

Changing the Styles on Your Website

A guide to changing the colour, fonts and sizes on your website and a basic understanding of style sheets used with your templates.

Remember to back up your CSS file before making any changes.

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1. CHANGING THE STYLES ON YOUR SITE

Your web site has the flexibility to change almost all of the ways it looks.

- You can define the colour of text.
- You can define the size of text.
- You can select the font type.
- You can change the background colours.
- You can control how the links on the page look.
- You can control how the links in the menu look.
- You can even change the colour of your scrollbar.

This can be done using specific HTML commands.

You have three alternatives when changing the styles on your site.

1. Altering the text across the entire site – by editing the “style sheet”
2. Altering the text for one page only
3. Altering an individual piece of text on a page

2. WHAT DO STYLE SHEETS DO?

You will recognise a “style sheet” file in your web site by the extension .css eg
corporatestyle.css or
coolstyle.css

Style Sheets are a set of rules that apply to your web site pages. These rules control the “styles” or the look of the different elements on your whole web site.

- They can define the size and colour of text.
- They can define the choice of font type.
- They can control how the links on the page look.
- They can control how the links in the menu look.
- You can even change the colour of your scrollbar.

Style Sheets provide a simple way to change important details on your site across ALL web pages in one go.

Note not all formatting is done in the style sheet. Some of it may still remain in each web page coding.

Also good practice is to have “style” instructions in the body section of each web page – as some older web browsers do not support reading style sheets ie css files.

3. ABOUT DEFINING STYLES

In your HTML pages OR Style Sheets you will define the “styles” you want for different types of text or parts of your web pages. eg

- Body text
- Titles
- Subtitles
- Menu buttons
- Scrollbars

The format for a style rule is:

```
selector { property: value }
```

The “selector” is the “part” of the webpage/s that you want affected by this style definition.

The “property” is the aspect of the style that you want to specify eg colour; font

The “value” is your selection for that property.

Eg	<code>.title</code>	<code>{ color: #3259BA }</code>
The selector = the span class “title”		
the property = colour of the text that is this span class type		
the Value you want for the colour = #3259BA		

The property and values are in parentheses:{}. In CSS these parentheses perform the same task as <> does in HTML.

Multiple style options for a single selector are separated by a semicolon:

```
selector { property1: value1; property2: value2 }
```

Eg	<code>.title</code>	<code>{ color: #3259BA; font: 28px arial }</code>
The selector = the span class “title”		
Property 1 = colour		property 2 = font
Value 1 = #3259BA		Value 2 = 28px arial

The Selectors and Property names should NOT be edited. Treat them as “programming code” that you should leave alone. (Yes “color” is spelt right – it is the correct programming code ...)

Note you will sometimes see the “selector” also referred to as an element. This is because in CSS we often “select” a HTML element as the selector eg BODY

The Values are the areas you would edit if you wanted to change the look of your website.

When you want to want to have many values to one “property” you can group them together. For example:

```
.title { COLOR: #9D9A88; FONT: 16px, arial, sans-serif; font-weight: normal; }
```

This example has multiple values for FONT. They are written this way to save space. They are sometimes written the “long way”:

```
Font-size: 16px
Font-face: arial, sans-serif;
font-weight: normal;
```

The following is a list of the most common properties and values. Note the US spelling should be used as this is a programming “code”. You will make your style sheet inoperable by changing the spelling of the property labels.

3.1 FONT OPTIONS

Property	Explanation	Value Options
<code>font:</code>	This allows us to set the font properties listed below	
	Font-family ie the type of font **	serif (e.g., Times) sans-serif (e.g., Arial or Helvetica)
	Font – style	normal <i>italic</i> <i>oblique</i>
	Font –size <absolute size>	xx-small x-small small medium large x-large xx-large
	Font –size <length>	10pt 18pt 36pt
	Font-weight	normal bold bolder lighter

** There are only a few different font types that will be compatible on all computers. These include:

- The Sans-serif family
Arial, Verdana, Geneva, Helvetica, sans-serif
- The Serif family
Georgia, Times New Roman, Times, serif
- The Monospace family
Courier New, Courier, monospace

