

U.S. Coast Guard Auxiliary  
Department of User Services

# Dynamic Web Template

## User Guide



Version: 10.0.1

Date: August 2, 2011

[ This page is intentional left blank ]

## Table of Contents

List of Figures .....	iii
Introduction .....	4
Installation.....	4
Template Review & Customization.....	4
DWT Template Build Process .....	6
Step 1: What pages are desired/required?.....	6
Step 2: Customize root.dwt.....	7
Step 2.1: Customize the <title> information.....	7
Step 2.2: Customize the <Meta> tags content information .....	7
Step 2.3: Customize the navigation pane linkage tags .....	8
Step 2.4: Save and verify the root.dwt.....	10
Step 2.5 Verify a page generated or updated from the root.dwt page .....	10
Step 3: Save As for each additional page wanted.....	11
CSS Introduction.....	12
Introducing the units external CSS file .....	12
Content Customization.....	13

## List of Figures

Figure 1 Code View .....	5
Figure 2 Site Map.....	6
Figure 3 - MetaTags.....	7
Figure 4 - Logo code.....	8
Figure 5 - Home Ports for Parent Units .....	8
Figure 6 - Home Ports for Department .....	8
Figure 7 - Side Navigation Bar .....	9
Figure 8 - Contact Webmaster .....	9
Figure 9 - National Script for Search and Security Elements .....	10
Figure 10 - End Page Code.....	10
Figure 11 - W3C Validator.....	11
Figure 12 - W3C Validator Successfully Checked .....	11
Figure 13 - Unit CSS Link .....	12
Figure 14 - Sample index.php code.....	13
Figure 15 - Sample index.php in a browser .....	14

## Introduction

Welcome to Version 10.0.1 of the DWT class template. This is a major revision from the previous version and includes the following updates:

- Formatted the DWT template as a php template. This means all links to internal pages are referenced to php pages.
- The template has step by step instructions on making edits to the template for unit customizations.
- Typical sample pages included.

## Installation

Download the Version 10.0.1 DWT Classic template zip file, from the IT Group branding website ([http://itgroup.cgaux.org/IU/branding/classic\\_cs/](http://itgroup.cgaux.org/IU/branding/classic_cs/)).

It is recommended that the zip files be unpacked twice, two separate areas. The first becomes a read only reference copy for use with the second becoming the base for customization.

## Template Review & Customization

Before starting customization, please take a moment and review the files listed below. All of these files are included in the download.

File Name	Notes
root.dwt	The customizable starting point
unit_uscgaux.css	Unit level CSS file. Limited customization
index.php	Sample only.
about_the_flotilla.php	Sample only.
public_education.php	Sample only.
vessel_safety_exams.php	Sample only.
flotilla_leadership.php	Sample only.

Most development tools allow the user to interact with individual pages either at the design or code level or both.

All web site developers should be knowledgeable in both the Design and Code views of their development tool and use the “Code View” often during web site development. The following picture shows the first part of the template in code view.



```
1 <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
2 "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
3 <html xmlns="http://www.w3.org/1999/xhtml">
4 <!-- _____ -->
5 <!-- This website is running the following USCG Auxiliary Template System -->
6 <!-- This code is required by national for system tracking. DO NOT REMOVE -->
7 <!-- Version 10.0.1 -->
8 <!-- Build 7.0.2.9 -->
9 <!-- _____ -->
10
11 <head>
12 <meta content="text/html; charset=windows-1252" http-equiv="Content-Type" />
13 <meta content="en-us" http-equiv="Content-Language" />
14 <!-- #BeginEditable "MetaTags" -->
15 <!-- Fill in the format information below in order to insure you website passes compliance. -->
16 <title>Auxiliary Island Flotilla XX-XX, US Coast Guard Auxiliary</title>
17 <!-- Describe your website in under 150 Char -->
18 <meta content="USCGAUX" name="description" />
19 <!-- The date this page was created -->
20 <meta content="ddmmyy" name="created" />
21 <!-- #EndEditable -->
22 <!-- The date entered here should be the date you receive approval from them the national II Group -->
23 <meta content="ddmmyy" name="reviewed.approved" />
24 <!-- DO NOT EDIT OR SAVE this tag for any reason, editing will result in site shut down during any review -->
25 <meta content="US Coast Guard Auxiliary" name="creator" />
26 <!-- DO NOT EDIT OR SAVE this tag for any reason, editing will result in site shut down during any review -->
27 <link href="http://www.cgaux.org/USCGAUX_Mark.ico" rel="shortcut icon" />
28 <!-- DO NOT EDIT OR SAVE this tag for any reason, editing will result in site shut down during any review -->
29 <link href="http://www.cgaux.org/_includes/uscgaux.css" media="all" rel="stylesheet" type="text/css" />
30 <!-- DO NOT EDIT -->
</body>
```

