UDC Website Back Up on GitHub

# **Last Update**

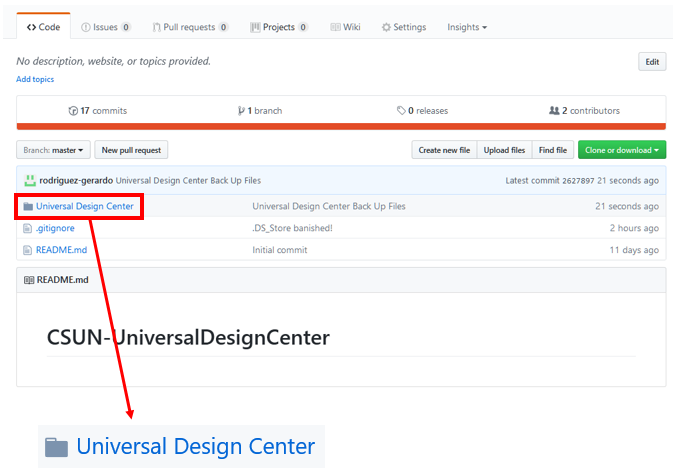
08/24/17

# **Purpose of this Document**

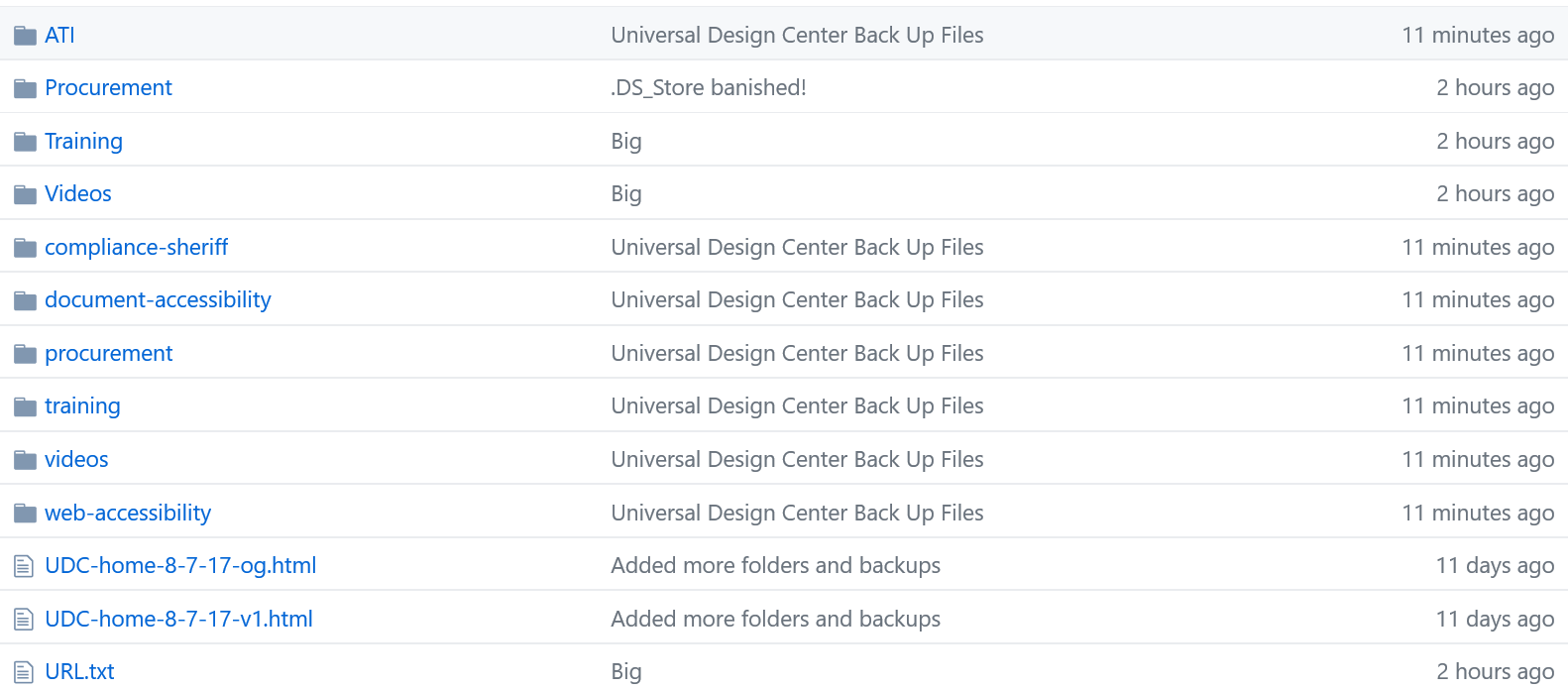
The Universal Design Center from California State University, Northridge has created a repository on GitHub with all the body and multi-body elements from the UDC web pages on the CSUN website. Our goal is to have an easy to access and easy to manage method of organizing and updated the HTML and CSS elements used within Drupal.

