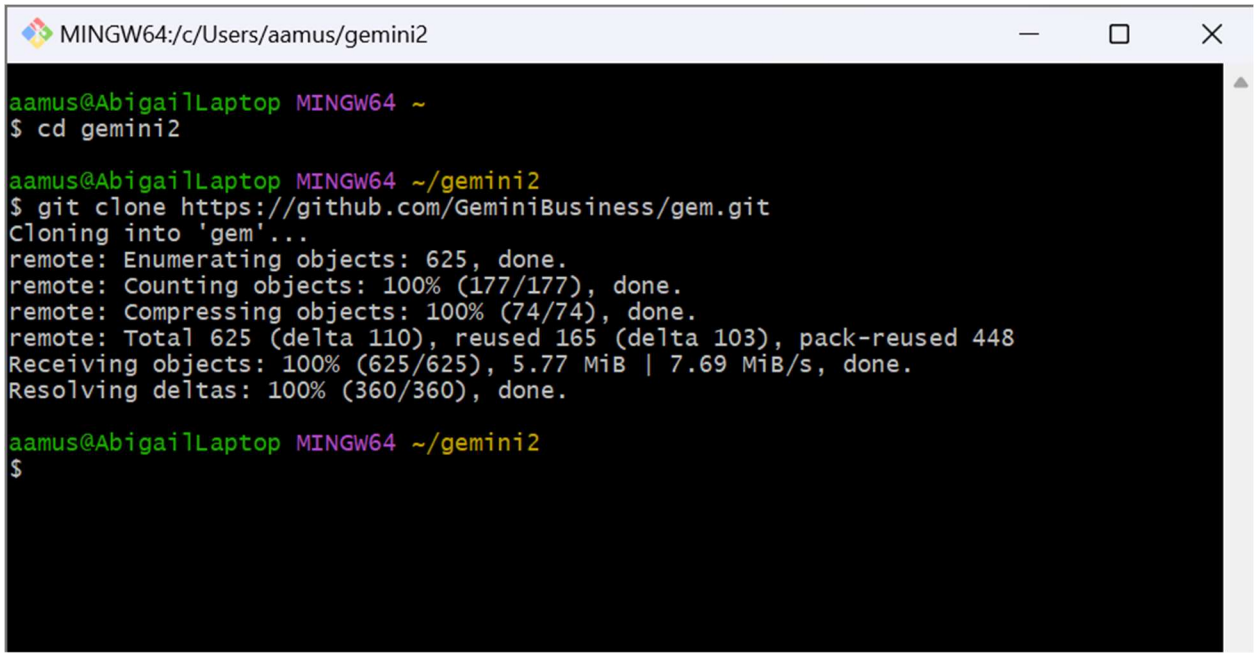
Instructions for Making Changes to the Gemini Business website (with pictures)

You will make changes to the website files using one of two methods:

METHOD 1: COMMAND LINE [Preferred for large edits]

1. Install Git for Windows (AKA Git Bash, see here). NOTE: This is a one-time event.
2. From within the Git Bash terminal, clone GitHub repo using this command: `git clone https://github.com/GeminiBusiness/gem.git`. NOTE: This is a one-time event and will create a local copy of the repo on your machine.

