Personal Website Instructions

*this is for a simple site following our standard template; if you are especially tech savvy, feel free to create your own site, but do not use the UC San Diego logo without the template for University branding reasons.
Remember you will also need to download FileZilla, available for free at: https://filezilla-project.org/download.php?type=client

Save the *personalTemplates* folder (downloaded from our Technology page) somewhere on your computer, or in a cloud (Dropbox, etc. if you prefer). This folder will need to live wherever you save it for the duration of your personal webpage, so pick a good spot! It will be difficult to move this folder without damaging your page in the future.

What's in the folder?

personalTemplates includes:

- Images folder (this is where you should save any images you want shown on your page)
- Pdfs folder (this is where you should save any pdfs you want available on your page)
- Styles folder (DO NOT TOUCH THIS ONE or everything will fall apart ☺)
- Instructions (the document you are reading!)
- index (Home page template)
- Research (Research page template)
- Teaching (Teaching page template)
- Other (additional page template)

This will probably be all you ever have in this folder, aside from adding images or pdfs into those respective folders.

What do you do with these files?

In general, you should **right click** the template for the page you want to update, select "Open With" and select "Notepad" (PC) or "Textedit" (MAC). If that program does not display, you can contact econwebmaster@ucsd.edu or sscf-econ@ucsd.edu for assistance finding it.

This will open the file to display as code. If you "Open With" and select a web browser (Chrome, Firefox, Safari, etc.) you will see what the code will looks like once you upload your webpage.

Once you have the text file open and can see the code, make your edits to customize/update your page. Don't let the code scare you! Open the page you want to work on, make your edits, save the text file, and open it with a web browser to preview your work. If it looks correct, upload to your site (see next section). See tutorials for specific sections you may want to update below.

How to Upload New Code to Your Page

You will need a file transfer program to do this. SSCF suggests using FileZilla, which is available for free here: https://filezilla-project.org/download.php?type=client

You will also need an account; set up a user account for your personal website here: https://sdacs.ucsd.edu/accttools-cgi-bin/web.cgi. Use your AD credentials (what you use for UCSD email). Select 'acsweb' for the server. This tool should also tell you or set your username and password, which may just be your AD credentials.

Connect To Your Page

In FileZilla, find the Quickconnect button. To the left of this, the program asks for your page/account information. Use:

Host: sftp://acsweb.ucsd.edu (this may be different if you set up your account prior to 2018)
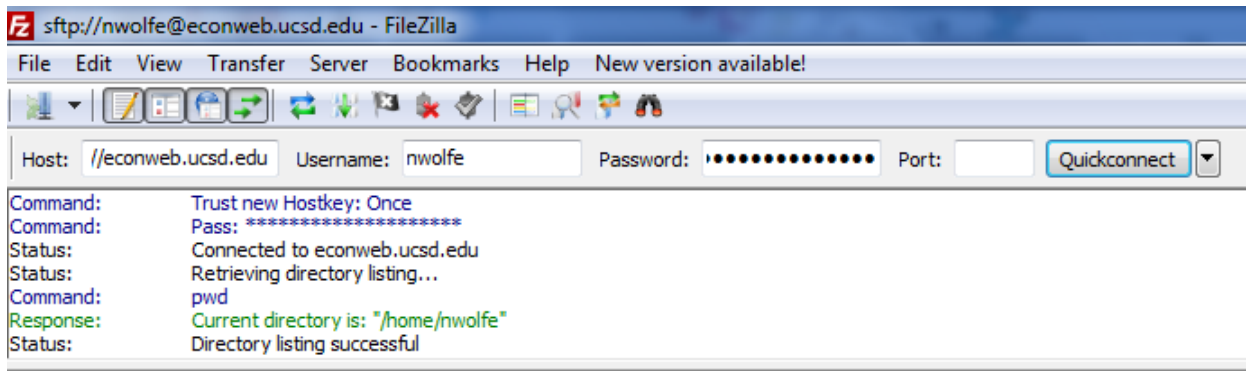Username: likely your AD credentials
Password: likely your AD credentials

Port: 22
Click Quickconnect

The box below where you typed this info will run through a bunch of text and should end at "Status: Directory listing successful".

Upload Your Files

The bottom of the FileZilla screen is split in two windows—the left side shows files on your computer, the right side shows files on the server for your website. On the left side, find your website folder (where you saved your templates). On the right side, open the folder called *public_html*. If you have done this before, FileZilla should start with these folders open already.

