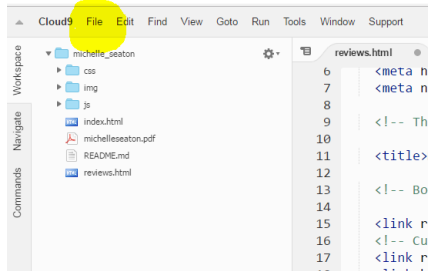


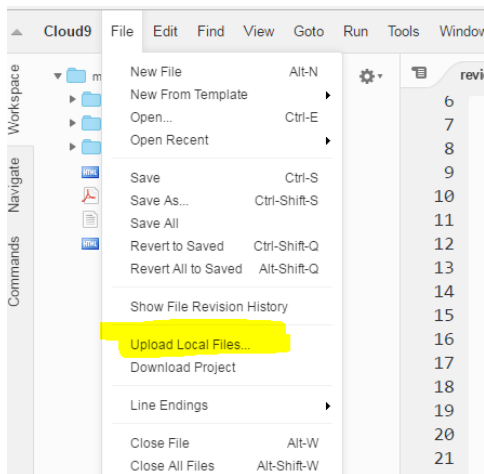
# How to upload a file:

---

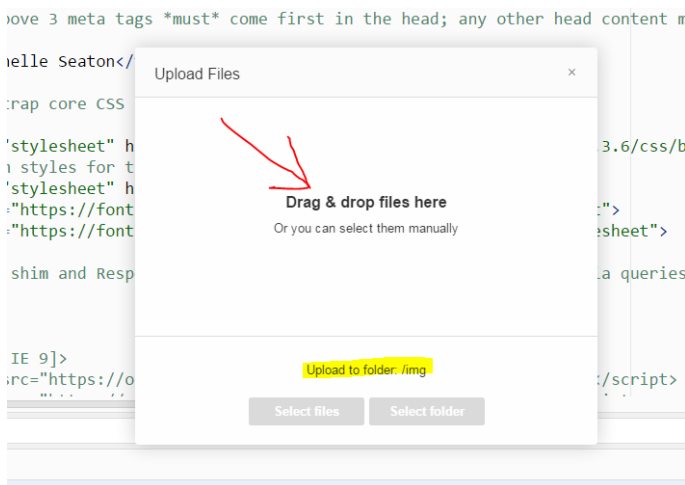
1.



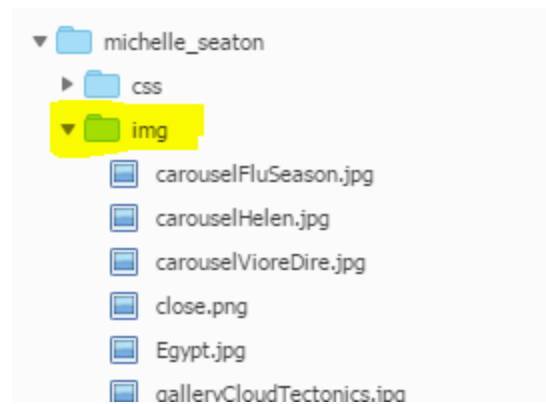
2.



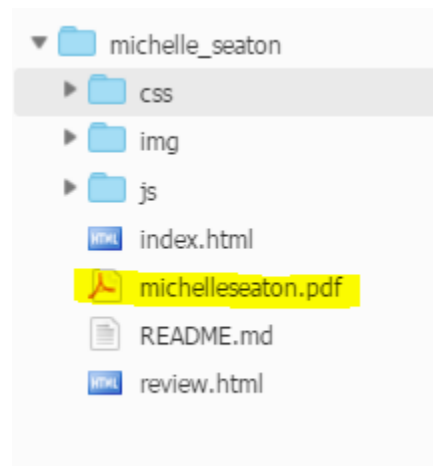
3.



If you do not upload the file to the right location, that is okay, you can always drag it to the correct location. For your purposes, you are only going to be uploading images to the img file



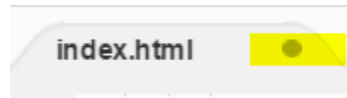
and updates to your cv in the project file.



