



## How to create or update your own web page using Butler

DEPARTMENT OF ENGLISH

This document is an introduction to the Faculty's automatic web page generator named Butler.

Wednesday, 01.10.2002

Normally when you create a web page you have to know how to write HTML (Hypertext Markup Language, the "code" used to write a web page), or at least know how to use an HTML editor that can do it for you. The advantage to Butler, however, is that you do not have to know any HTML whatsoever – you just need to be able to use your internet browser and write the desired text in the right places and Butler will generate the HTML code for you and put your web page on the web immediately.

**Web Editors**

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The downside to Butler is that it can only generate a standard web page, so the space for variation is very limited. Also, you are limited to a single web page if you use Butler (i.e. you cannot create more web pages and link between them). And Butler is entirely in Danish, so you need to be familiar with at least a few terms, all of which will be explained below.

Only registered users can use Butler. Most people were registered when Butler was introduced some years ago, so this should not be a problem. A standard web page was generated at that time and put on the web. If you are not a registered user or do not know whether you are, contact one of us and we will find out. If you are not yet registered, we will register you.

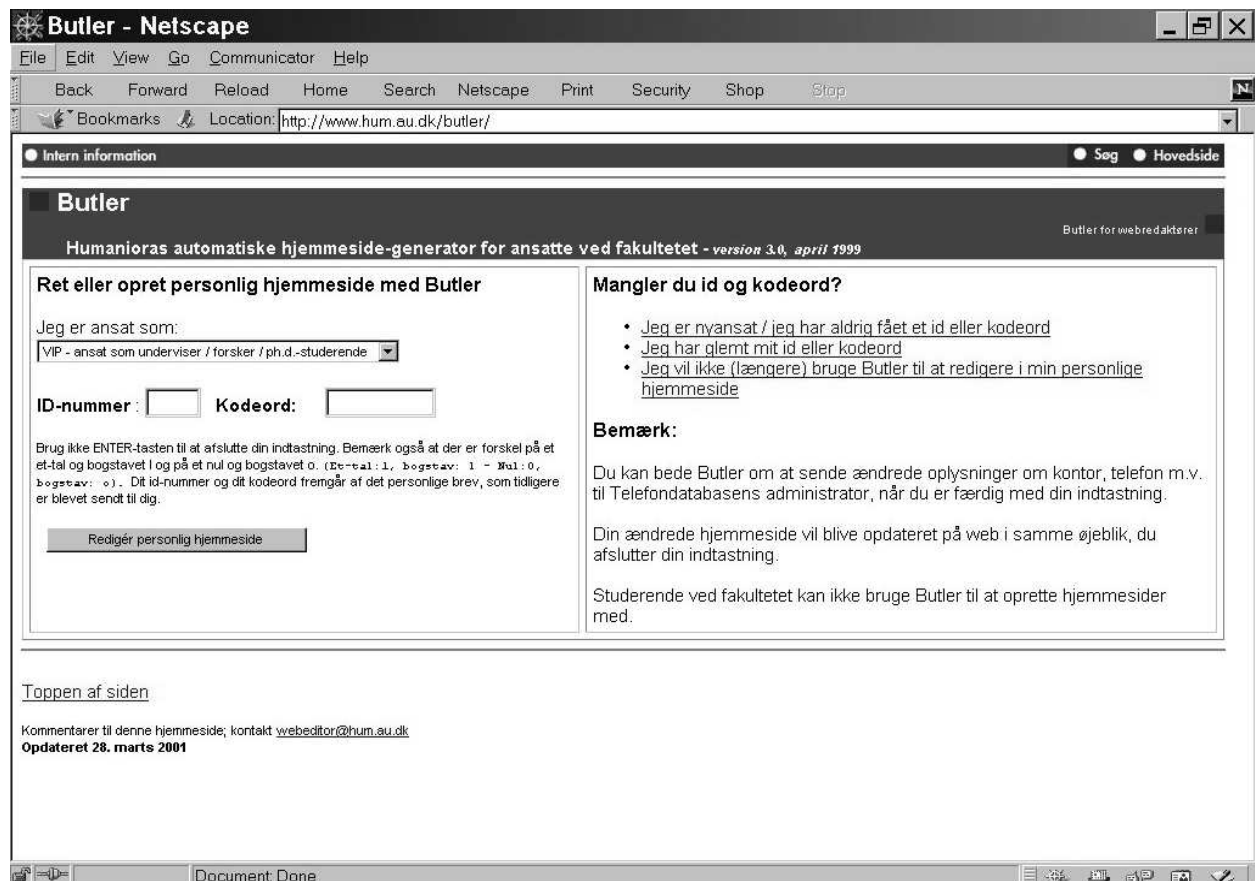
When you are registered you will get access to a designated folder under the department's section of the central Faculty web server – this is where your web page is located. The central server is named 'hum.au.dk' and the department's section is a subfolder named 'engelsk'. Your folder's name is the same as your username (e.g. 'engabc'), so the address of your homepage will be something like <http://www.hum.au.dk/engelsk/engabc/>.