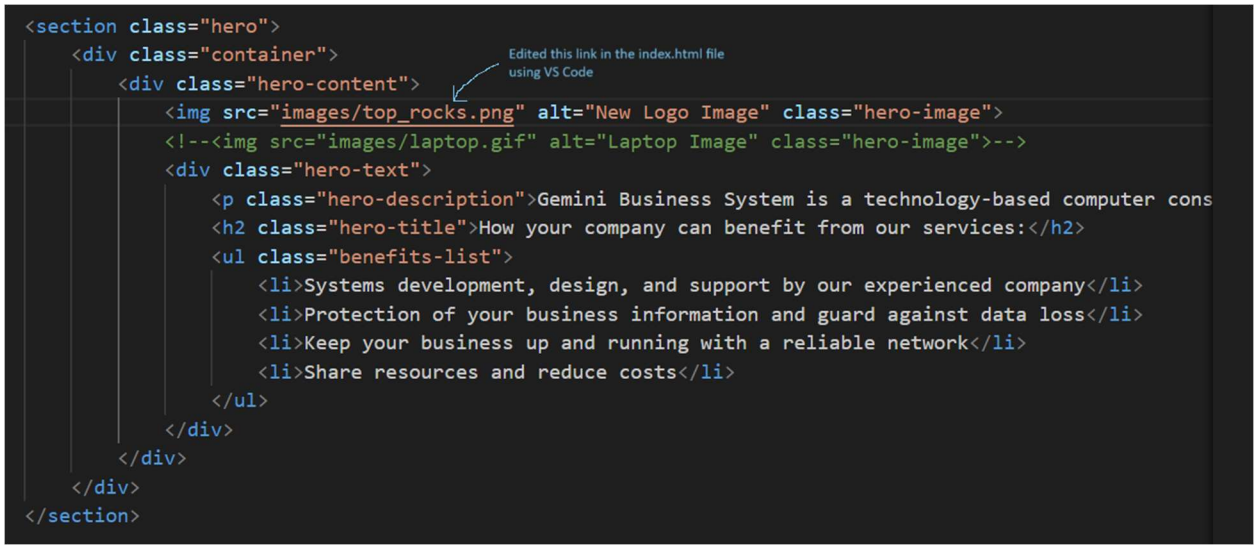


NOTE: Steps 3-14 will be completed anytime you make changes.

3. Navigate into the local directory.
   NOTE: Use `git pull` to retrieve latest copy of repo from GitHub. It will tell you if your local copy is already up to date.
4. Create a new branch (this way, you can figure out what changes to make without modifying the source code) by running `git branch your-branch-name` and switch to this branch by running `git switch your-branch-name`.

```
aamus@AbigailLaptop MINGW64 ~/gemini2/gem (main)
$ git branch
* main

aamus@AbigailLaptop MINGW64 ~/gemini2/gem (main)
$ git branch changePhoto

aamus@AbigailLaptop MINGW64 ~/gemini2/gem (main)
$ git switch changePhoto
Switched to branch 'changePhoto'

aamus@AbigailLaptop MINGW64 ~/gemini2/gem (changePhoto)
$ git status
On branch changePhoto
nothing to commit, working tree clean
```

5. Make your desired changes using the editor of your choice (I like to use VS Code).



6. Use this command to check the status of your changes (your local changes will not automatically propagate to GitHub): `git status`

```
aamus@AbigailLaptop MINGW64 ~/gemini2/gem (changePhoto)
$ git status
On branch changePhoto
Changes not staged for commit:
  (use "git add <file>..." to update what will be committed)
  (use "git restore <file>..." to discard changes in working directory)
        modified:   index.html

no changes added to commit (use "git add" and/or "git commit -a")

aamus@AbigailLaptop MINGW64 ~/gemini2/gem (changePhoto)
$
```

7. If your local branch is not up to date with the published origin branch (it won't be if you've made any changes), then use this command to prepare to commit: `git add .`

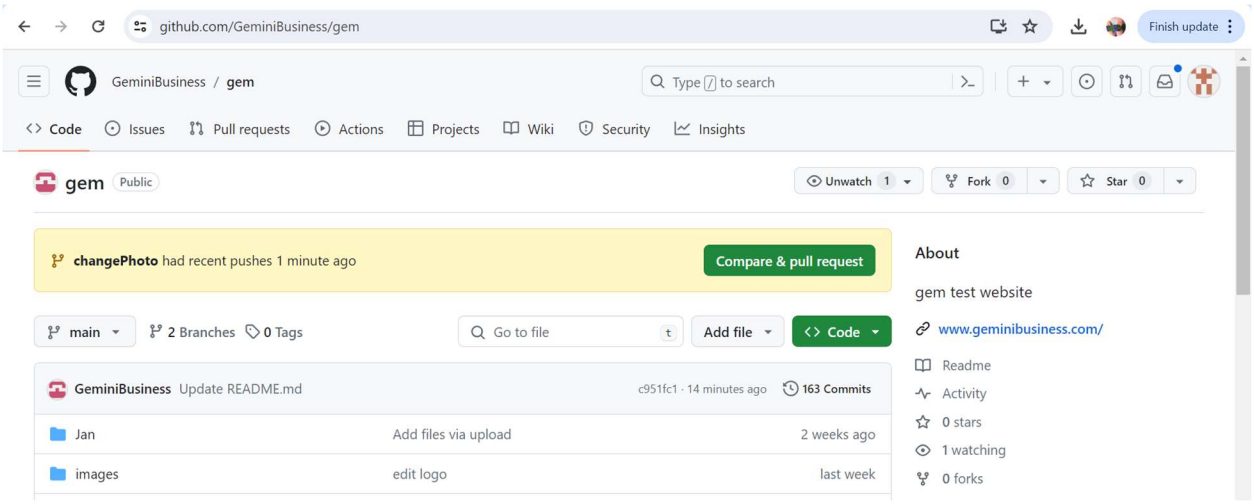
8. Commit changes with a descriptive message of what you changed by running this command: `git commit -m “descriptive commit message here”`

```
aamus@AbigailLaptop MINGW64 ~/gemini2/gem (changePhoto)
$ git add .

aamus@AbigailLaptop MINGW64 ~/gemini2/gem (changePhoto)
$ git commit -m "change the photo to new logo"
[changePhoto c4ed4f6] change the photo to new logo
 1 file changed, 1 insertion(+), 1 deletion(-)

aamus@AbigailLaptop MINGW64 ~/gemini2/gem (changePhoto)
$
```

