**Get the prototype files**

F:\Dept\GEOL\FacultyWebPrototype\

\myimages

\publications

\template

Copy WebPrototype folder to the working directory of your choice

**Replace prototype content**

(the prototype content is TM’s actual webpage)

Overview:

1. <right click> in working directory, sort by file type.

.HTML files: Hyper Text Mark-up Language, read by web browsers

. RTF files: Rich Text Format files that you can edit.

.EXE file: DOS executable file that convert .rft to .txt files, not editable (courtesy of Dr. Tung).

.BAT file: DOS batch execution assembles webpage, do not edit unless absolutely necessary.

.PDF/.GIF/.JPG files: Stand-alone document and image files.

README.docx: MS word file. Feel free to edit as you see fit.

template folder: Header and footer files and common images (i.e., Mines Logo).

publications folder: Documents that can be linked to your webpage (i.e., .pdf publications).

myimages folder: Images used in your webpage (e.g, .gif and .jpg)

edit RTF files. Gray font is HTML coding. Black is content. Feel free to edit black text as you see fit. Do not edit gray font, unless necessary.

double-click WebPageUpdate.BAT. This automatically constructs the necessary HTML files from your RTF files.

1. Update files in template folder. Robust information that you only need to update once.
   1. navigate to template folder.
   2. open header.rtf, edit to reflect your information.
   3. open footer.rtf, edit to reflect your information.
   4. double-click TemplateUpdate.BAT (generates some .txt files)
   5. That’s it. You should not have to go into the template folder again.
2. Personalize WebPageUpdate.BAT (you only need to do this once)
   1. navigate up one directory (back to your working directory)
   2. open notepad program
   3. from notepad, open WebPageUpdate.BAT
   4. Find ‘Masterlark’ and change to your name.
   5. Save and exit.

Content:

This can be edited as often as you like.

1. Edit RTF files
   1. open any RTF file and replace the black text with your content.
   2. Notice the HTML codes for links, italics, calls for image files, etc.
   3. After you save edits to RTF files, be sure to double-click WebPageUpdate.BAT
2. Remove TM’s files from the publications directory and add your own pubs.
3. Create a .pdf of your CV and place it in the publications directory
4. remove TM’s files from the myimages directory and add your own image files.

Go live:

Copy all files/folders in you working directory to:

H:\public\_html

Marsha assured me that the links to your pages with be live at 5PM today.

Note: Other GGE pages are Ektron and published at 5PM daily. Your pages are outside of Ektron and are instantly published (once the link it live at 5).