Figure 1 Code View

This Dynamic Web Template (DWT) page was started with a HTML/PHP page, to which we added control tags that delineated editable regions within the template. Pages created from the root file are tracked as attached files. This allows for page customization, while preserving such items as the left menu to be edited in one location. All pages attached to the template will be updated when the template is saved. Uploading of pages is still required via a FTP client.

## DWT Template Build Process

A summary of the operations is shown in the following figure:

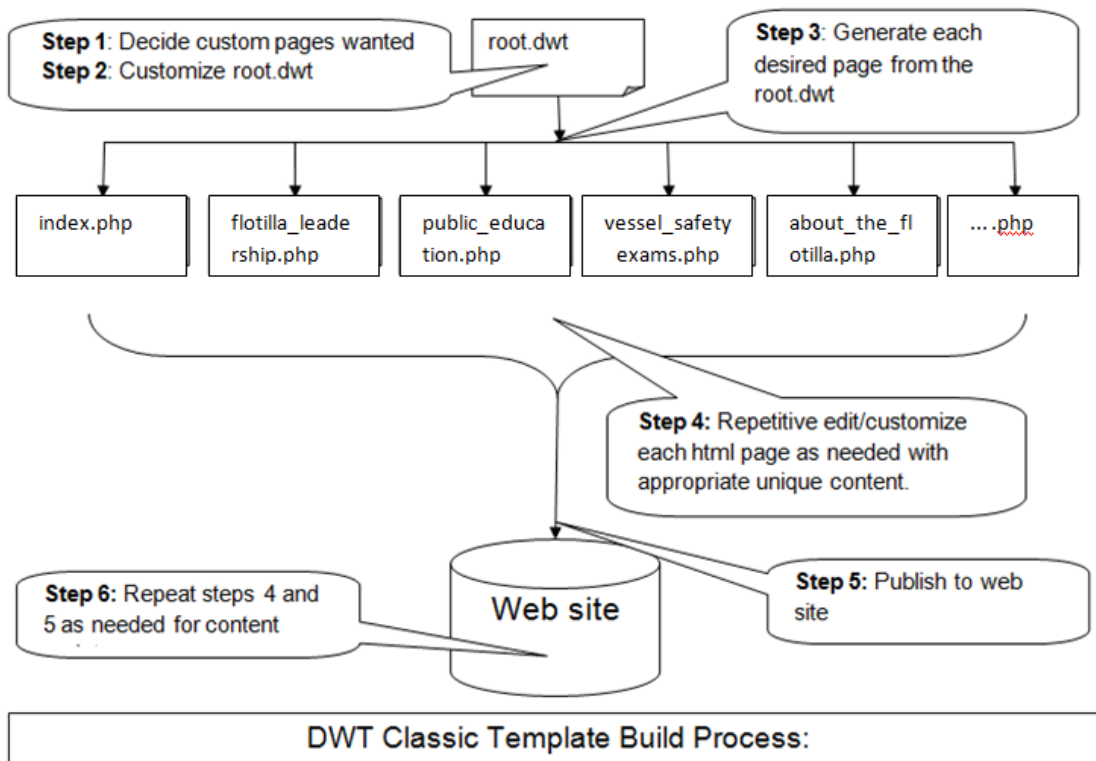


Figure 2 Site Map

### **Step 1: What pages are desired/required?**

Built into the DWT classic template navigation is one (1) required page and four (4) typical pages that might be desired. These are examples only, as the final decision is decided by unit elected leadership.

