GFDL External Web Page Agreement Form

I, _____, agree that all my external web pages residing on
              (print name)
the publicly-accessible web server located at the Geophysical Fluid Dynamics
Laboratory will be in compliance with all of the DOC, NOAA and GFDL policies
regarding web content, formatting, and use.

The policies can be found at:
       http://cobweb.gfdl.noaa.gov/policies

A detailed documentation on how to create and post compliant web pages can be
found at:
       http://cobweb.gfdl.noaa.gov/~ewm

The reverse side of this document has simplified directions for converting existing
web pages to the new, compliant style.

_____   _____
                   Signature   Date

Converting Existing Web Pages

1. Open a shell window in your $HOME directory and type:

    mkdir internal_html external_html

    "internal_html" – web pages that are only accessible to GFDL and AOS
    "external_html" – web pages that are accessible to the entire world

2. cp –r public_html/* internal_html

3. In one browser window open the web page to be converted

4. Under the **View** tab click "**Page Source**"

5. In your one browser window change to the page
    http://cobweb.gfdl.noaa.gov/~ewm and click the
    "**web page creating web page**" link

6. Follow the instructions for items 1-4

7. In the big box under #4 copy and paste the lines in between **<body>** and
    </body> from the page you are viewing in the page source display. Leaving
    out lines that look similar to these:

    ```
    <h1>Any O. User</h1>
    <p>Last Updated: February 17, 2003 </p>
    ```

8. After you have cut and pasted the items you want, push the **Create!** button
    at the bottom of the page. Another page will appear and on this page you can
    download your newly created web page or view it to see what it will look
    like. When you are happy with your new page you must download it to the
    new directory, internal_html or external_html. When you push the download
    link a box will appear asking you where to save the file. Find the directory
    you want to save the file in and highlight that directory, click Open, and
    click the Save button. Remember to check the permissions on your newly
    created files, they should be -rw-r--r-- , you might have to do the following
    command:

    chmod 644 <file names>

9. When you are all done and you want your page to be viewable from the
    outside world. You must copy all the files that you need into your
    external_html directory and run the command 'htmlsync'.

10. Make sure that you change all your pointers in your new file. If the file is in
    the internal_html directory the pointer full path should start with
    "http://cobweb.gfdl.noaa.gov" and for the external_html directory the
    pointer full path should start with "http://www.gfdl.noaa.gov". If you are
    using relative pointers then no changes are needed.