Website Installation and Update Instructions

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# First Time Installation Instructions:

## Introduction:

Currently we use free web hosting. Only a 'static' style website is required, with no requirement for php or a SQL style database. The web server looks for index.htm in its root directory and displays it on your browser.

We use two such webservers, they are both free. One is provided by Royal Web Hosting, https://cp1.royalwebhosting.net/start/, and requires ftp to upload changes. The other is GitHub Pages, which uses GitHub commands to upload the changes. Royal Web Hosting is used for testing, before updating the public github website.

Every time a change is made locally, the whole website directory structure is copied from the local machine onto the webserver using either ftp or GitHub. Intelligent copying is used such that only new or modified files are transferred.

The website development environment is Microsoft Publisher, part of the MS Office suite. It is an old and basic tool. The source file is named Publication1.pub. The latest version of Publication1.pub, and this document, are kept up to date on the webserver, although they play no part in the running of the online website.

These instructions assume you are running Microsoft Windows, e.g. the Cypress Point office computer.

## Software Required:

1. Microsoft Publisher (included as part of Microsoft Office).
2. A windows FTP client (e.g. FileZilla or similar) for transfer to Royal Web Hosting
3. GitHub, for transfer to the GitHub site
4. FreeFileSync for keeping the Royal Web Hosting and GitHub sites synchronised.

## Howto Get Started:

Install the required software. As a one-off operation, create a working directory for the website on the office computer, and FTP the whole directory structure from the Royal Web Hosting webserver to this directory. Once this directory structure has been downloaded, you have everything. From now on you will only be uploading to the webserver, not downloading.

To ftp you need this info: See next section for how to setup FileZilla.

Note as a **one-off operation** you need to ftp FROM the website TO the local folder.

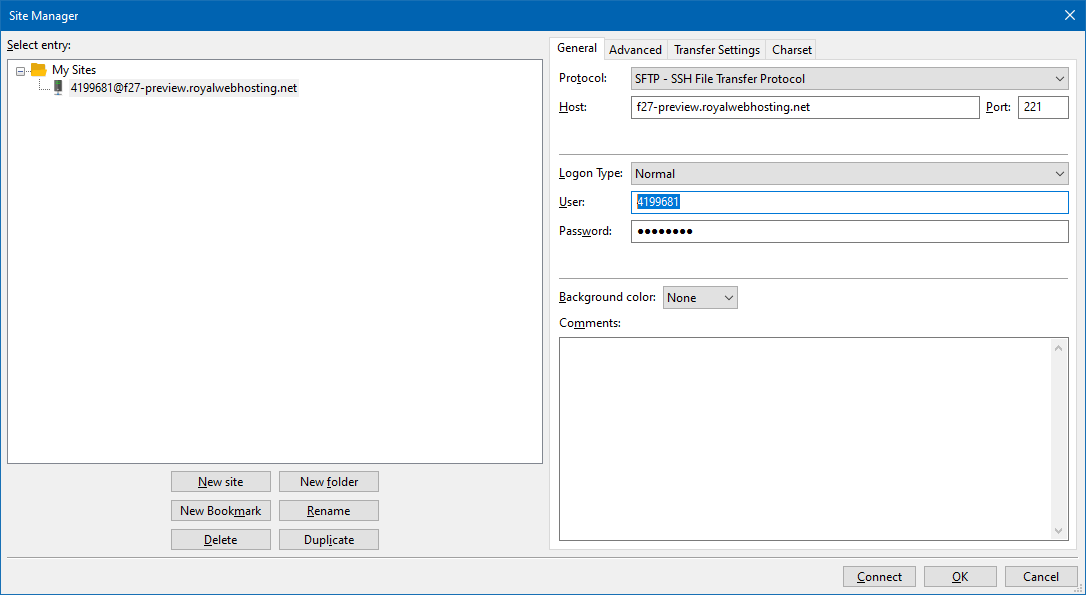
1. Site name: <http://cypresspoint.royalwebhosting.net>
2. Default remote directory: /cypresspoint.royalwebhosting.net
3. Protocol: SFTP SSH File Transfer Protocol
4. Host: f27-preview.royalwebhosting.net
5. User 4199681
6. Password Friday13