First Time Set Up

Select everything in your *personalTemplates* folder except for the instructions (all of the blue text items from "What's in the folder?" listed above). Drag these items to the right side window. Your page now has content!

Changing the Content

After your initial setup, when you update the files in your *personalTemplates* folder (update the code, add an image, pdf, etc.) you should upload it to your website. Make sure what is in your *personalTemplates* folder matches what is in your *public_html* folder (except for this Instructions file).

Do this by selecting the updated file(s) in the left bottom window, and dragging to the right bottom window. Since you already have files there with the same file name you will be asked to confirm that you want to overwrite the file. You do. Do not change the name of the files/folders unless you know how to fix that code.

How to Update Common Sections of Your Page

index

Update Your Photo

- Save your photo (should be no larger than width 250 and height 200) in your images folder
- In your text document, click on the first line of text and do a find for
  <div id="personalInfo"> <img src=
- This text should be found and highlighted for you. The text that follows is the location of the photo you want to use. The original template shows images/Your-Name-Here.jpg. Update the text to include whatever your image name is. So if you saved your photo as "MyProfilePhoto.jpg" then your code should say
  images/MyProfilePhoto.jpg
- Save your text file then Open With a web browser to check your work.

Update Your Name

- In your text document, click on the first line of text and do a find for `<h1 id="name">`
- Update your **name** by changing the text highlighted in the example below:

```
<h1 id="name">Insert Name Here </h1>
<h2 id="title">Ph.D. Candidate</h2>
```

Update your Contact Information

In your text document, click on the first line of text and do a find for `<div id="contact">`

- Update your **phone number** by changing the text highlighted in the example below:

```
<div id="contact">
   <p><span class="label">Phone:</span> (000) 000-0000 </p>
```

- Update your **fax number** by changing the text highlighted in the example below:

```
<div id="contact">
   <p><span class="label">Phone:</span> (000) 000-0000 </p>
   <p><span class="label">Fax:</span> (000) 000-0000 </p>
```

  You can also delete the fax line from appearing by deleting the highlighted text in the example below:

```
<div id="contact">
   <p><span class="label">Phone:</span> (000) 000-0000 </p>
   <p><span class="label">Fax:</span> (000) 000-0000 </p>
```

- Update your **office number** by changing the text highlighted in the example below:

```
<div id="contact">
   <p><span class="label">Phone:</span> (000) 000-0000 </p>
   <p><span class="label">Fax:</span> (000) 000-0000 </p>
   <p><span class="label">Office:</span> ECON 000 </p>
```

- Update your **email address** by changing BOTH of the text areas highlighted in the example below (must change both!) This step is frequently missed but very important, don't miss out on communications from prospective employers! You will need to do this on each page:

```
<div id="contact">
   <p><span class="label">Phone:</span> (000) 000-0000 </p>
   <p><span class="label">Fax:</span> (000) 000-0000 </p>
   <p><span class="label">Office:</span> ECON 000 </p>
   <p><span class="label">Email:</span> <a
href="mailto:econwebmaster@ucsd.edu">econwebmaster@ucsd.edu</a></p>
```

Update your Biography

- If you want to include it as a PDF:
  Save your biography as a PDF in your pdfs folder, and name it Biography. Code is already written to find this file and link to it. You should delete the text about your bio below your photo:
  - In your text document, click on the first line of text and do a find for
    You can also write your Bio here instead
  - Delete the text highlighted in the example below:

```
<div class="subsection">
   <p>You can also write your Bio instead. If you do, delete the PDF link
above.</p>
</div>
```

- If you want to display it under your photo instead:
  - In your text document, click on the first line of text and do a find for
    You can also write your Bio here instead
  - Write your bio here. Do not copy/paste from Word because it will mess up the formatting. You can paste into a new Notepad or TextEdit document, then copy paste into your code.
  - You should then delete the link to a pdf Bio:
    - In your text document, click on the first line of text and do a find for
      `<a href="pdfs/Biography.pdf">`

- Delete the text highlighted in the example below:

```
<p><a href="pdfs/Biography.pdf">Biography</a>  <span
class="downloadType">(PDF)
</span></p>
```

Update your CV

Save your CV as a PDF in your pdfs folder, and name it CV. Code is already written to find this file and link to it. If you change your CV just "Save As" and select this file again to write over it, keeping the original name.