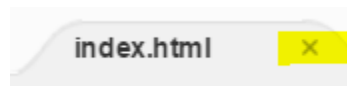
# How to Check Your Work on Cloud9

---

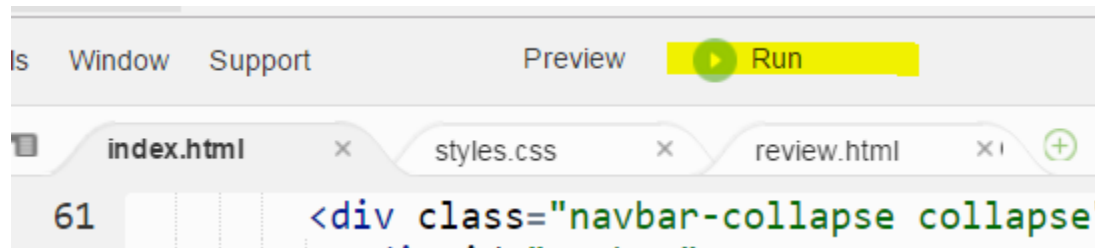
1. Save your work. CTRL + S
  - a. If the page tab looks like this, it is not saved



- b. If the page tab looks like this, it is saved



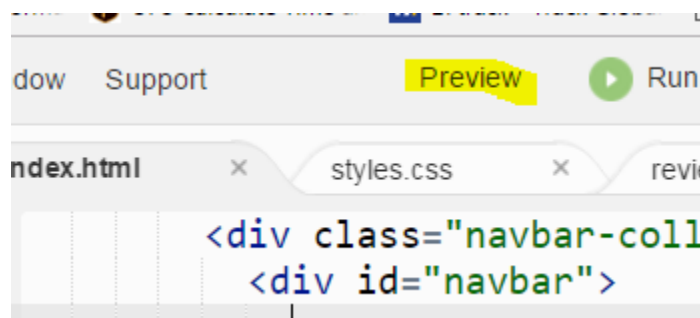
2. Run the Code:
  - a. Click this green button



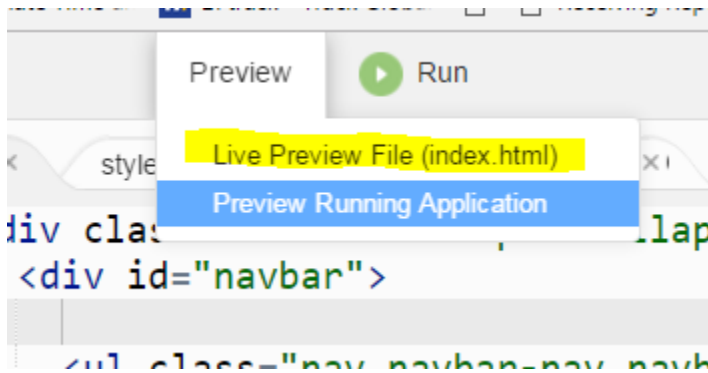
- b. Wait for this to appear at the middle/bottom of screen