# Account information

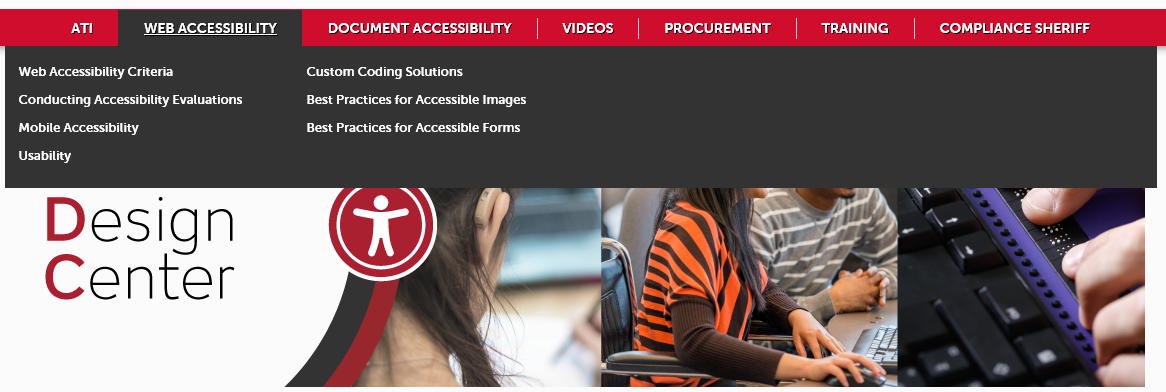
# Navigation

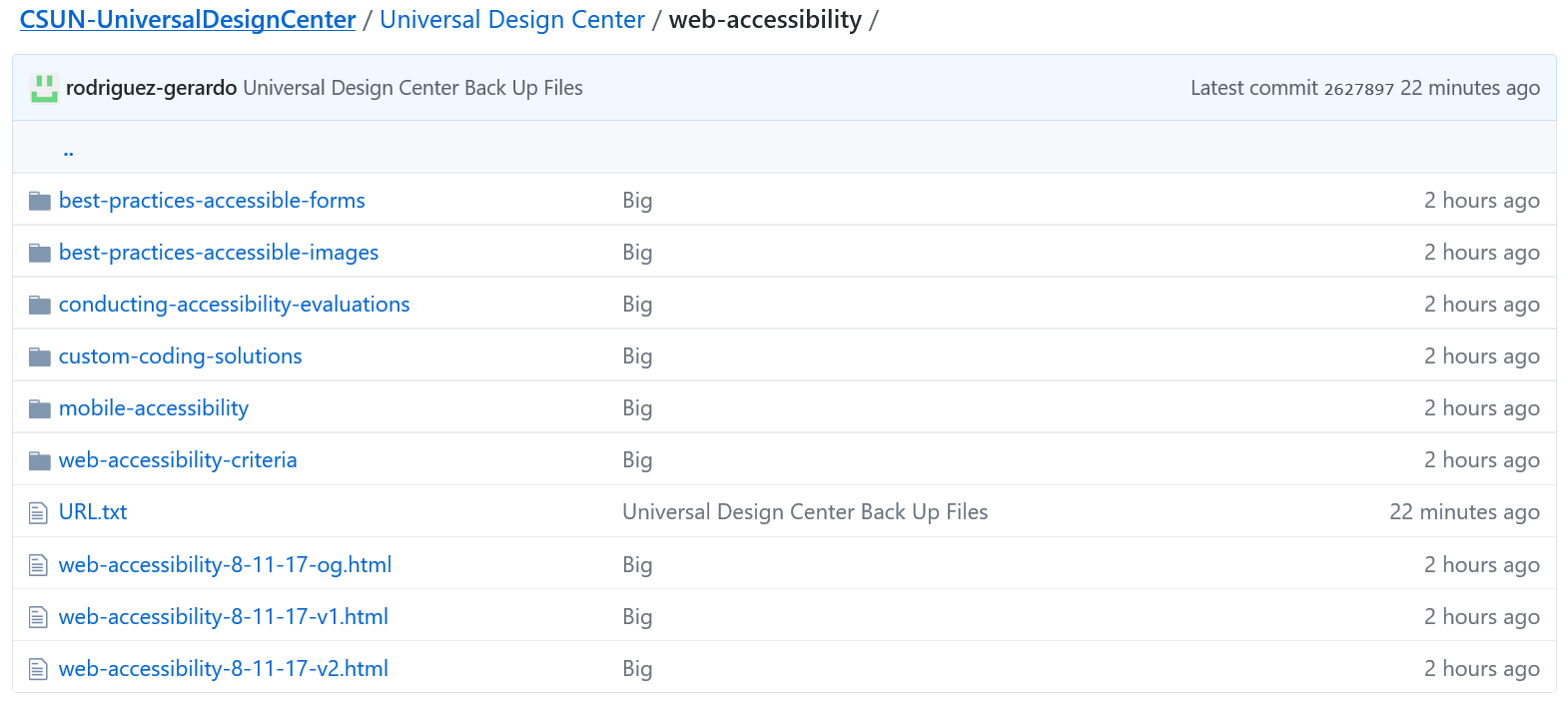
First page in the GitHub CSUN-UniversalDesignCenter repository.