Let's take a look at five typical pages units typical opt to use. These are the default for the root.dwt page but may be changed as appropriate for the unit.

The **index.php** page is required and is sometimes called a home page. The index page should be set up with the public in mind and not members. This page is the first impression on recreational boaters visiting the website, this reflects on the unit, the Auxiliary, the Coast Guard and Homeland Security.

What other pages might be appropriate to consider?

An **about\_the\_flotilla.php** page should have information about the unit. This can include unit history, area of operation, and services offered.

An **flotilla\_leadership.php** page allows easy communication between the visiting public and specific officers of the unit. Here the elected and staff positions and the current holder are documented.

An **public\_education.php** page allows the public to learn about the classes the unit teaches. It is a good place to put a list of upcoming class.

An **vessel\_safety\_exams.php** page allows the public to learn about vessel safety checks in the area. It is also a good place to post ramp days.

## Step 2: Customize root.dwt

Now, the left menu needs to be customization. These changes will be made only the “root” file or “root.dwt” file. Once this is done, every page made off of this template will include this left menu and will update when there is a change to it. The DWT 10.0.1 template already has the recommended pages from step 1.

For this to work properly the root.dwt file must be edited using a development tool with the template option allowing auto updates. Examples of development tools with templates are Dreamweaver and Web Expressions.

### Step 2.1: Customize the <title> information

Website title tags (i.e., <title> ...</title>) on the index (home) page shall reasonably describe the unit or department. Subsequent page title tags can contain either the basic unit information along with the page header name, or, the main title used on the index page (see previous item).

The index page <title> tag should be consistent with the main caption, although a “Welcome” phrase should not be included. In addition, the words “U.S. Coast Guard Auxiliary” or “USCGAux” must be incorporated into the title tag, as the last item. A complete example might read:

```
<title>Los Angeles Flotilla 12-4, United States Coast Guard Auxiliary</title>
```

or

```
<title> Flotilla 12-4, District 11SR, USCGAux</title>
```

Division and Flotilla sites not already conforming to this standard should endeavor to do so by December 31, 2011. All new sites, departmental sites, and sites (re-)seeking “national approval” are held to this standard immediately.

### Step 2.2: Customize the <Meta> tags content information

In this root file the number of customizable Meta tags has been drastically cut back to from earlier versions as noted below. Look carefully at the Meta tag and notice it is like the image tag and does not have a separate ending tag.



```
11 <head>
12 <meta content="text/html; charset=utf-8" http-equiv="Content-Type" />
13 <meta content="en-us" http-equiv="Content-Language" />
14 <!-- #BeginEditable "MetaTags" -->
15 <!-- Fill in the format information below in order to insure you website passes compliance. -->
16 <title>Auxiliary Island Flotilla XX-XX, US Coast Guard Auxiliary</title>
17 <!-- Describe your website in under 150 Char -->
18 <meta content="USCGAUX" name="description" />
19 <!-- The date this page was created -->
20 <meta content="yyyy-mm-dd" name="created" />
21 <!-- #EndEditable -->
22 <!-- The date entered here should be the date you receive approval from them the national IT Group -->
23 <meta content="yyyy-mm-dd" name="reviewed.approved" />
24 <!-- DO NOT EDIT OR SAVE this tag for any reason, editing will result in site shut down during any review -->
25 <meta content="US Coast Guard Auxiliary" name="creator" />
26 <!-- DO NOT EDIT OR SAVE this tag for any reason, editing will result in site shut down during any review -->
27 <link href="http://www.cgaux.org/USCGAUX_Mark.ico" rel="shortcut icon" />
28 <!-- DO NOT EDIT OR SAVE this tag for any reason, editing will result in site shut down during any review -->
29 <link href="http://www.cgaux.org/_includes/uscgaux.css" media="all" rel="stylesheet" type="text/css" />
30 <!-- DO NOT EDIT -->
```

Figure 3 - MetaTags

Note that most of the Meta tags appear within a DWT editable region. This means that changes made at this time are inserted into all pages generated from the root.dwt file but once a given php page is created, if Meta change occurs within the root.dwt file, it is **not** replicated into each of the generated php pages. Under current web pages information should be independent in the case of Meta tags.

