

Course Development & Web Services

Tech Time: Understanding CDWS Style Sheets

September 18, 2003

CDWS Cascading Style Sheets for Reach/WebCT Pages

Course Development and Web Services (CDWS) uses cascading style sheets to control formatting on both Reach and WebCT web pages it creates for courses. For this reason it is important for you to understand those cascading style sheets before making modifications to Reach and WebCT web pages coded by CDWS. Two things you need to know are to leave the relative links to the cascading style sheet in your header and to realize that changes you make to your web pages will not take effect if the change is to a part of the web page controlled by the cascading style sheets. There are two style sheets for you to be aware of, the global style sheet and the template specific style sheet.

Global Style Sheet

The global style sheet is referenced with the following code located within the <head> tag in the code of your web page:

```
<link rel="stylesheet" href="http://reach.ucf.edu/styles/global.css" type="text/css" />
```

This style sheet is really meant to control formatting of text on the web page. This style sheet controls the font size and formatting for headings. It also controls the font size and formatting for the header and footer portions of the web page. The global style sheet also controls the horizontal and vertical alignment of text and the indenting of blocks of text. Let's look at each section of the global style sheet to understand it better.

- body – This section defines the default colors and font formatting if a template specific style sheet isn't used.
- hyperlinks – This section defines the colors of unvisited links, active links, and visited links on your web page.
- lists – This section defines the formatting for bulleted and number lists.
- indenting blocks of text – This section defines the amount text is indented on a page. It first sets the default indenting for paragraphs, lists, and div classes. Next are several other amounts of indenting to allow you to indent blocks of text more if desired.
- horizontal alignment – This section gives one the ability to align text to the left, right, and center.
- vertical alignment – This section gives one the ability to align text vertically at the top or middle of a page.
- table headers – This section defines the font formatting and the cell background color for table headings used in tables.
- table cells – This section defines the font formatting and cell background color for all cells in a table that are not table headings.

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- headers – This section defines the font formatting and alignment for headers used on your web page.
- other text formatting – This section defines the formatting for other elements of text like the header and footer of the web page.

Template Specific Style Sheet

The template style sheet is referenced with the following code located within the <head> tag in the code of your web page (where xxx is the template for your pages):

```
<link rel="stylesheet" href="http://reach.ucf.edu/styles/xxx.css" type="text/css" />
```

This style sheet is used to control the colors of certain items on your web page and is much simpler than the global style sheet. It assures that the background color, heading colors, link colors, and table heading colors match the color scheme for your template.

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Editing Reach and WebCT Pages

Now that you understand what aspects of your Reach and WebCT web pages are controlled by cascading style sheets, let's move on to the actual process of editing those pages. There are a few ways to edit your Reach and WebCT pages. Each method has its pros and cons and you will need to determine the method you are most comfortable using.

Editing Reach and WebCT Pages Using the Download/Edit/Save/Upload Method

1. Go to <http://webct2.ucf.edu/>.
2. Login in to "myWebCT" with the following information:
 - a. User Name: zon##
 - b. Password: Orlando
3. Click on the course name under "Courses"
4. Click "Manage Files" located on the left control panel.
5. Select the check box next to the name of the file you wish to edit.
6. Choose "Download" from the "File Options" drop down menu.
7. Click the "Go" button.
8. Click the "Download" button.
9. Save the file to your computer (network, disk drive, etc.). Make sure you remember where you saved the file.
10. Minimize your browser window.
11. Open Dreamweaver MX.
12. Open the file you just downloaded.
13. Make the needed changes to the web page. Remember to keep the elements controlled by CDWS cascading style sheets in mind as you edit the page.
14. When you are finished with your edits, save the web page. Note: It is important to use the same file name so when you upload the file to the server your link(s) to the edited page load the new page.
15. Switch back to the browser window that has your WebCT account open.
16. Navigate back to the "Manage Files" area of WebCT.
17. Make sure the "Upload a file" option is selected under "File Options" and click the "Go" button.
18. Click the "Browse" button.
19. Locate the file on your computer (network, disk drive, etc.). Select the file name and click "Open".
20. Choose the "Destination folder" from the drop down menu. Note: If this is a Reach, publicly accessible, page in your course you must upload the file into the reach folder.
21. Click the "Upload" button.
22. If prompted to overwrite the existing file, click the "Overwrite" button.

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23. To verify the modified file is now in your course, click the name of the file. This will open the file so you can verify the changes occurred.
24. Remember to "Update Student View" by clicking the link located within the "View Designer Map" area of WebCT.

Other Methods for Editing Reach and WebCT Pages

There are a few other methods for editing your Reach and WebCT pages. To find out about these other methods go to <http://cdws.ucf.edu/webdav/>. You will find detailed instructions for alternative approaches to editing your pages under the "Training Materials" heading.

Finding Buttons and other Images for Your Course Template

Often times you will want to add a button or other image to a Reach or WebCT page. Depending on your template the button or image you want to add may already exist in our database of template images. The sections below will explain to you how to find images for both Reach and WebCT pages and because WebCT has buttons that can only be used inside WebCT there is an explanation of how to find those buttons.

Finding Images for Your Reach and WebCT Pages

1. Go to <http://reach.ucf.edu/templates>.
2. Scroll down to the templates list. Find the three letter prefix for your template and select the radio button next to the template prefix and name. Note: If you do not know your template prefix, right click on any button located in your course. Then choose properties. The three letters before the button name represent your template.
3. Click the "View graphics for selected template." button.
4. The resulting page will show you all of the graphics available for that template and the URL for the images so you can add a link to the image to your course page(s).