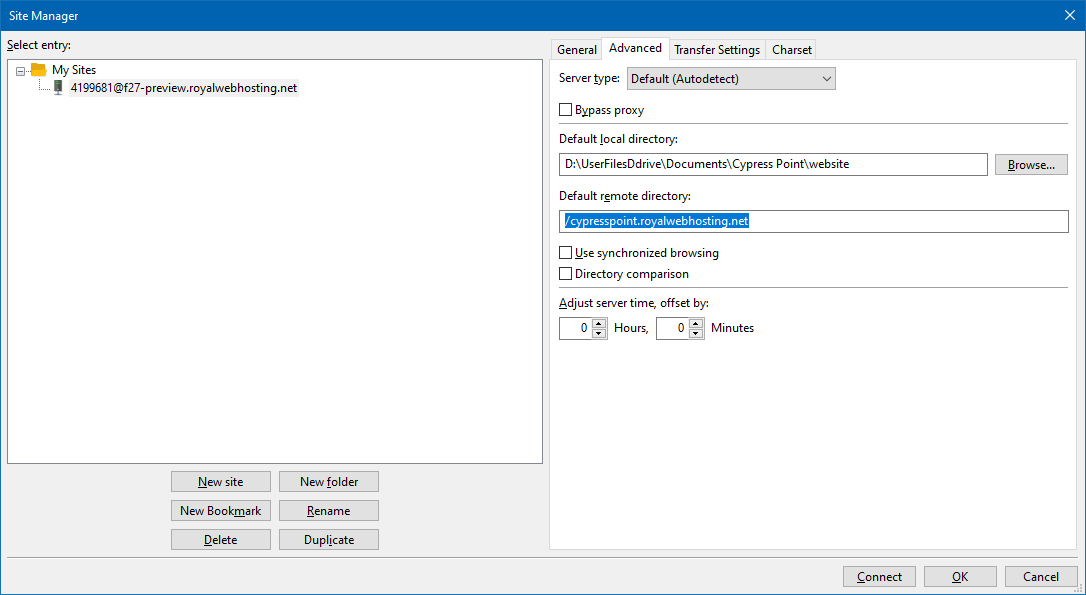
# HOWTO FTP

## Introduction

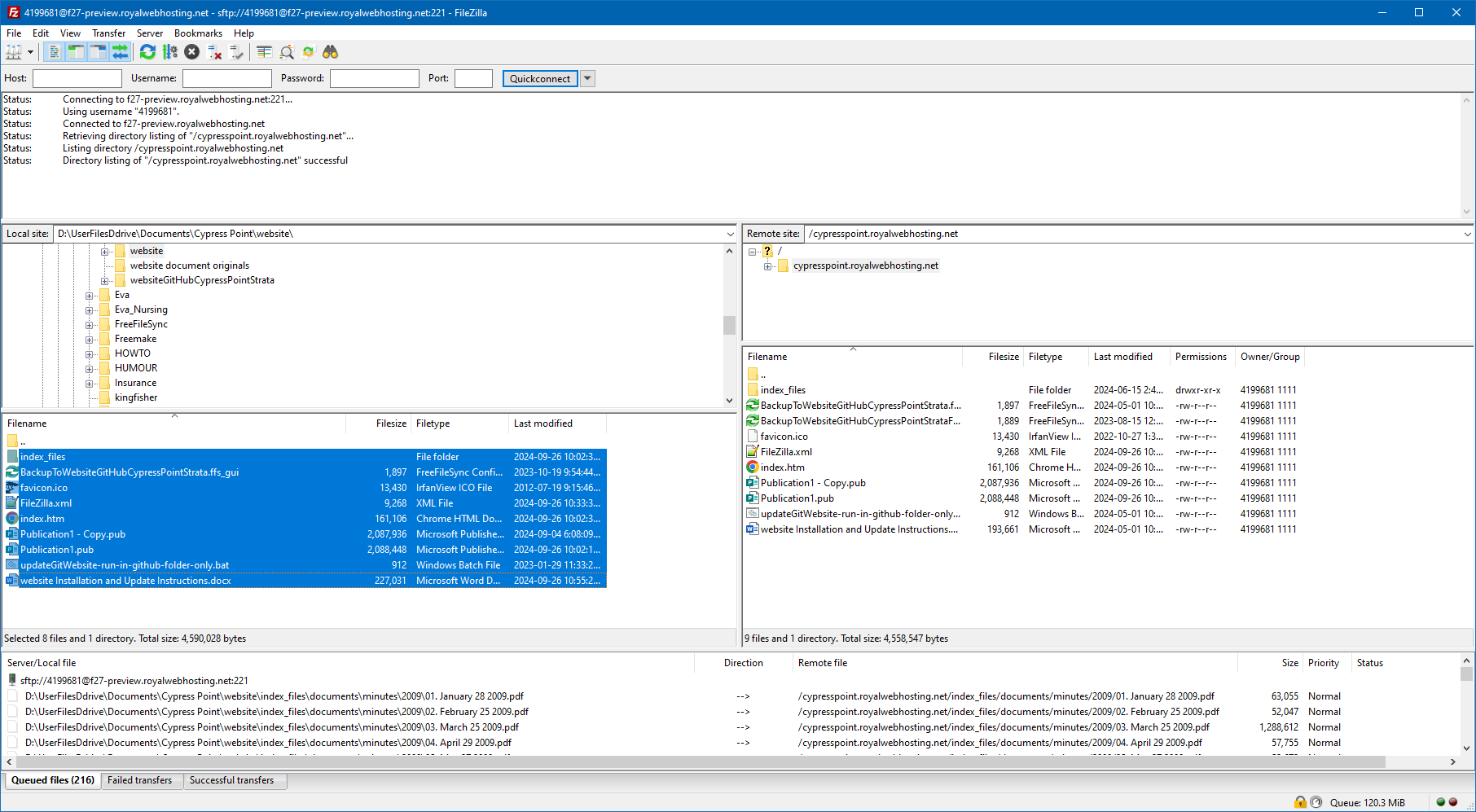
It is recommended to use a good FTP client. I use FileZilla, which can copy directory structures and skip unmodified files. There are many clients which can do this, but the FileZilla setup is shown below as a guide.

