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## Guidelines for using IEEE HTML templates

Greetings Webmaster!

Thank you for using the IEEE HTML templates.

IEEE templates were created to help your site have the same look and feel as the IEEE corporate site. As you know, we have changed the way we approach the web – to make it more useful to all of our audiences.

We have created two templates - one for entities with logos and ones that do not have logos. If your entity has a logo, please use `template.html`. Otherwise, please use `nologo_template.html`.

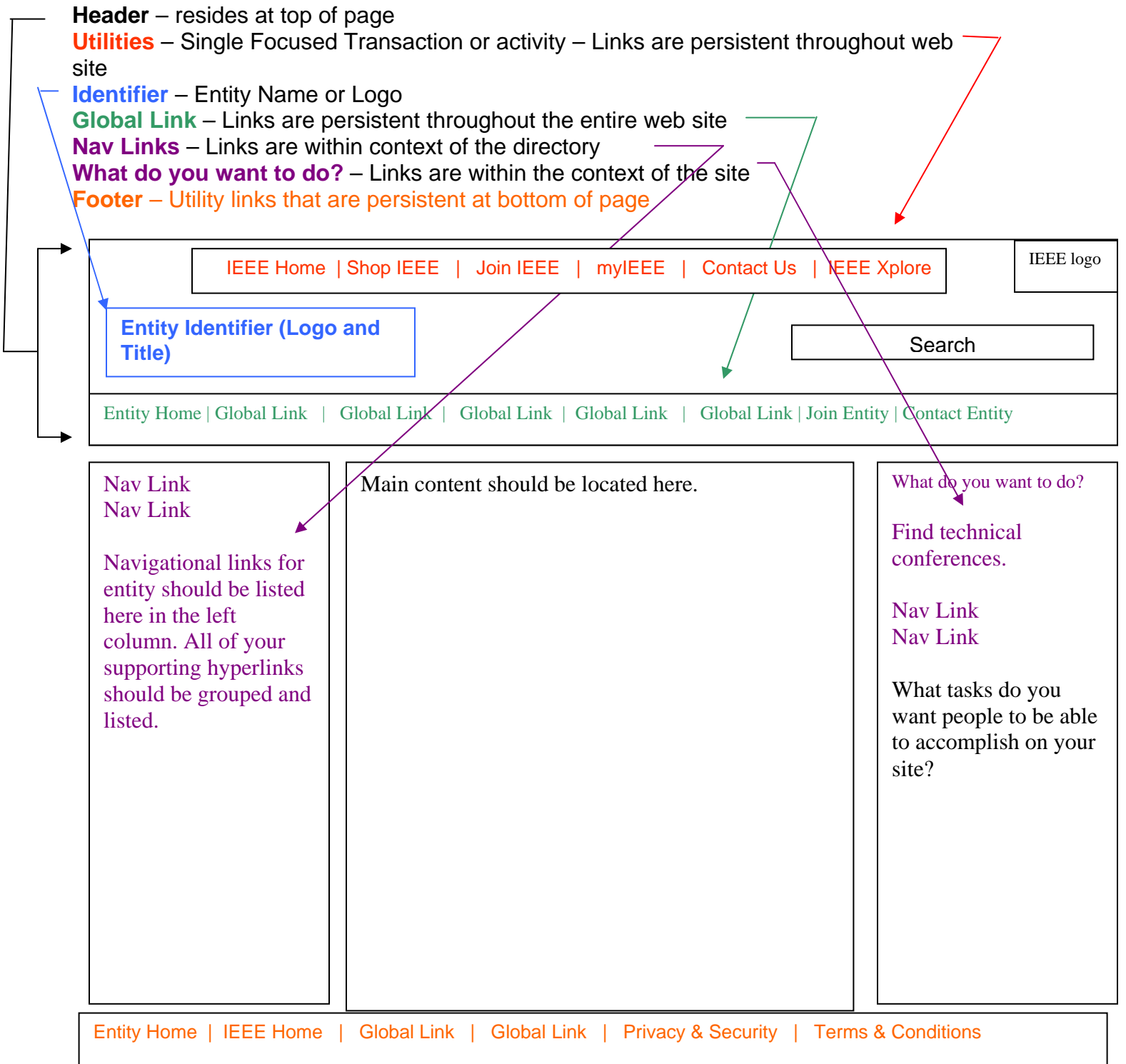
All additional files that the template files reference to are located on the EWH server. The location is <http://ewh.ieee.org/templates/>. Stylesheets have been used to set the fonts of the pages and other settings. Instructions are below on how to customize the template for your entity.

