

# Focal Homepage and Focal Software User Guide

## Summary

This guide provides comprehensive instructions for installing, using, and managing the Focal homepage and Focal software, aiming to deploy a static frontend website and a standalone backend management software. It includes frontend and backend operations, local testing, deployment, and troubleshooting.

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# 1. Frontend File

## Frontend File Structure

All frontend-related files are stored in the 'Frontend' folder. The structure is as follows:

- 'Frontend'
  - 'build' folder: Contains all static files, including HTML and other resources.
  - 'frontend\_test.bat': Batch script for local testing.
  - 'test\_frontend\_static\_server' folder: Contains the server program and configuration files for local testing, which can be ignored.

## Deployment to School Server

Copy all contents of the 'Frontend\build' folder to the corresponding directory on the school server to complete the deployment. These are static files and do not require additional configuration.

## Local Testing

You can perform local testing on a Windows computer by following these steps:

1. Open the 'Frontend' folder.
2. Double-click the 'frontend\_test.bat' script.
3. The script will start and automatically deploy a local static resource server.
4. Open a browser and visit 'http://localhost:1005/' to view the static web page.
5. After viewing, close the DOS window to shut down the local static resource server.

These steps are suitable for local testing. For actual deployment to the school server, just copy all files in the 'build' folder to the corresponding directory on the server.

# 2. Focal Software Installation and Usage

## Software Features

The Focal Software allows users to manage frontend content, including the following features:

- Preview frontend effects
- Modify frontend display content

- Upload files to the cloud
- Publish new web blog pages
- One-click export of all frontend data to update the frontend static server

## System Requirements

Focal software is compatible with Windows 64-bit operating systems.

## Installation Steps

1. Double-click 'Focal Setup 1.0.0.exe'.
2. Follow the prompts by clicking "Next" until the installation is complete.
3. After installation, a software icon named 'Focal' will appear on the desktop.



## Usage Instructions

1. Double-click the 'Focal' icon on the desktop to run the installed Focal software.
2. The software will display a page identical to the actual website. You can preview frontend effects, make modifications, upload files, and publish new web pages.
3. Click the button as shown in the image to enter the login system.



4. Enter the username and password to log in. The current database has the following username and password:
  - Username: 'weixingchensimon@gmail.com', Password: 'This\_is\_a\_Demo\_Account!'
5. After successful login, an 'Admin Dashboard' tab will appear in the navigation bar. Click this tab to enter the management page.
6. Use the Focal software to manage content. After completing all modifications, use the Focal software to export all data to a folder named 'upload\_files'.
7. For local testing or replacing the 'upload\_files' folder on the school's server, use this exported folder:
  - For local testing, replace the 'upload\_files' folder in the 'Frontend\build' folder and run the 'frontend\_test.bat' script to view the effects.

- For official deployment, replace the exported 'upload\_files' folder on the server with the folder of the same name.

## 3. Upload & Share Feature Overview

### Feature Introduction

Click 'Upload & Share' to enter this feature page. On this page, you can upload various types of files. This page acts like a cloud drive, storing the files you want to share and generating a URL that can be shared on the internet.

### Use Cases

- **Paper Sharing:** Upload your paper PDF file and insert the generated URL into the Link area of the 'Publication' page so others can download your paper by clicking the link.
- **Resource Sharing:** Add uploaded files to the Link area of the 'Resources' page, making it easy for others to download resources you uploaded to the server.
- **News Resources:** When posting news on the 'News' page, you can insert resource download links so readers can download related resources.
- **Direct Sharing:** You can also directly share the complete URL with others to access your shared resources via the internet.

### Uploading Files

Click the 'Upload File' button to upload a new file. The uploaded file will automatically generate a URL that can be shared on the internet.

### File Management

Each file in the list has two action buttons:

- **Copy URL:** Copy the URL of the uploaded file.
- **Delete File:** Click the delete button to remove the file if you want to stop sharing it.

