

Business History Conference

Website editing guide

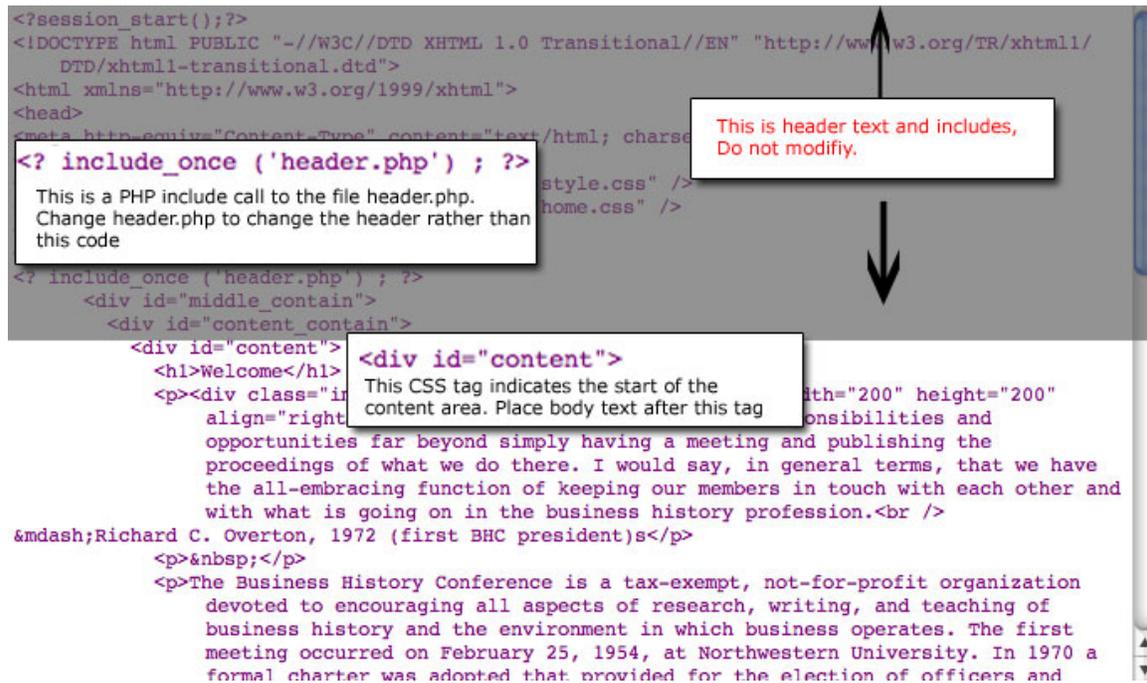
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1.0 - Introduction

The Business History Conference (BHC) website makes use of PHP code, Cascading Style Sheets (CSS), and XHTML. This document will explain how to edit the content of the BHC website while leaving the MATRIX implemented design unchanged. For information on how to interact with the backend of the site, please refer to the other document MATRIX sent you.

2.0 – Site Components



2.1 – PHP Includes

The individual pages of the BHC site are PHP files. PHP files can contain either XHTML code for displaying web content, PHP code for dynamic web functions, or a combination thereof. In the case of the BHC site, both PHP and XHTML code are used so that we could make use of the PHP includes command. This means that each BHC page references and displays information in other PHP files by using the PHP include command:

```
<? include_once ('header.php') ; ?>
```

This command tells the page to load the data in “header.php” at that point in the page. By including the navigation and other elements into every page using PHP includes, we can make changes to these elements by changing just the file referenced, thereby not needing to manually make the changes on each individual page of the site.

The PHP includes in the BHC site include:

```
<? include_once ('header.php') ; ?>
```

Includes the very top of the page, specifically:

- Title Banner
- Top navigation (BHC Home, Log in, etc)
- Containers for the rest of the page (The grey outline around the page for example).

```
<? include_once ('copyright.php') ; ?>
```

Includes the copyright info that appears at the bottom of the content area of every page.

```
<? include_once ('menu.php') ; ?>
```

Includes the main navigation on the right side of the page. The files includes both the top level links (Governance, Annual Meetings, etc), but also the sub-navigation elements that appear below them. The file also includes the PHP code that determines which sub-navigation elements appear, as well as the CSS/PHP calls that make the current page bold on the sub-navigation.

```
<? include_once ('footer.php') ; ?>
```

Includes the footer text that appears at the very bottom of the page, as well as the terminating `</body>` and `</html>` code for every page.

2.2 – CSS Definitions

Cascading Style Sheets help ensure that the overall design on every page of a website is the same. Each page of the BHC website makes a call to two CSS files in its header: “style.css” and a css file based off which main-level navigation area the page is under. For example, in the `<head>` code of `index.php`:

```
<link rel="stylesheet" type="text/css" href="style.css" />  
<link rel="stylesheet" type="text/css" href="home.css" />
```

This means that `index.php` is using style information found in both “style.css” and “home.css”.

