

```
<html>  
<head>  
  <title>Web Design Guide</title>  
</head>  
  
<body>
```



```
</body>  
</html>
```

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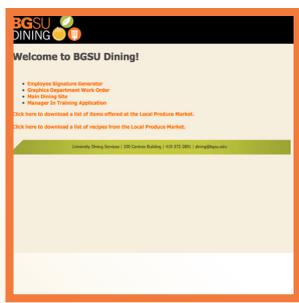
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## DOC vs BGSUDining

BGSU Dining operates with two separate domains online. One is titled "dineoncampus.com/bgsu," and the other is "bgsudining.com." The Dine On Campus site is usually referred to as the "DOC" and in reality is the site that students and customers will look at first. This site is run by using admin login to manipulate the individual pages. This is called going through the "back end" of the site to update something.



The other domain we utilize is called "bgsudining.com." This site is used for uploading pages we can't get access to using the DOC. For example our, "classes," page is run from bgsudining.com because there is no classes tab on the DOC. (We can't add a classes tab because we don't have control over the navigation and layout of most of the pages on the DOC.) We link from the DOC site to bgsudining.com/classes. Anytime you upload something from Dreamweaver you are uploading it to the bgsudining.com site, anytime you login to the back-end you're then uploading to the DOC site.



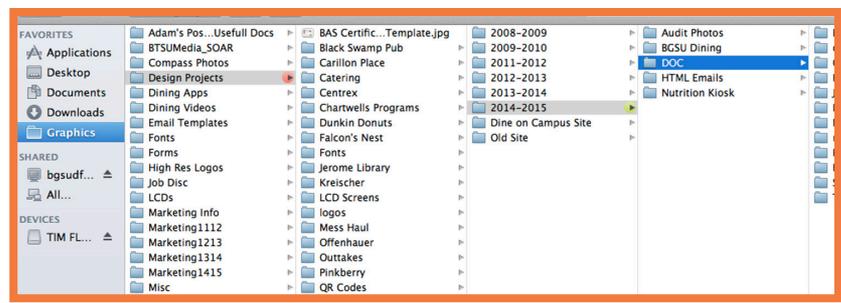
## CSS Set Up

The CSS system for BGSU Dining is in a word, jumbled. So many other designers have worked on projects for us that the techniques used for creating CSS have gotten varied. When you're looking over an HTML document be aware of the different possibilities as to why something has a specific style. Remember to check in-line, embedded, and external CSS links for all the possibilities.



## Saving Set Up

The saving set up at BGSU Dining is very simple with all locations and events getting their own sections, folders, and organization. The one thing you want to remember is that you're working as a team, so make sure you are saving everything to the "Graphics Server," not your desktop or somewhere else. This way if someone else needs to open your work, they can get access to it. The only thing you'll ever want to save to your desktop are items like images or videos that you'll need to upload to bgsudining.com from Dreamweaver.



## File Organization

The file system for BGSU Dining is set up with good organization. Everything is first broken down by year, then by category (e.g. email, DOC item...ect) and then by location or event. As the web designer a lot of what you'll need can be accessed by going to graphics>design projects>Web Updates and then choosing the year you want to pull from. Don't forget if you're uploading something from Dreamweaver you need to save it on your desktop and the graphics server!

We use the sending client “**Constant Contact**,” to send all web emails. This section will go through the steps of creating a new email.

## Creating an Email

1. Log into Constant Contact.
2. Navigate to “Email” and then click the “Create an Email,” button. (fig 1.1)

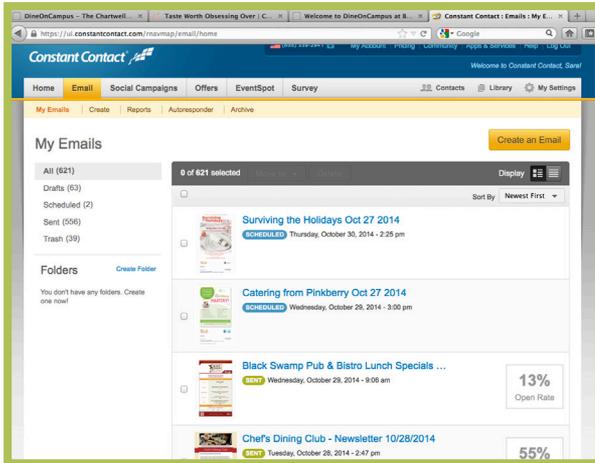


fig 1.1

3. Scroll down to the “Want to use your own code?” button and click it. (fig 1.2)

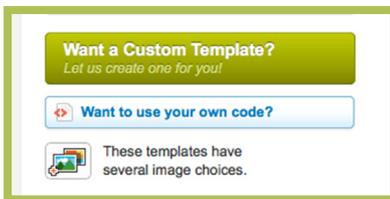


fig 1.2

4. Give the Email a name and choose HTML, then give the email a subject and toggle on the “Include a link to view webpage version of this Email,” check box.

