

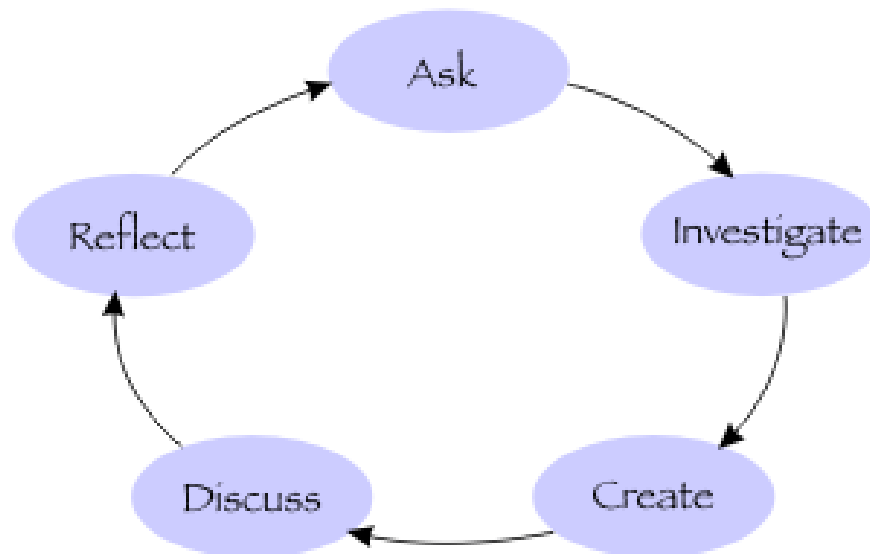
## Welcome to Community Inquiry Labs (iLabs) Version 3 Instructions (No Screenshots)

Welcome to iLabs - a free, web-based tool to help you and your community communicate, collaborate, and develop a shared capacity for problem-solving. iLabs are a part of the Community Informatics Initiative (CII) (<http://www.cii.uiuc.edu/>) which works with people to develop information and communication technologies to achieve their goals and fosters collaborations across campus, local, national and international communities.

iLabs software is developed continuously, through an open process of inquiry in which users participate. People around the world have used iLabs to create interactive websites for school and university courses, research projects, neighborhood action, and other projects.

This instruction guide will help you create your own iLab. Using iLabs you can easily insert text and images, upload documents and images, create lists (such as bulletin boards, links, contact list, and blogs) and PART I of the instruction guide discusses ways to create and manipulate your iLab using the webpage. PART II discusses ways to use style sheets to change background color and images, change font color, change the size of fonts and bricks, etc.

iLabs: <http://ilabs.inquiry.uiuc.edu>  
InquiryPage: <http://www.inquiry.uiuc.edu/>  
Comments/Questions: [help@inquiry.uiuc.edu](mailto:help@inquiry.uiuc.edu)



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## **GETTING STARTED**

### **Registering**

You must register in order to use iLabs. To do this, click on the 'Register' link in the top right. Enter a valid email address and password. After you have registered, you will return to the iLabs homepage and in the top right instead of saying Login, it will say Logout.\* Now you are ready to start creating your iLab.

\*To Logout of iLabs, click on the Logout link.

\*iLabs is a continuously changing software, thus the webpages may look different when you access iLabs

### **Creating and Naming Your iLab**

Click on the Create circle at the bottom of the page. Read and agree to the terms and hit submit. On the next webpage you will need to name your iLab (Figure 2). For our purposes we will name the iLab 'Instructions,' will select Education for the category and will select Purple as the accent color (You may choose from green, purple or blue). We will discuss the URL of custom style sheets in Part III of the instruction guide. Click on 'Create iLab.' Your iLab has now been created and will take you to Figure 3 in the next section (Definition of Terms in iLabs).

### **Definitions of Terms in iLabs**

You are now at the homepage of your iLab. The URL for the webpage to the right is: <http://ilabs.inquiry.uiuc.edu/ilab/instructions/>

Brick-

Sections of your iLab. These can always be viewable, can be viewable as links within your iLab, can be viewable to specific people, or can be viewable to the administrator(s) only. In order to input any text, images or links in your iLab you need to 'Add New Brick.' The two bricks on the iLab to the right are: iLab Created and Administration Panel Brick (Configure iLab and Configure Bricks). These two bricks will be visible only to the administrator(s).