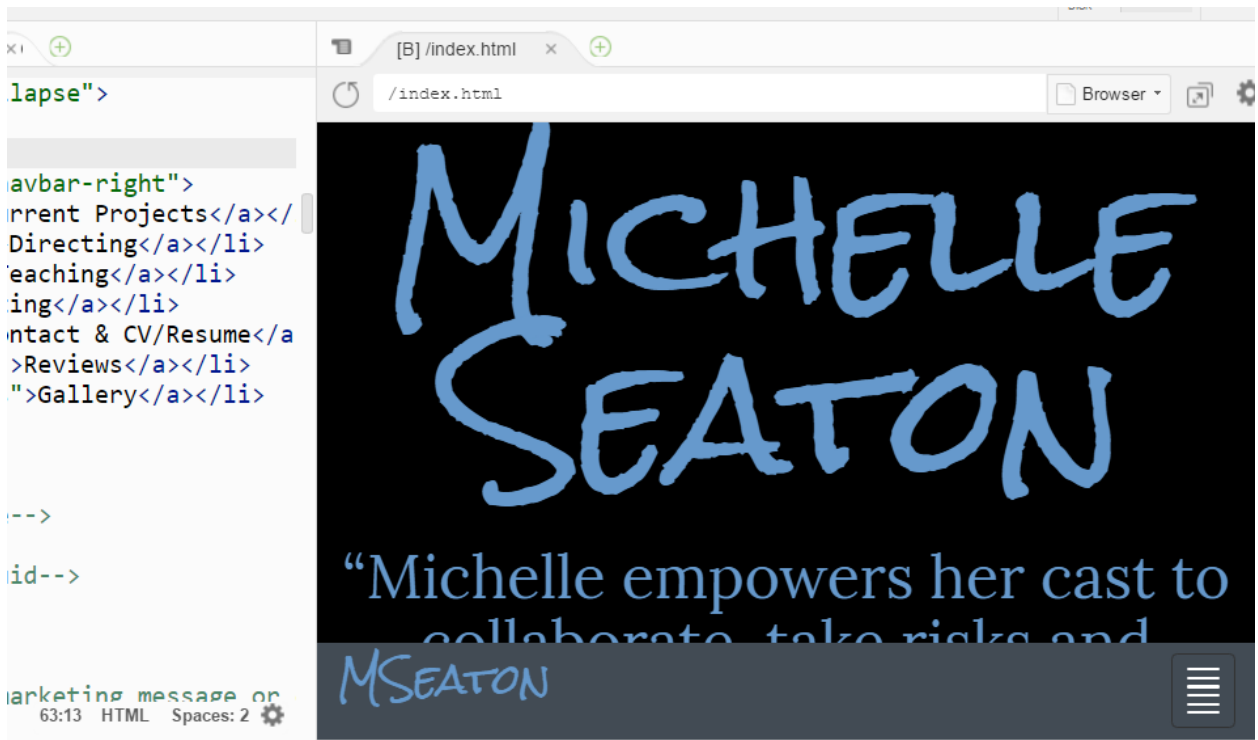
- c. Click on Preview



d. Use drop down to select index.html



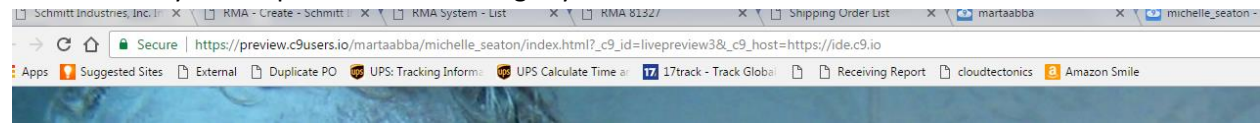
e. This will open a window that will allow you to see a scrunched preview



f. Click on this icon:



g. This will take you to a preview of the changes you have made.



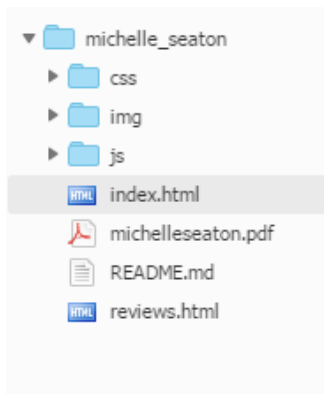
This does not update your live site. You must download the project file onto your computer and then upload it to your host (godaddy or whatever)

