Thank you for taking the time to read this. Here are the instructions you will need to modify the site. If these are not clear, send me an email at gward@brandeis.edu.

**LEAST AMOUNT OF DETAIL**

All of these instructions are for macs. Hopefully you have a mac, if not I apologize. Try using one of the iMacs in the SU office to update the site.

To make changes to the site, make changes to the source files only (the files within the data folders). Do not make new files unless they are new news stories, new meeting minutes, or new initiatives.

When you have finished making the changes you want to, in the main folder, double click on the "build.sh" file. This will make everything magically build, and will compress the website and save it (outside your current folder) so that you can easily back it up or send it to someone.

If you want to both 'build' the site, and upload it (make it live), you simply need to double click the 'upload.sh' file in the main directory.

**TECHNICAL DETAILS**

Our URL's are based on the fact that when we go to the page (/senate/members), that will go to the folder senate/members, then looks for an index.html file. Thus, all of our pages are index.html files (so that we may remove any suffixes from their URL paths).

We generate each page as follows. The template.txt file (in the main folder) specifies the site layout. This is identical on every page on the site (and when we change it, it will change the whole site after a build). The only thing that differs on each page is the content.

The content for each page is stored in a content.txt file in the directory where the index.html file will go (the exception to this is dynamically created pages, which we will address in a second). To change the content on a page, you simply need to change the content.txt file in that directory, then run the re-compilation script.

The exception to this is with dynamically generated pages (like the membership pages) which draw on data to create them. These are first compiled (by the general constructing script) from content-template.txt --> template.txt. Then, when the individual scripts are run for each of these pages, their data is filled in and an index.html file is created.