

Using the Student Templates

There are **five** components to each Atlas template: title, archive images (if any), and body copy, bottom navigation bar, and author-date identification. .

The image shows a screenshot of the Mount Holyoke Historical Atlas student template. The template is divided into several sections, each with a corresponding icon in a vertical navigation bar on the left. The sections are: Title, Archive Materials, Image One, Image Two, Body Copy, Bottom navigation Bar, and Author-date ID. The title section contains the text "Title: Arial 5; Any Subtitle: Arial 4". The image sections contain two image placeholders, each with a caption: "Image Placeholder- Two Image Template" and "Caption Arial 2. Courtesy of MHC Archives." The body copy section contains two paragraphs of dummy text. The bottom navigation bar contains a small circular icon. The author-date ID section contains the text "author" and "This page was created by [name student] [grad year] in History 283, Fall Semester 2003 - [e-mail@mtholyoke.edu]".

Title → Title: Arial 5; Any Subtitle: Arial 4

Archive image (s) → Image Placeholder- Two Image Template

Body copy → This is dummy copy for the template. It is Arial Size 3. Paragraph format. It is set in black. It indents once from the left. It does not contain any useful content besides this information. This is dummy copy for the template. It is Arial Size 3. Paragraph format. It is set in black. It indents once from the left. It does not contain any useful content besides this information. This is dummy copy for the template. It is Arial Size 3. Paragraph format. It is set in black. It indents once from the left. It does not contain any useful content besides this information. This is dummy copy for the template. It is Arial Size 3. Paragraph format. It is set in black. It indents once from the left. It does not contain any useful content besides this information. This is dummy copy for the template. It is Arial Size 3. Paragraph format. It is set in black. It indents once from the left. It does not contain any useful content besides this information. This is dummy copy for the template. It is Arial Size 3. Paragraph format. It is set in black. It indents once from the left. It does not contain any useful content besides this information. This is dummy copy for the template. It is Arial Size 3. Paragraph format. It is set in black. It indents once from the left. It does not contain any useful content besides this information. This is dummy copy for the template. It is Arial Size 3. Paragraph format. It is set in black. It indents once from the left. It does not contain any useful content besides this information. This is dummy copy for the template. It is Arial Size 3. Paragraph format. It is set in black. It indents once from the left. It does not contain any useful content besides this information.

Bottom navigation Bar → NavExBottom

Author-date ID → author
This page was created by [name student] [grad year] in History 283, Fall Semester 2003 - [e-mail@mtholyoke.edu]

Images (if any)

There are seven templates to choose from:

Page Type	Template	Thumbnail size
No images	\\hatlas\Templates\0student_no_images_nc.dwt	
One image below the text	\\hatlas\Templates\1student_single_image_nc.dwt	Single image: 275 pixels wide and up to 275 pixels tall
One image at the top	\\hatlas\Templates\1student_single_image_top_nc.dwt	Single image: 275 pixels wide and up to 275 pixels tall
Two images below the text	\\hatlas\Templates\2student_two_images_nc.dwt	Two images: 250 pixels wide and up to 250 pixels tall
Two images at the top	\\hatlas\Templates\2student_two_images_top_nc.dwt	Two images: 250 pixels wide and up to 250 pixels tall
Three images below the text	\\hatlas\Templates\3student_three_images_nc.dwt	Three images: 150pixels wide and up to 250 pixels tall
Three images at the top	\\hatlas\Templates\3student_three_images_top_nc.dwt	Three images: 150pixels wide and up to 250 pixels tall

- The number of images you have to display will determine which template to use.
- You will need to decide whether to display the images above or below the text.
- Once you have decided (and if you will be including images) you must create thumbnails of the images to place in the appropriate template space. If you wish people to view the full size original you will need to link the thumbnail to the full size image.

