

To: Graduate Students in the Dept. of Economics
Fr: Erin B. Leveille, Dept. Web Administrator
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Graduate Student Web Pages/ Job Market Web Pages

- **Where to put your site**

You should post your site on your FAS account. You'll need to create a public_html directory in your home directory to store your files and, after you've transferred your files, you'll need to change permissions on your public_html folder to render it (and its contents) world readable. Directions for doing this are available at:

<http://www.fas-it.fas.harvard.edu/node/186>

You'll also want to create a papers directory within your public_html directory.

- **How to create your pages**

You'll need an index.html page (your main page) and a papers.html page.

To create your index.html page, open a web browser (eg. Mozilla Firefox or Internet Explorer) and go to <http://www.economics.harvard.edu/templates/graduate> or

if you're on the job market and need to set up your job market web page, go to

<http://www.economics.harvard.edu/templates/jobmarket>

and view the page source using your browser (with Mozilla Firefox, go to View > Page Source, with IE, go to View > Source). Select everything on the page and copy it. Open a new file in Notepad (from the Windows Start Menu, go to Programs > Accessories > Notepad). Paste the contents of the folder into Notepad. To ensure that your page appears in the same style as the Economics Department website, copy and paste or type the following command into Notebook under the <head> line at the top.

```
<BASE HREF="http://www.economics.harvard.edu">
```

Save the file with the name **index.html** and the tyle "All Files."

To create your papers.html page, go to

<http://www.economics.harvard.edu/templates/graduate/papers> or

if you're on the job market, go to

<http://www.economics.harvard.edu/templates/jobmarket/papers>

and copy the page source, paste into a Notepad (as above, including adding the base href command line), and name it **papers.html**.

- **How to edit your pages**

I recommend that you do all of your editing in Notepad: from the Windows Start Menu, go to Programs > Accessories > Notepad. Once in Notepad, open the index.html file and pull down the Format Menu and turn on the Word Wrap feature. At the top of the page, edit the text between the **title** tags to reflect the content of the page. (The *title* is used to refer to the page in bookmark entries.) About mid-way down the page, you'll see the page's main content and where you need to begin editing. Before the CV and Papers pages, it will read "<a

href=www.people.fas.harvard.edu/~username, please change to reflect your website name (your FAS login name in place of username). Add your name, phone number, email address, etc in the appropriate areas. Once you've finished editing, save the file.

You'll need to edit your papers.html files as well. This file will require more work. You'll need to enter the filenames of your papers, the titles of your papers, and your abstracts (if you wish).

To preview your html files, open a browser (eg., IE) and open your file—pull down the File Menu, select Open/Open File, and then browse to find your html file.

- **Transferring files to your FAS account**

You'll need to transfer your files to your FAS account using the FTP program, SecureFX (available at <http://www.fas.harvard.edu/cgi-bin/software/download.pl>). Transfer your index.html, papers.htm and your cv.pdf to the public_html directory. (Note that for the CV button to automatically open your cv, your cv file must be named cv.pdf. If you wish to use a different filename, you'll have to edit the html to reflect the different filename.) Transfer the pdf files containing your papers to the papers directory within the public_html directory.

- **When your site is ready to go public**

When you're ready for your site to appear on the Graduate Student Web Page directory, email Erin Leveille (eleveill@fas.harvard.edu) or Nicole Tateosian (natatoes@fas). You'll need to provide your site's URL—i.e., <http://www.people.fas.harvard.edu/~username>. If you have any questions, contact Erin Leveille (eleveill@fas.harvard.edu; Littauer M-4; 6-3226).