Configure iLab-

The items in this section make changes to your ENTIRE iLab.

- Edit iLab Settings: You are able to change the name, category, or color of your iLab at any point in time using this.
- Add New Brick: Allows you to create bricks. These will be discussed in more detail individually.
- Arrange Bricks: Allows you to move bricks left or right, up or down, and make

bricks invisible or visible. This will be discussed in more detail when we begin creating bricks.

- Remove a Brick: Allows you to delete a brick. It will ask you to click on the brick you would like deleted, then click yes. Once a brick is completely deleted it is IMPOSSIBLE to restore it.
- Modify Permissions: Allows you to give permission for everybody or only certain people to view, edit, write or administer your iLab. This will be discussed in more detail later.

### Configure Bricks-

The items in this brick make changes to individual bricks. For example, if you would like to change the brick titled iLab Created, you would click on iLab Created. We will look at this in more detail once we have created bricks. As you create bricks, they will be added to this list.

### **Setting Permissions**

Click on Modify Permissions. As mentioned in the above section, you may give permission for people to view your iLab and/or give permission for people to administer your iLab. When you create an iLab, you are given the role of an administrator and no one else can view the iLab. Your iLab comes with three roles of users: public guests, members and administrators.

There are three levels of public access:

- Visible to everyone on the internet.
- Visible to only iLab members who have logged in.
- Visible only to the Members and Administrators you've named in the text boxes.

To add Members or Administrators, you have to input the e-mail addresses of the individuals. Members should be registered with iLabs. If they are not registered with iLabs they cannot edit, add or modify content in your iLab through this configuration option. If they are registered you can find their e-mail by searching under their names in the search. You can also control the privileges the members of your iLab have; these privileges are applied to ALL bricks in your iLab.

- READ allows users to view content but not change it.
- WRITE allows users to view and add content, but not delete it.
- EDIT allows users to view, add, and delete and modify content in your iLab.
- CUSTOM allows you to specify brick-by-brick the privileges for the members.
- Administrators have EDIT permissions on all bricks.

After you have finished entering email addresses and giving permissions click Update User Roles. You may change permissions at any time you wish.

For more information on Custom permissions and setting custom permissions for individual bricks, see the section titled FOR ALL BRICKS.

## **Notes**

•If you would like to give the public permission to only view certain bricks create a new role and enter the following email address: [guests@ilabs.inquiry.uiuc.edu](mailto:guests@ilabs.inquiry.uiuc.edu) and click custom for “These users have...” for this role. ENSURE that the entry for “This iLab is viewable by...” reads ‘Only users listed below.’ After creating each brick you can allow this group, the public, to view, edit, write or read. DO NOT GIVE THE PUBLIC PERMISSION TO EDIT OR WRITE ON BULLETIN BOARDS OR OTHER POSTING BRICKS, IF YOU DO, YOU WILL RECEIVE SPAM. As you create bricks one of the steps is Custom Permissions where you will be asked to specify the level.

•If you would like to give iLab users permission to only view certain bricks create a new role and enter the following email address: [users@ilabs.inquiry.uiuc.edu](mailto:users@ilabs.inquiry.uiuc.edu) and click custom for “These users have...” for this role. ENSURE that the entry for “This iLab is viewable by...” reads ‘Only users listed below.’

•By clicking on the name beside ROLE, you can change the roles’ names (except for iLab Administrator).

## **CREATING BRICKS**

To create a brick click on Add New Brick. You will then be given a list of bricks which you can create. Click on the brick you would like to create, then hit Create. You will notice that when you click Create, a new brick will appear in the left column of your iLab.

### **Creating a Login Panel Brick**

This brick is a preconfigured brick that shows the login form and lists all the iLabs to which you have access to.

Click on Add New Brick, then Login Panel. You will be asked to name the brick and create a brief description (optional). The only change you can make to this brick is its position.

### **Creating a Text Display Panel**

This brick is used for inserting text, images, links (to other websites or within your iLab), and other information. It is similar to other text document software. You will most likely use this type of brick the most often.

Click on Add New Brick, then create a Text Display Panel. If you move the mouse over the icons on the Text Display Brick HTML Document, their function will pop-up.

Definitions for icons, symbols and sections in a Text Display Brick (Figure 8) are listed next.

