

How Do I Access and Update my Haas Personal Website?

Note: Before using this guide you must submit a request for a new Haas personal website. Submit the request to helpdesk@haas.berkeley.edu with a brief explanation of what you intent to use the website for.

If you are a Haas faculty member, PhD student, or staff you can access your website through your I drive when logged in to the Haas domain, or you can map the drive when you are not logged in at Haas. This document includes step by step instructions on how to access and update your personal Haas website using a program such as Dreamweaver. The following topics will be covered:

- Opening Your Website at Haas and at Home
- Creating a Webpage from Scratch
- Modifying and Saving your Website
- Viewing Your Website
- Website Design Tips and Resources

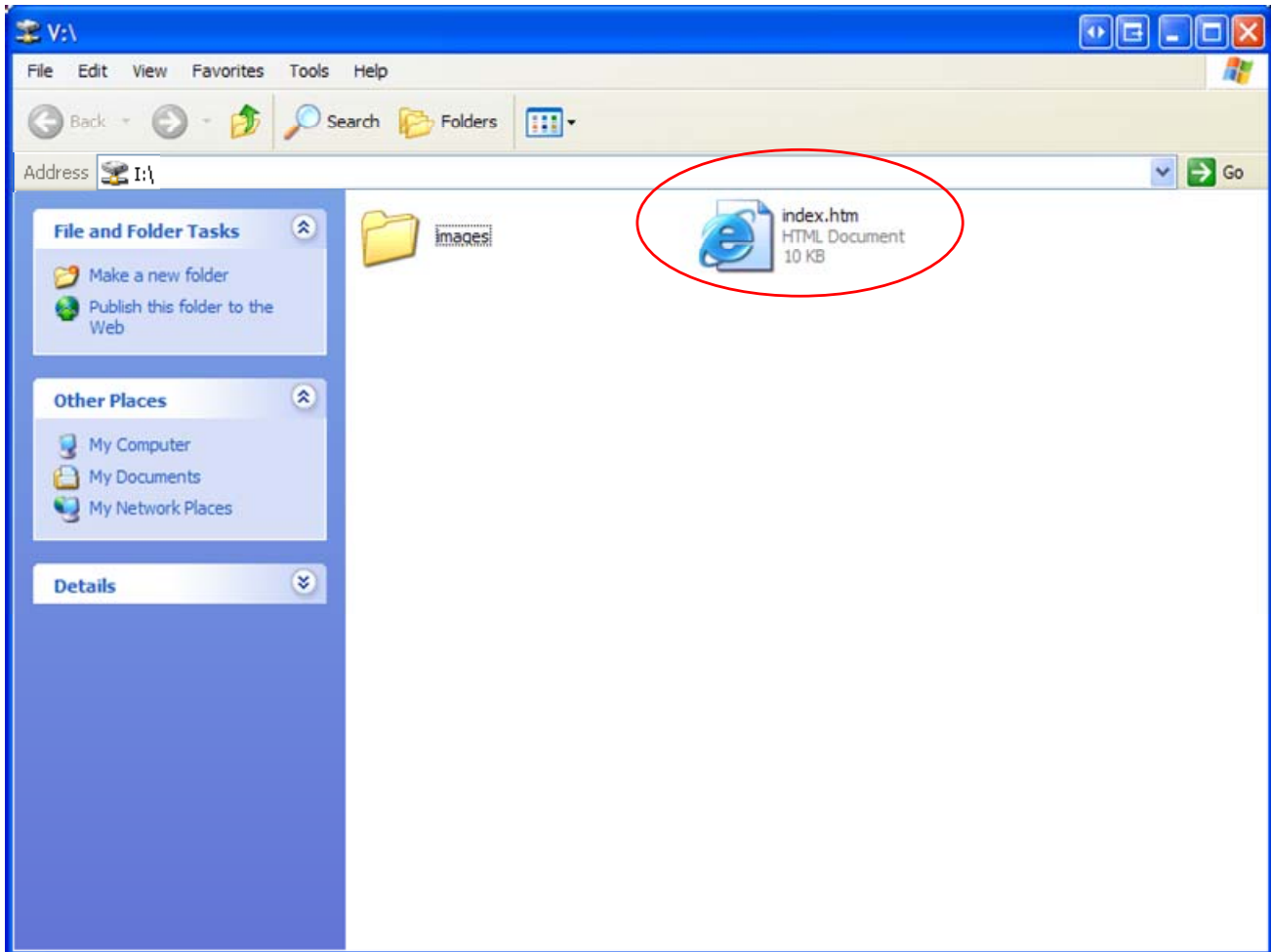
Step	Procedure
1	<p><i>Opening your Website</i></p> <p>At Home</p> <p>In order to access your website from home you will have to map your I drive. However, before you can map your I drive you will first need to install the Cisco Virtual Private Network client that the Berkeley campus provides via http://software.berkeley.edu</p> <p>The Cisco VPN will provide a secure and encrypted connection to the Berkeley campus through which you can map your drives and make whatever changes you need to the data in your Haas drives. This is the only way currently available of accessing your Haas drives remotely. Please refer to the document "How do I Install and Use the Cisco Virtual Private Network for the Berkeley Campus?" for complete instructions on mapping your I drive from home.</p> <p>Once you map your I drive, go to Step 2 to continue with opening and updating your homepage.</p>