5. Click the “Advanced Editor,” link. Here you can copy in the HTML code that makes up your email. (fig 1.3)

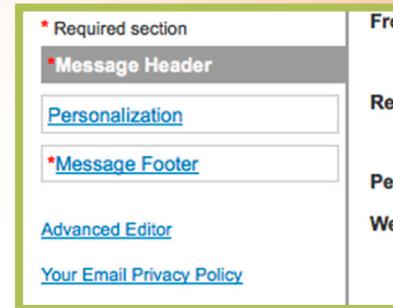


fig 1.3

6. Our emails are usually set up in a table (obviously) with one big image in the first row, and some logos linking in the second row. (fig 1.4)



fig 1.4

7. Once your code is copied into the text field in Constant Contact, you can send previews of the email to yourself to make sure it's showing up as expected. Once you have a final design send a preview to the Marketing Manager for approval.

Our online menus are run through the DOC, this section will show you how to change and update the menus and create a menu cycle to save yourself time.

## Menu Changes

1. Log into the DOC backend.
2. Navigate to Campus>Menus>Manage Daily Menus
3. Navigate from the drop down menus to the location and the day you want to change.

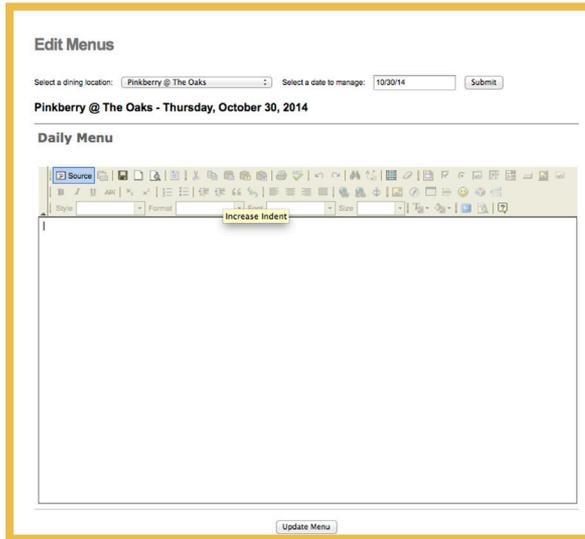


fig 2.1

4. Paste your code into the text field (be sure that the Source button in the upper left corner is toggled on) and hit update menu. (fig 2.1)
5. Do this for each day that the location wants that menu live, up to a week. If this location wants this menu up for longer than a week we will create a menu cycle once we're done manually uploading the menu through the first week.

## Menu Cycles

1. Navigate back to menus and go to create menu cycle.
2. Once in, scroll to the bottom of the page to create a new menu cycle.
3. Choose your location, name of cycle, cycle source date (first day in the week that you already uploaded for this menu), choose 1 for how many weeks in the source, and finally for when the cycle starts choose the day right after the last day in the week you've already uploaded and the last day in the cycle should be given to you by the location or your superior. (fig 2.2)

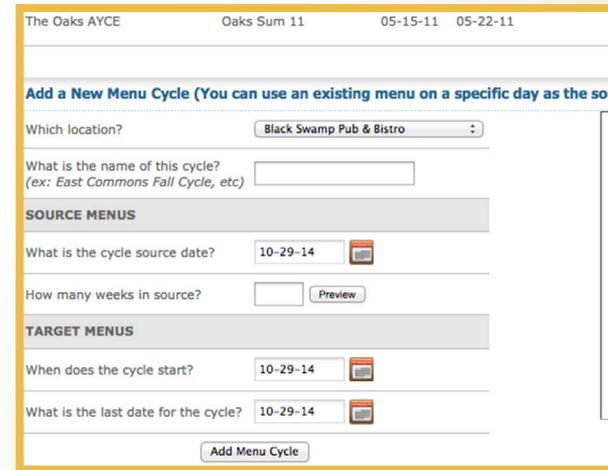


fig 2.2

4. To test if your menu cycle is working go to the locations menu page on the DOC site and toggle through the dates to make sure the menu is present for all the days you wanted.