Moving your webpages into these templates is a good opportunity to reevaluate your content with both returning visitors and new users in mind.

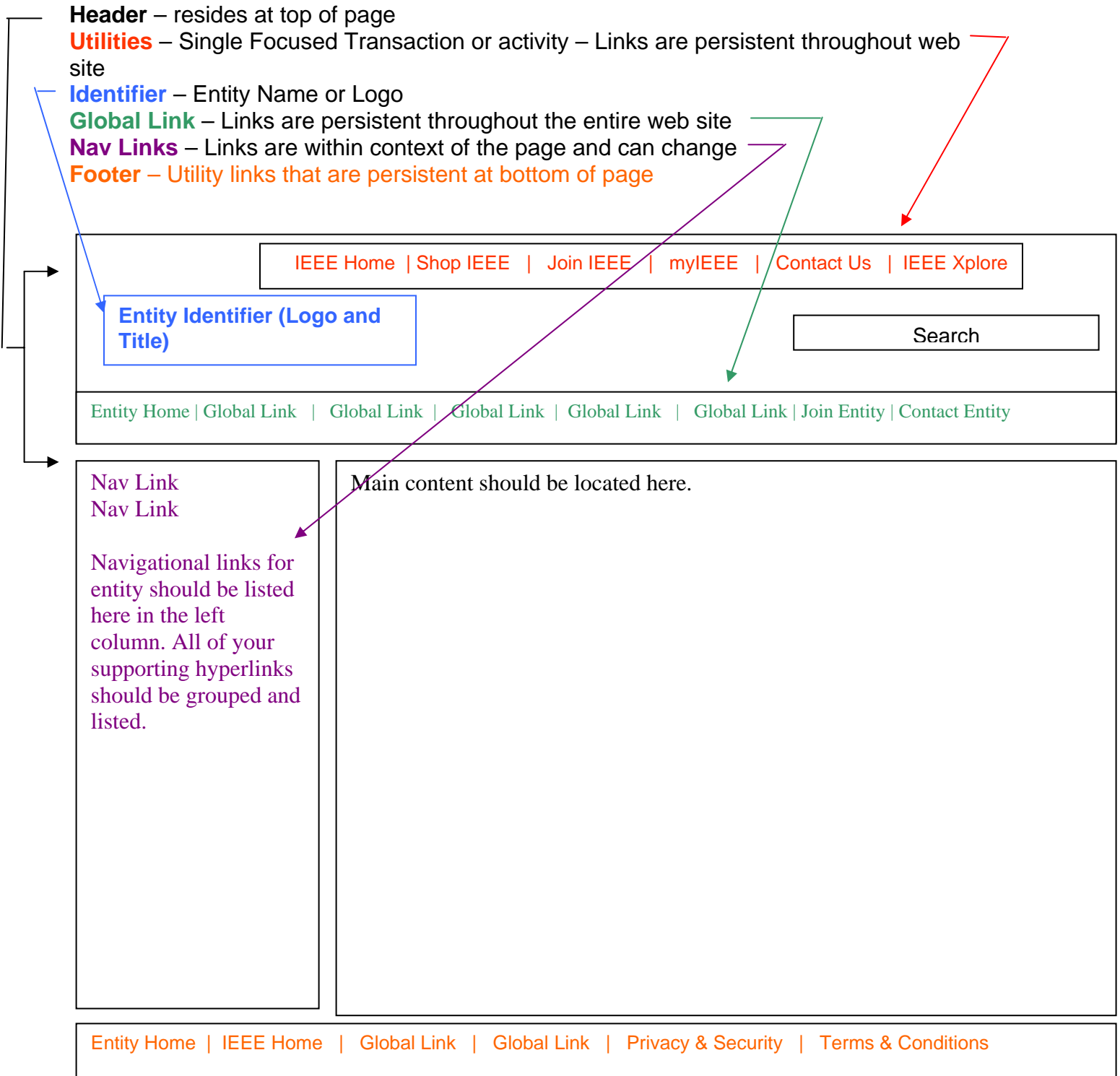
We provide three and two column pages. We recommend using the three column page for your home page and subsequent pages may use the two column page.