**Note:** When pressing Enter/Return to go to the next line, iLabs is automatically set to double space. To make this single spaced, when pressing Enter/Return also hold down the Shift key.

**Description of options and icons (from top to bottom, left to right):**

1. Name of Brick: Type the name you would like seen in the brick title box.
2. Indent: The Tab key does not work in iLabs, use this key to indent. The key immediately before this un-indent.
3. Format: Paragraph is the default and will most likely be used most often. Address italicizes highlights and single spaces text.
4. Hyperlink: Used to create a link to another website or page within your iLab. Highlight the text or image you would like the link to, click on this icon, and enter the URL for the link. The link can be opened in the same browser window or a new one (Target). You can also title the link or create a pop-up.
5. Undo Hyperlink: Highlight text or image that is a link and click this icon to unlink.
6. Insert Image: The image must be saved/located on the internet in some form (See Document Center). If the image is located in an image gallery on your iLab, open the image gallery brick, right click on the image and click Copy Shortcut. If the image is located on the internet, right click on the image and click Copy Shortcut. Return to the Text Display Panel. Place the cursor in the relative area you would like the image. Click on the Insert Image icon and paste the Shortcut into the Image URL area. Create an Image description and Title if you would like. Click on Appearance at the top. Align the image to where you would like it. To increase or decrease the size of the image, change the dimensions (keep constrain proportions on). Change other aspects if you would like. Click on Insert. After the image is inserted you can still increase or decrease the size or move it by clicking on the image and/or border and dragging it.
7. Clean-up Messy Code: Any typing that does not work in HTML will be fixed.
8. Preview: Opens up a new small web browser for you to preview the page.
9. Zoom: Allows you to zoom to 150%, 200% or 250%. Automatically set on 100%.
10. Font Family: Highlight text you would like to change and use this to select the font.
11. Text Color: Highlight text you would like to change and use this to select a color.

12. Text Background: Highlight text you would like highlighted and use this to select a color.

13. Font Size: Highlight text you would like to change and use this to select the size.

14. Insert Horizontal Ruler: Inserts a horizontal ruler (horizontal line) below the line you are typing on.

15. Undo Formatting: Highlight text you would like to have unformatted; clicking on this icon will return the text to the default text type, font, and font size.

16. Subscript: Highlight text and click on this.

17. Superscript: Highlight text and click on this.

18. Insert Custom Characters: List of approximately 180 characters will open in new window; double click on character to insert.

19. Insert Emoticon: List of emoticons will open in new window; double click on emotion to insert.

20. Insert/Edit Horizontal Ruler: Inserts a horizontal ruler (horizontal line) below the line you are typing on.

21. Create Table: In a new window, you can chose number of columns, rows, cell padding, cell spacing, alignment, border, width and height. Under advanced, you can id the table, enter a summary, insert background image (see 6.), and change border or background color.

\*After you have finished inserting information click on Continue in the bottom right corner. See For All Bricks.

### **Creating a Bulletin Board Brick**

Bulletin boards will be useful when you want or need people to post ideas, links or information to your iLab.

Click on Add New Brick, then Bulletin Board. You will be asked to name the Bulletin Board Brick and create a brief description (optional). If you have set custom permissions, you will be asked to set these at this time. For more information see FOR ALL BRICKS. DO NOT GIVE THE PUBLIC PERMISSION TO POST! You will now see your bulletin board on your iLab.

To create a topic, click on Create New Topic in the brick. Create a Topic Name and Description. You also have the option of receiving emails when people post. Click

create. People who you have given permission to, can now view or post on this topic by clicking on the title in the Bulletin Board Brick.

- Only you, and the custom permissions you gave, can create topics.
- You can edit or delete an individual topic.
- People who can post can also reply or quote (reply to the post with the original text in the reply post) to other's posts.
- People who post can delete their posts or an administrator can delete them.

### **Creating a Document Center Brick**

Document centers are used to upload documents, texts, pictures, photos, or web files.

Click on Add New Brick, then Document Center. You will be asked to name the Document Center Brick and create a brief description (optional). If you have set custom permissions, you will be asked to set these at this time. For more information see FOR ALL BRICKS. DO NOT GIVE THE PUBLIC PERMISSION TO POST! You will then be asked to name a folder, enter a folder description and choose the folder type (documents, web files or image gallery). It is best to try to keep related files together in the appropriate document center brick.