# Location Hours Changes and Updates

Our location hours page gets updated a lot however it's usually minor updates that you can work out from an already made hours HTML doc. This section will show you how to add tabs and table cells for new hours and special occasions as well as changing a location from open to closed for specific days.

## Hours Changes and Closings

1. Open the hour's html document that is most current.
2. Scroll to the <ul> that contains the tabs for the page.
3. To create a new tab make a new <li> and insert it after the last <li>.

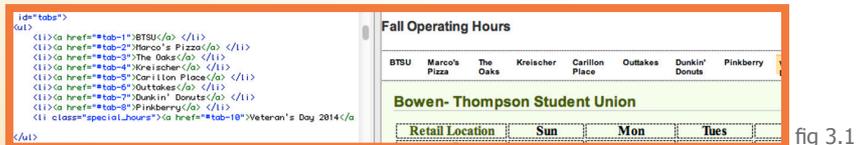


fig 3.1

4. To create a special tab for an occasion like a holiday, give the <li> you create the class, "special hours." (fig 3.1)
5. To manipulate the hour's table, you'll use a lot of cutting and pasting. Cut and paste and entire table row to create a new row and insert your own image links and times for the specific restaurant your working on.
6. To give a location a closed table cell instead of an open one, remove the class "hours," from the table cell and add the class, "closed." (fig 3.2)

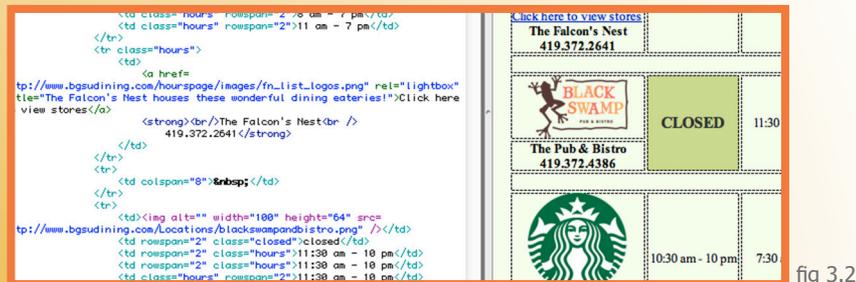


fig 3.2

7. To upload your new hours page go to the content editor in the "Backend," and select "Where to eat," from the drop down menu. (fig 3.3)

