# CUED web page templates

**Usage notes for templates**

Use **NOTEPAD** or a another plain text editor to edit HTML/SHMT files. **Never use Word** to edit or create html documents.

## CUEDindextemplate.shtml
To use the file, you will need to edit the following (do not alter any other text):

1. Change the title (where is says "TITLE HERE")
2. Add metadata description and keywords, and remove the comment tags `<!--` and `-->`
3. If you wish to make your own 'breadcrumb' you will need to edit the file `mybread.html` (see below).
4. Place the main content of your page after `<!-- CONTENT -->` and before `<!-- FOOTER -->`
5. If you intend to have links at the bottom of your page, edit the 'Footer LINKS TABLE', by editing the `<a href="">link</a>` sections.

   If you do not intend to add links you should either delete that section in the file, or comment it out (e.g. `<!--<table width= ..... </table>-->`
6. Ajust the footer information: edit your NAME (USER ID) and the Last Updated DATE, as appropriate.
7. Save your file with a `.shtml` extension.

## mybread.html
There is a standard 'breadcrumb' file which is included in `CUEDindextemplate.html` as:
`<!--#include virtual="/global/includes/cued-bread.html" -->`

However, you can create your own breadcrumb by editing the file `mybread.html` . In this case, you should delete the line for the standard breadcrumb.
To use the file:

1. Do not alter other text or remove top-level crumbs.
2. Replace `GROUP URL` with your group's URL.
3. Replace `myGroup` with the text of your breadcrumb.
4. Either copy the contents of the breadcrumb file into your main file, or save it as a normal `.html` file, place it in your directory and include it in your main file by inserting a line such as `<!--#include virtual="mybread.html" -->` .

## searchbox.html
If you wish to have a localised search facility (i.e. giving users the option to search your group website only), you can edit and use the `searchbox.html` file.
To use the file:

1. Replace all instances of `MYDIRECTORY` with your directory.
2. If necessary, instances of `www.eng.cam.ac.uk` should also be changed, for example, to `www-g.eng.cam.ac.uk/MYDIRECTORY` .
3. When ready, copy everything from `<!-- begin search box -->` to `<!-- end search box -->` and place it in the main content section of your own file.
4. Do not alter other text and do not insert any carriage returns anywhere.

## Help and Support
If you require any further help or instruction, please contact: `web-editor@eng.cam.ac.uk`