Note there is one Meta tag that will need to be changed upon approval from national.

### Step 2.3: Customize the navigation pane linkage tags

In the following code fragment the navigation pane structure is visible.

If a unique unit logo is desired it may be placed within the structure noted below. Note the limit of the logo is 150x100 pixels. The default is no logo and requires no customization.

```
46
47     <!-- If you would like an image above the left menu you can do so uncommenting the code below and using the
standard image
48     or you can upload your own photo and place it below. DO NOT exceede 150px width / 100px hight -->
49 <!--<div class="center">
50     
51 </div-->
52
```

Figure 4 - Logo code

The navigation pane customization linkage for the Home Ports are next addressed.

```
53     <!-- These three (3) links are mandatory for Flotilla's, two are mandatory for Divisions and one (1) for
Districts. -->
54
55     <!-- This link should be to your District Website This is a MANDATORY item -->
56 <div class="section_title"><a title="Visit our District Website" href="#">District XX</a></div>
57 <!-- This link should be to your Division Website This is a MANDATORY item -->
58 <div class="section_title"><a title="Visit our Division Website" href="#">Division XX</a></div>
```

Figure 5 - Home Ports for Parent Units

Continue by defining Unit's Name and Location

```
59     <!-- This link should be to your FLOTILLA Website This is a MANDATORY item -->
60 <div class="dept_name_title">
61     <a href=" ../index.php" title="Visit our Flotilla Website">Flotilla XX</a></div>
62 </ul>
```

Figure 6 - Home Ports for Department

Customize the above navigation entries as they apply to the site under customization. For every unit there are essentially three home ports within their unit reporting structure with the District always the top. The flotilla is the lowest unit for the USCGAUX. The next level of structure is the division. One level up from the division is the district. One level up from a district is the USCGAUX national organization. . As delivered the navigation assumes a flotilla level unit where the division and district are considered external web sites. In each of the Home Port navigation items the following (yellow highlights below) need to be customized. Note the href=" ../index.php" syntax below. The need for this 2 tier address stems from the location of the root.dwt entry within the templates sub directory which is one level down from the default folder. As php files are created from the dwt file, the URLs visible in the href attributes are corrected by the development tool to eliminate the 2 tier reference.

```
<div class="dept_name_title"><a href=" ../index.php" title="Visit our Flotilla Website">Flotilla XX</a></div>
```



If the navigation entry is within the web site, simply code the page name URL ( ../a\_unique\_page.php ) otherwise place a complete URL pointing to the desired site as the href contents.

```
65      <!-- This link it to your home page, and must go on top of all over page links.
66      You may remove this link and only use the link above for the link to your home page
67      this is completly up the unit leadership to deside how they would like it to look. -->
68      <li><a href="../index.php" title="Return to our Flotilla home page">Flotilla XX Home</a></li>
69      <!-- This is a typical page -->
70      <li>
71      <a href="../about_our_flotilla.php" title="Find our more about our Flotilla">
72      About Our Flotilla</a></li>
73      <!-- This is a typical page -->
74      <li>
75      <a href="../flotilla_leadership.php" title="Meet our Flotilla Leadership">
76      Flotilla Leadership</a></li>
77      <!-- This is a typical page -->
78      <li>
79      <a href="../public_education.php" title="Find out about our Public Education Courses">
80      Public Education</a></li>
81      <!-- This is a typical page -->
82      <li>
83      <a href="../vessel_safety_exams.php" title="Find out about our Vessel Safety Check Program">
84      Vessel Safety Check</a></li>
85      <!-- If you need more Link Entry Lines - Copy the line below and paste between <li> points in the
86      desired location
      <li><a href="enter_link_page.php" title="Enter title info">Enter Your Link Name</a></li>-->
```

Figure 7 - Side Navigation Bar

Continuing the navigation pane customization, the navigation pane can have any number of navigation entries to local pages that contain content for the local web site. It is recommended to not have more than 10 links in the navigation pane.