**Search bar** – The Search utility will allow your users to search the IEEE as well as your site. At the time of registration of the templates, we will index your site and add it to the IEEE collection.

The following illustration is shown as example of a three-column layout:



To understand the framework – please use the following illustration as example of a two-column layout:



## Instructions on How to Customize the Templates

The information below applies to all template formats as seen in the table below.

File names	Logo	No Logo	Home Page	Secondary Page
template_3col.html	X		X	X
template_2col.html	X			X
no_logo_template_3col.html		X	X	X
no_logo_template_2col.html		X		X

- A. Enter Page Info
  - a. Enter the Page Title.
  - b. Enter the keywords. (What words might a person enter to find your page?)
  - c. Enter a brief description of the page.
- B. Place Logo
  - a. Logo size should be a maximum of 48 pixels high and 66 pixels wide.
  - b. Enter info in the alt tag.
- C. Enter Entity Name
  - a. The IEEE Entity Name (Initials) format would be for example IEEE Aerospace & Electronic Systems Society (AESS).
- D. Top Navigation
  - a. Code the first hyperlink to Home Page. Rename Entity to your entity's name.
  - b. Create the five Custom Links.
    - i. Rename the links. (Link title should not exceed 10 characters.)
    - ii. Code the hyperlinks.
  - c. Create page for the Join Entity.
    - i. Rename the link to Join "your entity's initials." (Ex. Join AESS)
    - ii. Code hyperlink.
  - d. Create a page for Contact Entity.
    - i. Rename the link to Contact "your entity's initials." (Ex. Contact AESS)
    - ii. Code hyperlink.
- E. Left Navigation
  - a. Change the title of Entity Main Menu to your entity's initials Main Menu.
  - b. Code the links needed. (Links should be less than 20.)
- F. Enter Page Content.
  - a. This area was left to show you examples if you need certain fonts and bullets.
- G. What to do Navigation
  - a. The links of "What do you want to do?" have been left as example – in order to help you create links that will help the member decide what action to take to find info or to perform a common action on your site.
- H. Footer Navigation

- a. Code the hyperlink of Entity Home to homepage URL. Change Entity of Entity Home to Initials of your entity.
  - b. Add custom links. (For example – Sitemap etc.)
  - c. It's recommended that you keep the Privacy & Security as well as the Terms & Conditions links.
- I. Webmaster Email.
- a. Code the webmaster email.
  - b. Change the Entity to your entity's initials.

The following is an example of the AESS site.

IEEE Home | Shop IEEE | Join IEEE | myIEEE | Contact IEEE | IEEE Xplore

**IEEE Aerospace & Electronic Systems Society (AESS)**

IEEE (Ultraseek) AESS Collection

Search »

AESS Home | Custom Link | Custom Link | Custom Link | Custom Link | Custom Link | Join AESS | Contact AESS

**Sample Main Menu**

- » Find an Article
- » Buy an Article
- » Subscribe
- » Author Tools
- » Submit a Manuscript
- » Customer Support and Training
- » Publishing Services
- » Rights and Permissions
- » Ordering Reprints
- » Advertise
- » About IEEE Xplore
- » Contact IEEE Publishing
- » FAQs

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- Initiate [Formation](#) of a Technical Council
- Become a Society/Council [Volunteer](#)

AESS Home | IEEE Home | Custom Link | Custom Link | Privacy & Security | Terms & Conditions

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Questions, please contact the [web-help@ieee.org](mailto:web-help@ieee.org) for assistance.