The first folder shown above represents the homepage for the UDC website, when clicked on we will find this next page.



The image above is a representation of the UDC homepage as where each folder is name in accordance to global navigation items.

Within each folder, we will also find the subfolders in accordance to the 2nd level global navigation within global navigation items.

Which contains the 2nd level global navigation items from the drop-down menu like this:

For example, on the web accessibility folder we see this.

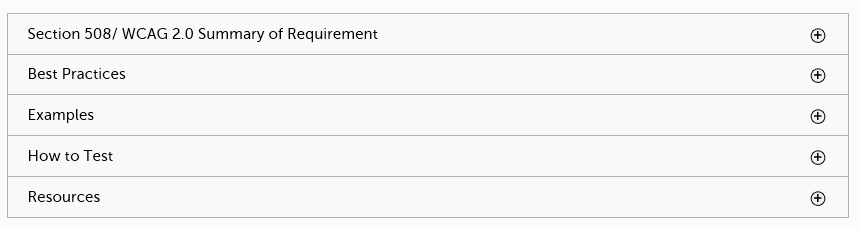
# HTML file types

1. Main body files can be found when first opening the page folder and will have a “.html” extension.



1. When clicking on the multibody folder, you will see that this contains folders which are going to match the names of the accordions within the page, as shown below.





# File and Folder Naming Conventions

## **Folders**

Each folder represents a page with a body html file within it. The folders will be named in accordance to the page, all lower case and dashes in places of spaces.

**Examples**:

Page: PowerPoint and Excel

Folder: powerpoint-and-excel

Page: Web Accessibility Criteria

Folder: web-accessibility-criteria

If the page contains an accordion, then create a folder labeled “multibody”.

Within the multibody folder, create a folder for every accordion item.

## **Files**

The .html files contain what is placed within the body or multibody in Drupal. These files need to be saved as .html and the naming will be all lower case with the page name first followed by numerical backup date then version number.