3.2 COLOUR AND OTHER OPTIONS

Property	Explanation	Value Options
<code>color</code>	Text colour	#FFFFFF (white) #000000 (black) See colour charts for codes
<code>background-color</code>	Colour for the page background	Any colour code as above
<code>text-decoration</code>	Special affects to apply to that text	none <u>underline</u> line-through overline blink
<code>text-align</code>	The alignment of the text in that table	left center right justify (spread out evenly)
<code>border:</code>	Colour Size style	#3259BA, 1px, solid

To look up more CSS style options: <http://htmlhelp.com/reference/css/>

4. HOW STYLES SHEETS WORK

Rather than type in the Style code into each web page – you can have one place that records the values you choose for the style properties. This would be a “style sheet”.

Each web page that you want to “adopt” these styles will have a “link” to that style sheet. As that web page “runs” it looks up and applies the styles in the style sheet.

The typical “Linking” code you may see in your web pages is:

```
<link rel="StyleSheet" href="corporatestyle.css" type="text/css">
```

In our web pages we define some “types” of text by labelling them. For example we use the coding of “span class”. Once the page finds a “span class” it will go to the style sheet and look up the “rules” for how that span class should be formatted. Eg of a defined span class of “title”.

```
<span class="title">Website Heading<br> </span>
```

Once this page reads the span class “title” in the above coding it then goes to the linked css file and looks up the rules to apply to a “title”.

The advantage of a Style Sheet is it allows us to have a consistent look on all our web pages.

Also it makes changes to “styles” much easier. By changing a single entry in the style sheet all of the pages on your site can be updated immediately.

You also have the flexibility of having “exceptions”. For example you might have one area on one web page where you want to have a different colour text. You can do this by editing that page without affecting the other pages or any of the other styles on that page. We show how to do that in later sections.

Note the link to the style sheet is usually inserted into the Head part of the web page – so that it gets “read” and implemented as the default for that page.

5. FINDING YOUR STYLE SHEET FILE/S

Look for your styles sheet in your website files. Some templates have a file called "coolstyle.css" and some have a "corporatestyle.css".

Some templates may have an extra style sheet called "menu.css" which defines the styles in the menu.

Before editing your CSS file always ensure that you have backed up your site! Also copy that style sheet – so you have the original values at hand if you need to revert back to them.

You can edit your style sheet in Notepad.

IMPORTANT NOTE: some templates that have the corporatestyle.css style sheet have some of the style definitions for the main BODY part of each web page in each web page NOT in the style sheet.

If you can't find the property that you want to change in the stylesheet, and we haven't already provided you with information on what to do, contact the College and we will send you instructions on how to add this property value to your style sheet.

6. CHANGING TEXT AND TITLE STYLES

In this reading to make it easier to recognise the values to be edited in your template – these sections are shaded.

NOTEPAD will NOT display these values as shaded – you need to look for them.

Almost all the templates define the styles and font used in the body of the pages in a style sheet.

They do this by selecting the various “span classes” we have used in our web pages – and give them property values.

You will remember that the format for a style rule is:

```
selector { property1: value; property2: value2 }
```

Look for the following code in the corporate.css or coolstyle.css style sheet. Note there may be more options in your template section than those listed.

```
/* THE NEXT LINE CONTROLS THE DEFAULT FONT SIZE */  
TABLE      { COLOR: #A2A3AD; FONT: 12px arial, sans-serif; font-weight: bold; }  
.title     { COLOR: #7C8197; FONT: 16px arial, sans-serif; font-weight: bold; }  
.subtitle  { COLOR: #FFFFFF; FONT: 13px arial, sans-serif; font-weight: bold; }  
.phonetitle { color: #F0F0F0; font: 13px arial, sans-serif; font-weight: bold; }
```

Here is a brief description of what each of the entries mean.