Department of English  
 University of Aarhus  
 DK-8000 Aarhus C  
 Denmark

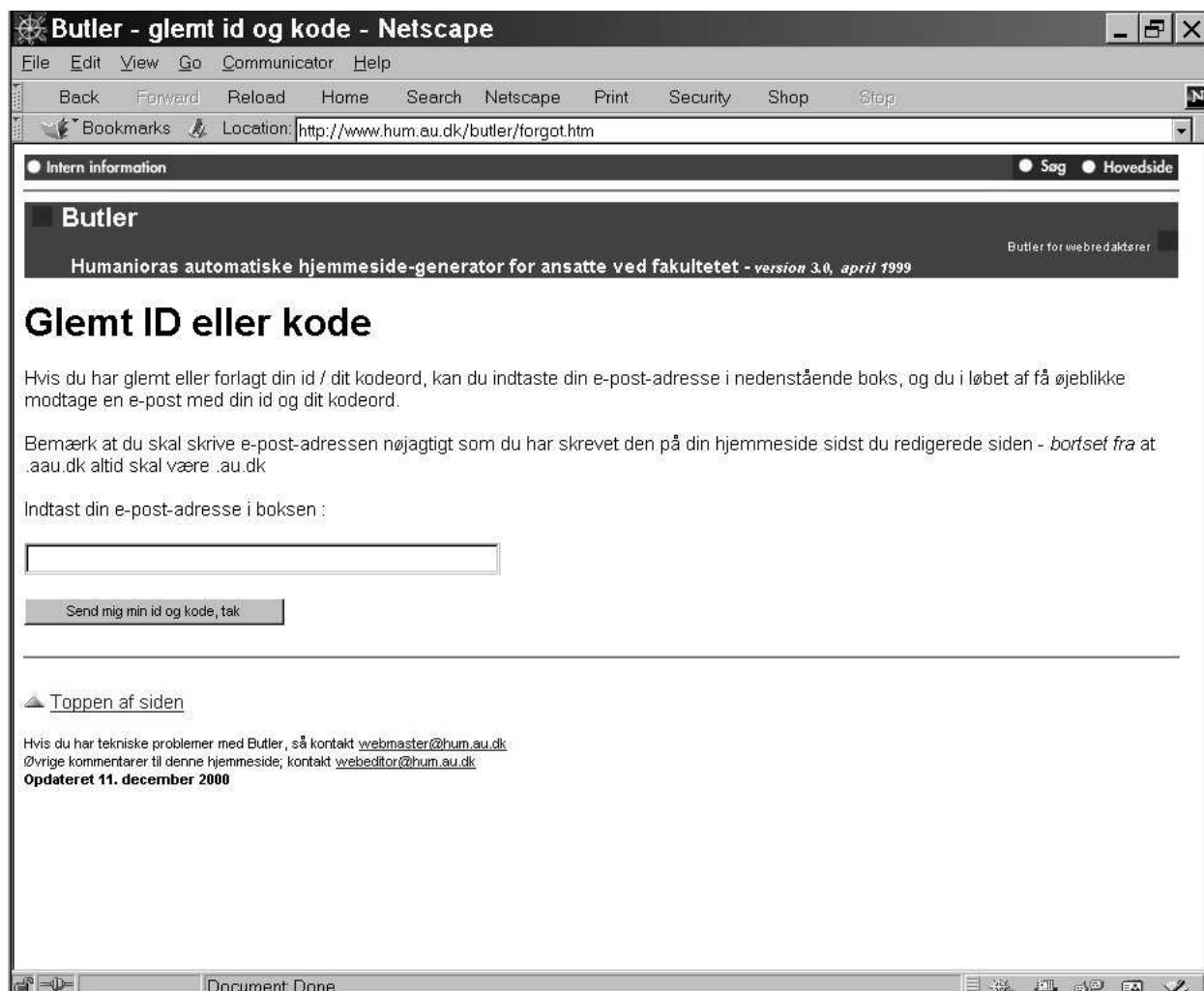
Tel: +45 8942 6500  
 Fax: +45 8942 6540  
 Web: [www.hum.au.dk/engelsk/](http://www.hum.au.dk/engelsk/)