Update your Degrees and Honors/Research Interests/Research Statement

- In your text document, click on the first line of text and do a find for one of the following:
  - Degrees and Honors
  - Research Interests
  - Research Statement

  The line directly below the found text will show <p>Customize</p> (where "Customize" is the standard template but will display whatever you last entered).
- Update the "Customize" text as needed. To force a new line of text, you'll need to add a little code. Like this:
  <p>Here's my first line of text.</p>
  <p>Here's my second line of text.</p>
  <p>See what I'm doing with these paragraph tags?</p>

  Beware, **it will auto wrap your text** to fit in the space, so if your text between paragraph tags is too long, it will automatically format itself onto a new line. Use the paragraph tags to force the new line.

Research

Update Your Name

- In your text document, click on the first line of text and do a find for <h1 id="name">
- Update your **name** by changing the text highlighted in the example below:

```
<h1 id="name">Insert Name Here </h1>
<h2 id="title">Ph.D. Candidate</h2>
```

Update your Contact Information

In your text document, click on the first line of text and do a find for <div id="contactSummary">

- Update your **phone number** by changing the text highlighted in the example below:

```
<div id="contactSummary">
        <p><span class="label">Phone:</span>
(000) 000-0000</p>
```

The code format can look wonky like this. That's OK.

- Update your **email address** by changing BOTH of the text areas highlighted in the example below (must change both!):

```
<div id="contactSummary">
        <p><span class="label">Phone:</span>
(000) 000-0000</p>
        <p><span class="label">Email:</span>
<a href="mailto:econwebmaster@ucsd.edu">econwebmaster@ucsd.edu</a></p>
```

Update your Publications/Working Papers

- In your text document, click on the first line of text and do a find for one of the following:
  - Publications
  - Working Papers

The line directly below the found text will show <p>Customize</p> (where "Customize" is the standard template but will display whatever you last entered).

- Update the "Customize" text as needed. To force a new line of text, you'll need to add a little code. Like this:
  <p>Here's my first line of text.</p>
  <p>Here's my second line of text.</p>
  <p>See what I'm doing with these paragraph tags?</p>

  Beware, it **will auto wrap your text** to fit in the space, so if your text between paragraph tags is too long, it will automatically format itself onto a new line. Use the paragraph tags to force the new line.
  To make the section blank, just enter a space between the paragraph tags: <p> </p>

Teaching

Update Your Name
- In your text document, click on the first line of text and do a find for <h1 id="name">
- Update your **name** by changing the text highlighted in the example below:

```
<h1 id="name">Insert Name Here </h1>
<h2 id="title">Ph.D. Candidate</h2>
```

Update your Contact Information
In your text document, click on the first line of text and do a find for <div id="contactSummary">
- Update your **phone number** by changing the text highlighted in the example below:

```
<div id="contactSummary">
        <p><span class="label">Phone:</span>
(000) 000-0000</p>
```

The code format can look wonky like this. That's OK.

Update your **email address** by changing BOTH of the text areas highlighted in the example below (must change both!):

```
<div id="contactSummary">
        <p><span class="label">Phone:</span>
(000) 000-0000</p>
        <p><span class="label">Email:</span>
<a href="mailto:econwebmaster@ucsd.edu">econwebmaster@ucsd.edu</a></p>
```

Update Your Teaching Listings
- In your text document, click on the first line of text and do a find for one of the following:
  Fall
  Winter
  Spring

- Update the Year of the Quarter by changing the text highlighted in the example below:

```
<h4>Fall 20XX</h4>
<ul>
        <li>class name</li>
</ul>
```

- Change the class name by changing the text highlighted in the example below:

```
<h4>Fall 20XX</h4>
<ul>
        <li>class name</li>
</ul>
```

  - Add a class name with a little code, like this:
    - this is the class name you just updated

- add another class name here between the list tags
- maybe you are really busy and have 3 classes in one term?

- If you are not teaching one quarter, it is easiest to change "class name" to something like "no classes this quarter" or even just enter a space. Delete the code if you feel comfortable re-creating the list.

Other

Sample Code: How to Insert a Link

To a Website: Economics Where the blue text is what will display on your page, and the bolded text is the link you want it to go to.

To a PDF in your *pdfs* folder: Look At My PDF! Where the blue text is what will display on your page, and the bolded text is the name of your saved PDF in your *pdfs* folder.

To an image in your *images* folder: Look At My Picture! Where the blue text is what will display on your page, and the bolded text is the name of your saved picture in your *images* folder.

Sample Code: How to Display an Image (make sure you have rights to display image)

 Where the blue text is what will display if the viewer cannot display the image, and the bolded text is the name of your saved picture in your *images* folder.

OK you have learned a lot about how to customize these things. Use this knowledge to tackle the "Other" page!
If you need help, contact econwebmaster@ucsd.edu.