**Knightwatch Website Operation Guide**

# Making content

* Create a new document in a sub-folder of your choice. (or make a new sub-folder)
* Make a header like in the example document.
  + **Make sure the date is YYYY-MM-DD**
* Write the document
* Use the “Styles” section in the top left of google docs to select from “Normal text”, “Heading 1”, “Title”, etc. These changes will be reflected in the website. Bold, italics, underline, tables, lists, etc. should also transfer.
* Place images wherever your heart desires, however only the first image will be used as a thumbnail image.

# Updating the website

* Download google drive as zip
* Place the zip in the repl.it
* Press run
* Type in a commit message (what did you change?)
* Push changes

# Transferring ownership

* Transfer ownership of the content folder
* Archive old articles
* Read this article

# How it works

1. Google drive folders for each section of the website all stored in a parent folder
2. Downloaded as a zip
3. Contents are extracted
4. Contents are converted from .docx to .html (website friendly format)
5. Contents are parsed for title, author, date, summary, thumbnail, etc.
6. Contents are passed into a predefined layout with a navigation bar, footer, nice colors, etc.
7. Static HTML site is generated
8. Site is pushed to Github Pages
9. Github Pages hosts the files
10. Google Domains forwards the domain to Github Pages