## Setting Up FileZilla



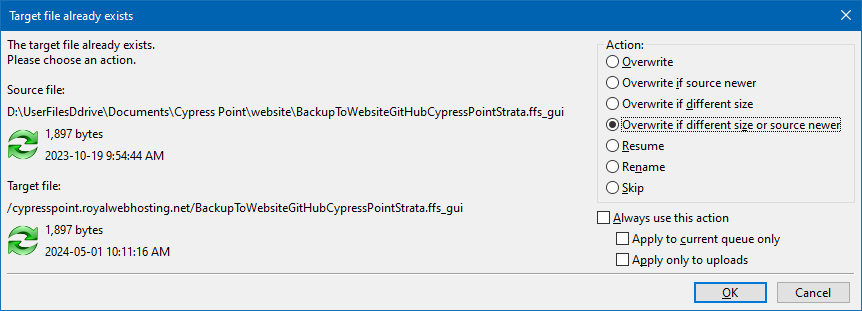


**FileZilla: Setting Up the Site Manager: File->Site Manager**



**Connect to the FTP server and arrange the left and right panels as above.**

**Select the left panel files, Right Hand Mouse -> Upload**



**To skip the transfer of unchanged files, select the Upload rules “Overwrite if different or source is newer” and “always use this action”**

# HOWTO add new minutes to the Cypress Point Website

## Introduction:

This is the most common update to the Cypress Website. Publication1.pub is the source file, and holds the design of the website. This must be changed to add a link to the new minutes. The new minutes file, converted to PDF, must be added to the website directory structure on the local machine.,

Before starting:

1. Save the current Publisher1.pub in case you screw up

(Copy Publisher1.pub to “Publisher1 - Copy.pub” and overwrite)

1. Run publisher by double clicking Publisher1.pub

## Instructions To Add New Minutes:

Add the minutes to the folder structure:

1. Convert the WORD document to pdf format. Easily achieved within word, by printing to “Microsoft Print To PDF”. NB. filenames should not include commas.
2. Copy the pdf file to \index\_files\documents\minutes\2024 (see note 1)

Add the minute’s entry to the web page design:

1. Save the current Publisher1.pub in case you screw up

(Copy Publisher1.pub to “Publisher1 - Copy.pub” and overwrite)