## URL Types

Click the copy button  to view and copy the URL of your uploaded file. There are three types of URLs:

- **Full URL:** Includes the full website domain, suitable for sharing directly with people on the internet. You need to replace '<https://www.example.com/SteveHranilovic>' with the actual address of your homepage.
- **Relative URL:** Omits the domain part, suitable for pasting into the Link areas of the 'Publication', 'News', and 'Resources' pages. Relative URLs come in two forms as follows:
  - **Relative Download URL:** Directly downloads the resource when clicked, suitable for files that need to be downloaded, such as compressed packages.
  - **Relative View URL:** Opens a new page to display the resource when clicked, suitable for online previewable files like PDFs or videos.

## 4. Manage Web Pages Feature Overview

### Feature Introduction

Click 'Manage Web Pages' to enter this feature page. The 'Manage Web Pages' feature allows you to easily create a new web page, similar to posting a blog, and generate a URL for this new web page.

### Use Cases

- **Research Progress:** Publish your latest research progress to expand your influence.
- **Academic Lectures:** Publish a web page to share information about academic lectures and share the URL on LinkedIn, Facebook, and other platforms. People can read your new article and may click other tabs on the page to view more information about your homepage, thereby expanding your academic influence.
- **Long-Form News:** If you need a long-form web page to record news, use this feature to publish a news web page and insert it into the 'News' page. People can click the link to directly jump to the web page.
- **Course Information:** If you have a new course, use this feature to publish course information.
- **Publication Display:** Insert this web page link into the 'Publications' page to display new publication content.

- **Resource Page:** Insert the newly created web page into the 'Resources' page for easy sharing of new resources.

## URL Types

- **Full URL:** Suitable for sharing directly on internet platforms like LinkedIn and Facebook.
- **Relative URL:** Omits the domain part, suitable for pasting into the Link areas of the 'Publication', 'News', and 'Resources' pages.

## Usage Instructions

1. Click the 'Create New Web Page' button.
2. Enter the title and content to publish the page (as shown in the picture below). The content area supports inserting images, videos, code snippets, adjusting paragraph separators, and setting font size and color, etc.
  - For detailed usage, refer to the first web page in the 'Web Pages List' titled “Tutorial on Using the Rich Text Editor for Dr. Steve Hranilovic's Lab Homepage.”

Create New Web Page

✕

\* Page Title

Page Content

Sans Serif

Normal

H1 H2 Heading 3

B I U

A

x<sub>2</sub> x<sup>2</sup>

3. Several sample pages are pre-written in the 'Web Pages List' for reference.
4. Each web page has four buttons:
  - **Preview:** View the published appearance of the article.
  - **Edit:** Modify the web page.
  - **Delete:** Remove the web page.
  - **Copy URL:** Copy the full or relative URL.



# 5. Edit About Me Feature Overview

## Feature Introduction

The 'Edit About Me' page allows users to edit and manage personal information and various sections on their homepage. Users can update personal information, add and edit multiple sections, and manage subsections within each section. This page is designed to help users create a detailed and professional personal profile page, showcasing their academic background and research interests.

## Page Structure

The 'Edit About Me' page is divided into multiple sections:

1. **Profile Information:** Personal information section where you can modify your degree, profile image, and introduction.
2. **Sections:** Multiple optional sections with the same structure, such as Biography, Research Interests, etc.

The screenshot displays the 'Edit About Me' page layout. It features three main sections, each highlighted with a red box and labeled with a red arrow pointing to it:

- Profile Information Section:** This section includes a circular profile image of Dr. Steve Hranilovic, his name, his degrees (B.A.Sc. (Waterloo), M.A.Sc., Ph.D. (Toronto), PEng.), and a paragraph about his research interests in optical wireless systems. It also includes a contact invitation and a note about his research or publications pages.
- Biography Custom Section 1:** This section contains a detailed biography of Dr. Hranilovic, including his education (B.A.Sc. from Waterloo, M.A.Sc. and Ph.D. from Toronto), his current position as a Professor at McMaster University, and his research interests in free-space and wired optical communications.
- Research Interests Custom Section 2:** This section describes his primary research focus on the design of communication algorithms for wireless optical channels, mentioning the use of laser diodes and light-emitting diodes.

## Profile Information Management

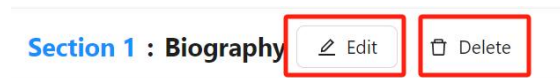
- **Degree:** Edit and update your degree information.
- **Profile Image:** Upload or replace your profile image.

- **Introduction:** Edit your personal introduction.