### **Example:**

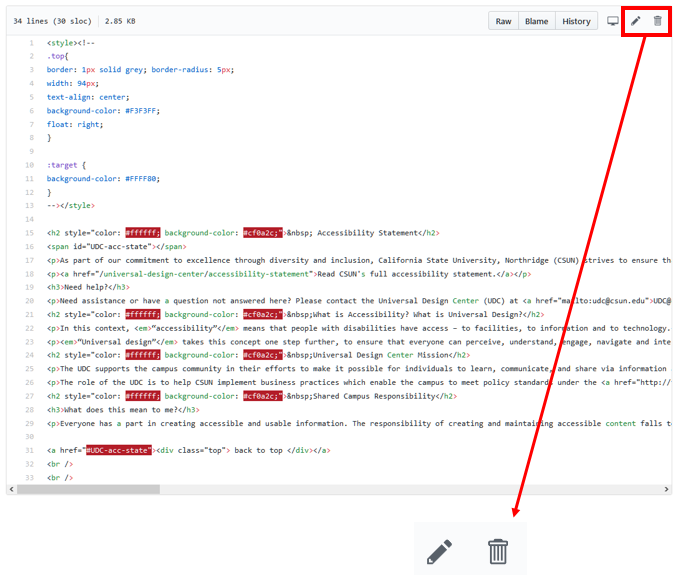
Page: Compliance Deputy

File: compliance-deputy-08-22-2017-v1

# **Making Changes to Files**

## **Directly on GitHub**

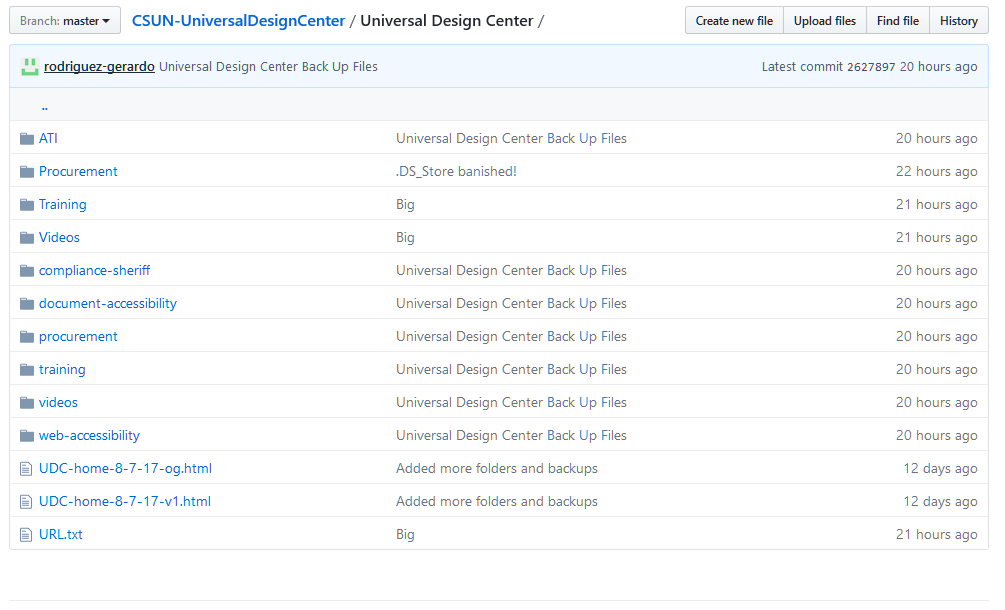
### **Editing Files**

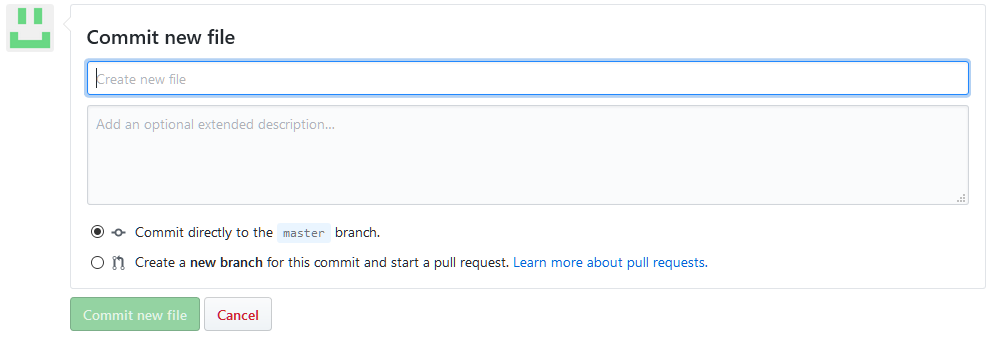
Click on the desired HTML file which will take you to a page with this box in it showing all the contents of the file.

The icons on the top right allow file alteration. The pencil allows for editing of the file, and the trashcan deletes it.

At the edit page you can change the contents of the file then to save you click on the “Commit changes” button.

### **Creating a New File**

Go to the desired folder where you wish to create your file and click on the “Create new file” button on the top right.

 Next you will see an empty text box where you will add the code from “full html” within webone. Once the html is added, you will name the file following the proper naming conventions in the “Create new file” textbox. Click “Commit new file” to add the file to the repository.

Name of the file will be header 1 of the corresponding page unless it is a multibody.

If multibody, then the header of the multibody item will be the name of the file.