How do I Install and Use the Cisco VPN Any Connect Client for the Berkeley Campus?

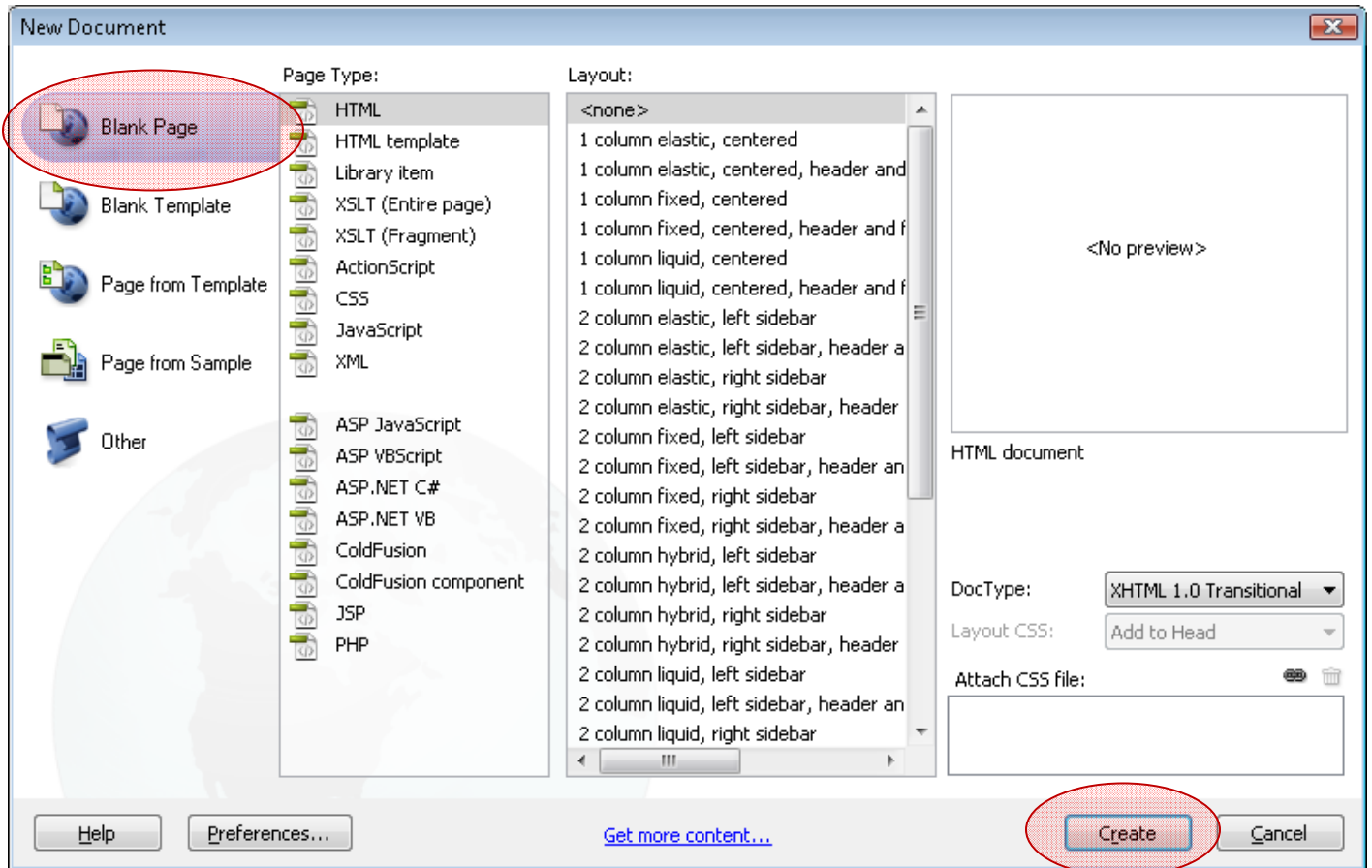
"The Cisco virtual private network (VPN) client allows a computer to make secure network connections via specific equipment called VPN concentrators located on the campus network. Using the VPN, all network traffic between your computer and the VPN concentrator is encrypted. In addition, the VPN allows you to connect to other systems as if your computer were on campus, whether or not it actually is physically located on the Berkeley "campus network."