1. double-click on Publication1.pub
2. Outlook Publisher opens, showing the home page.
3. Hover over the page icons on the left to find 'Minutes' (currently the 3rd icon)
4. Click the icon, Minutes page opens
5. Cut and paste the previous minutes link to the line below
6. Edit the name to suit the name of the new minutes
7. Right Hand Mouse click on the link, select Edit Link
8. Modify the filename to match the new minutes (see note 2)
9. Also update the text under “Whats New” on the first page.
10. Click OK.
11. File->Save to save your changes to Publication1.pub

Update the html files

1. Click on File->Export->Publish HTML->Publish HTML button
2. A file chooser opens
3. Select index.htm (if not already there) and Save
4. index.htm already exists, do you want to replace it? YES
5. The html files have now been updated and are ready to FTP

Notes:

1. Copy to the current year. NB. filenames should not include commas
2. folder structures for links have 'Unix' style, i.e. forward slash instead of backwards. If the filename contains a space, replace with %20.
3. The instructions above assume you’re adding minutes to an existing year table. If this is a new year, then Happy New Year! Have fun shuffling year panels around and adding a new one at the top!

## Viewing a Freshly Updated Website

The previous section detailed how to update the Cypress Point Website on Royal Web Hosting. Now if you visit <http://cypresspoint.royalwebhosting.net/index.htm>, you should see a working site with your changes in place. **Hit refresh if you visited the page before and still see the old page.** Royal Web Hosting is used as a prototyping website, and also a backup. The main external website is github, <https://cypresspointstrata.github.io/>. To copy the new tested website to GitHub, see the following sections.

## Setting up GitHub

This is covered in <https://pages.github.com/>

You just need to clone the repository which already exists on the GitHub servers.

Go to the folder where you want to store your project.

I have the master website in …\Documents\Cypress Point\website

And the git clone in …\Documents\Cypress Point\websiteGitHubCypressPointStrata

Since my username is “tom\_h”, to clone the new repository I would do this:

cd C:\Users\tom\_h\Documents\Cypress Point\websiteGitHubCypressPointStrata

git clone https://github.com/CypressPointStrata/CypressPointStrata.github.io

The website will be copied from the github servers, and a .git directory structure created.

You only need to this once. Git will copy down the existing website stored away on the GitHub servers. If this is the first time you have used git, you may be asked for username and password.

## How to duplicate the Cypress Point Website on GitHub

Now we have a good local website on our computer, it can easily be copied to the folder used to store the GitHub version of the website. The reason for having 2 copies of the website? Just security really. The websites are only approximately 100MB, so disk space is irrelevant. Also, GitHub adds a lot of files to the structure under folder “.git”, which we don’t want to accidentally ftp to Royal Web Hosting. I have set up FreeFileSync to easily mirror the two websites, so the mirroring is a two click operation.

Simply double-click BackupToWebsiteGitHubCypressPointStrata.ffs\_gui.

If you are happy with the proposed changes click Synchronize. Done.

## How to Update the GitHub website

First copy the local website to the GitHub folder using FreeFileSync as described in the previous section.

Then go to your GitHub folder and double click the file

“updateGitWebsite-run-in-github-folder-only.bat”.

This runs the git commands needed to upload to the GitHub webserver.

The commands perform quickly and the .bat window disappears, so if you want to see the actions performed and responses, run the .bat file in a cmd window.

Now visit <https://cypresspointstrata.github.io/> to see the updated website.

Notes:

1. Don’t expect the website to be updated quickly. It sometimes takes up to 10 minutes before the updates to the website appear.
2. Remember to refresh the webpage to see the changes, the website does not update the screen automatically.

# Addendums, detailing accounts, usernames, passwords etc.

## Addendum: Account details: CypressPoint google gmail account setup:

The account was created so I could create a GitHub account, which needs to be tied to a valid email for registration, otherwise it’s not used.

Email: cypressnw2050@gmail.com

Password: Winter.01 (Note the period.)

## Addendum: Account details: GitHub account setup:

<https://github.com/>

Username: CypressPointStrata

Email: cypressnw2050@gmail.com

Password: Frid131313 (More restrictions on password!!!)

There is only one repository set up:

[CypressPointStrata/CypressPointStrata.github.io](https://github.com/CypressPointStrata/CypressPointStrata.github.io)

We mirror our local website directory structure to the repository.

Don’t edit the repository directly (but technically you could…)

Free GitHub Website linked to this repository:

<https://cypresspointstrata.github.io>