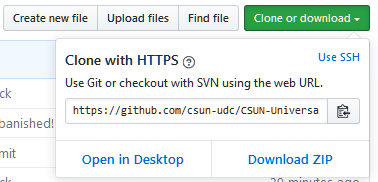
## **Creating a Local Repository**

There are 3 ways you can download the project onto your computer and uploading which are through the website, desktop app, and command line

### **Website**

Go to <https://github.com/csun-udc/CSUN-UniversalDesignCenter>

Click on the “Clone or download” button then “Download ZIP”

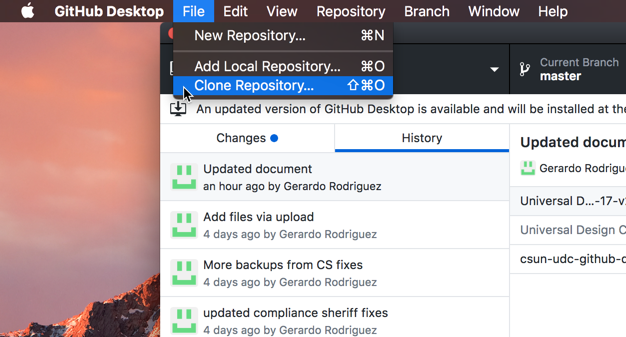


At this point you can alter the file as you desire, once it is complete you can upload the files by clicking on the “Upload Files” button and proceed to drag in drop the changes files in their respective folders.

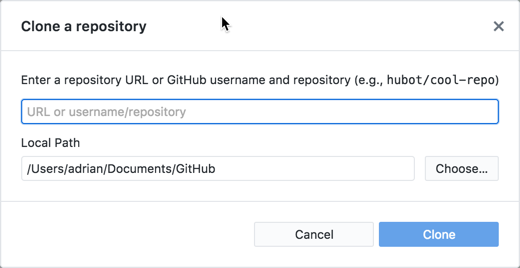
### **Desktop App**

1. Open up the Github Desktop application which can be downloaded at: <https://desktop.github.com/>
2. Following the link will you
3. login
4. Clone a repository

First in File > Clone Repository



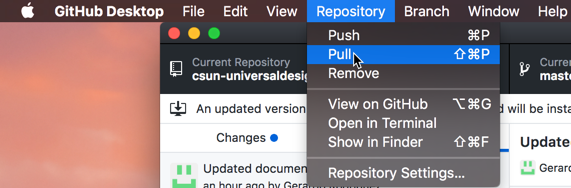
Enter the URL which you want to copy the repository for, which is: <https://github.com/csun-udc/CSUN-UniversalDesignCenter> and choose where you want the repository to be set.



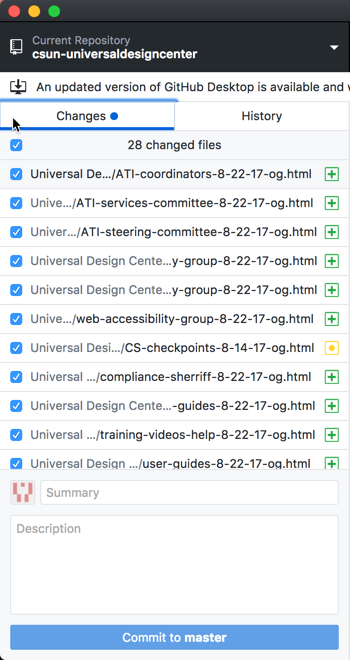
All files should appear in the chosen location.

### **Editing repository files**

If changes are desired to be made to the repository (altering files.) You will need to pull (sync with the repository) before you make any changes. Repository 🡪 Pull

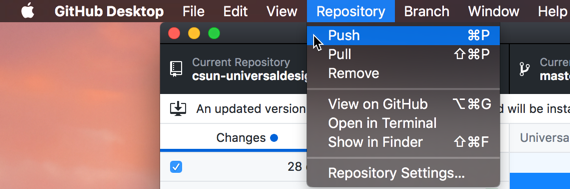


Once changes are made, you will need to commit (save changes)



On the changes tab, provide a summary of the changes you made, as well as a more detailed description of the changes made. Then “Commit to master”’

After Committing, you must push your changes up to Github by going to Repsoitory 🡪 Push



### **Terminal**

In the terminal navigate to your GitHub folder containing all your repositories

Type in git clone <https://github.com/csun-udc/CSUN-UniversalDesignCenter.git> then hit enter.

You should now have a folder labeled “CSUN-UniversalDesignCenter” in your GitHub folder.

If you wish to update the folder with any changes previously made navigate the the UDC folder and in your terminal type: “git pull origin master” This will download any changes that have been made to the git repository.

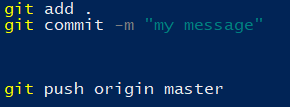
You want to make sure to update your local repository before making any changes because if any changes were made after your last update, you will run into complications when trying to upload your changes.

To commit your changes once you are finished with your additions, type in this series of commands:

git add .

git commit -m “Enter any message here”

git push origin master



# Upload History

Second Monday of every month: A – Z backup

Third Monday of every month: local repository backup on Web drive