



Web Site Mini-Guide: Shuffle

Would you like to put a “Tip of the Day” or “Photo of the Week” or “This Month’s Recommended Book” or “Random Thought” on your Web site? The Shuffle module allows you to display a random item from a collection of things (like shuffling a pack of cards and choosing one at random). It chooses the item randomly, but you can control it in one of four ways:

- Monthly: It changes every month.
- Weekly: It changes every week.
- Daily: It changes every day.
- Random: It changes every time the page is viewed.

Creating the collection

This is an E-Service facility, so log in from the E-Service site fsplugins.com (or your Web site administration page, if the E-Service options appear here).



Note: Depending on where your site is installed, you might have to change fsplugins.com to www.eservice.com.au. If you're not sure, please check with First Step.

Go to the Shuffle section:



The first step is to add all the items in your collection. We recommend you prepare them in advance so it's just a matter of cut and paste.

To add a new item, simply click "Add a new item" and fill in the form, which allows you to enter any HTML code for the item. You can use Smart Text to format it (click the HELP link for assistance).

That's all you have to do to create the list!

Displaying it on your Web site

From the administration page, click the "Show HTML code" link, which displays a page with four options.

Choose one of these four options – depending on how frequently you want the random item to change. Copy the code for that particular option, then paste it into your Web site. You might require assistance from your Web developer if you're not familiar with updating your site yourself.



To test it, simply view the Web page and you'll see the item. If you choose the "Change Item Every Time" option, reload/refresh the page and you'll see it change. Of course, if you chose the daily, weekly or monthly options, you'll have to wait until the next day, week or month.

Layout

If an item requires some layout or formatting (e.g. a bullet list), include that formatting in the item itself. The system pastes in whatever code you supplied for each item.

If you'd like every item to appear in a standard layout, include the code for that layout on your Web page, and insert the JavaScript code into that code. For instance, if you're displaying a random photograph and you'd like it to appear in a centered frame with a black background and border, you could do it like this:

```
<table border cellpadding=20 align=center bgcolor="#000000"><tr><td>
... paste in the code here ...
</td></tr></table>
```

You can achieve the same effect using CSS style sheets.

Laying out a Web page requires some knowledge of HTML, which is beyond the scope of this guide. Refer to your Web developer for assistance.





More Help

- Frequently Asked Questions: <http://first-step-support.info/>
- Help Desk <http://firststep.com.au/help-desk.html>
- Other support options: <http://firststep.com.au/support.html>
- Consulting: <http://gihanperera.com/consulting.html>
- Products: <http://gihanperera.com/products.html>
- Other User Guides: <http://www.firststep.com.au/fast-forward-guides>



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