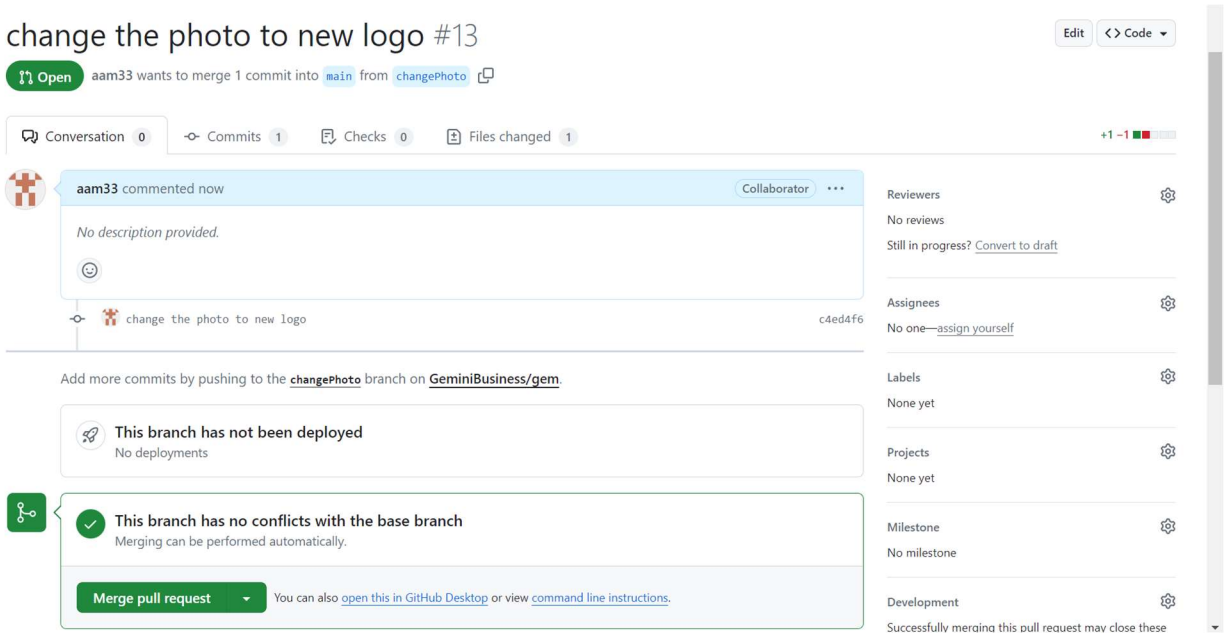
9. Run this command to push local changes to GitHub: `git push`. (If that doesn’t automatically work, try `git push --set-upstream origin your-branch-name`.)

```
aamus@AbigailLaptop MINGW64 ~/gemini2/gem (changePhoto)
$ git push --set-upstream origin changePhoto
Enumerating objects: 5, done.
Counting objects: 100% (5/5), done.
Delta compression using up to 16 threads
Compressing objects: 100% (3/3), done.
Writing objects: 100% (3/3), 317 bytes | 317.00 KiB/s, done.
Total 3 (delta 2), reused 0 (delta 0), pack-reused 0 (from 0)
remote: Resolving deltas: 100% (2/2), completed with 2 local objects.
remote:
remote: Create a pull request for 'changePhoto' on GitHub by visiting:
remote:      https://github.com/GeminiBusiness/gem/pull/new/changePhoto
remote:
To https://github.com/GeminiBusiness/gem.git
 * [new branch]      changePhoto -> changePhoto
branch 'changePhoto' set up to track 'origin/changePhoto'.
```

10. Log into GitHub and navigate to the “gem” repository (repo). Currently: https://github.com/GeminiBusiness/gem.git
11. You should see a button pop up that asks you if you want to create a pull request to merge changes (from your branch to the main branch, which the website is running off of). Click this button. (If this button doesn’t appear, navigate to Pull requests -> New -> [Choose which branches to compare, typically “base: main” with “compare: your-branch-name” -> Create pull request]