You will now see the Document Center brick on your iLab. Click on the folder in order to upload a file. You will see that you can create a new folder on this page as well. Similar to attaching files in an email, click browse and search for the file you want on your computer. A description is optional. Once you click upload, the file creates a list. To view the file, just click on it.

These files can be deleted at any time by opening the folder and clicking on the Red X icon. The Blue Dialog Cloud icon allows people to comment about the file (opens in new window). The Pencil icon allows you to edit the file properties (file name and description).

iLab users are given 25MB of memory for documents and images, as you upload files, the amount of memory used will be shown by a green marker. Because this can easily be filled up, it is recommended that you compress images or documents in order to take up the least amount of memory. If images are from a 4 or 5 megapixel camera, each one is often 1Mb or more in size. You can reduce that by 80-90 percent with little discernible quality loss for the web. One way to compress images is to use a program like the free Irfanview ([www.irfanview.com](http://www.irfanview.com)) to batch-release the images at lower resolutions and quality settings.\*

\*Download Irfanview, open it, open the picture you want to compress, click on Image → Resize/Resample, change the width OR height to a smaller number (the other will automatically change with it) OR use the standard dimensions, the DPI should be 72, close the window (the picture will resize), go to File → Save. Depending upon the type

of file, two screens will pop up; keep both screens open until you are ready to save. To lower the memory space of a JPEG/GIF, lower the quality. Remember to save these to a new folder on your computer, rather than overwriting the originals.

### **Creating a List Tool Brick**

The List Tool Brick enables you to create different kinds of lists as content for your iLab. Some typical uses are: web bookmarks/links, blogs, address books, reading lists, and calendars.

Click on Add New Brick, then List Tool. You will be asked to name the brick and create a brief description (optional- if you do, this will be shown when the brick is small on the homepage). If you have set custom permissions, you will be asked to set these at this time. For more information see FOR ALL BRICKS. DO NOT GIVE THE PUBLIC PERMISSION TO POST!

You will be asked to select the template for your list or select Custom to manually configure the fields in your list. Definitions that will help you with all of the lists are below.

- Field- Areas for which information will be separated by.
- Name- Information that someone will fill out when adding to this list. (These can be changed.)
- Type- Type of information that is needed for the Name fields. (Scroll down)
- View in Small?- Check this box if you would like the corresponding field to be viewed when the brick is not open, only when it is a small brick on the homepage.
- View in Large?- Check this box if you would like the corresponding field to be viewed when the brick is opened, when it is not a small brick on the homepage.
- Number of Items to Display- This is the number of items that is shown when the brick is not open, when it is a small brick on the homepage.
- Allow Comments- Lets people who you have given permission to comment on the list.
- Sort Elements By- The order which the fields will be shown.
- Blue Bubble- Once a item is added to a list this icon shows up next to each item; it lets people comment about list items.
- Paper with Red Arrow- Once an item is added to a list this icon shows up next to each item; it takes you to the Detailed View (Large view) of the item.

After you have chosen your fields and views, you can add an item to the list by clicking on Add New Item in the brick. It will ask you to fill out the fields for which you requested. The descriptions of the lists below give some hints on the ways the particular lists are most often used.

- Bookmarks/Links: Used for listing links to web pages. Link Title will be the actual link; the URL will not be shown in small or large view.
- Blog: Used for writing notes, ideas or other information. Often used as a type of

dairy or journal.

- Contact List: Used for names, addresses, emails and phone numbers.
- Events: Used for dates, events' titles and descriptions.
- Custom/Manually Configure Fields: Can be set up to fit your needs.

### **Creating a Recently Updated iLabs Brick**

This brick is a preconfigured brick that shows the ten most recently updated iLabs. As other iLabs are updated, the list will change to accommodate this. Click on Add New Brick, then Recently Updated iLabs. You will be asked to name the brick and create a brief description (optional). The only change you can make to this brick is its position.

### **Creating a Search and Browse Brick**

This brick is a preconfigured brick that allows you to search for other iLabs by iLab title or creator (email). Click on Add New Brick, then Search and Browse. You will be asked to name the brick and create a brief description (optional). The only change you can make to this brick is its position.