Note the comment in line 85 that an additional copy of line 86 can be inserted (without comments) to increase the number of navigation entries wanted. The list of potential items was established during Step 1 above so there should be no question on what entries to be included. Additional consideration here would be to make sure all page names are lower case only and contain no blank spaces. Use \_ to separate words within the href. Some servers may have case dependencies and a user is directed to a specific page, it is easier to say all lower case for the page name.

Last but not least in the navigation customization is to identify a “Contact Webmanager” email should any visitor have a question or comment about the web site. Typically this is the unit CS officer. Make sure to leave the mailto: within the href to ensure a mail URL is generated. Consider making this a generic functional address to maintain consistency across different members in the CS officer role. The CPANEL email forwarder mechanism can be used to direct the functional address to the real address as needed.

```
87      <!--Make the Contact Webmanager the last entry for the unit's navigation. Edit the email hyperlink
88      on Contact Us to your contact info-->
89      <li>
90      <a class="external" href="mailto:enter_your_email_address_here?subject=Email from Unit Website"
      title="Send email to Unit's Webmanager">Contact Webmanager</a></li>
      </ul>
```

Figure 8 - Contact Webmaster

The final item is a call to a national controlled script that builds the search and security elements of the left hand navigation. This is not to be modified by the unit nor should additional items be placed after this script.

```

92      <!-- DO NOT EDIT OR SAVE this tag for any reason, editing will result in site shut down during any
review -->
93      <script src="http://www.cgaux.org/_includes/units_uscgaux_SideNav_NonDeptLinks.js" type=
"text/javascript"></script>
94      </div>
95      <!-- Closes ID Sectnav -->

```

Figure 9 - National Script for Search and Security Elements

All root customization of the template is now considered done.

Whenever individual page customization is done the last lines of any page should look like lines 101 thru 107 below.

```

101      <!-- #EndEditable -->      <!-- DO NOT REMOVE THIS TAG EVER! -->
102      <!-- END CONTENT AREA -->
103      </div> <!-- Closes ID Mainbody -->
104      <script src="http://www.cgaux.org/_includes/uscgaux_BottomNav.js" type="text/javascript"></script>
105  </div><!-- Closes ID wrapper -->
106  </body>
107  </html>

```

Figure 10 - End Page Code

### Step 2.4: Save and verify the root.dwt

Save the root.dwt page and preview it with a browser. Verify the customizations from the steps above are correct. If not, continue the customization process of the root.dwt until satisfied.

### Step 2.5 Verify a page generated or updated from the root.dwt page

Verify the index.php is using the root.dwt template page and updates from changes made during customization. Only the pages layout should be updated not the pages content. This index.php page now becomes the initial test page for the template.

Since this index.php is a php file it must be uploaded to a server for testing. The recommended way for testing the page is via the hosting servers where the page will be uploaded. The following test should be fulfilled along with any additional changes made during customization. Continue to make updates to the root.dwt until the correct layout is desired. Remember saving of the root.dwt and uploading of the index.php is required to view any changes made.

- Verify the <title> shows as expected. Use the Website Standards Checklist to verify the format is correct.
- If the logo image was replaced, verify the image is as expected and the required property tags are in place.
- Roll the cursor over each line of navigation, looking at the URL in the bottom of the browser window. Is the proper URL seen? Do all local URLs point to lower case pages with blanks in the names?
- Click on the “Contact Webmanager” and verify the correct mailto information is present.
- Many development tools can monitor the code being generated for specific standards. Remember to set up the validation tool for XHTML 1.0 transitional? Are there issues showing?

If the development tool does not provide standards validation capability then consider verifying the html markup is valid by running the page through the W3C validator found at <http://validator.w3.org>. If the index.php file has never been placed on a server, use the option to Validate by File Upload.