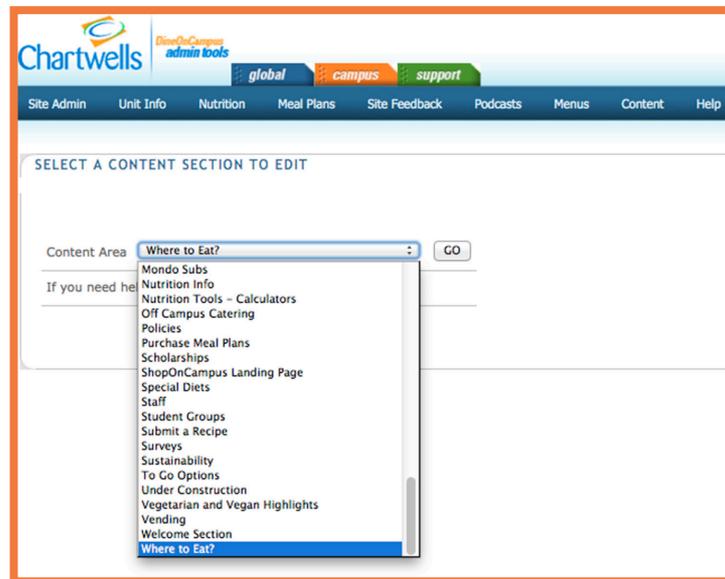


fig 3.3

8. Check the box that says, "Yes! I'd like to upload a file." Then browse to your file and upload it. (fig 3.4)

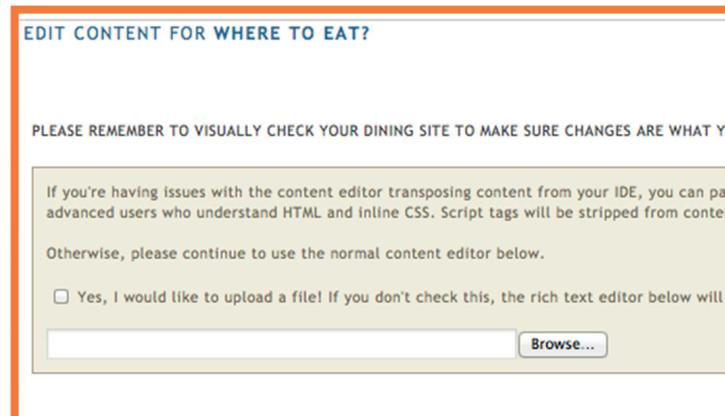


fig 3.4

Most of the events that are held in our locations have pictures taken to document the event. These pictures have a specific page on the DOC that they are housed in. The pictures are all organized into albums and then titled and dated. This section will show you how to create a new album and upload pictures to that album.

## Photo Album Uploading

1. Log into the DOC backend and navigate to Unit Info>NEW! Photo Album Tools.
2. Title the new album and give it a date, then click Create Album. (fig 4.1)

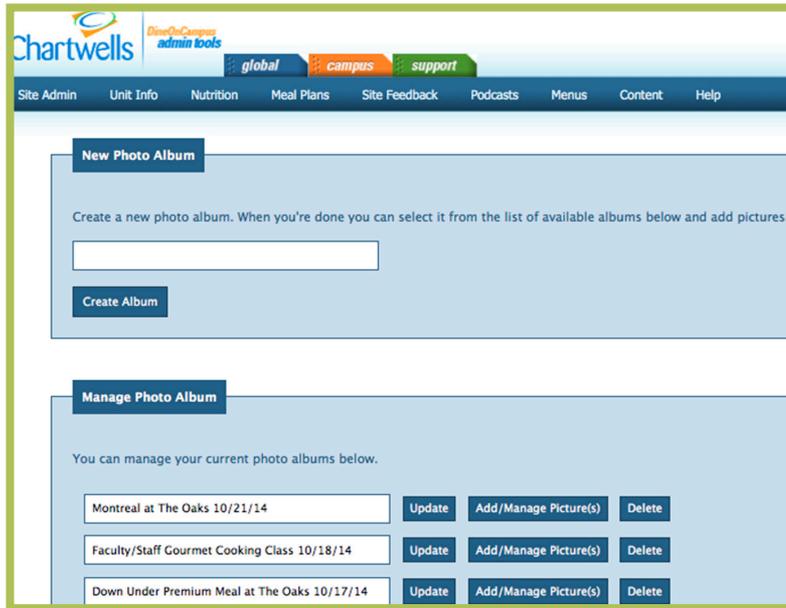


fig 4.1

3. Find the new album at the top of the list and click, "Add/Manage Pictures."
4. Click select files and navigate to where your images are saved.
5. Select all of the files you want to upload and then click, "Upload Pictures." (fig 4.2)
6. If you navigate back to the DOC you should find your uploaded pictures in your new album.