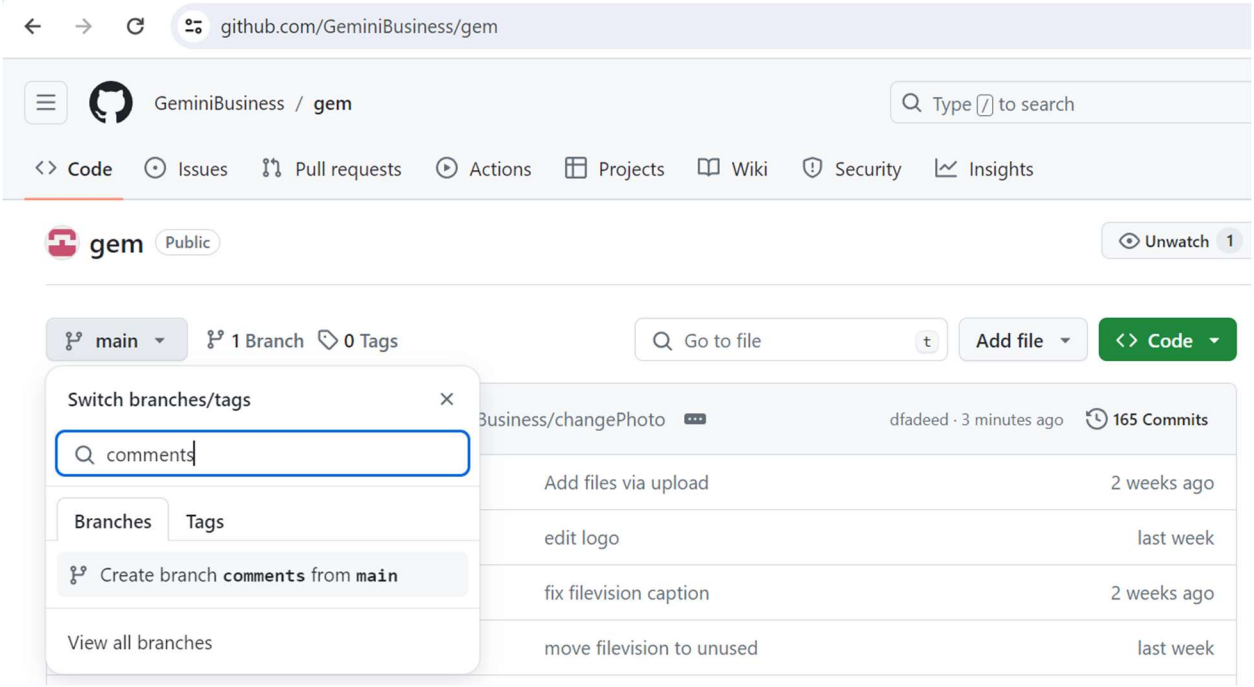
12. Follow the instructions to create a pull request.
NOTE: By scrolling down, you can see what changes you have committed.
13. Have another collaborator review the changes you made by going to their Pull request tab, or if you are sure your changes are correct, click “Merge pull request”.
NOTE: After completing this step, it is safe to delete the working branch as GitHub indicates.



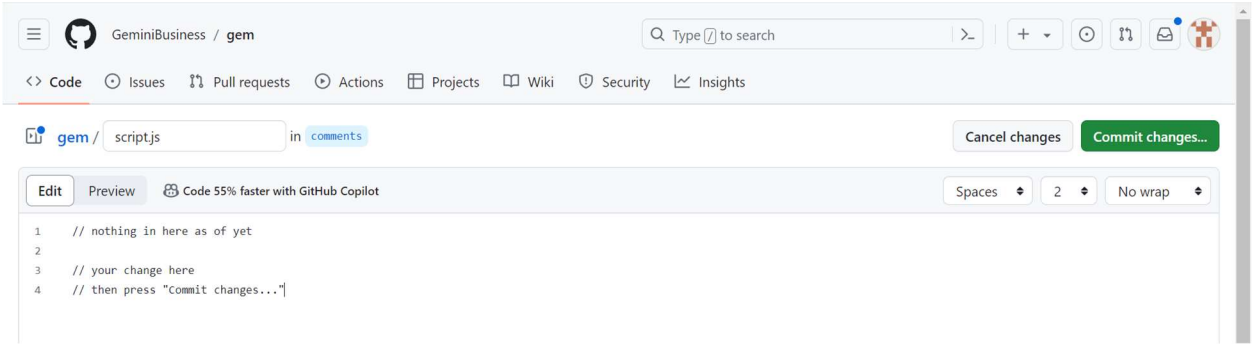
14. Your changes are now on the main branch of your GitHub repo. Your changes should automatically deploy. Proceed to the “DEPLOYMENT” section of these instructions for more information.