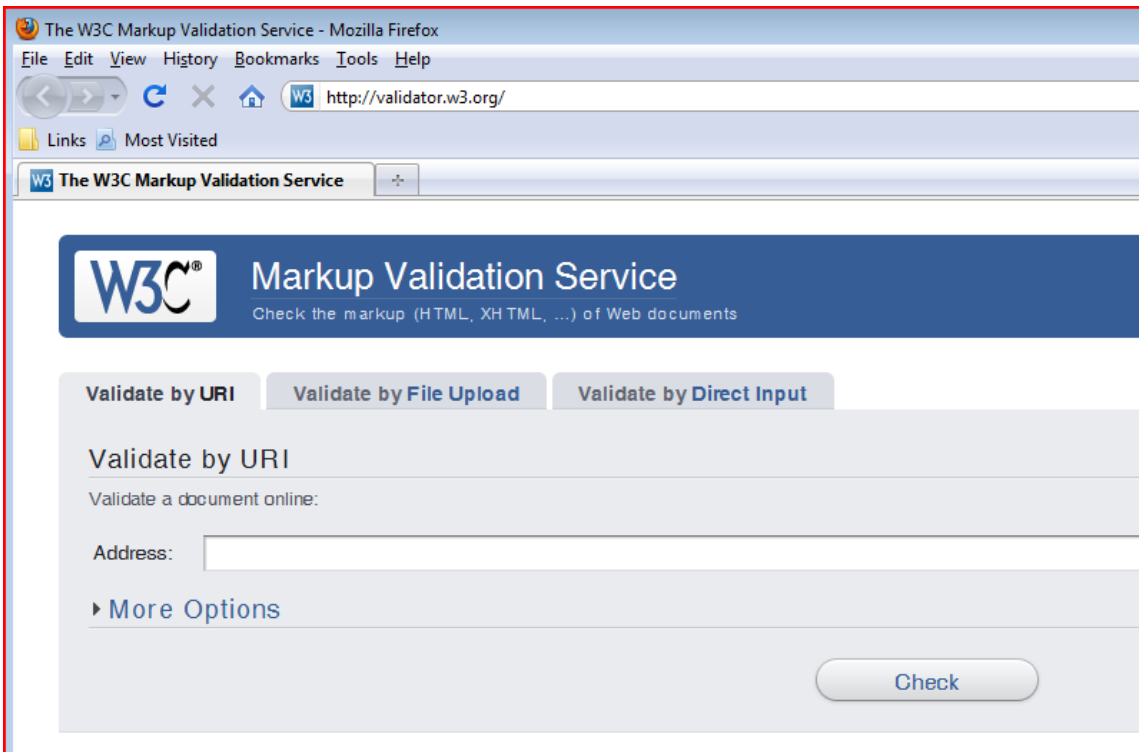


Figure 11 - W3C Validator

A green banner, such as the following, is the goal.

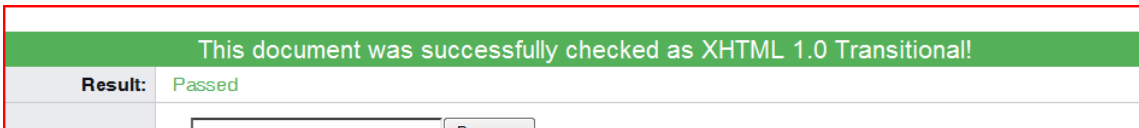


Figure 12 - W3C Validator Successfully Checked

Address all errors visible and update the root.dwt page and generate the index.php reiterating until a green banner is achieved.

### **Step 3: Save As for each additional page wanted**

OK, at this time the root.dwt template page appears to be good. It is time to create all desired pages from the root.dwt template according to the development tool's generation process. Since the template download included the following sample pages, additional pages need to be created. The end product of the additional pages should be identical php pages but saved under the unique names established back in Step 1.