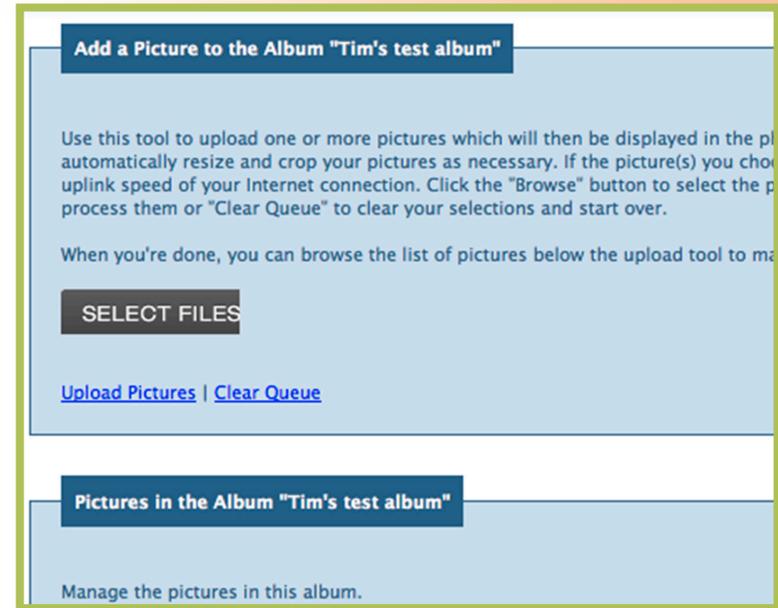


fig 4.2

BGSU Dining offers many classes to students, children, community members, and faculty and staff. These classes are advertised on our classes page, which is uploaded through bgsudining.com. Each class gets a title, short description, date, location, and image to accompany the class, and a register and pay button that navigates to our "Dine On Campus Store." The page may look intimidating, especially with all of the unused styles, but don't get discouraged. Copy and paste will come in handy on this page too. This section will show you how to add classes, give them a register button, and upload the file to bgsudining.com.

## Classes Updates

1. Open the index.html page inside the classes folder on the graphics server.
2. If a new class needs to be added, copy and paste the code from an existing class into the section you want to put the new class. (fig 5.1)
3. Now all you have to do is change the information in the class you just duplicated to the information for the new class.
4. You may need to find a new image to go along with the new class online.
5. Make sure if the class is open, the registration button links correctly.

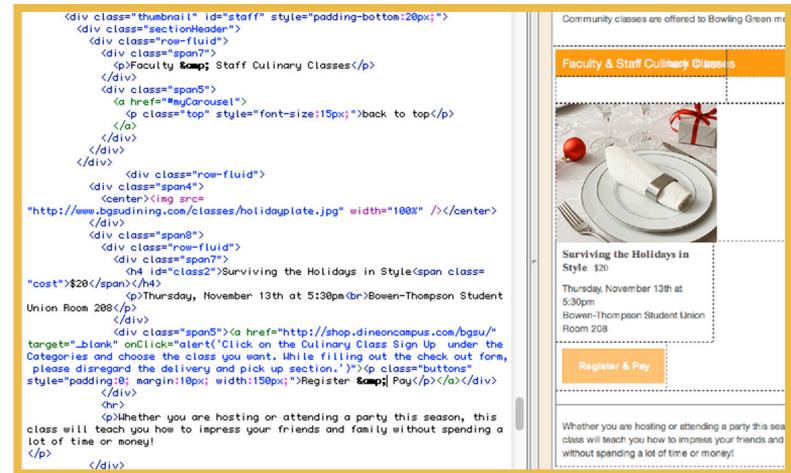


fig 5.1

6. If the class is not open yet, or needs to be closed, all you need to do is delete or comment out the <a> tag wrapped around the button text, and change the button text to "Closed."
7. To upload the page, you must save the index.html page you just updated to your desktop classes folder.
8. Create a folder on your desktop called DOC and recreate the path to the classes folder that you see in the Dreamweaver remote server. (E.G. desktop > DOC > Classes > index.html.)
9. In Dreamweaver switch from the remote server to the local server and navigate to the index.html page you just saved.
10. Click on the upload button and the new classes page should be live.

The nutrition page has a fairly new layout that incorporates a good amount of JavaScript, and some .php code. As before though, don't get discouraged, a lot of what you'll be doing here is copying and pasting. The functionality of the page is solid and should stay the same as long as it's not tampered with.

## Nutrition Updates

1. Open the "MAIN\_nutrition\_info.html," and find the "Upcoming Events," section.
2. Replace the events that are posted with the new events that you have. (fig 6.1)