## Sections Management

Each custom section structure includes:

- **Edit Section:** Click the 'Edit' button next to each section title to edit the section's title and description.



- **Delete Section:** Click the 'Delete' button next to each section title to delete the section.
- **Add Section:** Click the 'Add Section' button at the bottom of the page to add more sections.



Within each section, you can have multiple optional subsections:

- **Add Subsection:** Click the 'Add Subsection' button at the bottom of each section to add a new subsection.
- **Edit Subsection:** Click the 'Edit' button next to each subsection to edit the subsection's title, description, image (optional), and multiple points (optional).
- **Add Point:** Click the 'Add Point' button at the bottom of each subsection to add more points.
- **Delete Subsection:** Click the 'Delete' button next to each subsection title to delete the subsection.

The screenshot illustrates the layout of a user profile page with the following components and annotations:

- Section 1: Biography**
  - Section 1's title:** Biography
  - Section 1's description:** Steve Hranilovic received his B.A.Sc. degree with honors in electrical engineering from the University of Waterloo, Canada in 1997 and his M.A.Sc. and Ph.D. degrees in electrical engineering from the University of Toronto, Canada in 1999 and 2003 respectively. He is currently a Professor in the Department of Electrical and Computer Engineering, McMaster University, Hamilton, Ontario, Canada. During 2010-2011 he spent his research leave as Senior Member, Technical Staff in Advanced Technology for Research in Motion, Waterloo, Canada. His research interests are in the areas of free-space and wired optical communications, digital communication algorithms, and electronic and photonic implementation of coding and communication algorithms. He is the author of the book Wireless Optical Communications Systems (New York: Springer, 2004). Dr. Hranilovic is a licensed Professional Engineer in the Province of Ontario and was awarded the Government of Ontario Early Researcher Award in 2006. He currently serves as an Editor for IEEE Transactions on Communications in the area of optical wireless communications.
- Section 2: Research Interests**
  - Section 2's title:** Research Interests
  - Section 2's description:** My primary research focus is on the design of communication algorithms for wireless optical channels. These optical channels transmit information by modulating and detecting the optical intensity of a laser diode or light-emitting diode. Wireless optical communications provide a high-data rate, low cost, secure link which is free of spectral licensing issues. My research addresses the modern design problem through theoretical and experimental studies. I develop communication algorithms, signal processing strategies, and information theory to allow for the design of efficient signalling strategies for the wireless optical channel. Additionally, I develop prototype wireless optical links on which practical signalling strategies can be verified and tested under realistic conditions. Several projects that I am currently working on are:
- Subsection: Information Theory, Coding and Communication Theory for Optical Intensity Channels**
  - Subsection's title:** Information Theory, Coding and Communication Theory for Optical Intensity Channels
  - Subsection's description:** Conventional information and communication theories cannot be applied directly to optical intensity channels due to the amplitude constraints of the channel. Some areas in which my research presents new results are:
  - Subsection's multiple points (optional):**
    - Signal-Space Models for Optical Intensity Channels
    - Shaping and Coding Gain for Optical Intensity Lattice Codes
    - Coded Modulation for Wireless Optical Intensity Channels
    - Channel Capacity of Wireless Optical Channels
    - Optical Intensity Multiple-Subcarrier Modulation
- Subsection: Free-Space Optical (FSO) Communications Optical Channels**
  - Subsection's image (optional):** Free-Space Optical (FSO) Communications Optical Channels
  - Subsection's description:** My research also concerns the investigation into the design of long-range optical wireless communication systems. My group works on theoretical system design as well as practical proof-of-concept demonstrations. In particular, we currently have a 1.9 km free-space optical link operating at 1.6Gbps connected to high-speed data converters as well as multiple Xilinx Virtex FPGAs. For details, visit my group website.

## Save Edits

After completing all operations, click the 'Save' button at the bottom of the page to save all changes.

# 6. Edit Publications Feature Overview

## Feature Introduction

The 'Edit Publications' feature allows users to manage and display a list of the professor's publications. Users can add, edit, and delete multiple categories and their corresponding publication entries on this page. This feature is designed to help professors systematically showcase their academic achievements and research work.