- Save as additiona\_page\_name1.php
- Save as additiona\_page\_name2.php
- Save as additiona\_page\_name3.php
- Save as additiona\_page\_name4.php

It is time to stop customization root and move forward to content customization. If additional pages need to be generated in the future, simply update the side navigation and generate from the root.dwt as and upload the updated pages.

## CSS Introduction

So far there has been little attention given to the content area of the pages generated. But before emphasis is provided for the content customization, let's first look at Cascading Style Sheets – CSS for short. This documentation is not intended to teach CSS. It is a short and general introduction with the belief the leaning is and will be by example and usage.

In the beginning, HTML tags were designed to define the content of a document. They were supposed to say "This is a header", "This is a paragraph", "This is a table", by using tags like <h1>, <p>, <table>, and so on. The browser was supposed to take care of the layout of the document without any formatting tags.

However, as the major browsers continued to add new HTML tags and attributes (like the <font> tag and the color attribute) to the original HTML specification, it became more and more difficult to create Web sites where the content of HTML documents was clearly separated from the document's presentation layout. To solve this problem, the World Wide Web Consortium (W3C) - the nonprofit, standard setting consortium, responsible for standardizing HTML - created STYLES in addition to HTML 4.0.

Styles sheets define how HTML elements are to be displayed, just like the font tag and the color attribute in early HTML. Styles are normally saved in external .css files. External style sheets enable the change in appearance and layout of all the pages on the Web, just by editing a single CSS external file assuming each page includes the same external .css file.

CSS was a breakthrough in Web design because it allowed developers to control the style and layout of multiple Web pages all at once. As a Web developer define a style for each HTML element and apply it to as many Web pages as desired. To make a global change, simply change the style, and all elements in the Web pages are updated automatically.

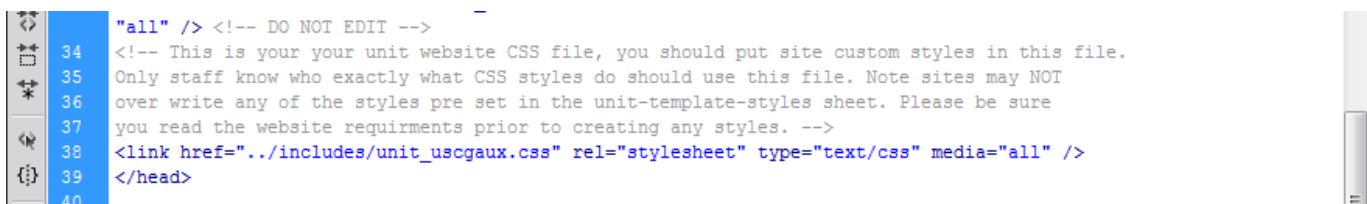
### ***Introducing the units external CSS file***

An external .css file has been defined for the DWT classic template (unit\_uscgaux.css) and is located in the \_includes directory of the DWT classic template package. The web site author may change or add as appropriate to this external CSS file but there is no requirement to use it. If not comfortable with CSS then it should not be used.

If custom CSS code is written, it must meet CSS 2.1 standards. If the development tools contains CSS validation tools, make sure to use them, otherwise the CSS Validator Service at <http://jigsaw.w3.org/css-validator/> may be useful to ensure CSS 2.1 standards are met.

This external CSS file for the unit is connected to each page in the web site thru a link statement as shown in line 31 of the root.dwt file. Note that it follows a link to the National uscgaux.css. The web site checklist says the national CSS file must always point to the National server. That says a local copy of the national file should not be maintained as it won't receive national updates.

The unit\_uscgaux.css file as delivered controls is empty. There is no requirement to use unit level CSS.