---

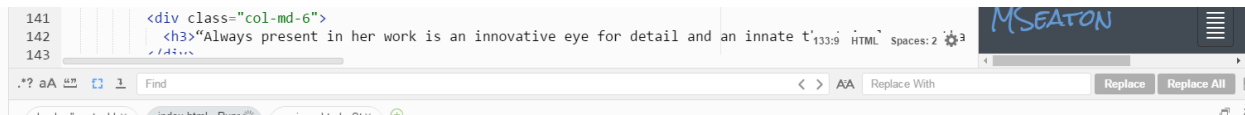
# Changing Text

---

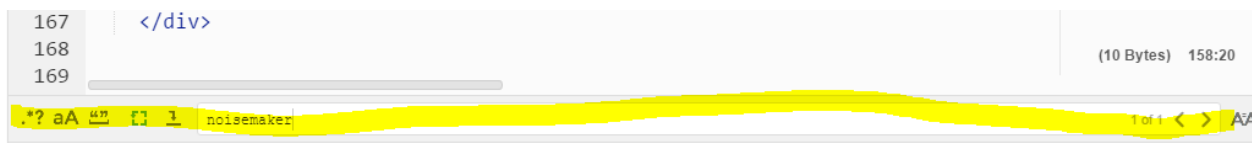
1. Open index.html



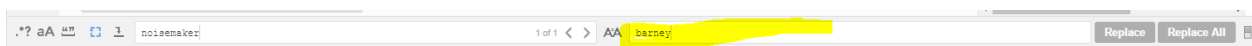
2. Push CTRL + F (find)



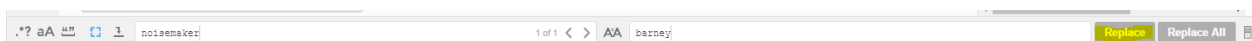
3. Put what you want to change in this field



4. Put what you want to replace it with in this field



5. Press Replace button



**You have replaced the text you wanted to change. Check your work.**

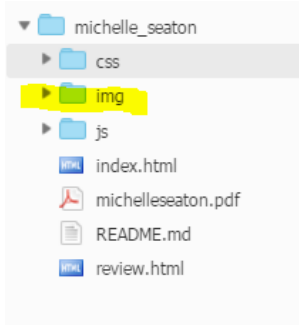
---

# Changing/Adding Images

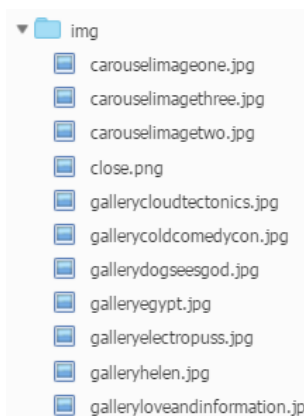
---

## If changing gallery image:

1. Alter the image so that it is a 200x200(px) pixel image
2. Save picture to your computer as the **same name** of the image that you want to replace:
  - a. Example: gallerynameofshow.jpg
3. In cloud9, click on the img folder



4. Open FILE



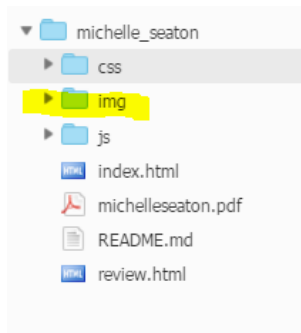
5. Choose Upload Local Files (see section HOW TO UPLOAD A FILE of this how-to guide)
6. The system will ask if you want to replace the image that you already have saved under this name –click the OVERWRITE/GREEN button
7. If you did not get asked to Overwrite, you have named the file incorrectly on your computer.
  - a. This file is now saved in your images under the wrong name.
  - b. Delete it.
  - c. Start again.

**You have replaced gallerynameofshow.jpg. Check your work.**

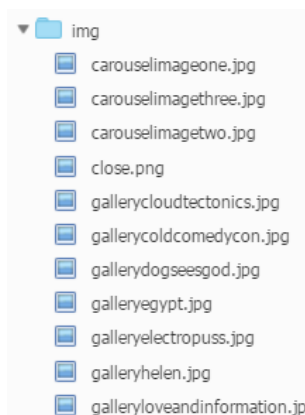
---

### If changing an internal gallery image:

1. Alter the image so that it is at least 400x400(px) pixel image (try to keep it within 400x 500)
2. Save picture to your computer as the **same name** of the image that you want to replace:
  - a. Example: insetnameofshow.jpg
3. In cloud9, click on the img folder



#### 4. Open FILE



5. Choose Upload Local Files (see section HOW TO UPLOAD A FILE of this how-to guide)
6. The system will ask if you want to replace the image that you already have saved under this name –click the OVERWRITE/GREEN button
7. If you did not get asked to Overwrite, you have named the file incorrectly on your computer.
  - a. This file is now saved in your images under the wrong name.
  - b. Delete it.
  - c. Start again.

