

Simple Website Maintenance

The club website is at

<http://bowieseniorcenter.org/BowieSeniorsComputerClub>

We'll look at 3 pieces of Freeware: two HTML editors - LibreOffice's Writer (or if you have it Microsoft WORD) and Notepad++; and an FTP client – WinSCP (or one of the others if you prefer).

- The two word processors are mediocre HTML editors, but they do work. Follow KISS (Keep It Simple Sweetie) and that's all you'll need.
- When the results are not what you expect (with time, that will be rare), you can see what's really going on by delving into the HTML code using Notepad++. All HTML is pure text, so even Notepad would work, but the color-coding in Notepad++ is a big help.
- Finally, post the result to the Internet website using an FTP client.

Greengeeks – our club's host

- . Greengeeks provides internet storage for our site's files (just like a Google Drive / Dropbox / ...). It makes them accessible (i.e. “Serves” them) with 2 different protocols (HTTP & FTP) which provide different but overlapping functionality. To use them, you need “Client” software.
- . HTTP client = web browsers (e.g. Firefox), which are mostly read-only
- . FTP client = WinSCP

Standards give you choices!

Connect to the site with WinSCP

WinSCP interface showing a connection to a remote site. The left pane displays the local file system (D:\MyWebs\BSCC\), and the right pane displays the remote file system (/).

Local File System (D:\MyWebs\BSCC\):

Name	Size	Type	Changed
..		Parent directory	3/3/2023 8:33:07 PM
Minutes		File folder	3/3/2023 7:54:07 PM
Graphics		File folder	7/17/2019 3:02:17 PM
freeware_files		File folder	7/17/2019 3:02:17 PM
meetings.htm	46 KB	Firefox HTML Docu...	3/3/2023 8:27:17 PM
freeware.htm	45 KB	Firefox HTML Docu...	7/14/2019 6:00:06 PM
debug.log	3 KB	Text Document	1/5/2019 12:38:00 PM
links.htm	5 KB	Firefox HTML Docu...	1/17/2018 10:04:20 AM
index.html	9 KB	Firefox HTML Docu...	1/17/2018 10:04:18 AM
contacts.htm	3 KB	Firefox HTML Docu...	11/2/2017 8:30:08 AM
archive.htm	6 KB	Firefox HTML Docu...	9/25/2015 4:18:28 PM
test.htm	7 KB	Firefox HTML Docu...	9/25/2015 8:17:24 AM
LINUX_info.htm	3 KB	Firefox HTML Docu...	9/18/2015 12:47:42 PM
map.jpg	73 KB	JPG File	9/15/2015 9:49:54 PM
freeware - Copy.htm	35 KB	Firefox HTML Docu...	7/11/2015 2:25:36 PM
training.htm	6 KB	Firefox HTML Docu...	10/6/2011 9:51:18 PM

Remote File System (/):

Name	Size	Changed	Rights	Owner
..				
board		7/5/2016 5:34:48 PM	rw-r--r--	2003
BowieSeniorAppleClub		12/1/2016 8:59:36 PM	rw-r--r--	2003
BowieSeniorBonsaiClub		10/19/2021 9:35:03 AM	rw-r--r--	2003
BowieSeniorChorale		1/12/2023 12:08:52 PM	rw-r--r--	2003
BowieSeniorMagicClub		4/24/2017 9:22:31 AM	rw-r--r--	2003
BowieSeniorsComputerClub		3/11/2023 10:00:05 PM	rw-r--r--	2003
cgi-bin		9/15/2015 11:03:13 AM	rw-r--r--	2003
dhdasenbrock		9/15/2015 7:20:21 PM	rw-r--r--	2003
ExpressLearning		6/16/2016 8:56:35 AM	rw-r--r--	2003
error_log	1 KB	8/4/2017 4:40:17 AM	rw-r--r--	2003
favicon.ico	0 KB	1/20/2022 7:39:13 AM	rw-r--r--	2003
ggstemp.html	4 KB	1/16/2017 1:40:07 PM	rw-r--r--	2003
index.html	1 KB	9/15/2015 8:35:56 PM	rw-r--r--	2003
robots.txt	1 KB	1/20/2022 7:39:13 AM	rw-r--r--	2003

0 B of 19.2 MB in 0 of 48

0 B of 4.42 KB in 0 of 14

2 hidden

FTP 0:03:28

FTP File Functions

The WinSCP user interface is like a dual Windows File Explorer (left=local, right=remote)

- Same selection methods (click / ctrl-click / shift-click / click-and-drag)
- Uploads/Downloads can be drag-and-drop.
- DEL key deletes whatever's selected

So, set the local directory and go get some files. Better yet, copy the whole website!!