To create or update your web page you must:

1. Open your favourite internet browser (e.g. Netscape or Internet Explorer).
2. Type in the following in the address bar: <http://www.hum.au.dk/butler/>.
3. This will bring you a web page that looks like this:



4. From the drop-down list below the words “*Jeg er ansat som*”, select whether you are a VIP (i.e. teachers, ph.d. students, etc.) or a TAP (i.e. secretaries or technical staff).
5. Type your ID number.
6. If you know your password, type it and press the “*Redigér personlig hjemmeside*” button (do not press the Enter-key – it will not work...) and skip the next two steps. If you do not have a password or do not remember it, move on to the next step.
7. If you are not a registered Butler user yet, you will not have an ID and a password. Contact one of us and we will get one for you. If you have forgotten your password, press the second link from the top on the right hand side of the screen “*Jeg har glemt mit id eller kodeord*” and you get this web page:



8. Write your e-mail address in the field – this MUST be the e-mail address that is shown on your web page! Press the button “*Send mig min id og kode, tak*” (sic). A few moments later you should get an e-mail with your password. If this does not work, contact one of us and we will help you.
9. After you have typed your password, press the button “*Redigér personlig hjemmeside*”
10. You will now see this screen:

**Butler 3.0 - trin 2**

Aarhus Universitet  
 Det Humanistiske Fakultet  
 Humanioras WWW-projekt

Gå til vejledning    Gå til felter til indtastning    Gå til Gem og Slet-knapper

**Læs først denne vejledning!**

**Udfyld de hvide felter**  
 Mange af felterne er forudfyldt med oplysninger, som vi allerede har liggende i telefondatabase. Du kan rette i disse oplysninger, hvis de er forkerte. Du kan dog ikke rette i den officielle adresse.

**Brug musen til at flytte med**  
 Du flytter markøren fra felt til felt enten ved at klikke med musen i feltet - eller også kan du flytte eet felt fremad ved at trykke på tabulatortasten. Du flytter nedad på siden ved at klikke i rulleskakten til højre.

**Almindelig tekst**  
 Du kan kun skrive almindelig tekst, ikke kursiv eller fed skrift, når du taster dine oplysninger ind. Brug ikke ekstra mellemrum til at skabe afstand mellem ord eller afsnit. Gentag heller ikke de overskrifter, der står umiddelbart før tabellerne (fx "Træffetid" osv.). Til gengæld må du gerne bruge linjeskift, hvor der er plads til flere linjers tekst. Du skal også selv tjekke, at du ikke har begået trykfejl.

**Dansk og engelsk version**  
 Hjemmesiden bliver lavet i både en engelsk og dansk version.  
 Alle VIP'er skal udfylde felterne i både den danske og den engelske udgave. TAP'er skal udfylde den danske version og *kan* vælge også at oprette en engelsk udgave. Hvis man som TAP'er ikke ønsker en engelsk udgave af hjemmesiden, skal man blot ignorere alle de felter, der hører til den engelske version.

**Gem mine indtastninger**

11. The first part of this web page is a short introduction to Butler. It amounts to the following:

- Fill in the empty white fields. Some fields are already filled in because Butler uses data from the central telephone database. You can alter these if you like – the only thing you cannot change is the official address.
- You can use your mouse or the TAB key (the one just above Caps Lock) to move from one field to the next. If you hold down the Shift key and press TAB you go back to the previous field.
- You can only write in plain text – or at least that is what it says here, probably to avoid unnecessary confusion... However, you *can* actually do at least four things:
  - A. include **text in boldface**.

Surround the text with the HTML tags for bold like this:

Some of this text will display `<b>in bold</b>`

Result: Some of this text will display **in bold**

- B. include *text in italics*.