The reason for two style sheets is for the sake of the menu styles. “Style.css” contains the majority of the style information for the website. The other .css files allow the hidden sub-navigation elements appear, as well as highlight site sections when you go to them.

For an exact explanation of what each line of the BHC style sheet does, please check section 4.0 – CSS Documentation.

3.0 – Editing the Site

Meetings `<h1>Meetings</h1>`

`--Mee` ``
`</div>`

**Call for Papers
Business History Conference
Toronto, Canada
June 8-10,** Every paragraph begins with `<p>`
and ends with `</p>`

The 2006 annual meeting of the Business History Conference (BHC) will take place June 8-10 in Toronto, Canada, at the Munk Centre for International Studies of the University of Toronto.



The theme for the conference is **"Political Economy of Enterprise."** Business, the
`"Political Economy of Enterprise."`

immemorial. This year's program theme invites us to reflect on those interactions. The program committee—Mark Rose (chair), Florida Atlantic University; Rick Halpern, University of Toronto; Pamela Laird, University of Colorado-Denver; H. V. Nelles, McMaster University; Rowena Olegario, Vanderbilt University; and Richard Sylla (BHC president, 2005-6), New York University—has designed an excellent group of sessions, with panel members coming from nearly every continent and paper topics ranging across the history of business firms and institutions and their connections to politics, economics, and social networks.

The **Newcomen Dissertation Colloquium** will be held in conjunction with the 2006 BHC annual meeting. This intensive workshop, sponsored by the BHC through the generous support of the **Newcomen Society of the United States**, `Newcomen`
ten graduate students `Society of the United States`

3.1 – Editing Page Content

In order to change any of the text within a page, simply use the same procedures/techniques that you would use for changing a normal HTML file with a few changes. Do not touch any tags that look like this:

`<? code ?>`

These tags are PHP code pertaining to either the includes or database/login procedures. Second, you'll need to obey the CSS style for your various text

areas rather than using the normal font or span tags. Obeying the CSS style for BHC is easy so long as you remember the following.

1. Tags that read `<div id>` have to do with the layout of the page. All text content should appear between `<div id="content">` and its `</div>`. The rest of the site, such as headers and navigation, are taken care of by includes.
2. Paragraphs of text are to be placed within `<p>` tags. The font size and styles for `<p>` tags is defined by the style sheet so make sure any new paragraphs are defined with the `<p>` tag. Also, if you use the `<p>` tag, you will not need to use `
` or `
` to create lines between paragraphs; the `<p>` tag does that for you.
3. Links can be done using the normal `<a href> ` method from HTML. The CSS sheet takes care of styling the links, as well as their roll-over effects.
4. The `<h1>` tag defines the large blue titles on the top of the content area of every page. It is recommended to only use the `<h1>` tag for those titles.
5. To bold areas of text, like with the subtitles on `meetings2006.php`, use the `` tag.
6. Italicized areas of text on the BHC site, like the titles on the Governance officers page, are styled using the ` ` tag.
7. The CSS sheet includes style information for images. If you want to add images to a page, you should first put in `<div class="image">` and then the `` tag, following it with a `</div>`. If you want the image to float on the right instead of the left, use `<div class="image1">` instead.

3.2 – Editing Right Navigation

Editing the right navigation requires modification of the `menu.php` file. Editing the `menu.php` file will affect all the pages that use a PHP command to include it, include it, so you will only need to edit `menu.php` once to affect all the pages in the site.

This file is a little tricky because it contains PHP tags that affect the sub-navigation. The good news is you don't need to touch the code if you just want to modify existing navigation elements. However, if you need to add a new major navigation item you will need to play around with PHP code a little as well as write a new mini-style sheet. We recommend that rather attempt this on your own you contact MATRIX for assistance. We will detail what needs to be done in order to edit the current navigation and create new sub-navigation elements.

First we'll cover the structure of the menu.

```
<div id="menu_governance_title"><a class="menu_title_color" href="governance.php">Governance</a></div>
```

This code establishes the major navigation link "Governance." To change what this link reads on the navigation, just alter the word "Governance" between the

<a> tags. You can also change the target of the link by altering the href statement, as in with normal <a> tags.