### **Creating an Inquiry Unit Builder Brick**

The Inquiry Unit Builder is a great tool for discussion about and explanation of projects or lessons. For a good explanation on the use and uses of Inquiry Units see <http://www.inquiry.uiuc.edu/> Browsing through the completed Inquiry Units is a good way to see how they can be and have been used.

Click on Add New Brick, then Inquiry Unit Builder. You will be asked to name the brick and create a brief description (optional). If you have set custom permissions, you will be asked to set these at this time. For more information see FOR ALL BRICKS. DO NOT GIVE THE PUBLIC PERMISSION TO POST!

You will now be asked to select a template. These use different words and steps, but are very similar. Clicking on 'Allow users to select a different template when they create units?' will allow people to choose from the Inquiry Page, EOTU, or Inquiry in Action when they create an Inquiry Unit. Next, enter the number of Inquiry Units you would like shown in small view (on the homepage; all will be shown in large view). To create an Inquiry Unit click on Create Unit in the new brick.

### **Creating an RSS READER Brick**

An RSS Reader is software that allows you to subscribe to RSS Feeds which inform you about updates to specific websites, blogs, news, new issues/books, jobs, or other

online information. A good description of RSS Feeds can be found at <http://www.publicaffairs.uiuc.edu/policy/rssfaq.html>. These updates can be sent to you via a list on your iLab. An example of an RSS Feed can be seen on the main iLab page in the brick titled "UIUC Campus Calendar: Speakers." As the Campus Calendar: Speakers website is updated (this is not an iLab), the RSS Feed in iLabs is automatically updated to accommodate new speakers. Many websites and blogs now have RSS Feeds. In order to find the URL for the RSS Feed (you will need this to set up the brick described below) click on the RSS icon on the website you will be using. These icons may be different for each Feed, the University of Illinois uses an XML icon; other websites may use an icon with the letters RSS in it. For example the RSS icon for the "UIUC Campus Calendar Speakers" is orange and is located on the right of the webpage. Click on this and a new page will open. This is the URL you will use for creating the RSS READER brick (UIUC Campus Calendar: Speakers URL is <http://webtools.uiuc.edu/calendar/RSS?callid=598>). All RSS Feed URL's should have RSS in the URL address.

Select RSS READER from the Create a New Brick list. You will be asked to name the brick and create a brief description (optional). In Display Options choose the number of results that you would like to appear within the brick. For example, if you chose 10 for the "UIUC Campus Calendar Speakers" brick and there were 12 new speakers only 10 would appear in the list. Click continue and insert the URL address for the RSS Feed you have chosen. Once you click continue, the RSS Feed should automatically be generated.

It is also possible to use an Online Bookmarking Website as your RSS Feed. Some examples of these are Connotea (<http://www.connotea.org/>), CiteULike (<http://www.citeulike.org/>), and Del.icio.us (<http://del.icio.us/>). With these sites you can share, store, and discover websites that you like. These sites allow you to have a favorites list online instead of on your own computer. To use these, you create a list of websites, blogs, news, or other online information that you want to stay informed about. You then create an RSS Feed through this site (just like we did with the UIUC Campus Calendar: Speakers site) by clicking on the RSS icon and using the URL provided. You would then be notified in iLabs of the websites that were updated in your favorites list.

## **FOR ALL BRICKS**

Some steps for creating the bricks are the same. These steps are described below.

### **Custom Permissions for Individual Bricks**

If you have custom permissions in your iLab, you will need to set the custom permissions for each group when creating or working on a brick. Three examples for the Text Display Panel, Document Center, and Inquiry Unit Builder are below. DO NOT GIVE THE PUBLIC PERMISSION TO POST! Click Continue.

## **Brick Box and Title**

If you would like the brick box and title displayed, click on the box beside this option and click Continue.

## **Arrange Bricks**

In the last step for each brick you are given the choice to return to the iLab homepage or change the position of the brick. If you would like to change the position of this brick click on the link.

You can change the position of any brick you have created when you reach this screen.