Surround the text with the HTML tags for italics like this:

Some of this text will display `<i>in italics</i>`

Result: Some of this text will display *in italics*

- C. include underlined text.

Surround the text with the HTML tags for underline like this:

Some of this text will be `<u>underlined</u>`

Result: Some of this text will be underlined

- D. include hyperlinks (i.e. links to other web pages).

Before the relevant word(s), you put the address information of the page you want to link to, and after the relevant word(s), you put “`</a>`”. The following will create a link to the web page of Oxford University Press:

It was published by `<A HREF="http://www.oup.co.uk/">Oxford University Press</a>` in 1998.

Result: It was published by [Oxford University Press](http://www.oup.co.uk/) in 1998.

- Butler will generate both a Danish and an English version of your homepage if you fill in both the Danish and the English fields. VIPs must have both a Danish and an English web page, for TAPs the English version is optional.

12. Now it is time to write the text that will actually appear on your homepage. Scroll down to the header “*Indtastning af oplysninger*”

- The first section is where you write your name:



|   |  |
|---|--|
| <b>Navn</b><br>Navnet vil fremstå ens på både den danske og den engelske hjemmeside.  | <input type="text"/>                                       |
| <b>Ansættelsessted</b><br>Ansættelsessted kan ikke rettes her. Hvis det er forkert, så kontakt <a href="mailto:webeditor@www.hum.au.dk">webeditor@www.hum.au.dk</a> | <input type="text" value="Institut for Engelsk Filologi"/> |

- Fill in you name as you want it to appear on your homepage in the top white box. The second box is the information from the central telephone database about where you work – if this is not correct you cannot change it from this web page. Instead you should send an e-mail to [webeditor@www.hum.au.dk](mailto:webeditor@www.hum.au.dk) and inform them of the error.

- The next section is your university address. All the information in this section will be automatically translated into English:

|  |  |   |  |
|--|--|---|--|
| <p><b>Adresse, telefon m.m</b></p> <p>Den danske adresse og telefonnummer bliver automatisk "oversat" til engelsk.</p> | <p><b>Dansk officiel (post)adresse:</b></p> <p>Aarhus Universitet Nobelparken Jens Chr. Skous Vej 7 8000 Århus C</p> <p>Telefon: 8942 1111</p> <p><small>Felterne i dette område kan IKKE ændres her. Hvis postadressen er forkert, så mail til <a href="mailto:webeditor@www.hum.au.dk">webeditor@www.hum.au.dk</a></small></p> | <p><b>Engelsk officiel (post)adresse:</b></p> <p>University of Aarhus Nobel Park Jens Chr. Skous Vej 7 DK-8000 Aarhus C</p> <p>Telephone: +45 8942 1111</p> |  |
|  | <p>Bygning, hvor du / dit kontor faktisk befinder dig:</p> <p>Bygning 465 (Jens Chr. Skous Vej 7)</p> <p><small>Klik på trekanten med musen for at se valgmuligheder. Klik derefter på den rigtige linje. Eventuelt bygningsnummer står i [skarpe parenteser].</small></p>   |   |  |
|  | <p>Rum / lokale nummer:</p> <p><input type="text"/></p>  | <p>Direkte telefonnummer:</p> <p><input type="text"/></p>   |  |
|  | <p>Fax:</p> <p><input type="text"/></p>  | <p>E-mail-adresse:</p> <p><input type="text"/></p>  |  |

- You cannot change the text in the top fields (the official postal address).
- In the first turquoise-backed field “Bygning, hvor...”, you must choose the building where your office is located.
- Below that, in the field “Rum/lokale...”, write your office number.
- Next, write your direct telephone number in the field “Direkte telefonnummer”
- The department’s fax number is 8942 6540
- Finally, write your e-mail address (does not have to be the ‘official’ university e-mail address...).
- The following sections are made up of parallel fields for the Danish and English version of your homepage respectively. First you can write your academic title:

|  |  |
|--|--|
| <p> Dansk</p>   | <p>Lektor</p>  |
| <p> Engelsk</p> | <p>Associate Professor</p> <p><small>Bemærk: Vi har automatisk oversat din danske titel til engelsk. Enkeltte titler er svære eller umulige at oversætte, hvorfor feltet måske er blankt eller har flere valgmuligheder.</small></p> |

- Butler will automatically attempt to translate your title into English, but you are free to change it.