## Adding and Managing Categories

1. **Add Category:** Click the 'Add Publication Category' button at the bottom of the page to add a new category.
2. **Adjust Category Order:** Click the up and down buttons next to each category title to adjust the display order of the categories.
3. **Edit Category Name:** Click the 'Edit' button next to each category title to modify the category name.
4. **Delete Category:** Click the 'Delete' button next to each category title to delete the entire category.

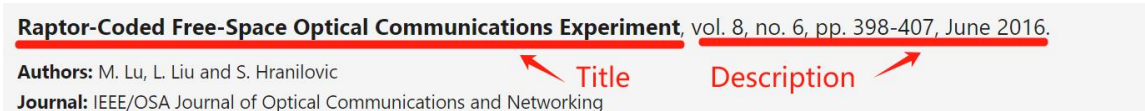
## Adding and Managing Publication Items

1. **Add item:** In each category, click the 'Add Item' button to add a new publication item.
2. **Adjust Item Order:** Click the up and down buttons next to each entry to adjust the display order of the publications.
3. **Edit Item:** Click the 'Edit' button next to each item to edit the publication item.
4. **Delete Item:** Click the 'Delete' button next to each item to delete the publication item.

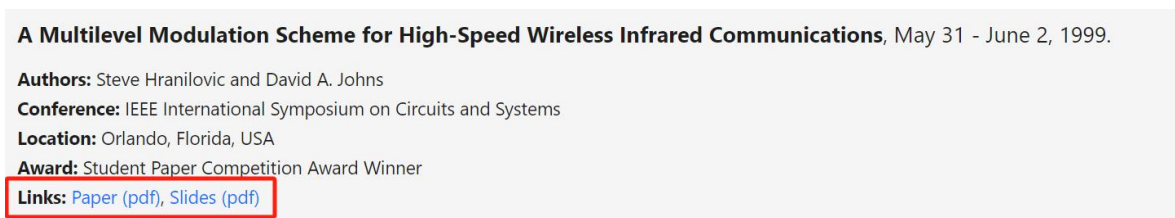
## Editing Publication Entries

Each publication entry has four buttons: move up, move down, edit, and delete. Click the 'Edit' button to edit the following content:

1. **Title:** A required field, the title of the publication item.
2. **Description:** An optional field. If filled in, it will be displayed in bold as the title, followed by the description separated by a comma.



3. **Image:** An optional field. If an image is uploaded, it will be displayed on the left side of the item.
4. **Links:** An optional field. You can add multiple links. Each link is divided into 'Text' and 'URL':
  - o **Text:** The content to be displayed.
  - o **URL:** The link that the displayed content jumps to when clicked. There are two types of links:
    - **Full URL:** A complete URL starting with HTTP or HTTPS, which can insert any URL shared on the internet.
    - **Relative URL:** Can insert relative URLs created on the 'Upload & Share' page or the 'Manage Web Page' page of this site.



## Adding Meta Data

Click the 'Add Metadata Item' button at the bottom to add an attribute. The name and content of the attribute can be edited. You can add any custom fields such as Authors, Journal, Conference, etc.

## Save Edits

After completing all content editing, click the 'Save' button at the bottom of the page to save all changes.

# 7. Edit Team Feature Overview

## Feature Introduction

The 'Edit Team' feature allows users to manage team member information and display it on the webpage. Users can add, edit, and delete team members and their groups on this page, displaying team member information in a card format.

## Page Structure and Usage

- **Introduction:** A section at the top of the page that provides an introduction, displayed before all team members.
- **Section:** Each section can represent a group of team members. Each section can contain multiple personnel information and will be displayed in a card format.

## Section Management

1. **Add Section:** Click the 'Add Section' button to add a new section (team member group).
2. **Edit Section Title:** Click the 'Edit' button next to each section title to edit the section's title.
3. **Delete Section:** Click the 'Delete' button next to each section title to delete the section.
4. **Adjust Section Order:** Click the up and down buttons next to each section title to adjust the display order between sections.

## Team Member Management

1. **Add Member:** In each section, click the 'Add People' button to add a team member.
2. **Manage Member Information:** Each member has four buttons on the right: move up, move down, edit, and delete.