**You have replaced insetnameofshow.jpg. Check your work.**

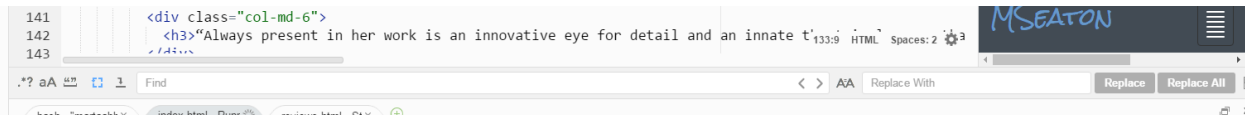
---



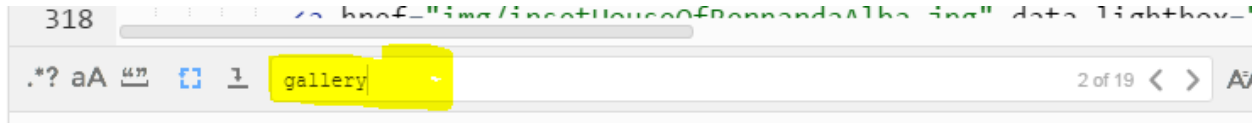
If making an **addition** to the gallery: [OPEN THE INDEX.HTML FILE](#)

## 1. Make a Place for the new image

a. CTRL +F



b. Search for the word Gallery:



c. Copy any one of the gallery image HTML mark-ups

```
<a href="img/insetElectroPuss.jpg" data-lightbox="shows" data-title="Electropuss, photo by: Siouxsie Suárez"></a>
<a href="img/insetHelen.jpg" data-lightbox="shows" data-title="Helen, photo by: Dale Petersen"></a>
<a href="img/insetHouseOfBernardaAlba.jpg" data-lightbox="shows" data-title="The House of Bernarda Alba" data-title="Cloud Tectonics, photo by: Staff Photographer"></a>
```

d. Paste this in between whichever two images you want this to go between

i. This is currently set up alphabetically by show for ease of searching, but you could place the new images anywhere you want

```
<a href="img/insetHelen.jpg" data-lightbox="shows" data-title="Helen, photo by: Dale Petersen"></a>
```

e. Change the name of **gallerynameofshow.jpg** to **gallerynameofnewshow.jpg**

f. Change the name of **insetnameofshow.jpg** to **insetnameofnewshow.jpg**

g. Change data title to **new title, photo credit**.

h. Change alt to title of **production**.

**You have now created a space for a new image to appear, but you still have to add those images to your workspace.**

## 2. Gallery Image Making:

a. Alter the image so that it is a 200x200(px) pixel image

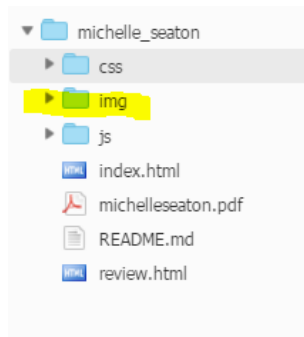
b. Save picture to your computer

i. Example: gallerynameofshow.jpg

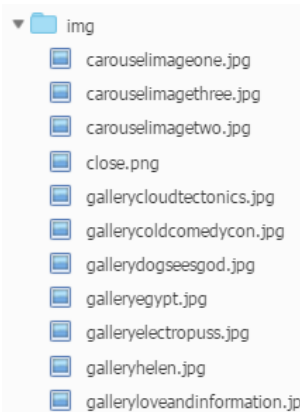
1. This should be the same name that you set up in step 1.e

2. The format of the name is important, it will help you not get mixed up, please use this format when naming new images.

c. In cloud9, click on the img folder



d. Open FILE



e. Choose Upload Local Files (see section HOW TO UPLOAD A FILE of this how-to guide)

### 3. Inset Image Making:

- a. Alter the image so that it is at least 400x400(px) pixel image (try to keep it within 400x 500)
- b. Save picture to your computer
  - i. Example: insetnameofshow.jpg
    1. This should be the same name that you set up in step 1.f
    2. The format of the name is important, it will help you not get mixed up, please use this format when naming new images.