METHOD 2: MANUAL EDIT/COMMIT THROUGH GITHUB.COM [Fine for small edits]

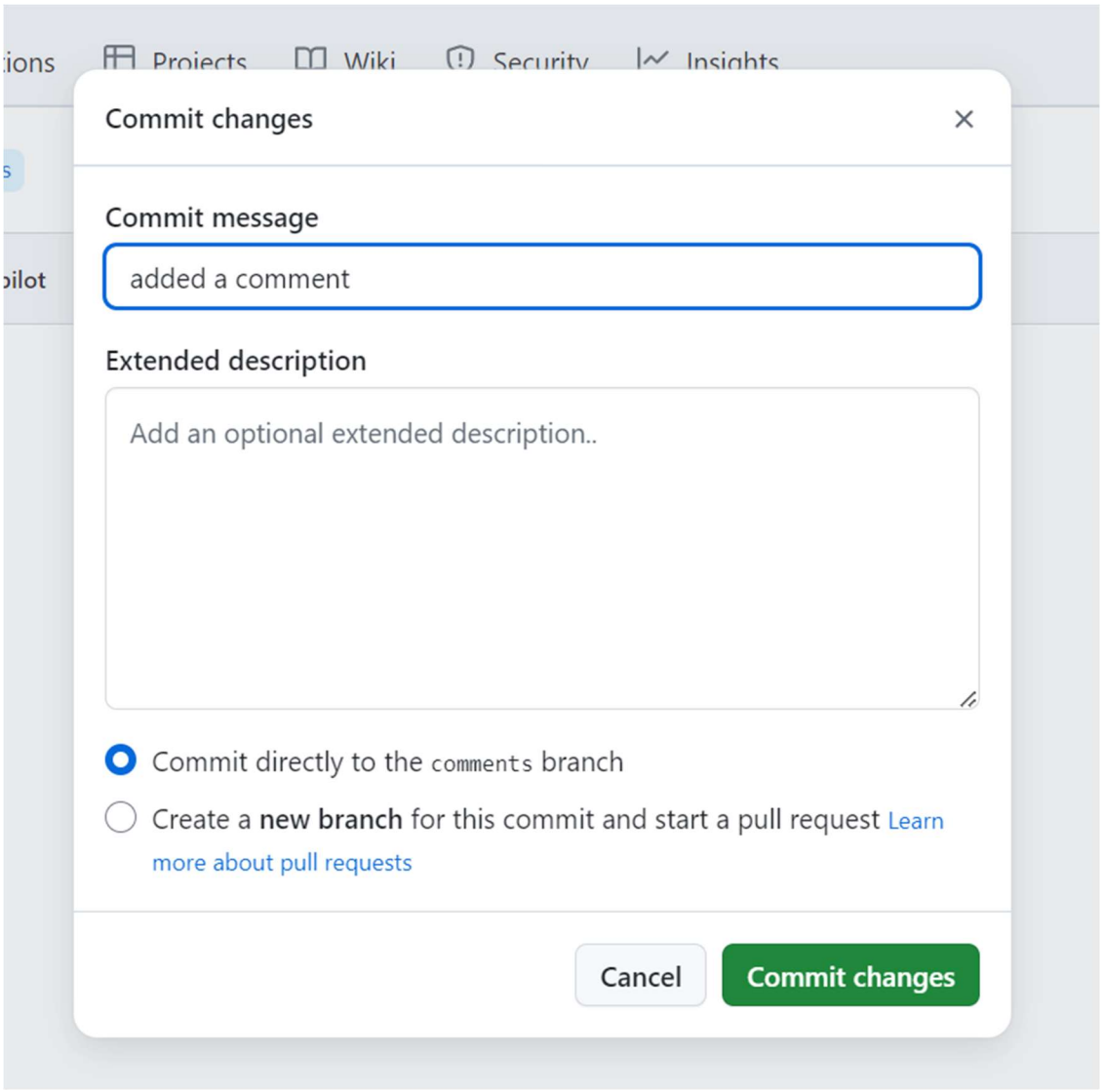
1. Log into GitHub and navigate to the “gem” repository (repo). Currently: https://github.com/GeminiBusiness/gem.git
2. Click the dropdown next to “main” and create a new branch (this way, you can figure out what changes to make without modifying the source code).