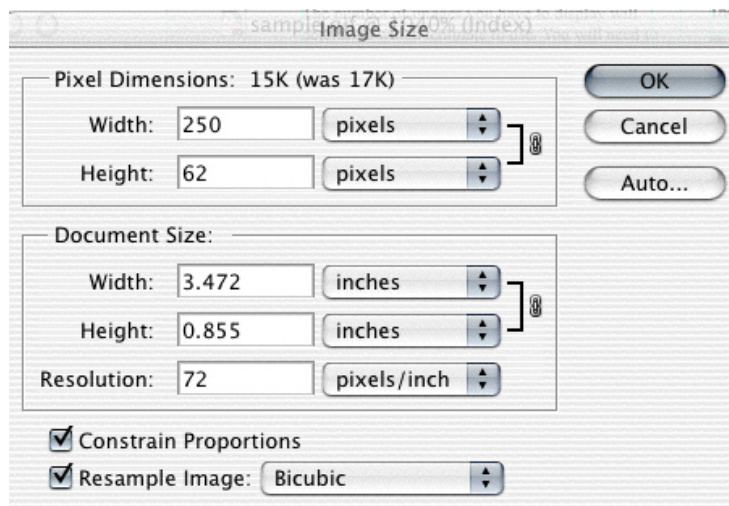
The size of the thumbnails depends upon the number of images on your Web page.

<ul style="list-style-type: none"> • Single image: 275 pixels wide and up to 275 pixels tall 	<p>Image Placeholder- Single Image Template</p> <p>Image size: width- 275pixels height- no more than 275 pixels.</p> <p>Use Photoshop to make your digital copy the correct size.</p> <p>If you would like to display the original at full size, create a link to the original from the smaller image.</p>
<ul style="list-style-type: none"> • Two images: 250 pixels wide and up to 250 pixels tall 	<p>Image Placeholder- Two Image Template</p> <p>Image size: width- 250 pixels height- no more than 250 pixels.</p> <p>Use Photoshop to make your digital copies the correct size.</p> <p>If you would like to display the originals at full size, create links to the originals from the smaller images.</p>

<ul style="list-style-type: none"> • Three images: 150pixels wide and up to 250 pixels tall 	Image Placeholder- 3 Image Template Image size: width: 150 pixels height: no more than 250px Use Photoshop to make your digital copies to size. To display at full size, create a link from the smaller image	
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To Make a Thumbnail Image in Photoshop

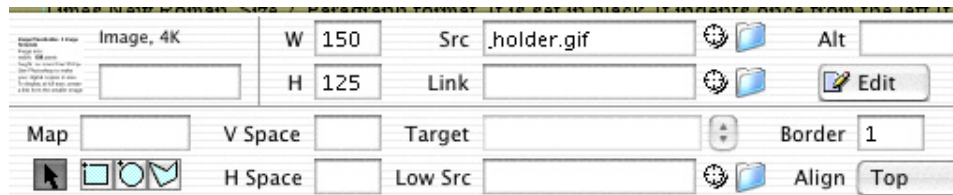
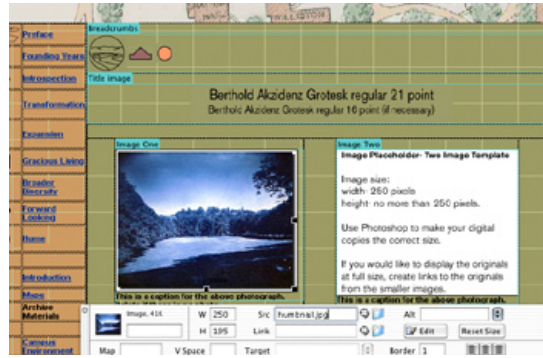
- **ALWAYS MAKE SURE TO WORK FROM A COPY OF THE ORIGINAL IMAGE, NEVER THE ORIGINAL.**
- Open Photoshop to adjust the size of your images. Open image file. Save a backup copy.
- Then, go to image/ image size window.
- Adjust width and height until dimensions are within the specifications. Width must always be less than or equal to the specifications above.
- Make sure the Constrain Proportions box is checked.



