

St. Priscilla Website Updating Procedures

Please note—this is training for how to do the most complicated updates to the website. Further training is also available via VMware.com, the IDE software, Richard’s videos, and through additional live tutorials. Also, please provide Jeanne Marie with any corrections or clarifications to these directions!

How to use the **external hard drive** (please be patient as some steps load slowly):

1. Save all open work and exit other programs since your computer will need to restart.
2. Go to “my computer” (start/my computer)
3. Plug the hard drive into the USB port. The hard drive should appear in the listing when the hard drive can be accessed.
4. Click on the newly active hard disk and then click Virtual machines/VMware/Windows/VMware-player -x.x.x-xxxxxx.exe (where “x” is a number.) Use most recent/updated number. Windows Installer will run—select destination, shortcuts, etc.
5. Your computer will need to restart.
6. *(Once you’ve installed, you will start from this point the next time.)* Click VMware Player icon to start the VMware Player program. If prompted, do *not* install newer versions at this point—we will all need to update together by agreement so we are working with the same version.
7. Once the player is running, click “Open.” When a file explorer is displayed, click the specific hard drive recently plugged in/Virtual Machines/VCP3/Windows XP Professional.vmx (time to load)
8. Once the virtual machine has started, click Website Developer (no password needed) to login to access the St. Priscilla Parish IDE (Interactive Development Environment).
9. **Navigation: Maximize** the VMware screen so icons are visible in lower left. A menu will be available via drop down at the top of your screen (move cursor to top of screen, touch the “pin” to the left to keep the menu visible at top). You can navigate back to your original desktop screen of the virtual machine this way or by minimizing. **Control Alt** will also bring cursor back to regular machine. To **EXIT** the virtual machine, go to “start” and log off/turn off IDE/turn off. (Note: Clicking the “x” at top of upper menu will shut down, but computer will reopen next time in an unknown environment.)
10. Intro to Visual Web Developer tool will appear—view explanation of tools here or VMware.com
11. Icons viewed at lower left of screen:
 - Browsers: IE, Firefox, and Apple Safari (so changes to site can be viewed in each)
 - Microsoft Visual Web Development (our main tool)—the **IDE** (Interactive Development Environment). Videos are available for training on the site.
 - Audacity (audio editor for podcast)
 - Efficient WMA to MP3 converter (converts WMA file recorded on the digital voice recorder to MP3 file required to post on website)
 - Notepad (can be used to edit specific files such as supporting files pages)
 - Filezilla client—free FTP software used to upload and download files between our web development software to our website host (GoDaddy)—known here as **FTP**

Overview of updating process:

1. Receive update which has been requested through Jeanne Marie
2. **Start the Virtual Machine** which contains St. Priscilla IDE (Interactive Development Environment) and login to the XP based VM.
3. Once the IDE desktop is displayed, **activate the FTP program**. Download to your local computer the **modsA1(xxx.nnn)log** (where xxx is a number and nnn is an individual's initials) change log file located in the root directory of the web site (ie. Active1) on GoDaddy (which stores our documents).
4. **Download** the files that need to be changed to your local machine from the remote site and **make the required changes**. "**Save all**" files. (Note: most web pages have an ".aspx" and an ".aspx.cs" or ".apsx.vb" file)
5. **Preview**: Locally verify that the changes made really do work by performing a "display in browser" of the web page that was modified.
6. **Document changes** made in the log file, which is then saved and uploaded.
7. **Verify** that the published web site is still working (refresh browser). If there is a problem, please remove changes made.
8. **Notify**: Email to notify group that changes were made.