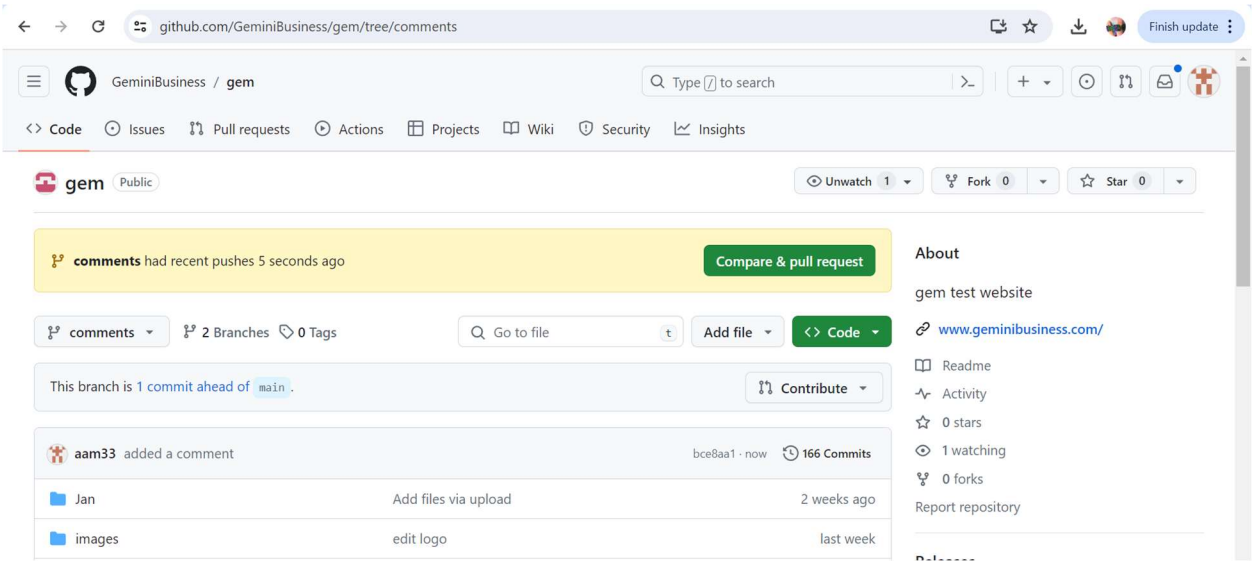
3. Your new branch should already be up to date with the main branch.
4. Locate the file you would like to edit OR press the “Add file” button to create or upload a new file to the repo.
5. Press the pencil icon. Make your desired changes, then press “Commit changes”.



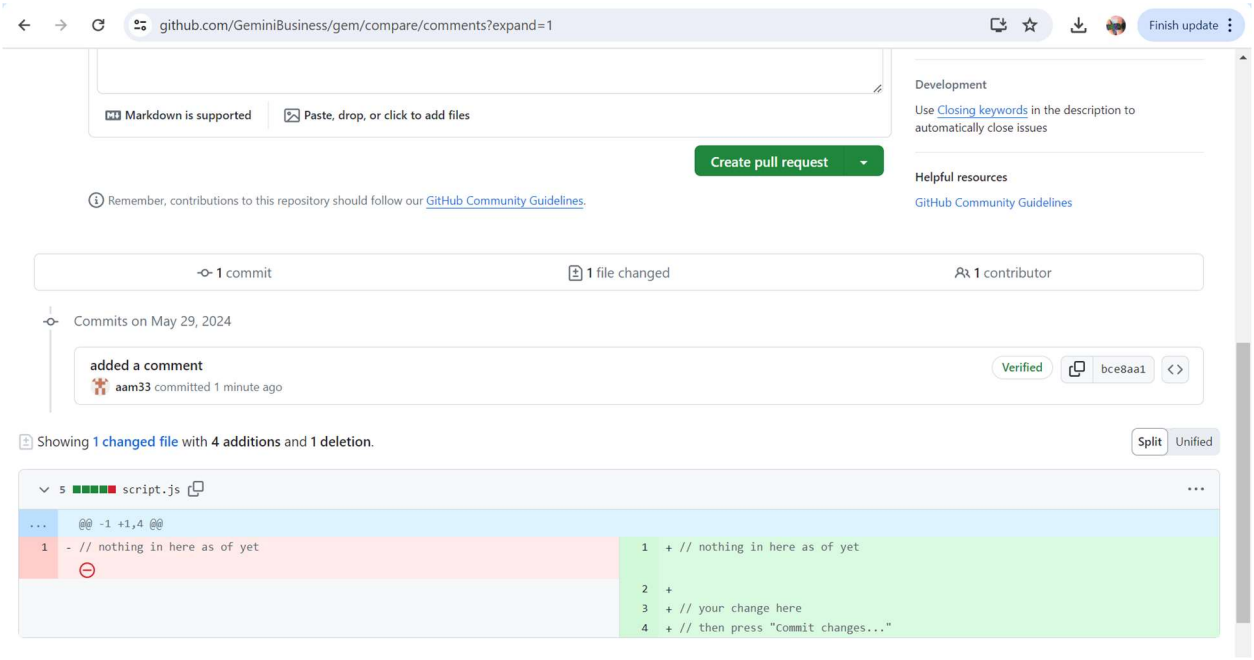
6. Add your commit message and commit to your new branch.



