Guide for the content of the OSM website

version 1

The website www.oursquaremile.eu is best fitted for the use of Microsoft Internet Explorer. Mozilla Firefox is great, but a number of features can not be shown in this browser.

Materials for the website consist of:

• image files (photographs and drawings in .gif, jpg, or .png)
• textfiles (.htm files made with Frontpage (Express))
• soundfiles (.wav or mp3 files)
• videofiles (. avi, .mpg or .wmv files)

1 Naming

1. It is important to show from which country the files originate, to make life easier for the webmaster.
So a universal way of naming the files is the best thing:
internet-countrycode_subject_number.extension (with the *underscore*: _ as a division sign)
for instance the images:

nl_christmas_01.jpg
nl_christmas_02.jpg
nl_christmas_03.jpg
etc.
(as an example, for the Dutch Christmas contribution).

The other country codes are:

fi_   for Finland
lt_   for Lithuania
es_   for Spain
si_   for Slovenia
bg_   for Bulgaria
it_   for Italy
ro_   for Romania
tr_   for Turkey

2. Please use *lower case*, or the "small" characters only, for the filenames:
        abcdefghijklmnopqrstuvwxyz.

Note: This way of naming also applies for the textfiles, soundfiles and videofiles.

Images

Images can be send in:
the **.gif** format for banners or drawings. They are limited in the number of colours
the **.jpg** format (preferred!)
the **.png** format

Please use images with a width of 300 - 400 pixels. If it is really necessary to use a big image, for example a map, please let the width not exeed 904 pixels.
You can achieve these formats by using a photo-editing program like Paintshop Pro, Adobe Photoshop or Irfanview (which is on the cd-rom).

2 Text
Internet texts are made in a code which makes it possible to make *links*.
HTML means *Hyper Text Mark-up Language*. With this, it is possible to connect a page to another page by clicking a word (or image) in a text. But, as we use extensions of only 3 characters in Windows, html is shortened to **.htm**
Usually, there will be one textfile (.htm file).
If you want to make subdivisions, because of the length of the page, you will have to make links, which are explained in the manual "Frontpage Express".
In this case you have to name the files with ascending numbers. For example:

es_celebrations01.htm
es_celebrations02.htm
es_celebrations03.htm
etc.
In which es_celebrations01.htm is the main page from which you will link to the other pages.

Note: please <u>do not</u> use the Html feature of Microsoft Word, because this produces files with too much html code.

3 Sound
By using Soundrecorder of Windows, Soundforge of an MP3 player with build-in recorder, you can make **.wav** or **.mp3** files.
Soundforge enables converting mp3 files to .wav files, which are most suitable to embed in the html text.

4 Video
Videofiles can be made with a simple photocamera, with build-in movie features.
And of course, they can be made with a video camcorder. As this is an item for later in the project, we can skip it for the moment.
Anyway, generally **.avi** or **.mpg** files are produced. Avi files are large. Mpg files are smaller.
It is also possible to use **.wmv** files for the website. If videofiles are too big to use, I can convert them to smaller files (with less pixels of course).

5 The website

Every subject has it's own folder. The folder we are using for the first subject is called "celebrations".
In this folder the **.htm** files are placed. There is also a sub-folder "image" in which all the images are stored. And, if necessary, a subfolder "sound" for sound files.

For your convenience, it is better to put all files in the same folder (for instance "celebrations"). I will take care of putting everything in the different folders for the website.

<u>a. background</u>
To show the identity of your contributions, please use a background image. This can be a .gif file, a .jpg file or a .png file.
This background images are small images that will be repeated. To show you an example:
http://www.obsstrandjutter.nl/celebrations/nl_saintmartin.htm
This shows you the Strandjutter background, consisting of shells on the beach.
If you decide to use a different background image later, that is no problem. If the same filename is used, the new background will shown from then on.
The background image should not be too dark.

b. "Comparison" image
On this page: http://www.obaodenhelder.nl/kans/kleding.htm you can see two striking pictures to show the difference in clothing in a single glance.
For our project we need one striking picture of the celebrations in each country, so please send me one image, with a width of 300 pixels for this purpose. And please tell me in the e-mail that this is a special image for the "compare" page.

c. Sound
Sound files can be used best as an embedded file. This means that the name of the file can be put in the html code:

```
<bgsound src="sound/sm_cows.wav" loop="0">

</head>
```

(in the beginning of the html code, between <head> and </head>)
This enables the page to start with sound as soon as you open the page. In this case you don't have to bother with players. In the "Saint Martin" page you can hear a song, embedded in that page.
If embedding sound is a problem, please send me the soundfile and the page to which it belongs and I will do the job.

What more do we need?
If you have a look at our website www.oursquaremile.eu , you can see a button **Schools**. A map of Europe leads to your page on which you can introduce your school, teachers, pupils and perhaps a description of your town or village.
And again, the filenames have to be like in section 1 "Naming".

The button **Agenda** can be used to make anouncements. You can send these as attached .htm files. If it is only text, without images, you also can send me a Word document (.doc) which I can convert to html.

The button **Reports** will be used for -indeed- reports of visits and activities. The report of the meeting in Den Helder will be the first to appear in this part.

The button **Photo** leads to pages with just photographs and a minimum of text.

The **Miscellanious** button will lead to links, and features we did not think of before.

If this guide is not clear in some aspects, please let me know and I will make a newer version.

Hans Walrecht
November 2006