**Edit Member:** Click the 'Edit' button to edit member information, including multiple fields:

- **Name:** A required field that displays the team member's name.
- **Degree:** An optional field. If left blank, this attribute will not be displayed. If filled in, it will be displayed as a colored tag. You can select the tag color by editing the 'Degree Tag Color'. Eight recommended colors are pre-set, and you can also use the color picker to customize any color (it is recommended to use the same color tag for the same degree).

- **Custom Attributes:** Click the 'Add Metadata Item' button at the bottom to add and customize other attributes. The names and contents of custom attributes are editable. You can add custom fields such as Topic, Position, etc.

#### Degree (Optional)

#### Degree Tag Color (Optional)

Select a Color:

Recommended Colors:

Pastel Blue	Lavender	Light Grey	Pink	Light Coral	Sky Blue	Beige	Cool Blue
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## Save Edits

After completing all operations, click the 'Save' button at the bottom of the page to save all changes.

## 8. Edit News Feature Overview

### Page Structure

The 'Edit News and Resources' page is divided into two tabs: 'Edit News' and 'Edit Resources'.

This chapter will introduce Edit News Feature.

### Feature Introduction

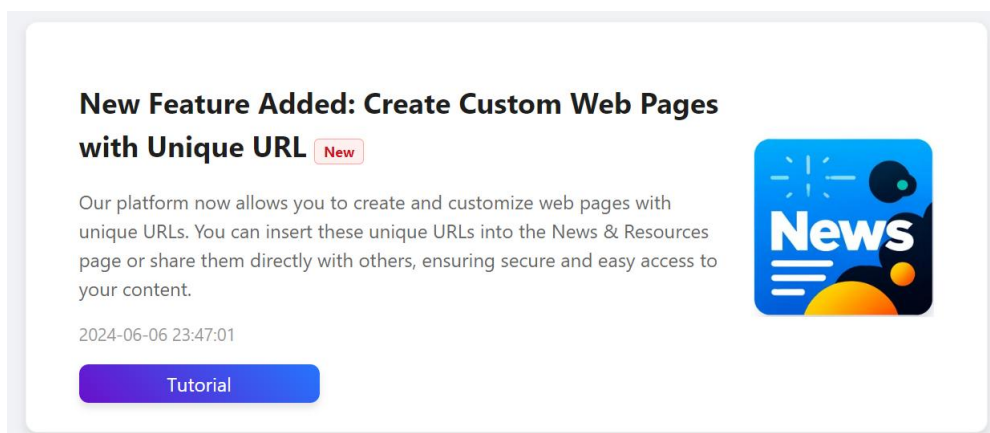
In the 'Edit News' tab, you can publish news cards, edit news cards, and delete news cards. All news cards are arranged in chronological order, with the latest news displayed at the top.

### Use Cases

- **Publish Short News:** For example, the latest research developments or newly released course information.
- **Publish Long-Form News:** If you want to publish a long-form news article, it is recommended to use the 'Manage Web Pages' page to publish a webpage and insert the link into this news.

## Feature Details

- **Publish News:** Click the 'Publish News' button to publish new news.
- **Edit News:** Click the 'Edit' button under each news card to edit the news content. The editing fields include:
  - **Title:** The news title.
  - **Description:** The news description.
  - **Date:** The news date, which can be modified. The display order of the news will be affected by the modified date.
  - **Image:** The news image, an optional field. You can delete the default news image, use or replace it with a random default image, or upload a custom image.
  - **Links:** An optional field where you can add multiple links. Each link is divided into 'Text' and 'URL':
    - **Text:** The displayed content.
    - **URL:** The link that the displayed content jumps to when clicked. There are two types of links:
      - **Full URL:** A complete URL starting with HTTP or HTTPS, which can insert any URL shared on the internet.
      - **Relative URL:** Can insert relative URLs created on the 'Upload & Share' page or the 'Manage Web Page' page of this site.
- **Delete News:** Click the 'Delete' button on each news card to delete the news.
- **Time Sorting:** All news is arranged in chronological order, with the latest news at the top. The latest news and news within three months will display a red 'New' tag.



- **Link Field:** You can add multiple links, each divided into 'Text' and 'URL':
  - **Text:** The displayed content.

- **URL:** The link that the displayed content jumps to when clicked. There are two types of links:
  - **Full URL:** A complete URL starting with HTTP or HTTPS, which can insert any URL shared on the internet.
  - **Relative URL:** Can insert relative URLs created on the 'Upload & Share' page or the 'Manage Web Page' page of this site.