fig 6.1

3. Changing the events may also change the height of the containing div. This means you must also change the height of the overall container. Open the style.css file (fig 6.2) associated with the nutrition page and change the height of #maincontent and #unitywrapper to match the height created by the new events. (fig 6.3)

```

<!-- styles -->
<link href=
"http://netdna.bootstrapcdn.com/twitter-bootstrap/2.3.2/css/bootstrap-combined.
min.css" rel="stylesheet">
<link href=
"http://netdna.bootstrapcdn.com/twitter-bootstrap/2.3.1/css/bootstrap-combined.
no-icons.min.css" rel="stylesheet">
<link href=
"http://netdna.bootstrapcdn.com/font-awesome/3.1.1/css/font-awesome.css" rel=
"stylesheet">

<link href='http://www.bgsudining.com/nutrition/css/style.css' rel='stylesheet'
type='text/css'>
<link href='http://www.bgsudining.com/nutrition/css/reset.css' rel='stylesheet'
type='text/css'>
<link href='http://www.bgsudining.com/nutrition/css/jquery.jscrollpane.css' rel=
'stylesheet' type='text/css'>
<link href='http://www.bgsudining.com/nutrition/css/demo.css' rel='stylesheet'
type='text/css'>
<link href='http://www.bgsudining.com/nutrition/css/bootstrap.min.css' rel=
'stylesheet' type='text/css'>
<link href='http://www.bgsudining.com/nutrition/css/jquery-ui.min.css' rel=
'stylesheet' type='text/css'>
    
```

fig 6.2

```

#maincontent{
width:620px;
height:3140px;
background-color:#f6ffed;
padding:10px;
}

#unitywrapper{
position:relative;right:5px;
width:940px;
height:3620px;
margin:auto;
background-color:#fff;
}
    
```

fig 6.3

The nutrition page also has a few offshoot pages that connect to it. The "Chefs and Managers," and "Shoots Station," pages are static and update like any other page. The "Calculators," page houses two javascript calculators that are maintained by their creators. The "Allergy Form," is the most complex page as it uses .php code to send dynamic information to our resident dietitian. All of these pages are updated very rarely however it's good to know that they're all housed within the nutrition page.

The nutrition Kiosk is a page we use at most of our locations. It loads on an Ipad and displays information about the nutrition at each individual location. The information on these pages doesn't change very often but it's important to know how to update and check them.

## Kiosk Uploading

1. Navigate to and open the index.html file in the "Nutrition Kiosk," folder. (fig 7.1)
2. These pages are designed to fit on an Ipad so they may look awkward in Dreamweaver, however previewing them and resizing the window to the size of an Ipad should show you a good version of the page. (fig 7.2)
3. These pages are uploaded similar to the classes page. Save a version locally and upload it through Dreamweaver to BGSUDining.com.
4. To make sure what you want to show is showing, you need to go to one of the locations with a Kiosk and reload the Kiosk program that displays the nutrition information.
5. Once the program has been reloaded in the Ipad, your updated information should be present.

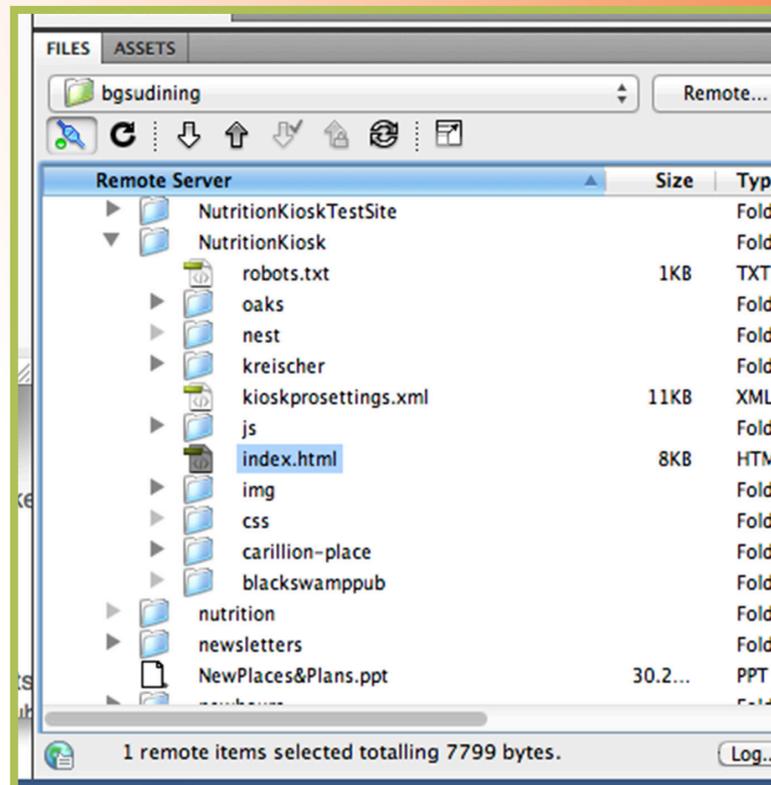


fig 7.1



fig 7.2