- Then you can write your home address, if you want it to appear on your homepage:

#### Privat adresse

Hvis du gerne vil have din private adresse med på hjemmesiden, kan du indtaste den her. Efterlad feltet tomt, hvis den ikke skal med. Husk linjeskift efter hver linje i adressen.



|  |                      |
|--|----------------------|
| <br>Dansk   | <input type="text"/> |
| <br>Engelsk | <input type="text"/> |

– Here you have to do the translation yourself :-)

- In the next fields you can enter your personalia (e.g. date of birth etc.):

#### Personalia



Indtast dine personalia.

|  |                      |
|--|----------------------|
| <br>Dansk   | <input type="text"/> |
| <br>Engelsk | <input type="text"/> |

- Next are the fields for your office hours:

### Træffetid



Indtast dine personlige træffetider / åbningstider: Husk linjeskift efter hver linje.

|  |                      |
|--|----------------------|
| <br>Dansk   | <input type="text"/> |
| <br>Engelsk | <input type="text"/> |

- Then you can describe your area of research here:

### Forskningsområde

Beskriv dit forskningsområde i kort form, helst på cirka ti linjer. Du kan skrive ud over kanten til højre, så hele teksten fremstår som en lang linje, eller du kan indsætte linjeskift, så teksten er mere overskuelig. Begge dele vil præsenteres sig pænt på den endelige hjemmeside.

|  |                      |
|--|----------------------|
| <br>Dansk   | <input type="text"/> |
| <br>Engelsk | <input type="text"/> |

- Butler recommends you limit the text in these fields to app. 10 lines, but this is not terribly important...
- You can make line breaks anywhere you want to, or you can write longer lines of text – Butler handles both. Do not hit the 'Enter' key when you reach the right edge of the box – it will expand and the line will be wrapped when it appears on your homepage.

- Finally you can write a list of your publications:

#### Udvalgte publikationer

Indtast dine nyeste og/eller vigtigste publikationer. Du kan skrive ud over kanten til højre, så hele teksten fremstår som en lang linje, eller du kan indsætte linjeskift, så teksten er mere overskuelig. Begge dele vil præsenteres sig pænt på den endelige hjemmeside. Husk dog linjeskift efter hver publikation. **Bemærk!** Hvis du efterlader den engelske udgave tom, vil den danske udgave automatisk blive overført til den engelske udgave også. Du behøver altså ikke indtaste det samme to gange.