The following code determines the sub-navigation elements of the major navigation category “Governance”.

```
<div class="right">
<div class="menu_governance">
  <ul>
    <li><a <? if($self == 'governance_bylaws.php')
print "id='a_selected'"; ?>
href="governance_bylaws.php">Bylaws</a></li>
    <li><a <? if($self == 'governance_officers.php')
print "id='a_selected'"; ?>
href="governance_officers.php">Officers, Trustees, and
Committee Members</a></li>
    <li><a <? if($self ==
'governance_presidents.php') print "id='a_selected'";
?>
href="governance_presidents.php">Presidents</a></li>
  </ul>
</div>
</div>
```

The <div class> codes determine menu layout and style, as well as help ensure that sub-navigation elements other than those to the area you have clicked on do not show. Do not touch this code.

The elements of the contain each sub-navigation element. Take note of the following code:

```
<? If($self == 'governance_bylaws.php') print
'id='a_selected'"; ?>
```

This is PHP code that the menu uses to determine if the current page being viewed is same as this navigation element. If it is, the style sheet bolds the text, allowing the user to know that this is the current page.

Also notice that this PHP code is located inside an <a> tag. The href statement comes after the PHP code and links to the same page that the PHP code mentioned in the If(\$self == 'page') part. The text between, <a> and still determines what text appears for the link when the user sees the page.

Therefore, in order to create a new sub-navigation element:

1. Create a new in the appropriate navigation category.

2. Make the `<a>` tag as normal within the ``, pointing the href to the page you want the link to go to and setting the text as normal between the `<a>` and `` statements.
3. Inside the `<a>` tag, before the href statement, add:

```
<? If($self == `pagename` ) print "id='a_selected' ";  
?>
```

where `'pagename'` is the same as the file your href is pointing the link to.

This will create a new sub-navigation element whose link text will bold when the user is on that page! Keep in mind that if you ever change where any of these links point to update both the href part and the PHP part or else the text will not bold when the user is on the page the link points to.

3.3 – Editing the Top navigation

Editing the top navigation requires modification of the header.php file. Editing the header.php file will affect all the pages that use a PHP command to include it, , so you will only need to edit header.php once to affect all the pages in the site.

The code for the top navigation in header.php looks like this:

```
<div id="bar"> <a href="index.php">home</a> | <a  
href="login.php">login</a> | <a href="sitemap.php">site  
map</a> | <a href="contact.php">contact</a> </div>
```

These are normal `<a>` tags. So long as they stay inside `<div id="bar"> </div>`, you may edit, add, or remove `<a>` tags as you normally would in HTML.

3.4 – Editing the Copyright statement

Editing the Copyright statement requires modification of the copyright.php file. Editing the copyright.php file will affect all the pages that use a PHP command to include it, so you will only need to edit copyright.php once to affect all pages in the site.

The code for copyright.php follows:

```
<div id="copyright">  
<hr /> Pages last revised October, 2005<br />  
Please report corrections or suggestions to the BHC Web  
Editor<br />  
© 2005 by the Business History Conference  
</div>
```

To change the text that appears on each page's copyright statement, simply use normal HTML editing practices, taking care to not change `<div id="copyright">` and `</div>`.

3.5 – Editing the Footer

Editing the footer requires modification of the footer.php file. Editing the footer.php file will affect all the pages that use a PHP command to include it, so you will only need to edit footer.php once to affect all pages in the site.

The code for footer.php follows:

```
<div id="footer">
The BHC is a sponsor of EH.Net and is an affiliated
organization of H-Net: Humanities and Social Sciences
Online<br />
Validate: <a
href="http://validator.w3.org/check/referer">XHTML</a> | <a
href="http://jigsaw.w3.org/css-
validator/check/referer">CSS</a> </div>
</div>
</body>
</html>
```

If you want to change the text that appears in the footer, you may do so using normal HTML editing practices. However, you must take care to do the following:

1. Do not remove `</body>` and `</html>` since every page of the site uses them to terminate their html code.
2. Do not touch the `<div id="footer">`, and `</div>` codes. These set the footer CSS codes.

4.0 – CSS Documentation

The following is the code found in style.css with line-by-line explanation of what the code does. Hopefully this explanation will help you figure out any thing about editing BHC this document does not address. Please remember that there are other CSS files that have to do with styling the menu.php information, so the menu styles are not appearing here.

```
body {background: #A8A9BB; margin: 0px; font-family:
verdana, arial, helvetica, sans-serif; font-size: .8em;}
```

Defines the basic style for the entire page. Unless another CSS definition says otherwise, the site will use the style definitions here. The BHC body tag sets the

background color for the page, and for font to normally be verdana at font size of 0.8em.

```
hr {height: 1px; color: #cccccc; background-color: #cccccc; border: 0;}
```

Sets so that any text between <hr> tags are colored grey and background colored grey.

```
#container1 {width: 737px; margin-left: auto; margin-right: auto;}
```

```
#container2 {float: left; width: 737px; background-image:url(images/back.gif); margin-left: auto; margin-right: auto;}
```

```
#container3 {width: 697px; margin-left: auto; margin-right: auto;}
```