7. Navigate back to the Code tab. You should see a button pop up that asks you if you want to create a pull request to merge changes (from your branch to the main branch, which the website is running off of). Click this button. (If this button doesn't appear, navigate to Pull requests -> New -> [Choose which branches to compare, typically "base: main" with "compare: your-branch-name" -> Create pull request]



8. Follow the instructions to create a pull request.
   NOTE: By scrolling down, you can see what changes you have committed.



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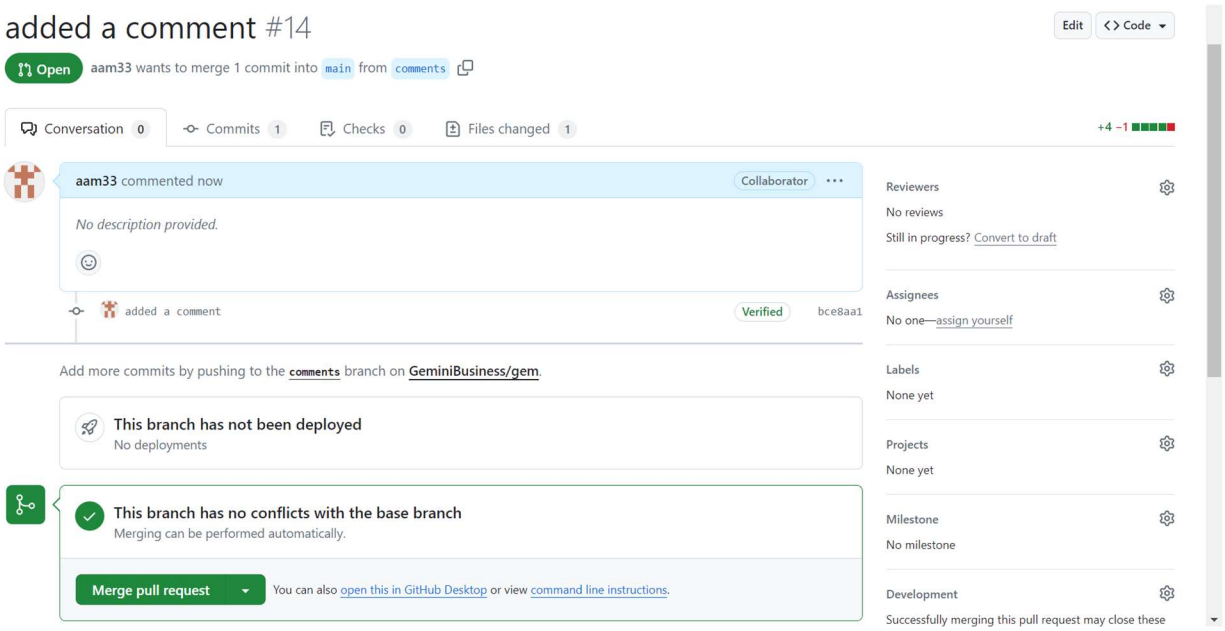
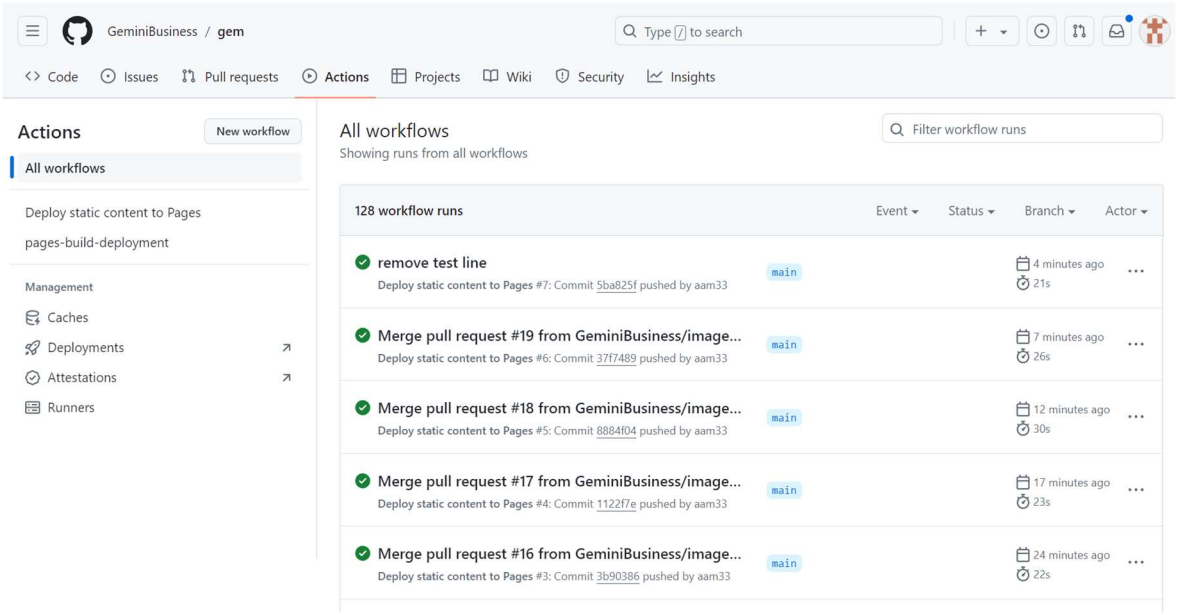