## Save Edits

After completing all operations, click the 'Save' button at the bottom of the page to save all changes.

# 9. Edit Resources Feature Overview

## Page Structure

The 'Edit News and Resources' page is divided into two tabs: 'Edit News' and 'Edit Resources'.

This chapter will introduce Edit Resources Feature.

## Feature Introduction

In the 'Edit Resources' tab, you can publish new resources, edit resources, and delete resources. All resources are arranged in chronological order, with the latest resources displayed at the top.

## Use Cases



- **Display Experimental Data, Course Files, etc.:** Resources you want to make publicly downloadable can be added to this tab.

## Feature Details

- **Publish Resources:** Click the 'Publish Resources' button to publish new resources.
- **Edit Resources:** Click the 'Edit' button under each resource to edit the resource content. The editing fields include:
  - **Title:** The resource title.
  - **Description:** The resource description.
  - **Date:** The resource date, which can be modified. The display order of the resources will be affected by the modified date.



- **Image:** The resource image, an optional field. You can delete the image, use a random image, or upload a custom image.
- **Links:** An optional field where you can add multiple links. Each link is divided into 'Text' and 'URL':
  - **Text:** The displayed content.
  - **URL:** The link that the displayed content jumps to when clicked. There are two types of links:
    - **Full URL:** A complete URL starting with HTTP or HTTPS, which can insert any URL shared on the internet.
    - **Relative URL:** Can insert relative URLs created on the 'Upload & Share' page or the 'Manage Web Page' page of this site.
- **Delete Resources:** Click the 'Delete' button under each resource to delete the resource.
- **Time Sorting:** All resources are arranged in chronological order, with the latest resources at the top. The latest resources and resources within three months will display a red 'New' tag.

	Title	Description	Update Time	Links
	<b>Clear Weather - High Scintillation Index</b> <span>New</span>	Data from our measurement setup under clear weather conditions with high scintillation index.	2012-01-01 00:00:00	

## Save Edits

After completing all operations, click the 'Save' button at the bottom of the page to save all changes.

# 10. Change Password Feature

## Feature Introduction

The change password feature allows users to update their account passwords to ensure account security.

## Usage Instructions

1. **Enter Current Password:** Enter the current password in the specified field.
2. **Enter New Password:** Enter the new password in the new password field and confirm it by entering it again in the confirm new password field. The two entries must match.

3. **Password Strength Prompt:** The system will provide a prompt on the strength of the new password. It cannot be too simple; a complex password is recommended to enhance security.
4. **Change Password:** After entering the information, click the 'Change Password' button to submit the change request.

## Default Password Usage Prompt

If the user is using the default password and has not changed it, they will be automatically redirected to the change password page upon logging in. It is recommended to update the password immediately to ensure account security.

## Success Prompt

When the password is successfully changed, the system will display a confirmation prompt indicating the password has been updated successfully.

# 11. One-Click Export Feature

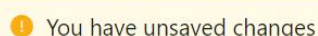
## Feature Introduction

The one-click export feature allows users to export all data to a folder, enabling them to update all local modifications to the school's static server.

## Usage Instructions

### Save Changes Reminder

1. After editing on each 'Edit' page (e.g., 'Edit About Me', 'Edit Publications', 'Edit Team', etc.), be sure to click the 'Save' button to save changes.
2. If changes are not saved, a yellow prompt will appear at the top of each 'Edit' page indicating 'You have unsaved changes'.



You have unsaved changes

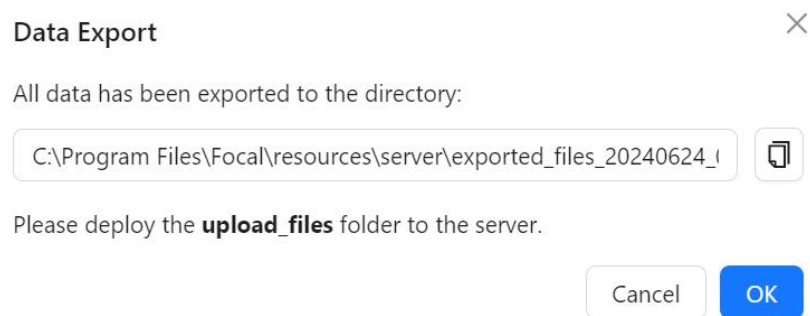
3. **Note:** Ensure all changes are saved before using the one-click export feature. Unsaved data will not be exported.