TABLE - These changes will affect the font in the table section of each page UNLESS it is defined by one of the span class labels. Treat this section as the “normal” text of your webpage. You can edit the TEXT colour and font and size.

.title - any changes to colour and font will apply to text that has been defined by the span class title ie

.subtitle - any changes to colour and font will apply to text that has been defined by the span class subtitle ie

7. EDITING THE MAIN BODY COLOUR

The main BODY properties that you may want to change are:

- the background colour
- the page up/down scroller (so it matches the main background colour)

There are other features such as borders and padding; but editing those requires a thorough understanding of HTML that is outside of the scope of this course.

In most style sheets in the templates you may have the following text at the top of the style sheet:

```
BODY {
  scrollbar-base-color: #008000;
  scrollbar-track-color: #008000;
  background-color: #FFFFFF;
  margin: 0px;
  padding: 0px;
  border: #FFFFFF 0px solid;
}
```

Here is a brief description of what each of the entries mean.

BODY - These changes will affect the entire page as they are part of the page body.

scrollbar-base-color: #008000; - this changes the foreground colour of the scrollbar. The Value #008000 is the colour – you can edit this value.

scrollbar-track-color: #008000; - this changes the colour of the background of the scrollbar. The Value #008000 is the colour – you can edit this value.

background-color: #FFFFFF; - this colour can change the background colour of every page on your site. The Value #FFFFFF is the colour – you can edit this value

margin: 0px; - No margins. Note these values affect the template and are best left alone

padding: 0px; - No padding. Note these values affect the template and are best left alone

border: #FFFFFF 0px solid; - Page border colour, size and thickness. Note these values affect the template and are best left alone

No Colour Option in Style Sheet

IF your stylesheet does NOT have the background colour selector, you will need to add it in.

To find the current colour being used – go to any of your html pages and look for the code at the end of the head section – marking the beginning of the body section, and find the code for the colour eg :

```
<BODY BGCOLOR="#FFFFFF"
```

Then add the following shaded text into the code as indicated:

```
BODY {  
  scrollbar-base-color: #008000;  
  scrollbar-track-color: #008000;  
  background-color: #FFFFFF;  
  margin: 0px;  
  padding: 0px;  
  border: #FFFFFF 0px solid;  
}
```

8. CHANGING HOW LINKS LOOK

You can create links to other pages in your site, to documents or even to external websites.

See the separate reading on how to create the links.

How the links will “look” can be determined by the style sheet. By altering the values in the CSS file you can change the colours of the links. You can also determine if you would like the link to be underline or not.

You will find the following code in your style sheet:

```
a:link      { color: #0066FF; text-decoration: none; }
a:visited   { color: #0066FF; text-decoration: none; }
a:active    { color: #0066FF; text-decoration: none; }
a:hover     { color: #009900; text-decoration: none; }
```

a:link refers to the standard way the link will appear.

a:visited refers to the colour the link will become after the visitor has used that link.

a:active refers to the colour of the link that is the active link or page.

a:hover refers to the colour that the link will change to when a visitor mouses over the link (but doesn't click on it – if they clicked on it it would be active)

You can edit the values for the colours of the links. Change the value `#0066FF` to be colours that you would prefer.

Normally the “link”, “visited” and “active” links will be the same colour and the “hover” value will be a different colour.

The text-decoration command has two values used for links:

text-decoration: `none` = No Underline

text-decoration: `underline` = The link will be underlined

The “accepted standard” is that a link would be underlined; and no underline after it has been visited.

The “accepted standard” is also for links to be blue in colour. This may vary where that colour isn't readable against the background colour.

9. CHANGING THE MENU LINKS

In each web site you have a menu system. The menu “links” to other pages within the template.

The stylesheet may have code that specifies the styles to apply to the menu and the menu links.

In some templates that have “cascading/ expanding” menus there may be a separate style sheet for this: menu.css.

9.1 STANDARD MENU LINK OPTIONS

These instructions are for where you do NOT have a separate menu.css style sheet.