A screenshot of a code editor showing HTML code. The code is as follows:

```
34 <!-- DO NOT EDIT -->  
35 <!-- This is your your unit website CSS file, you should put site custom styles in this file.  
36 Only staff know who exactly what CSS styles do should use this file. Note sites may NOT  
37 over write any of the styles pre set in the unit-template-styles sheet. Please be sure  
38 you read the website requirments prior to creating any styles. -->  
39 <link href="../../includes/unit_uscgaux.css" rel="stylesheet" type="text/css" media="all" />  
40 </head>
```

Figure 13 - Unit CSS Link

## Content Customization

Now look at the included sample pages and customize the pages as desired. For new pages, use the layouts of any sample pages. Remember to follow the website requirements located in

[http://itgroup.cgaux.org/IU/all\\_cs/check\\_list.php](http://itgroup.cgaux.org/IU/all_cs/check_list.php) when creating and customizing content to remain compliant.

```
97      <!-- BEGIN CONTENT AREA -->
98      <!-- #BeginEditable "Content" -->      <!-- DO NOT REMOVE THIS TAG EVER! -->
99          <!-- This is the premitted format for Website headers. DO NOT change this format, review website
100  requirments regarding website
101  identifaction. -->
102  <h1 class="stinger">Flotilla XX-XX <br/>
103      District XX, X Region</h1>
104  <!-- This is the blue box as noted in the "read me" file. This content should not be changed. -->
105  <div class="bluebox">
106      <h3 class="testimonial">We welcome to you explore our site and find out more about us!</h3>
107  </div>
108
109  <!-- This is the content area for the website, you can place your custom content here, when you create the
110  content here
111  be sure you make an attenion getter, this is your first impression on visitors and only change to grab there
112  attion. If you
113  add custom content be sure it follows website requirments. -->
114  <h2>Who We Are <img class="floatR" alt="U.S. Coast Guard Auxiliary Crew on Rescue Patrol" src=
115  "images/us-coast-guard-resuce.jpg" /></h2>
116  <p>Since 1939, the men and women of the United States Coast Guard Auxiliary have volunteered millions of hours
117  in support of the U.S. Coast Guard and the recreational boating public.We are the uniformed civilian volunteer
118  arm of the Coast Guard.</p>
119  <h2>Our Missions</h2>
120  <p>Recreational Boating Safety - consisting of our many boating safety classes, distributing boating safety
121  information to the public, providing free vessel safety checks, and doing safety patrols on land, water and in
122  the air. Support of Maritime Homeland Security and other maritime safety challenges that have emerged in recent
123  years.</p>
124
125  <!-- #EndEditable -->      <!-- DO NOT REMOVE THIS TAG EVER! -->
126  <!-- END CONTENT AREA -->
```

Figure 14 - Sample index.php code



**United States Coast Guard Auxiliary**  
U.S. Department of Homeland Security



---

HOME
RECRUITING
LEADERSHIP
AUX MEMBERS
DEPARTMENTS
UNITS
AUX ASSOC.
COAST GUARD

District XX  
Division XX  
Flotilla XX

---

Flotilla XX Home

---

About Our Flotilla

---

Flotilla Leadership

---

Public Education

---

Vessel Safety Check

---

Contact Webmanager [↗](#)

---


SEARCH CGAUX.ORG

Enter Search Term(s):

Search

---

SECURITY LEVELS



NTAS

NO ACTIVE ALERTS

[www.DHS.gov/alerts](http://www.DHS.gov/alerts)

MARSEC LEVEL

1

2

3

SIGNIFICANT RISK

## Flotilla XX-XX

### District XX, X Region

We welcome to you explore our site and find out more about us!

Who We Are

Since 1939, the men and women of the United States Coast Guard Auxiliary have volunteered millions of hours in support of the U.S. Coast Guard and the recreational boating public. We are the uniformed civilian volunteer arm of the Coast Guard.

Our Missions

Recreational Boating Safety - consisting of our many boating safety classes, distributing boating safety information to the public, providing free vessel safety checks, and doing safety patrols on land, water and in the air. Support of Maritime Homeland Security and other maritime safety challenges that have emerged in recent years.



---

Contact Us
Link to Us
National Help Desk
Website Policies
Accessibility
FOIA
Plug Ins

U.S. Coast Guard
U.S. Department of Homeland Security
USA.gov

CGAUX.ORG is the U.S. Coast Guard Auxiliary official web portal.

Figure 15 - Sample index.php in a browser