## Export Data

1. Under the welcome message on the page, there is an 'Export All Data' button.
2. Click the 'Export All Data' button to export all data to a folder.

## Display Export Path

1. After the data is exported, the system will display the path of the export folder.
2. You can copy this path and paste it into the address bar of the file system and press Enter to open the folder.
3. In the folder, you will see a folder named 'upload\_files'.



## Update Website Content

Copy the 'upload\_files' folder and replace the folder with the same name in the frontend.

## Testing and Deployment Steps

### 1. Local Testing

1. After exporting the data, replace all contents of the 'upload\_files' folder in the 'Frontend\build' directory.
2. Run the 'frontend\_test.bat' script to ensure that the local test displays as expected.

### 2. Deployment to Server

1. After passing local testing, replace all contents of the 'upload\_files' folder with the corresponding location on the server.

## 12. Q&A

**Q: Why is my 'Upload\_files' folder so large?**

A: This folder contains all your modified data, including all files you uploaded to the cloud. These files are bundled in the 'Upload\_files' folder to be deployed to the school's static resource server for user downloads.

**Q: How do I synchronize old data to a new computer?**

A: Follow these steps:

1. On the old computer, find the 'C:\Program Files\Focal\resources' folder and copy it to a portable storage device (e.g., USB drive).
2. Install the Focal software on the new computer.
3. Copy the 'resources' folder from the portable storage device to the 'C:\Program Files\Focal' directory on the new computer, overwriting the existing 'resources' folder.
4. **Note:** 'C:\Program Files\Focal\resources' is the default installation path. If you did not change the path during installation, it should be in this location. If unsure, right-click the Focal software icon on the desktop and select "Open file location" to check your installation directory.

**Q: What should I do if the software has issues?**

A: The running logs of the software are stored in the following locations:

- In the installation directory under 'C:\Program Files\Focal\resources\logs'
- 'C:\Users\<Your Username>\AppData\Roaming\focal\focal\_client.log'

**Quick Access Method:** Enter '%AppData%\focal\focal\_client.log' in the address bar of the file explorer and press Enter to open the log file directly.

If you have technical skills, you can check the logs to troubleshoot. If the issue persists, please collect all logs and contact me at [weixingchensimon@gmail.com](mailto:weixingchensimon@gmail.com).

**Q: Why can't I run the bat frontend test script or install the Focal management software, or why is it running improperly?**

A: Please ensure your operating system is a Windows 64-bit version, as the software currently only supports this system. Additionally, make sure your user account has administrator permissions. During operation, if a permission request or network access prompt appears, please agree to ensure the software runs properly. If you still encounter issues, please check the running logs or contact technical support.

**Q: How do I ensure all changes are saved?**

**A:** After editing on each 'Edit' page (e.g., 'Edit About Me', 'Edit Publications', 'Edit Team', etc.), be sure to click the 'Save' button to save changes. If changes are not saved, a yellow prompt will appear at the top of each 'Edit' page indicating 'You have unsaved changes'. Please ensure all changes are saved before performing the one-click export operation.

**Q: How do I test my website locally?**

**A:** Open the 'Frontend' folder and double-click the 'frontend\_test.bat' script. The script will start and automatically deploy a local static resource server. Open a browser and visit 'http://localhost:1005/' to view the static web page. After viewing, close the DOS window to shut down the local static resource server.

**Q: What are relative URLs and full URLs?**

**A:**

- **Full URL:** A complete URL starting with HTTP or HTTPS, which can insert any URL shared on the internet.
- **Relative URL:** Can insert relative URLs created on the 'Upload & Share' page or the 'Manage Web Page' page of this site.

**Q: How do I export and deploy my website data?**

**A:** Click the 'Export All Data' button under the welcome message on the page to export all data to a folder. The system will display the path of the export folder. Copy the 'upload\_files' folder and replace the folder with the same name in the frontend 'build' folder. For deployment to the school server, replace the 'upload\_files' folder with the corresponding location on the server.