– From software.berkeley.edu

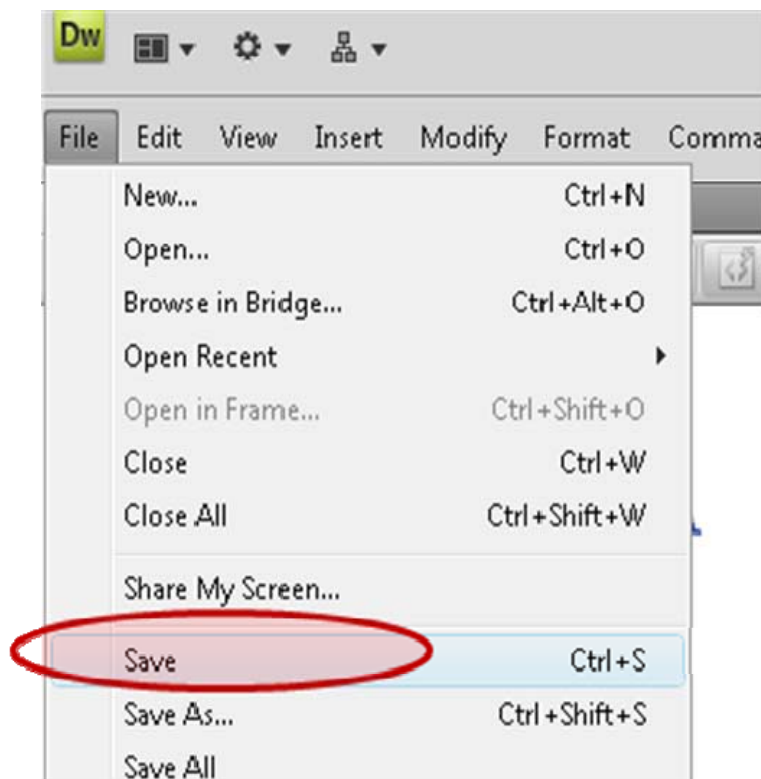
Step	Procedure
<p>2</p>	<p>Opening your Website</p> <p>At Haas</p> <p>If you are logged in to one of the computers in the Haas network, your I drive should be automatically mapped. If it is, open either FrontPage or Dreamweaver and go to File > Open, then browse to your I drive and select the file index.html to open. Once the file comes up you can start making changes to your homepage. Go to Step 4.</p>



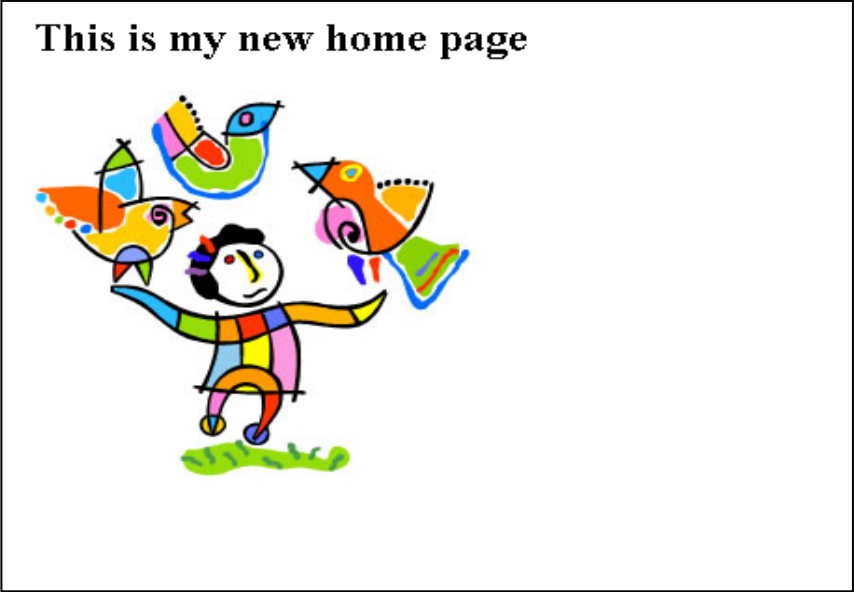
Step	Procedure
3	<p>Creating a Web Page from Scratch</p> <ol style="list-style-type: none"> 1. Open your I drive and move any of the files found there to a new folder. You can also delete the files if you are sure you will not use them in the future. 2. Next, Open a web development program such as Dreamweaver. 3. Go to File > New and then choose blank page on the left, and click the Create button. 4. A new blank page will be created. 5. Go to File > Save As and save it as index.html under your I Drive. 6. This will be your home page.