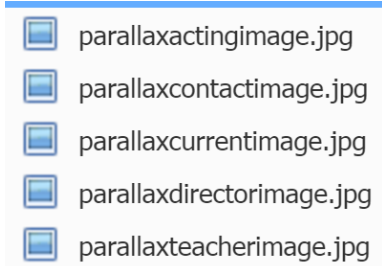
**You have uploaded gallerynameofshow.jpg and insetnameofshow.jpg. you have also created a space for those images to appear. Check your work.**

---

**If REPLACING a SECTION image: DO NOT OPEN THE CSS/STYLES.CSS FOLDER**

### **New Image Making:**

1. Format the new image to be 1375px by 700px
2. Save as parallaxnamesectiononpage.jpg on your computer
  - a. The format of the name is important! You have 5 parallax images:


  - b. You have to name the image one of these names to replace the image
3. Choose Upload Local Files (see section HOW TO UPLOAD A FILE of this how-to guide)
4. The system will ask if you want to replace the image that you already have saved under this name –click the OVERWRITE/GREEN button
5. If you did not get asked to Overwrite, you have named the file incorrectly on your computer.
  - a. This file is now saved in your images under the wrong name.
  - b. Delete it.
  - c. Start again.

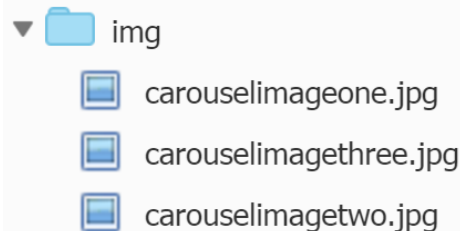
**You have completed replacing a section image. Check your work.**

---

## If **REPLACING** one of the carousel images: [OPEN THE INDEX.HTML FILE](#)

### New Image Making:

1. Format the new image to be 1375 x 550
2. Save as carouselnameofimage.jpg on your computer
  - a. The format of the name is important! You have 3 carousel images:



- b. You have to name the image one of these three names to replace the image
3. Choose Upload Local Files (see section HOW TO UPLOAD A FILE of this how-to guide)
  4. The system will ask if you want to replace the image that you already have saved under this name –click the OVERWRITE/GREEN button
  5. If you did not get asked to Overwrite, you have named the file incorrectly on your computer.
    - a. This file is now saved in your images under the wrong name.
    - b. Delete it.
    - c. Start again.

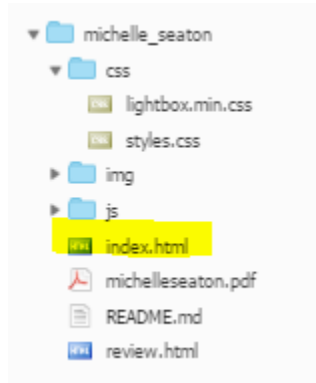
**You have completed replacing a carousel image in index.html Check your work.**

## Changing CV

---

1. Save new CV as michelleseaton.pdf
2. Choose Upload Local Files (see section HOW TO UPLOAD A FILE of this how-to guide)
3. The system will ask if you want to replace the document that you already have saved under this name –click the OVERWRITE/GREEN button
4. If you did not get asked to Overwrite, you have named the file incorrectly on your computer.
  - a. This file is now saved in your project file under the wrong name.
  - b. Delete it.
  - c. Start again.

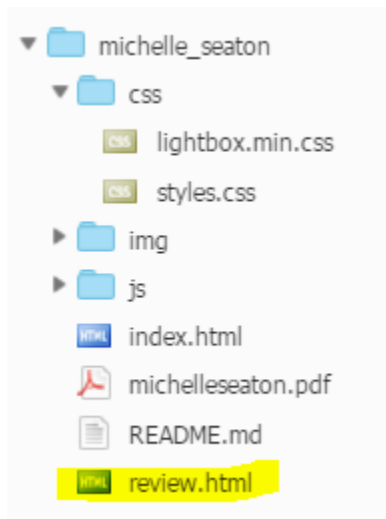
5. This is how your file directory should look when you are done.