- Add Brick: Click on the brick you would like to move.
- To Column: Column you would like the brick in (1 = left, 2 = center, 3 = right)
- Add Brick to Display: The brick will be added to the display in the middle of the screen. If the brick already exists, it will not automatically be erased in the original column, use the Red X to make one of the bricks disappear.
- Green arrows: allows you to move the brick up or down in that column.
- Red X: Makes the brick disappear. The brick still exists, but in order to see it, you will need to add the brick to the display.
- Unfortunately, when you make a brick invisible you can no longer upload or download information to or from it. E.g. Every time you want to upload another document to your document center or copy the shortcut of one of your pictures, you need to make the brick visible then click on the folders/postings inside the brick. However, you do NOT have to do this with a Text Display Brick because all of the information in a Text Display Brick is added using Managing Bricks (see Managing Bricks).

## **Notes**

•The iLab Created Brick can either be deleted or made invisible; the information in this brick is located in the Administration Panel.

•You can skip to any step of the brick creation under the Setup Wizard Progress. For example, if you do not want to change the text in a Text Display Brick but would like to change the permissions, click 2 Set Permissions to skip to that page.

## **MANAGING BRICKS**

### **Configure Bricks**

Clicking on bricks in this section allows you to rework/change your bricks that you have already made. It will take you through the same steps that you did when you first created the bricks.

### **Creating Links Within Your iLab**

Not all bricks have to be available for use or viewing on your iLab homepage. Just like other websites you can have a website with multiple web pages. To do this you will need to create links from one brick to text or picture in another of your bricks. No matter what page you are on in your iLab, the right column and top text (with the iLabs logo and your iLab title) will always be shown.

For example, on the Instructions iLab, I would like to create a Text Display Brick in the left column with links to all the other parts of my iLab. I will first create a Text Display Brick with a list of the bricks I want linked. Opening a 2<sup>nd</sup> web browser for my iLab (because this is more convenient, not because I have to) I can find the shortcuts (URLs) to all of my bricks. To do this, click on each of the bricks under Managing Bricks and copy the URL up to the end of the number (e.g. <http://ilabs.inquiry.uiuc.edu/ilab/instructions/4537>). When copying the URL, you do NOT have to go through all the steps for creating a brick, just hit Back in your web browser and nothing will change. I will then return to the browser with the Text Display Brick, highlight the text that I want to be a link to the URL, and create a hyperlink (see Text Display Brick in Part I). I will repeat this for all of my bricks. After all the bricks are linked in the new Text Display Brick list, I will complete the Text Display Brick and make the bricks that are linked invisible (see Arrange Bricks).

This does not have to be done in list form. You can copy the URL for any of your bricks and link them to text or a photo in any of your Text Display Bricks. You can also use this to create a return link to your iLab homepage on your other bricks.

## **REMOVING A BRICK**

On your iLab homepage click on Remove a Brick. A list of all the bricks and information contained in these bricks will be generated.

Click on the circle beside the brick you would like to delete. You will then be asked to okay the deletion. Once a brick is deleted you CANNOT retrieve it.

## **SPECIAL NOTES**

### **Top Menu**

To add a brick located on top of the three columns create a new Text Display brick and title the brick Top Menu. Continue creating the brick to your likes and needs. After you have completed all the steps you will notice this brick is automatically located at the top of your iLab and will always appear. You will need to use Arrange Bricks to remove the same brick in the left column.

### **Columns**

It is not necessary to have three columns. . If you only want two, under Arrange Bricks Use 'Add Brick'...'To Column' to add all the bricks from the right column to the left or middle column (see Arrange Bricks for more detail on this). Then remove (Red X) all the bricks from the right column. The text in the middle column will widen to replace the right column.

### **Bookmarking an iLab**

The Bookmark icon on the top right of every iLab allows Internet users to bookmark a particular iLab. Click on this icon. A webpage with various bookmarking services will appear. If you would like iLabs to remember the service you chose, check the box and the next time you want to bookmark an iLab you will automatically be directed to this service. If not, uncheck this box. Click on or enter the service you use. You will be asked to login to the service. Depending upon which service you Use, different steps will need to be taken. Use help or instructions in each service for assistance.

## **WHAT ARE STYLE SHEETS?**

Styles sheets (Cascading Style Sheets (.css)) are used to describe the presentation of a document written in a markup language. Its most common application is to style web pages written in HTML and XHTML. Within iLabs, they allow you to change items such as background color, column width, brick color, font size, and more.