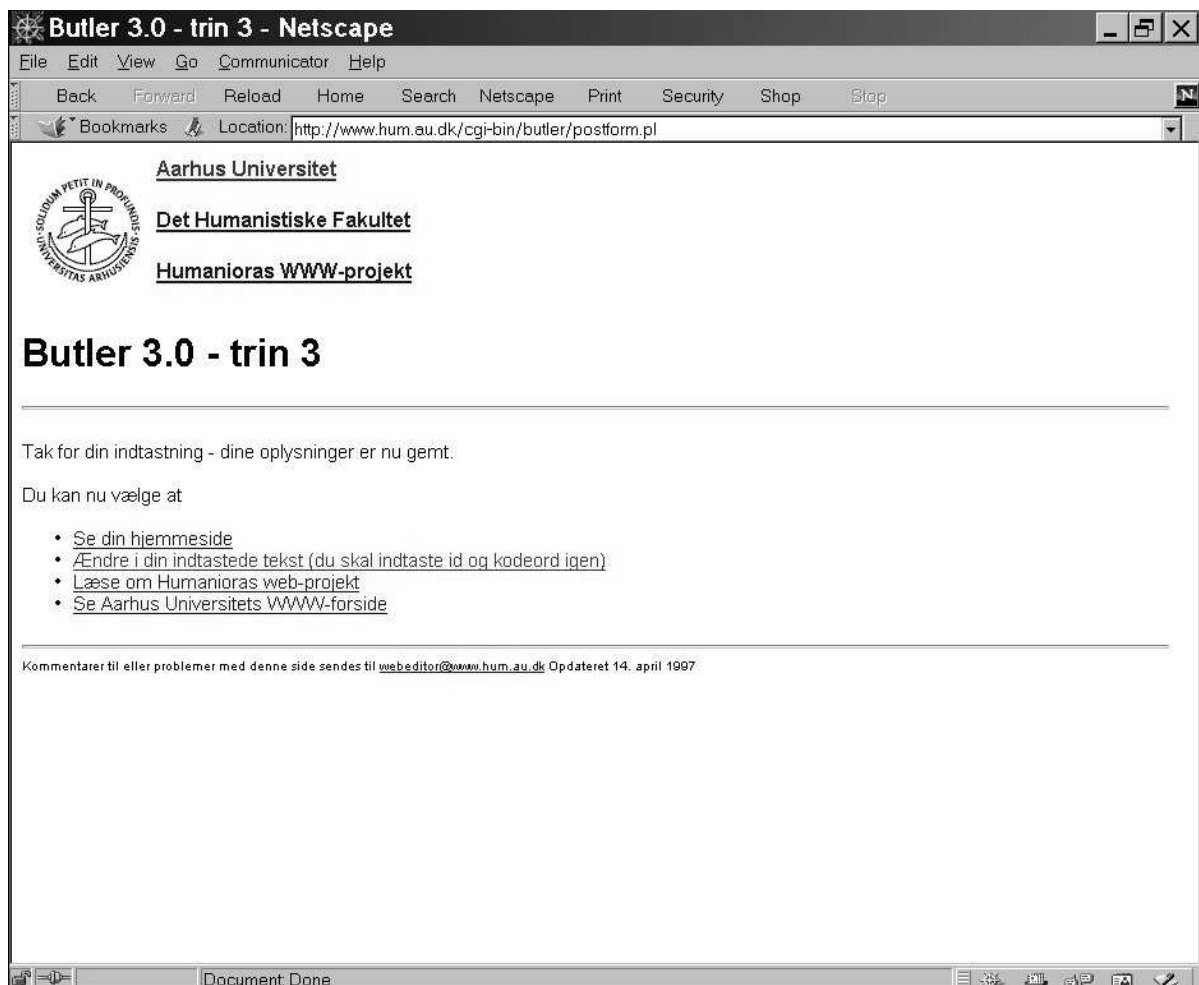
- Remember that you can ‘spice up’ your layout with bold, italics, underlining, and links to the web pages of the relevant journals and publishers.
  - Remember to hit the ‘Enter’ key after each entry so that the next entry will start on a new line.
  - It says that if you leave the field for the English translation empty, the list of publications will be automatically transferred from the Danish to the English page – THIS IS NOT TRUE! Apparently this feature does not work...
  - Instead you should copy-and-paste the list to the English field like this:
    - \* Write the list of publications in the Danish field
    - \* Place the mouse cursor somewhere inside that field when you are done
    - \* From the browser menu “Rediger” (“Edit”) choose “Marker alt” (“Select all”)
    - \* From same menu choose “Kopier” (“Copy”)
    - \* Place the mouse cursor somewhere inside the English field
    - \* From the browser menu “Rediger” (“Edit”) choose “Sæt ind” (“Paste”)
- You should now have identical lists in both fields – remember that if you make changes to the list you must update both fields (i.e. change one field and copy-and-paste it to the other)

13. Finally you must SAVE YOUR CHANGES. At the bottom of the screen are two buttons:



- Press the button “*Gem oplysninger*” in the lower left corner to save your web page – if you do not do this, all of your hard work so far has been wasted!
- WARNING: “*Slet alle oplysninger og start forfra*” means “Erase all fields and start all over” – do not press this button unless you really want to delete the text from all the fields.

14. Assuming you have better things to do than starting all over, press the “*Gem oplysninger*” button once, and after a few seconds you should see this web page:



- If you have changed some of the information that was taken from the central telephone database (e.g. your office number), you will be given an option to send them an e-mail with the changes (this option is not shown above).
  - To see your newly generated web page, press the link “*Se din hjemmeside*”.
  - To make additional changes press the second link “*Ændre i din indtastede...*”. If you press this link you must log in with your ID and password again – if you don’t want to do this, you can simply press your browser’s ‘Back’ button instead of this link...
  - The third link “*Læs om...*” takes you to the Faculty web page about Butler and other web projects.
  - The fourth and last link goes to the University homepage.

Congratulations on you brand new or (at least) completely up-to-date web page. We strongly recommend that you use Butler to update your web page once every semester (if not more), so that all of our web pages are updated and relevant.

If you have any questions, please contact us, and we will do our best to help.

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