# Updating Reviews Page

---

Updating text: [OPEN REVIEW.HTML](#)



## REPLACING A REVIEW: [OPEN REVIEW.HTML](#)

1. Search for the text you want to replace on the page
  - a. CTRL + F

```
<h2>Electropuss</h2>

<p>"Watching ElectroPuss is like watching adult-themed Saturday morning cartoons.
A show for those with short attention spans, it pulls you through a frantic, funny program of super-heroes and vill
far more enjoyable is watching Electric Land's progressive meltdown, character by character."</p>
<h4>Anna Simon, <p>Portland Mercury</p></h4>
<p><a href="http://www.portlandmercury.com/theater/electropuss/Content?oid=29579"> Read more...</a></p>

<p> "A Nightmare setting akin to Batman's Gotham City comes to life in comic-book fashion." </p>
<h4>Holly Johnson, <p>The Oregonian</p></h4>
```

2. Replace the words in the <h2> </h2> tags with the name of the show you want to replace it with.

```
<div class="block">
  <h2>Electropuss</h2>

  <p>"Watching ElectroPus
  A show for those with -
```

3. Between the <p></p> tags, replace the review snippet with the new review snippet.

```
<p>"Watching ElectroPuss is like watching adult-themed Saturday morning cartoons.  
A show for those with short attention spans, it pulls you through a frantic, funny program of super-  
far more enjoyable is watching Electric Land's progressive meltdown, character by character."</p>
```

4. Between the <h4></h4> tags, replace the name of the reviewer, keep the comma.

```
far more enjoyable is watching Electric Land's  
<h4>Anna Simon, <p>Portland Mercury</p></h4>  
<a href="http://www.portlandmercury.com/thea
```

5. Between the <p></p> tags, replace the name of the publication

```
far more enjoyable is watching Electric Land's  
<h4>Anna Simon, <p>Portland Mercury</p></h4>  
<p><a href="http://www.portlandmercury.com/thea
```

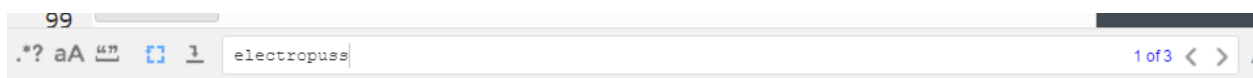
6. Between the <a href="this is where you put the new link, make sure parenthesis are on both ends of the link or it will not work">

```
<h4>Anna Simon, <p>Portland Mercury</p></h4>  
<p><a href="http://www.portlandmercury.com/theater/electropuss/Content?oid=29579"> Read more...</a></p>
```

## You have completed replacing a review in review.html Check your work.

### Adding a Review: OPEN REVIEW.HTML

1. Search for the name of a play that already has a review in review.htm
  - a. CTRL + F



- b. Copy EVERYTHING between <div class="block">....</div>

```
→ <div class="block">  
  <h2>Electropuss</h2>  
  <p>"Watching ElectroPuss is like watching adult-themed Saturday morning cartoons.  
  A show for those with short attention spans, it pulls you through a frantic, funny program of super-heroe  
  far more enjoyable is watching Electric Land's progressive meltdown, character by character."</p>  
  <h4>Anna Simon, <p>Portland Mercury</p></h4>  
  <p><a href="http://www.portlandmercury.com/theater/electropuss/Content?oid=29579"> Read more...</a></p>  
  <p> "A Nightmare setting akin to Batman's Gotham City comes to life in comic-book fashion." </p>  
  <h4>Holly Johnson, <p>The Oregonian</p></h4>  
→ </div>
```

- c. Paste this between any <div>--see example below:

```

<div class="block">
  <h2>Electropuss</h2>
  <p>"Watching ElectroPuss is like watch
  A show for those with short attention
  far more enjoyable is watching Electr
  <h4>Anna Simon, <p>Portland Mercury</p>
  <p><a href="http://www.portlandmercury
  <p> "A Nightmare setting akin to Batm
  <h4>Holly Johnson, <p>The Oregonian</p>
</div>

<div class="block">
  
</div>

<div class="block">
  <h2>The Flu Season</h2>
  <p>"Theatre Vertigo launches its seas
  <h4>Richard Wattenberg, <p>The Oregon
</div>

<div class="block">
  
</div>