## **VIEWING THE iLAB STYLE SHEET**

To view or work on style sheets it is best to use software that can display and edit .css documents. TopStyle Lite for Windows is free software and can be downloaded at:

<http://www.newsgator.com/download/products/ts3lite.exe>

After you have downloaded the software, you need to open an iLab style sheet to work on. This can be opened at:

<http://ilabs.inquiry.uiuc.edu/templates/default/ilabs3.css>

This should automatically open in TopStyle Lite. Save this style sheet template (the file extension should be .css).

## **ALTERING THE STYLE SHEET**

Place your mouse on the area you want to change in the left column. For example, if you would like to change the background color of the body of your iLab, click somewhere between 'margin' and 'background' under 'body'. You will then notice that the Style Inspector on the right changes. All items that are black in the Style Inspector can be changed; items that are gray cannot be changed. If there is a minus sign, click on it to show a list of more choices, then click on a specific item. Some items in the style sheet cannot be changed; these items will be light gray in the Style Inspector. Some items in the style sheets only make changes in certain bricks; for example the items with 'post,' 'topic' and 'new post' change bulletin boards.

### **Body** (not the bricks' background)

- background: color or image (To insert a background image, upload the image into a document folder in your iLab, copy the short cut and insert the URL here. See Part 1 Creating a Document Center and Creating a Text Display Brick for more information)
- font: scroll to see multiple options (Will change fonts for items such as brick titles, iLab page, etc. Will not change the font in text boxes).

iLabs-Logo

- background image: see Body or none
- color: color of the iLabs word
- font: size, weight, and height
- padding: amount of space between the logo and the next item
- background: see Body
- border: color, type and size

First-column

- right border: style, width and padding

Text

- -plain: brick box title text size
- -bold: brick box title text weight

White-color

- color: text color in brick titles

Narrow-column (left)

- width: pixels

Wide-Column (middle)

- width: pixels

Brick-title

- text-align: center, right or left
- background: color of the brick title
- padding: space between edge and next item

Brick-box

- background: match this color to body background to make the entire iLab background the same color
- padding: amount of space between box and next brick
- border-bottom: width or style
- padding-bottom: space between border and text

Select (scroll bars)

- background: color
- other options do not change anything

Horizontal-rule (line separating custom permission groups in For All Bricks)

- padding: amount of space between horizontal-ruler and next item
- border-width: pixel
- border-- style: dashed, dotted, solid, etc
- border-color

- width: of ruler

Breadcrumbs (description of where you are in the iLab, e.g. iLabs Home :: Instructions :: Blog)

- background: color

Post, Topic, and New Post (for Bulletin Boards)

- border: color, style, and weight
- background: color
- text-align
- height: pixel
- font-size

Document-archive (document center)

- background : color
- border-color

### **Notes**

•You will notice as you change colors that each color has a 6 digit number/letter combination. Use this when you need to match colors exactly instead of scanning through various shades.

•Be careful that the font and background are not close in color or the font will be unreadable.

## **APPLYING THE STYLE SHEET TO YOUR ILAB**

Once you have made all the changes, you need to upload the style sheet to your iLab (remember to save your style sheet!). Create a Document Center brick. The Folder Type will be documents. See Creating a Document Center Brick in Part 1. Upload your style sheet to this folder. Once it is uploaded right click on the file and click on 'Save Shortcut.' Return to your iLab homepage. Click on Edit iLab Settings in the Configure iLab brick. In the 'You can also specify the URL of a custom stylesheet with your own style definitions' paste the shortcut. Delete any characters after the .css. Click on update iLab.

### **Notes**

•Make this Document Center Brick invisible using the Arrange Bricks link (See Arrange Bricks).

•Create multiple, different style sheets and upload all of them to your iLab. Then you can apply them to compare the styles and decide on the best one for you.

## **TRIAL AND ERROR**

Style sheets can be confusing, even with the iLab example below it. Many of the changeable items on the style sheet were not discussed due to the large quantity or infrequency of use. If you are unsure how your iLab is modified when something is changed in the style sheet start with the default style sheet, change the one item and apply the style sheet to your iLab. Then search through your entire iLab to see what was modified.

At any point in time, you can remove the style sheet from your iLab and return to the default iLab style by deleting the shortcut in the 'You can also specify the URL of a custom stylesheet with your own style definitions' area.

Examples of iLabs that use style sheets:

CHAMP: <http://champ.uiuc.edu>

BeeSpace: <http://www.beespace.uiuc.edu>