These container statements create the borders and backgrounds that contain the inner areas of the page. The first one sets up the grey box border, the second sets up the grey space between page elements, and the third one sets some layout parameters.

```
.menu_title_color:link {color: #000088;}
```

```
.menu_title_color:visited {color: #000088;}
```

```
.menu_title_color:hover {color: #0000ff;}
```

These styles set what the major navigation links on the right menu look like. By setting :link and :visited to use the same color, the links don't look any different even if the user has visited that page already. The :hover statement makes the links light up when your mouse rolls over them.

```
#header {width: 697px; height: 85px; background-image:url(images/header.gif);}
```

Inserts the part of the header banner that is just the text title and icon. If you ever want to change the banner, you'll need to change the file header.gif, or change this style to point to a different file. Note that header has a fixed width and height definition based off the current size of header.gif. It is strongly recommended that any changes to the banner respect these height and width parameters least the layout be broken.

```
#ads {width: 697px; height: 55px; background-image:url(images/ads.jpg);}
```

Contains the collage of ads. Works much the same way as #header.

```
#bar_contain {width: 697px; height: 22px; background-color: #006666; background-image:url(images/bar.gif);}
```

```
#bar {text-align: right; font-size: .8em; padding: 3px 10px 0px 0px;} #bar_left {text-align: right; font-size: .8em; padding: 3px 10px 0px 0px; float:left; color:#ccffcc}
```

```
#bar a:link {color: #ccffcc;}
```

```
#bar a:visited {color: #ccffcc;}
```

```
#bar a:hover {color: #ffffff;}
```

Sets the background image and then the text and link styles for the top-navigation bar. Notice again that by defining a link style here, the links can be of different colors than the rest of the page on the top-navigation.

```
#bar_under {width: 697px; height: 17px; background-color: #ffffff; background-image:url(images/bar_under.gif);}
```

This style creates a text-less container area that creates the space between the top navigation and the start of the text and right navigation. Its background image includes the top of the content area.

```
#middle_contain {width: 697px; background-image:url(images/back_div.gif); float: left;}
```

Defines the width and the background for the text content area.

```
#right_top {height: 16px; width: 177px; background-color: #739794; float: left;}
```

```
#right_contain {margin-left: 19px; width: 186px; float: left;} .right {padding: 5px;}
```

```
.right a:link {color: #ccffcc;}
```

```
.right a:visited {color: #ccffcc;}
```

```
.right a:hover {color: #ffffff;} #content_contain {width: 492px; float: left;}
```

Defines the text style, layout, and link styles for the right navigation bar.

```
#content {padding: 3px 30px 30px 30px;}
```

Sets up the area that content text will actually appear in. At this point this style is imbedded in a bunch of layout styles, so all this really does is ensure proper padding for the main body text.

```
.image img {padding-right: 10px;}
```

A CSS class that is designed to contain left-aligned images.

```
.image1 img {padding-left:10px;}
```

A CSS class that is designed to contain right-aligned images.

```
#content a {color: #006666;}
```

```
#content a:visited {color: #006666;}
```

```
#content a:hover {color: #ffffff;}
```

Sets the link styles for the main-body content area.

```
#linklist li {list-style: none; text-align: left; padding-bottom: 5px;}
```

Layout definitions for when link lists appear in the page.

```
#copyright {color: #807F7F; font-size: .8em;}
```

Defines the text color for the copyright text, making it smaller and lighter in color than the body text.

```
ul {margin-top: 0px; margin-bottom: 10px; list-style-position: outside; color: #124566;}
```

```
li {margin: 1px 0px 0px -22px;}
```

Defines the layout appearance for unordered lists and their list items

```
h1 {font-size: 1.7em; color: #000066; font-weight: normal; font-family: times, serif;}
```

Defines the style for the title text that appears at the top of the content area on every page.

```
h3 {font-size: .95em; font-weight: bold;}
```

Defines the style of the bold-face sub-headings throughout the site.

```
#bottom {clear: both; height: 7px; background-color: red;
background-image:url(images/back_bottom.gif); padding: 0px;
margin: 0px; font-size: 1px;}
```

Layout element that creates the cut-off bottom of the main page.

```
#footer {width: 737px; margin-left: auto; margin-right:
auto; font-size: .8em; color: #5B5B88; text-align: center;
margin-top: 5px; margin-bottom: 10px;}
```

```
#footer a {color: #006666;}
```

```
#footer a:visited {color: #006666;}
```

```
#footer a:hover {color: #ffffff;}
```

Layout and style definitions for the bottom of the footer on the bottom of the page.

```
#a_selected {color: #fff; font-weight: bold;}
```

Style that is used to make a sub-navigation link light up if it links to the page currently being viewed.