the phone and fax to your college or department's phone and fax.
5. In the center of the footer, change the "**Site Address.colstate.edu**" portion of the **Text-only version** link to your web address.
6. In the center of the footer, link **Questions/Comments** to a contact person in your department.

### ***Part 4 – Your content ... Now this stuff is changeable!***

Unique page content goes into the layout.asp file. This file comes with a name that might be unfamiliar. All content pages must end in .asp (index.asp for example). ASP looks and behaves much like HTML. You can still open and edit your pages in FrontPage, and

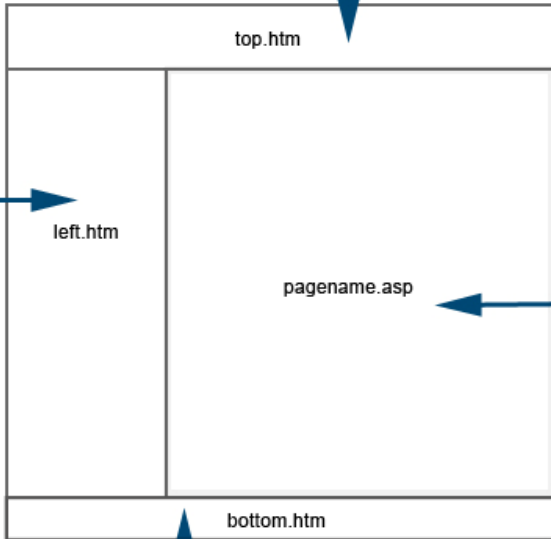
standard HTML tags will work. The .asp extension is what makes it possible to include dynamic content like automatic page-last-updated dates. Please do not edit any content between <% %> tags.

Remember that the top, left and bottom sections appear in the HTML as <!-- #include file="filename.htm" -->. Do not edit any content inside the <!-- --> tags. Any changes to these areas of the page must be done in the top.htm, left.htm, and bottom.htm files and will affect all the files on your web site.

Each content page includes "breadcrumbs" at the top of the content. These are navigational links that are specific to each page and should give some idea of where the page is inside your web site. For instance, the CINS policies web page(<http://cins.colstate.edu/policies.asp>) has the breadcrumbs "CSU Home > CINS > Policies". This indicates that the current page is under CINS, which is under CSU. Note that "CSU Home" links to the main web page <http://www.colstate.edu> and "CINS" links to the main CINS web page at <http://cins.colstate.edu>. All breadcrumb links should have the style "crumb". The final item in the breadcrumb list should be the current page. This is not a link, and gets the style "crumbred bold".

The unique page content goes between the breadcrumbs and the bottom footer area.

Remember to save the layout file under another name before editing! If you accidentally save your content into the template you will have to re-edit or re-download the layout file.



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The mission of University College is to provide support, services, programs and experiences that inspire and enable students to achieve their educational goals.

**Dean's office:** Arnold Hall 126 | **Hours:** 8 a.m.-5 p.m. Monday-Friday  
**Phone:** 706-565-4009 | **Fax:** 706-565-4913

**Ask Cody!**