

How to Use The Earlham College Site

I. Introduction

Many people who regularly visit the Earlham College Web site may ask, “Why are you changing the site?” It is important that these regular visitors bear in mind that there are as many or more people asking, “What took you so long?” We will attempt to assist both groups’ understanding.

The Web has become an important resource for any academic institution; whether the goal is to increase enrollment, raise additional funds from alumni, or increase administrative efficiency, the Web can be the best tool available if properly utilized. Want to know more? If so, please feel free to read one or both of the documents linked to immediately below:

II. Browser Support

The Earlham College “Home Page,” while compatible with both Netscape, Safari, Mozilla and Internet Explorer versions 4 and higher, it is best viewed in Safari 1.0 or higher on Macintosh and in Internet Explorer 5 or higher on Microsoft Windows.

The page currently in place uses advanced technologies to display the desired effects. The Web Team tests all technologies using ECS (Earlham Computing Services) standards prior to implementing them on the site. For more information regarding ECS standards, please see the Software Support section of the HelpDesk Service Level Agreement on the Policies section of the ECS Web site at:

<http://www.earlham.edu/ecs/>.

A. Fully Supported Web Browsers

Internet Explorer

Version 6.0 or higher (5 or higher for Macintosh users)

Netscape

Version 7 or higher

B. Disabled Persons and Special Needs

Usage

Those whose browsers cannot or do not support the technologies used on the Home Page should see an alternate text menu when viewing the page. One way to ensure a consistent interface in older browsers is to turn off JavaScript.

If this fails, please use the site index and contact the Web Team.

III. How To Use The Site

Below you will find a brief description of the Home Page, including how to use each of the “new features.” Section B will cover the areas of the new template used for “sub pages.”

A. The Home Page

Design

The new page design was chosen for ease of maintenance, navigational features similar to other sites, ability to display most of the previous content without as much scrolling, and because of its clean, open appearance.

Navigation

Navigation is of key concern when building Web pages, due to the fact that a visitor who gets lost in your site is often a visitor who leaves your site. The future may hold additional navigational elements, but our focus is presently on the left-hand menu.

Menu

The Menu featured on the Home Page is a mouse-over menu. What this means is that when you move the pointer over one of the headings (About Earlham; Academics, Libraries and Online Services; Student Life at Earlham; Working at Earlham College; What’s New; Admissions; and Alumni, Parents, & Friends), you will see a secondary menu display that contains links associated with the heading you have selected.

Please Note:

1. The headings in the menu are NOT links, as one can differentiate by moving the pointer to the sub-menu where the arrow will become a hand/index finger. The index-finger pointer indicates a link in all supported browsers and operating systems.

Searching

As on the previous incarnation of the Home Page, the Google search remains. To use this function, simply select whether you wish to search Earlham's site or the entire Web, enter your search text and press "Search" (or press the return key on your keyboard).

Earlham News Player

The News Player is a JavaScript scroller that functions much like a standard VCR or DVD player. If you have JavaScript disabled, or if you are using Netscape prior to version 6 or Internet Explorer prior to version 5, you will see the news displayed as text. The News Player is disabled for older browsers because they cannot display it properly.

To Use:

Press the "Play" button to start the scroller moving. Pressing "Play" multiple times increases the scroll speed. Press the "Pause" button to stop scrolling or slow the scroll speed if you have increased it. This allows you to read a particular story of interest or to click on a link. (Links may also be clicked as the scroller moves.) Press "Rewind" to scroll backwards if you have scrolled too far. Finally, press "Start Over" to start again from the beginning.

Why is the News Player Here?

In trying to accommodate the wants and needs of regular visitors to the site, we have put this feature in to keep some of the originality of the previous Home Page as well as allow space to provide the news stories and announcements they've grown to expect. The News Player is where you will find important information including: weather and security issues; sporting events; musical and theatrical performances; student, faculty, and alumni profiles; and other Earlham happenings.

Site Index

The Site Index is simply an alphabetical listing of all non-personal Web pages associated with the Earlham College Web site. It lists links to departments, offices, units, programs, documents, and items of special interest. It does not list names of individual persons employed by the college. Most names and e-mail links can be found on our pages of Teaching Faculty and Administrative Faculty.

Contact Information

The bottom of the Home Page lists the College address, the phone numbers for Admissions and the switchboard, and the e-mail address to contact the Web Team. The webeditor@earlham.edu e-mail link at the bottom of the page, as

well as the Web Services site, is directed to a central e-mail queue allowing all members of the Web Team to access these messages. This provides the most efficient communication to the team and allows for the quickest response your questions and comments.

Copyright

This link directs the visitor to the College's Web posted copyright information.

B. Sub Pages

Templates

Templates are a standardized format that may be applied to any page, in the form of a file. You may apply a template to a page, or create a new page from a template. While it is likely that the Web Team will make multiple templates available in the future, only one standardized template is planned to be available in the coming months. This template has been designed to have a look and feel similar to that of the new Home Page. For more on using the Earlham template, see the Resources section of the Web Team site at:

<http://www.earlham.edu/webteam/content/resources/>

Navigation

Because of the difficulty in using menus like that of the Home Page without having a system that is designed to provide them, the template uses a simpler form of navigation. The template uses a left-aligned menu, but uses manual, vertical submenus rather than a horizontal dynamic one like the Home Page. These submenus, if implemented consistently, are just as easy to understand and follow as more sophisticated menus, if not as attractive to the eye. Again, looking forward, it is our hope to maintain even greater consistency between pages, but our present goal is to provide better access, in a timely manner, to the existing content for both our visitors and our content providers.

Using the new Template

The template, as well as detailed instructions on using the template, can be found on the Web Team site in the Resources section at:

<http://www.earlham.edu/webteam/content/resources/>

Pages which use the new Template

Financial Aid — <http://www.earlham.edu/~sfs>

Web Team — <http://www.earlham.edu/webteam/>

Business Office — <http://www.earlham.edu/business>

Quick Facts — http://www.earlham.edu/at_a_glance.html

Mission Statement — <http://www.earlham.edu/mission.html>

History — http://www.earlham.edu/EC_history.html

General Education — <http://www.earlham.edu/gened>

Computing Center — <http://www.earlham.edu/ecs>

Student Development — <http://www.earlham.edu/~sas>

Campus Safety & Security — <http://www.earlham.edu/~sas/security/>

Athletics — <http://www.earlham.edu/~awpe>

Admissions — <http://www.earlham.edu/~adm/>

Faculty Handbook — <http://www.earlham.edu/handbook/faculty/>

Faculty Meeting — <http://www.earlham.edu/content/facultymeeting/>

IV. The Web Team

Mission

<http://www.earlham.edu/webteam/>

Contact Information

<http://www.earlham.edu/webteam/content/contactinfo.html>

Resources

<http://www.earlham.edu/webteam/content/resources/>

V. Questions

Please direct all questions, comments, or complaints to:
webeditor@earlham.edu