10. Your changes are now on the main branch of your GitHub repo. Your changes should automatically deploy. Proceed to the “DEPLOYMENT” section of these instructions for more information.

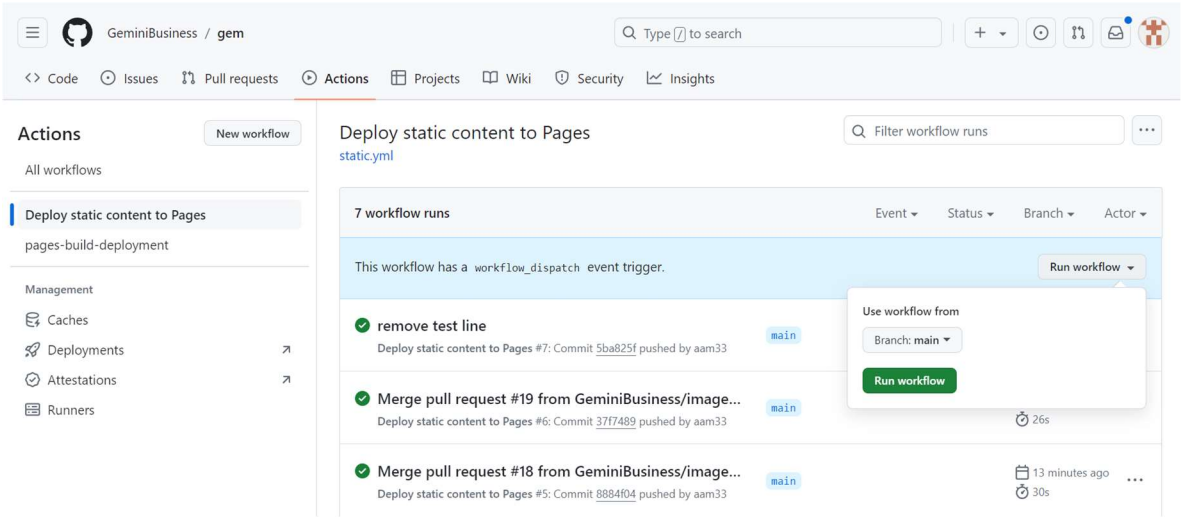
DEPLOYMENT

NOTE: The site DOES automatically deploy. It is currently configured with a simple workflow for deploying static content. This workflow can be changed, but so long as there is only static content on the site, it should not need to be changed.

1. The workflow should automatically deploy once changes are committed to main. No further action needs to be taken. In the case that you would like to rerun the workflow for any reason, navigate to the Actions tab of the GitHub repo.



2. Click on the “Deploy static content to Pages” workflow on the left-hand side of the screen.
3. In the “Run workflow” dropdown, select the green “Run workflow” button.



4. Upon successful build and deployment, reload the website page and you will see your changes.