Website Structure

Most sites will have a directory structure, and that structure dictates the URL !!! If the URL has no filename, a default is assumed (for Greengeeks, that's "index.html"). Remember, this isn't Windows – so pay attention to case.

On the local computer, recreate the directory structure of the site you're maintaining (or just copy the whole site).

The file(s) we're interested in are "meetings.htm" and whatever other files it references.

Edit "meetings.htm" with your word processor

The Maintenance Process is...

Get the meeting minutes from the secretary. Rename it to follow your convention, and place it in <home directory>\Minutes\2023.

Edit the file <home directory>\meetings.htm. Add a line for this meeting's minutes: yymmdd - <descriptive text>

In that line, select the yymmdd, then >Insert Hyperlink, and select \Minutes\2023\<filename>. Writer will form a relative address to this file. Save it, and test your update by double-clicking it.

Using your FTP client, upload to the club's site

- meetings.htm ; overwriting the current file
- /Meetings/2023/<filename> ; adding this new file

It really is that simple

Some Details (where the devil is?)

Look at the original “meetings.htm” with Firefox and with Writer. There are noticeable differences. HTML resists the WYSIWYG philosophy, so many nuances known to a word processor are ignored by HTML clients.

- Font & size changes shown <> ignored
- Some spaces are greyed – others ignored
- Filenames could be fully qualified or relative, and it doesn't seem to make a difference(?)

Use Notepad++ to see what's going on

Notepad++

```
D:\Downloads\meetings.htm - Notepad++
File Edit Search View Encoding Language Settings Tools Macro Run Plugins Window ?
meetings.htm x meetings.htm x
1 <!DOCTYPE html>
2 <html>
3 <head>
4   <meta http-equiv="content-type" content="text/html; charset=utf-8"/>
5   <title>Meeting Schedule / Minutes - Bowie Seniors Computer Club</title>
6   <meta name="generator" content="LibreOffice 7.5.1.2 (Windows)"/>
7   <meta name="created" content="00:00:00"/>
8   <meta name="changed" content="2023-03-20T12:07:03.956000000"/>
9   <meta name="created" content="00:00:00">
10  <style type="text/css">
11    @page { margin-left: 0.79in; margin-right: 0.39in; margin-top: 0.39in; margin-bottom: 0.39in }
12    h1 { margin-bottom: 0.08in; background: transparent }
13    h1.western { font-family: "Liberation Serif", serif }
14    h1.cjk { font-family: "NSimSun"; font-size: 24pt }
15    h1.ct1 { font-family: "Lucida Sans"; font-size: 24pt }
16    p { line-height: 115%; margin-bottom: 0.1in; background: transparent }
17    h2 { margin-top: 0.14in; margin-bottom: 0.08in; background: transparent }
18    h2.western { font-family: "Liberation Serif", serif }
19    h2.cjk { font-family: "NSimSun" }
20    h2.ct1 { font-family: "Lucida Sans" }
21  </style>
22 </head>
23 <body lang="en-US" dir="ltr"><p align="center"><img src=
24   "<a href='\"http://www.bowieseniorcenter.org/BowieSeniorsComputerClub/Photos/BSCCBanner.jpg\"'>http://www.bowieseniorcenter.org/BowieSeniorsComputerClub/Photos/BSCCBanner.jpg" name="Image1" alt="Bowie
25   Seniors Computer Club" align="bottom" width="728" height="90" border="0"/>
  ...
Hyper Text Markup Language file    length : 49,447    lines : 692    Ln : 65    Col : 6    Pos : 3,495    Windows (CR LF)    UTF-8    IN
```


Notepad++

- Recognizes many syntaxes (HTML is just one of them). Thus, color usage denotes different types of text. Selecting a tag highlights it **and its closing tag!**
- Lots of CSS (Cascading Style Sheet) gobbledegook
- A greyed space is a “ ” (non-breaking space). Multiple white spaces are collapsed to one. So if you absolutely need to align text in columns, use TABLEs.
- Some filenames are fully qualified (OK-but probably not done by the word processor); others are relative (preferred). Using Windows terminology (e.g. [D:\filename](#)) may work locally but will fail on the webserver.
- You can make changes in Notepad++ (but verify that the word processor doesn't undo them).

KISS (to stay out of trouble)

- Don't get fancy. Focus on delivering information – not pizzazz.
- Use one common font.
- Minimize the use of graphics, tables, ...
- Leave spaces out of filenames.
- Always use relative filenames (which is what you get by picking from the supplied list). Then you could change the name and/or location of the home directory – that would change the URL but the site would still work!

Final Questions

Are you up for maintaining the site?

or

Did I scare you off?