

How can our class provide web content ?

Disclaimer - Please note that most high speed Internet Service Providers (Comcast, Fairpoint,...) provide virus protection and sometimes backup software for most operating systems at no additional cost. Any program installation involves some risk, so it is advisable to consider the risk, check out the new program documentation including all requirements, etc., and perform a computer backup prior to installing a program.

Document abbreviations :

- WD - SHS Alumni Web Developer <http://www.stevensalumninh.com/>
- Web Rep - SHS Class Web Representative (Please see class Representative qualifications below.)
- Media Rep - SHS Class Media Representative

File properties and file types : Two file properties are Size and Date. File types are commonly defined by the file name extension which is the letters to the right of the period in a file name. Here are a number of common file types used in web site development:

- TXT- A very basic text file. Notepad can open a TXT file as well as web browsers.
- HTML, HTM- Hyper Text Markup Language used for web sites consisting of text and links to pictures, etc. Web browsers (Internet Explorer, Firefox, ...) read HTML files. Most websites permit downloading HTML complete pages as well as individual pictures. Computers can save screen images, as well.
- PDF- Portable Document Format file consisting of text and possibly embedded website links and images. A free Adobe Reader program can open these files. This file type has much more consistent document presentations. Our 2010 Newsletter is a PDF file. Most websites permit the downloading of PDF files to your computer.
- JPEG, JPG – Joint Photographic Experts Group compressed image files. This type of file can be viewed by a web browser or by a media player and they can be edited by drawing programs. Many digital cameras and scanners produce JPEG files. There are programs which can alter the image, change picture file size changes (resolution), as well as convert it to alternative picture file types.
- MP3 – These MPEG-1 Audio Layer 3 files can be played by a web browser or a media player. There are programs which can convert audio file types as well as extract the audio from a video file to produce an MP3 file.
- AVI, FLV, MOV, MPG video files can be placed (uploaded) on some websites for free. YouTube is one of the most popular video sites. A PDF file can include link(s) to these video files. The link can be copied from the browser address bar.
- ZIP - Zipping a file or a folder (of several files) creates a compressed version ZIP file that may be considerably smaller than the original file(s).

Folder properties: Folders normally contain files and they possibly may contain other folders as well. You can display the properties of a folder to reveal a summary of the contents of the folder.

File organization: With so many files involved in creating a class page, it is suggested that a structure of folders be created. Always place class related files into appropriate folders within this structure. Here is an example of a thirteen folder structure that may be useful:

```
SHS61
  text
  contacts
  graphics
    SHS61album
      our_25th
      our_45th
  sounds
  videos
  links
  class_pages
  temp
  outbox_to_WD
```

Over a period of weeks the Web Rep and Media Rep (and/or other classmates) **may ...**

- Accumulate SHS class related **text** from emails, articles, notes, phone calls, meetings, etc.
- Accumulate class **contact** information
- Accumulate **graphics** (pictures, scans, email attachments, websites)
- Accumulate **sounds** and email the MP3's to the WD prior to the completed PDF file. (The WD will upload the sound files and provide a reply email with links to them.)
- Upload appropriate **videos** to websites (like YouTube) or search for existing **videos** which may be of interest to the class.
- Accumulate video **links** (and sound file links from the WD or Media Rep) in a link reference document.

To build a class web page the Web Rep will ...

- If a new or an updated contact list is required, create or update a contact list **text** file and convert the contact list **text** file to a contact **image** file. (Crop the **image**.)
- Create (or modify) a main class page with text, graphics, and the contact **image** file.
- Create (or modify) links to sound files and videos.
- Review page layout, spell check, and confirm that all links are functional.
- Export the SHS class page as a PDF file with 150 DPI resolution. Confirm PDF size is less than 5 M Bytes. Please use only letters, numbers, '-', and '_' for all email attachment file names.
- Open the PDF file with an Adobe Reader and confirm formatting, etc.
- (Optionally email to another classmate to check the PDF.)
- Email the completed PDF file to the WD. Please include information as to whether this PDF will be a **substitution** for an existing PDF or it will be **in addition to** other PDFs, and any other applicable instructions. (The WD reviews the new PDF, uploads it to our SHSAA website, confirms that it is accessible online, and replies in email regarding the class page status.)
- Recommendation - Once you confirm your latest class page is online, please backup all class files to an external hard drive, CD, or DVD. (Based on the example folder structure above, backup all files in the "SHS61" folder, including all folders and files below.)

Developing a photo album : If it is desirable to show numerous pictures as a photo album, there are a number of ways this can be done. A class Media Representative can do this effort in parallel with the main class web page development. The Media Rep accumulates photos, organizes them, and processes them to some degree, dependent on how they are to be uploaded and accessed on the Internet.

Here are three example photo albums on different websites:

1. [Parade 2009 Photos by Kenneth Coulombe '59](#) This album was developed by [jAlbum](#).
2. [My Hometown: Claremont NH by Steve Noyes '61](#). See <http://www.pbase.com/>.
3. [Anza-Borrego State Park](#) See <http://picasa.google.com/>.

Notice that the **Parade 2009** album is on our SHSAA website. The jAlbum program can provide an easy tool to process all files (including limiting file sizes) into one directory. The result can be treated as one module and it only needs one link address reference. The album can actually be divided in several sub folders if desired such as Our 25th & Our 45th. It is recommended that all picture file names be numbered in the order that they are to be displayed. Here are two procedures which will allow placement of photo albums using jAlbum for your class: (More details will be provided if needed.)

- **Album created by WD.** It is recommended that the picture files be JPG files. The total size of all files should be 9 M Bytes or smaller. (If the total size exceeds 9 M Bytes, a free picture sizer program can reduce all picture file sizes with a single command.) The resulting pictures can be zipped as a single file and sent as an attachment to the WD. The WD will process the pictures with jAlbum, upload the associated files, and provide the link to the Web Rep.
- **Album created by Media Rep or Web Rep.** Run the jAlbum program, selecting appropriate settings. The results can be verified, then zipped as a single file and emailed to the WD. (The WD will unzip, upload the files, and provide the link to the Web Rep.)

There are a number of websites which permit free or paid uploading of photos and videos. One example is [Picasa](#) which includes a free photo editing software from Google. Please note the Disclaimer on the first page of this document. It is also advisable to investigate the quality and quantity of help information when considering any new services.

A video website example: If it is desirable to show class videos, one possibility is YouTube, which allows free uploads. Here is an example video: [NM ALIEN ROSE PARADE FLOAT](#)
See <http://www.youtube.com/t/about> for more information on YouTube.

Class Representative qualifications: (Web Rep / Media Rep)

It would be appreciated that only **one** individual SHS class Web Representative (Web Rep) provide **class website correspondence and web content** via email. If a class wishes to include media content (picture **albums**, videos, sound files, etc.) a Media Representative (Media Rep) could provide the class media duties to reduce the workload of a Web Rep.

The representative title(s), name(s), and email address(es) would be included as an image on the class front page so other class alumni may provide feedback, etc. A high speed (DSL or Cable) connection is preferred. Please note that email attachments are limited in size dependent on Internet Service Providers (Comcast, Fairpoint, ...) or email services (hotmail, yahoo, ...) utilized. The reserve computer disk space required for text, images, etc. depends primarily on the amount of media files and in most cases 100 M Bytes should be sufficient to develop your class web content. Also consider the possibility of requiring extra program space for new application(s) in the future.