Instructions: (written by Elena, a non-CS person, for a Mac)

1. Create a new repository in the Herald’s github. Someone on the github already will need to add your email address to give you access if you don’t already have it. Follow github’s directions (paste the code it gives you into terminal) to make your local directory sync. (To be totally honest, my process here is to just keep trying it, interspersed with the commands “git init” and “git pull” when it seems appropriate based on the cryptic text terminal spits out.)

2. In terminal (found in Applications>Utilities), navigate to the directory you want to work from. (“cd desktop” will move you to the desktop, for example.) Make sure it has the following files:

* adjacency.json
* matrix.html (You’ll need to modify the text in the file as well— just put the appropriate semester name wherever you see the old one.)
* style.css (This makes all the color and font and other aesthetic determinations for the matrix.)
* bar.html
* data.csv (This you get from the tabulated poll results. Open them as a spreadsheet, delete any columns that don’t directly correspond to questions, and download them as a .csv.)
* questions.csv (Enter the current poll’s questions and options into the questions file from the previous semester — so for fall 2017, that would be questions.csv in spring2017poll — following the model in the first line. Remember that TRUE means that respondents may choose multiple answers for the question, the question name will appear on the resulting matrix, and the number of commas in each numbered line of code must remain the same. Be careful not to change anything like punctuation or it’ll get mad. The options must correspond exactly to the data. NO SLASHES in question titles, it gets confused and scared.)
* poll.py (This is the inherited code that generates all the htmls that go into the matrix.)

3. In terminal: “git push origin master”. If it sends you an error message about there being differences in the local and remote files, just do: “git pull origin master”.

4. In terminal, run: “python poll.py”.

5. In the directory you’re working from, create a folder called “html”. Put adjacency.json (the new one generated by running the python script, not the old one), matrix.html, and style.css inside it. Make sure the folder produced by running python poll.py is in the same directory as this folder “html.”

6. Make your computer into a server from which the poll data can be accessed. In terminal, run: “python -m SimpleHTTPServer”.

7. In your browser, go to “localhost:8000”. You should be able to access the poll data by selecting html, and then matrix.

8. Check that the responses have come through (that there are no typos in your questions, etc.). If there are typos, fix them in the questions file, save, and do the process again. You need to follow the ordered steps — if you keep the old adjacency.json file, for example, it will not work.

9. Go to panel.dreamhost.com, and log in the with the username “[web@browndailyherald.com](mailto:web@browndailyherald.com)” and the password “kinggeorge7”. On the left side, go to Domains>Manage Domains>datascience.heraldweb.org, and click WebFTP. Use the domain datascience.heraldweb.org and sign in with the username “datascience” and the password “kinggeorge7”. Navigate to the folder datascience.heraldweb.org/projects and create a new folder there for the current semester’s poll — “fall2017 poll”, for example.

10. Download cyberduck from the University. Open a connection. For server, type “datascience.heraldweb.org”. For username, type “datascience” and for password, type “kinggeorge7”. Find the folder you just created in datascience.heraldweb.org/projects and drag all the poll files (the ones listed in bullet points above and the data folder generated by the python script) into it.

11. Once it downloads, you should be able to access the crosstabs online at datascience.heraldweb. org/projects/<name of your folder>/html/matrix.html.