**Website information for RT Projects – Durham University team 5 CEP 03/02/2016**

This document refers to the website created between 19/10/2015 and 10/02/2016 for RT Projects. The purpose of this document is to help RT Projects in maintaining their website, and to provide information about the website hosting. For an explanation of implementation decisions and an overview of the file layout of the site, please refer to the file “Information for future developers”.

**1. Updating the website**

As of 03/02/2016, there are 6 pages with text that can be updated without editing the source (html) files: the homepage, the “dementia” page, the “learning disability” page, the “workshops” page, the “Men’s shed” page and the “wellbeing” page. On each of these pages, the “News” box on the left of the page can be updated. On the homepage, the “What’s on” blackboard at the lower centre of the page can also be updated. Henceforth, these updatable sections will be known as “dynamic text”.

There are two ways to update these text portions without accessing the page files directly. These are described in 1.1 and 1.2. Alternatively, the code for all pages has been commented with the aim of making it easy to make small changes to the site, even without much knowledge of html.

1.1 – Using the “Admin” page

The admin page is a basic tool that edits the relevant text files for dynamic text as per 1.2, without the need to access these files directly. To use the admin page:

-Navigate to: www.rtprojects.org.uk/Pages/admin/admin.php

-If prompted, enter the username: rtProjectsAdmin and password: 23cherryTree and click “Submit”.

-In the dropdown box that says “Section”, select the section of dynamic text that you wish to edit.

-Edit the text as desired and then click “Submit”.

-The changes will be submitted instantly. However, it may be necessary to refresh the cache of your browser in order to see the new version of the page, see 1.3.

1.2 – Updating the text files in the dynamicText folder

Updating these text files is what the admin tool does for you, but if that tool isn’t working, it is easy to do it manually. To do this, first access the public html folder as specified in 2.Hosting information

-Click on “pages” in the left navbar

-Click on “dynamicText”

-Go into the folder with the name of the page you wish to edit

-Edit the text file with the name of the section you want to edit, e.g. “whatsOn” using the edit button at the top.

1.3 – Notes on the ‘Cache’

When updating the website, you may not see your changes straight away if you have recently visited the page in question. This is because your internet browser saves a version of the most recently visited pages in the ‘cache’ to speed up browsing. Should this be an issue, Information about clearing and refreshing the cache can be found at:

<http://www.refreshyourcache.com/en/home/>

1.4 – Updating Images on the site

To update images, first follow the steps detailed in ‘2.Hosting information’ to find the “public\_html” folder containing the files for the website.

-use the navigation bar on the left to go to the “images” folder, and then to the folder with the name of the page you want to edit, e.g. “mensShed”. Replace any image in any folder with an image of the same name, and it will replace all occurences of the previous image. For instance, to change the main picture on the men’s shed page, replace the image found in Images->mensShed entitled “mensShed\_main” with any image of the same name.

**n.b.** When replacing an image, make sure that the new image is of the same format (jpg for most images, png for images where invisible space is required) as the previous image, or the page will not be able to find the image.

1.5 – Updating text in areas that do not fall under ‘Dynamic Text’

To update text in areas not covered by the admin page system, such as the main body of text on a page, first follow the steps detailed in ‘2.Hosting information’ to find the “public\_html” folder containing the files for the website.

If you are updating the home page:

- select the file “index.html” (this is the home-page), then follow the steps after “Then:”

Otherwise:

-use the navigation bar on the left to go to the “Pages” folder, and then to the folder with the name of the page you want to edit, e.g. “mensShed”.

-open the file in this folder that ends with .html , such as “mensShed.html”.

Then:

-click on the “edit” button at the top of the page.

-click “edit” again in the bottom right corner of the window that pops up.

-scroll down until you find the portion of text that you want to edit, and when you are finished editing, click “save” in the top right hand corner of the window.

-Click “close” next to the “save” button.

1.6 – Dramatic changes involving layout changes or additional pages

Dramatically changing page layout would involve some basic knowledge of html – see the file “Information for future developers”.

**2. Hosting information**

All of the logins and URLs pertaining to hosting are found in the “Website hosting – free virtual servers” file created by RT Projects. The files on the server can be accessed through the ‘CPanel’ referenced there. To reach the website files:

-Go to the URL : https://zeus7.easy-internet.co.uk:2083/login/

-log in with username: y19rtpr password: 3a8f713

-Scroll down to the “Files” section and click “File Manager”.

-On the popup window, press “Go”.

-You will now see all of the files on the server. Everything pertaining to the webpages directly will be in the folder called “public\_html” (this is just convention – servers always look for a folder called public\_html for their webpages).

**3. Information about backups**

As of feb 2016, there are two backup folders supplied. Both of these contain the contents of the public\_html file.

-prefeb16 backup contains the files that should go in public\_html in order to revert to before the new 2015/2016 website was added.

-march16 backup contains the files that should go in public\_html in order to revert to the first hosted version of the website in march 2016.

In order to use one of these backups to fully revert the server, find the public html folder as specified in 2.Hosting information, and replace the files in this folder with those in the backup, as required.

**4. Definition of terms**

Browser – (Internet browser) - A program that presents pages from the world wide web to the user.

Cache – something that stores data. In the context of this document, this refers to a “Web cache”, which stores information about recently visited web pages.

Dynamic text – Here refers to text that can be updated by RT without editing pages directly.

Html – “Hyper Text Markup Language” A language for describing web pages, read by the browser.

Public\_html – The folder often used to store files for a website on a server.