- When finished, Save for web. Name it according to the following: “[name]_thumb.jpg” or “[name]_thumb.gif” NOTE: NO SPACES BETWEEN “NAME” & “THUMB.” USE THE UNDERSCORE TO SEPARATE WORDS.
- On your Web page, replace the white dummy photo(s) from above, with your thumbnail image(s).



dummysname_thumbnail.jpg



To link thumbnail to the original

- Select the thumbnail image on your Dreamweaver page.
- On the Dreamweaver tool bar find the link window (below SRC) and click the folder icon to its right. Navigate through the folders to the original full-size image and choose it.
- Now when the thumbnail is clicked, the full-size original image is displayed in the browser. Visitors will click on the back button to return to the original page.



Body copy

- To simplify the work for your Web page, wait until your writing is completely finished before adding it.
- CHECK SPELLING AND PUNCTUATION BEFORE YOU PASTE IN YOUR TEXT.
- Copy your text from the original word processing document. Then in Dreamweaver, highlight the dummy text that is on the page, then paste in your research. Make sure the dummy copy is completely deleted from the box.

- Check the consistency of your formatting. In order for the text to be consistent across all the pages the text needs to be formatted according to particular specifications listed above right.
- Certain characters will not display correctly in a Web browser: including curled quotation marks and certain dashes. Proofread the page in a browser, looking in particular for any strange characters. Adjust any misinterpreted symbols to Web formatted characters.

Specifications for Dreamweaver copy:

Format- paragraph

Font- ARIAL

Size- 3

Text alignment:

- default should be left
- use center alignment sparingly for titles or the like because it produces jagged edges on both margins.

Color- Black (#000000)

NO SPACES IN FILE NAMES

To modern students the image of Prospect Hill is that of thick forest; vibrant colors during the Fall Semester, intermingled evergreens and browns during winter. It seems like natural forest that has been there as long as time. However most of the trees on the hill are only 60-65 years old. This is due to the 1938 Hurricane, one of the most destructive hurricanes in US history which toppled an estimated 80-90% of the trees on the hill. However most students would be startled to know that a mere 60 years before the hurricane there were no trees on the hill to topple at all! The hill was bare until the 1880 when planting was started by the **school to form** *[Arial 3 bold for emphasis]* what was known as "Goodnow Park"

Prior to the 'foresting' of Prospect Hill however, May Day celebrations, Theater productions and Pepper Box picnics were just a few of the [traditions](#) *[hypertext link]* that occurred on a regular basis on the hill . Now, in the 21st century, few students ever venture up the hill. When and why did these changes happen? Is there any relationship between the increased forest cover of the hill and the decreased student use?

Let's explore the mystery of Prospect Hill!

[History of the Hill](#) *[arial 2 for links] [no icons]*

Student Activities – Past & Present

The 1938 Hurricane

Links Bar at bottom of page. No icons; insert brief, meaningful text (Arial 2) into table cells.

No Spaces in file names

Special formatting:

Titles of books, periodicals, etc. in *Italics*

In text references WITH SUPERSCRIPT NUMBER with link to Bibliography page.

Images and captions: titles and captions of images should be in normal type with source in italics (abbreviation: *Courtesy MHC Archives*)

Work Cited: Author last name, first name. Title. Place of publication: publisher, date. For periodical: Author last name, first name. "Title of article." Title of Journal, Vol. no., date: [pages]

Citing images: see pertinent examples "Using Visual Images" linked to <http://www.mtholyoke.edu/courses/rschwart/hist257/home.html>

Web citation: complete URL with the date consulted.

More on citing sources: see "How to Cite Sources" linked to <http://www.mtholyoke.edu/courses/rschwart/hist257/home.html>

Emphasized text: Bold Gold [hex #FFFF00], Bold Blue [#3300CC], Bold Brown [#CC0033] Bold Black [#000000] as appropriate to maximize the contrast. As a rule, stick to one color in each component. Too much variation will be confusing.

Images: default in jpeg format.

Credits page: acknowledge any copyright material used with permission, etc.

Acknowledgements Page: people who helped

Bibliography page: One common bibliography for all components

Note: Changes across pages are readily done with the global search and replace function in Dreamweaver. Caution must be used to insure that your changes conform to you wishes and that mistakes are not made and then saved.

4/25/2006