In the coolstyle.css or corporatestyle.css style sheets you will find the following code:

```
a.menu:link      { color: #0066FF; }
a.menu:visited   { color: #0066FF; }
a.menu:active    { color: #0066FF; }
a.menu:hover     { color: #009900; text-decoration: underline; }
```

Edit the values for the colours. You can also determine if you would like the links underlined or not by adding or editing text decoration options.

Refer to the information on editing links for more detail on editing the above menu options

There are also other menu options that you may want to edit such as

- the font used in the menu
- font size in the menu

If you want to edit these items look for the following code and edit the values.

See the Font Options section for more detail.

```
font-family: arial, verdana, helvetica, sans-serif;
font-size: 12px;
font-weight: bold;
```

Note if you make your menu font size too large it may not fit in the “box” for that menu item. While you can change the sizes of the “boxes” this is a more complex matter.

IF you don't find this code in the style sheet file – look for the NEXT instructions on the menu javascript file.

If you cant find the options for font size and family in the style sheet, look in the menu JAVASCRIPT file ie menu.js

Open that menu.js file with notepad and look for the following text:

```
// MENU OPTIONS - you will find more options in the corporatestyle.css

MFL          = 0;                // MENU DISTANCE FROM EDGE
MFT          = 186;             // MENU DISTANCE FROM TOP
ALIGN        = "left"          // MENU LEFT OR RIGHT
TMH          = 22;              // TOP MENU HEIGHT
TMFS         = "8";             // TOP MENU FONT SIZE
TMFW         = "bold";         // TOP MENU FONT WEIGHT bold/normal
TMFF         = " arial, verdana, helvetica, sans"; // TOP MENU FONT FACE
TMC          = "FFFFFF";       // TOP MENU OFF FONT COLOR
TMBC         = "948B6D";       // TOP MENU OFF BACKGROUND COLOR
TMBI         = "pics/menu.gif"; // TOP MENU OFF BACKGROUND IMAGE
TMHC         = "000000";       // TOP MENU HOVER TEXT COLOR
TMHBC        = "C0C0C0";       // TOP MENU HOVER BACKGROUND COLOR
TMHBI        = "pics/menuon.gif"; // TOP MENU HOVER BACKGROUND IMAGE
TMBL         = "000000";       // TOP LEVEL BOTTOM LINE COLOR
MO           = TMH-2;          // Y MENU OVERLAP CHANGE NUMBER VALUE
SUBshift     = 0;              // SHIFT SUBMENU RIGHT
```

Look for the lines that refer to the aspects you want to change eg

```
TOP MENU FONT SIZE
TOP MENU FONT FACE
```

Identify the current value for that property and edit it. Eg change the font size from 8 to 10.

9.2 CHANGING THE MENU.CSS FILE OPTIONS

These instructions are for where you DO have a separate menu.css style sheet. Not all templates have this separate file.

Look to make sure you are looking at the menu.css file NOT the menu.js file.

Changing the Font:

If you would like to change the font used in the menus, look for the following code:

```
/* TOP LEVEL MENU CODES */
ul#top-nav li a {
    display: block;
    text-decoration: none;
    padding: 4px;
    text-indent: 3px;
    color: #000000;
    padding-top: 7px;
    padding-bottom: 7px;
    font: 11px arial, verdana, arial, helvetica, sans; font-weight: bold;
    z-index: 4;
}

/* SUB LEVEL MENU CODES */

ul#sub-nav li a {
    display: block;
    text-decoration: none;
    padding: 5px;
    color: #777777;
    font: 8pt arial, verdana, helvetica, sans; font-weight: normal;
}
```

The shaded values can be altered as desired.

Note: If you make the FONT too large then you may need to increase the menu width value as well. This can be complicated...

Background Colour

To change the colour or the image used as a background for your menu look for the following code:

```
.menu-background {
    background-image: url("pics/background-menu.gif");
    background-colour: #000000;
    background-repeat: repeat-y;
    background-position: top left;
}
```

You can either change the background-image value to a new one, or if your menu.css file has a colour value this can be altered as well.