```

These are excellent places  
to put your new review.  
This is between <div>

2. Repeat steps 2-6 of Replacing a Review

**You have completed adding a review in review.html Check your work.**

---

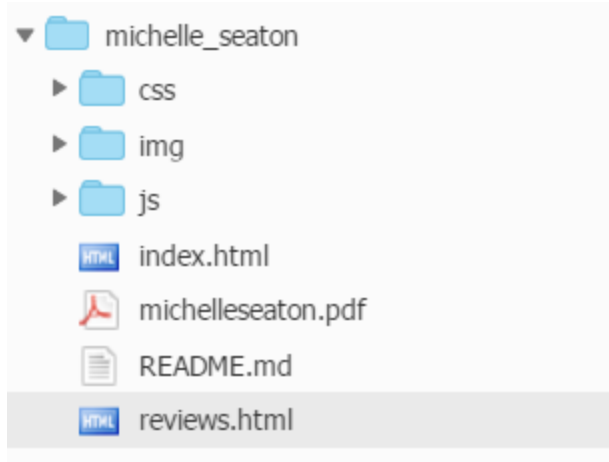
## Replacing Images on review.html: [OPEN REVIEW.HTML](#)

1. Create new image to replace the old image with:
  - a. Edit Image to EXACTLY 275px wide. It can be as tall as you like.
  - b. Save it as **reviewnameofshow.jpg** to your computer
    - i. This will help to keep you organized, keep this naming format
  - c. Choose Upload Local Files (see section HOW TO UPLOAD A FILE of this how-to guide)

You have now uploaded the image to Cloud9 workspace.

2. Open review.html

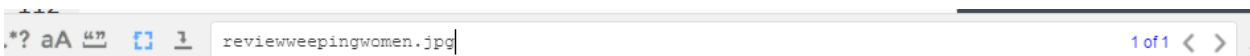




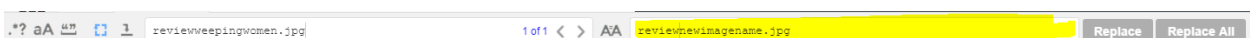
3. CTRL + F to find the image that you want to replace: This will appear at the bottom of the page



4. Type in the name of the image that you want to replace:



5. Type the name of the image that you want to replace it with: (the new reviewnameofplay.jpg you uploaded in step 1 of this section)



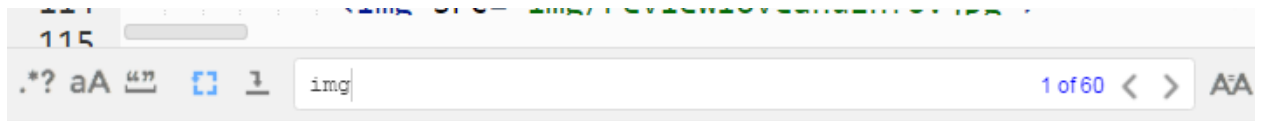
6. Hit the replace button:



**You have completed replacing an image in review.html Check your work.**

## **NEW Image ADDITION to review.html: OPEN REVIEW.HTML**

1. Follow Step One of [Replacing Images on Reviews Page](#).
2. Create a new location for new image:
  - a. CTRL + F----search for img in review.html



b. Copy a section that looks like this

```
<div class="block">
  
</div>
```

c. Paste this anywhere between a `</div>` and a `<div class="block">` in review.html

```
<p> "A Nightmare setting akin to Batman's Gotham City" </p>
<h4>Holly Johnson, <p>The Oregonian</p></h4>
</div>
<div class="block">
  
</div>
<div class="block">
  <h2>The Flu Season</h2>

  <p>"Theatre Vertigo launches its season with a
  <h4>Richard Wattenberg, <p>The Oregonian</p></h4>
```

You have now created a new space for your new image.

3. Now follow the directions for [Replacing Images on review.html](#)

**You have completed Adding a New Image to review.html Check your work.**