Step	Procedure
4	<p data-bbox="183 170 634 201"><i>Modifying and Saving your Website</i></p> <ol data-bbox="232 233 1222 296" style="list-style-type: none"><li data-bbox="232 233 1222 264">1. Make any modifications you need on the blank page and then go to File > Save<li data-bbox="232 264 1222 296">2. Once you start making changes, Save your website as often as possible. <p data-bbox="232 327 1211 359">If you need more help with with using Dreamweaver to modify your website please:</p> <ul data-bbox="280 390 1523 758" style="list-style-type: none"><li data-bbox="280 390 1523 506">• Check the documents found on our training website: http://groups.haas.berkeley.edu/HCS/dreamweaver.html These documents should give you a good introduction to the program, plus you can check our Training Schedule for the next Dreamweaver class.<li data-bbox="280 537 1523 600">• There are also Dreamweaver books on reserve that you can check out from the Long Library and at the Haas Frontdesk.<li data-bbox="280 632 1523 758">• And there are other campus resources such as the Calpact website, e-learn, and the UC Learning Center where you can access documentation online, or take various web development on-site or e-courses. The e-learn and UC Learning Center sites are only available through http://blu.berkeley.edu, so you will need your Calnet ID and passphrase to access these services.



Step	Procedure
5	<p><i>Viewing Your Website</i></p> <p>To view your website enter one of the URLs below in your browser address bar :</p> <p>For Faculty and PHD Students http://faculty.haas.berkeley.edu/username</p> <p>For Staff http://staff.haas.berkeley.edu/username</p>



Website Design Tips

Determine The Target Audience

- A target audience will determine the focus and content of your web site. If your target audience is a potential employer than you probably should not include embarrassing stories from your winter vacation.
- The other reason to consider a target audience is for web page size. Most home users access the Internet through a 56K modem, while most business users access the Internet through a T-1 line or faster. If your users access the Internet through a 56K modem than you will not want to create a web page that is larger than about 50K – 70K.

Outline Your Web Site

- Create a rough outline of your website. A web site does not have to be limited to one page. You can have multiple pages in your web site each linked together an index. Maybe have a separate page for your resume and a separate page for the links to sites you find useful. You are not limited to one page so take full advantage and separate information.

Some Design Guidelines To Consider

- In most instances do not use an image as the background for a web page. Text on image backgrounds can be difficult to read. I suggest using a solid color for the background that will contrast with the color of your text. For example, use a black background with white text or use a blue background with white text.
- Use a font that is easy to read and will be on most computers. You do not have to use Times New Roman but stay with the more common text fonts like Arial, Verdana, Garamond or Georgia. If you use a special font used on the computer that you are working realize that it will not look the same on a computer that does not have the same font installed on it.
- Be cautious when using Java Applets. Java Applets can be usefully tools in certain situations but be careful. Applets can often cause a computer to crash and can take a while to load. Only use them when necessary.
- Do not clutter the page with lots of big images that take a long time to load. Most users do not have the patience or the effort to wait five minutes for a page to load. This does not mean that you cannot use images on your web page. There are several image compression tricks that can keep the size of your images small.
- If you are posting documents to your web site take advantage of the Adobe PDF file format. Creating Adobe PDF files in the lab will save you from worrying about whether your resume will look right on a potential employers computer. Remember, not everyone in the world uses Microsoft Office 2000. This will save the problem of formatting errors.
- Use both Internet Explorer and Netscape Navigator to view your web site to make sure that you web site looks roughly the same and works okay under both browsers.
- Realize the differences in screen resolution. The lab computers are currently on 1024 X 768. But, your home computer maybe set to 800X600. Your page may look different on lab computers than it will on your home computer. Make sure that your site looks decent on all different kinds of resolution.
- Links to sites you find useful can be helpful but most people are aware of the most common links like <http://finance.yahoo.com>. Also, make sure that the links actually work.
- Think of a web page as a representation of you or the company that you work for. Design your web site accordingly.

Website Design Resources

Creating Killer Web Sites, Second Edition

by David Siegel (ISBN 1568304331)

<http://www.killersites.com>

Hotwired Style: Principles for Building Smart Web Sites

by Jeffrey Veen (ISBN: 1888869097)

HTML for the World Wide Web with XHTML and CSS: Visual Quick Start Guide, 6th Edition

by *Elizabeth Castro* (ISBN 0321430840)

Creating a Web Page in HTML: Visual Quick Project Guide

By *Elizabeth Castro* (ISBN 032127847X)