Detailed Updating Process:

1. Open the VMware player if you will be using it.
2. Use your browser to open the active site **www.saintpriscilla.org**. Click on the exact area to be edited. The specific file name will appear in the browser—minimize to view again later.
3. Open the **FTP program** (red FZ icon on bottom left of screen). Click File/Site Manager/Saintpriscilla.org (upper left)/Connect. (The first time you run this, you may need to set up: click to "overwrite if different size or source newer," and click "always")
4. Screen will be divided, and you will tend to work counter-clockwise:

Top area shows connection btw computer & host	
#2 Storage Directory on local hard drive—click Active1	#1 Remote Site (live file structure on host)—click KofCweb2/Active1
#3 Local Files—edited files save to here	#4 Live Files—what has been uploaded from area #3

5. Make sure you always click "**Active1**" in areas #1 & 2. In area #1, click on root directory folder/kofcweb2/active1. In area #2, go to Projects/St P/Active1.
6. The file structure follows the layout of the tabs on the active website.
7. View the most recent changes to avoid duplication of efforts. Scroll most of the way down to find the **log file** in area #4 and the matching file in area #3—ex. **modsA(075-rlm).log**. (the size may be different in each area). Highlight the mods file in area #4/right click/download. The file will now appear in #3 so you can work from that starting point. Minimize the FTP screen.
8. Open the **Visual Web Dev Tool** (icon on lower left) to view file (allow time to load). File/Open web site/File system/Project Sites/St P/Active1/Open.

9. Mods file shorthand:
 - * file was changed
 - + new file added
 - - file deleted
10. Now go back to the active site and view the specific file name you wish to change. Go to the FTP program area #1. You will open the main folder/subdirectory/specific file in area #1 and then find the exact file to be changed in area #4. Ex. Open Faith Formation/Rel Ed/Edge in area #1, then find the Edge file in area #4 that matches the specific file name you found on the active site. You will find an HTML file and an identical programming file below it ending in .cs (c sharp), which is called the “code behind.”
11. Download BOTH of those files in area #4: Highlight the file name. Control tab and left mouse click on the matching file just below with the .cs extension. Right mouse click and hit download—this will download both files together. Now the files will show in area #3.
12. Go to Dev Tool to activate the page you wish to change. To place file in editing area, db click on the specific file on the right side. It will load into the work area on the left side. You can view the page in the Source Area or the Design Area (tabs on lower left). Changes in one will appear in the other.
 - Design Area—shows modified visual of web page
 - Split tab allows you to work in either area (two windows)
 - Source Area—shows programming code.
13. On the **Master Page** where you see the banner and compressed visuals, you will not be able to change most of the info, but you CAN change what is between the set items.
14. Go to area to change. This is done in a LOCAL browser (not live on internet). You can go edit further to proof until you are ready to save.
15. To **preview** (see how it will look on the real site), click “view in browser” icon (near top) or R click and choose “view in browser.”
16. “**Save**” icon near top left saves only the change you just did. “Save all” saves any changes made in this session. * after file name on a tab indicates a change is waiting to be saved.
17. **To upload:** On left side of the screen, you will upload both the changed HTML file and the file below it with the .cs at the end. Check the right side of the screen (area #4 above) for the file name. Go to area #3 above and highlight the file you want to upload. Control tab and left mouse click on the matching file just below with the .cs extension. Right mouse click and hit upload—this will upload both files together.
18. Minimize screen and return to the browser with the active parish site to **view changes**. Refresh your screen (essential).
19. Go back to the **log file** as outlined above. Document the change made.
 - If you regularly make changes, here is the fastest way to document: Highlight one of your previous mods(0..your initials)/R click/copy/L click at bottom of mods file/R click/paste/change to **today’s date**. (Or type the file entry from scratch.)
 - Note * + –
 - Type description of change

- Save all
20. OR, if you are not happy with the results, remove your changes and try again. **To remove:** Go to the Dev Tool—remove the change/save all. Then go to FTP—highlight/upload/view on site.
 21. If you did not keep your changes, you do not need to record anything in the log file. **If you are concerned that something went wrong, please make a note in the log file.**
 22. **Send an email** to all those who are involved in updating to say “done” . Please reply to original request and/or itemize as needed so we know which request was done. This lets others know not to duplicate the work and prompts review.

Thank you for your contributions!