

Washtenaw Community College Education Association

User Guide

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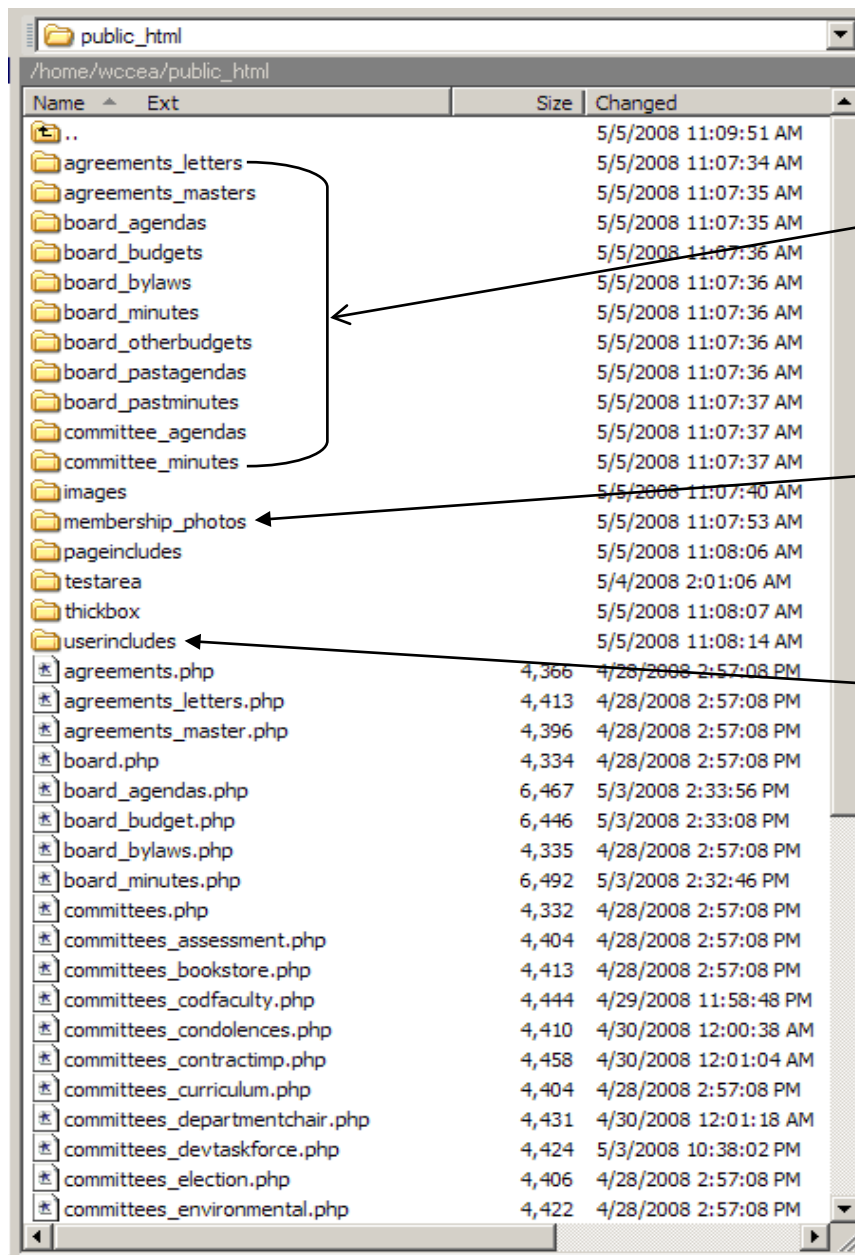
1.0 Site Maintenance Recommendations

There will be a test area on the new web site. It is highly recommended that this be used each time content is edited, to make sure changes are properly formatted.

It is also highly recommended that two (2) extra copies be kept in separate places; one with the person responsible for making updates, and the other with someone else. This allows for the recovery of the site in case something happens with the server files.

1.1 Directory Structure

The file directory structure for wceea.edu:



These folders contain all the actual documents that are referenced on the site; i.e., past meeting agendas, past meeting minutes.

The membership_photos folder contains all photos for the photo gallery on the Membership page.

The 'userincludes' folder contains all the files for content editing.

1.1.1 agreements_letters

This subdirectory is not currently used. It was originally expected to contain the document(s) for the Letters of Agreement, but in the final version the Letters of Agreement page content that was created contains links directly into the Master Agreement PDF file (in the agreements_masters subdirectory). If separate documents for the Letters of Agreement are created in the future (or one separate document), they should be kept in this subdirectory for consistency, and the links to the Letters could be changed accordingly in the “agreements_letters.txt” content file within the userincludes subdirectory.

1.1.2 agreements_masters

This subdirectory contains the documents (.doc, .pdf) for the current Master Agreement and the Prior Master Agreement. The content manager would maintain the files within this subdirectory as well as the links to these documents contained in the “agreements_agreements.txt” and “agreements_master.txt” content files within the userincludes subdirectory.

1.1.3 board_agendas

This subdirectory contains the document for the current board meeting agenda. The content manager would maintain the files within this subdirectory as well as the link to this document contained in the “board_agendas.txt” content file within the userincludes subdirectory.

1.1.4 board_budgets

This subdirectory contains the document for the current annual budget. The content manager would maintain the files within this subdirectory as well as the link to this document contained in the “board_budget.txt” content file within the userincludes subdirectory.

1.1.5 board_bylaws

This subdirectory contains the document for the current bylaws. The content manager would maintain the files within this subdirectory as well as the link to this document contained in the “board_bylaws.txt” content file within the userincludes subdirectory.

1.1.6 board_minutes

This subdirectory contains the document for the most recent board meeting minutes. The content manager would maintain the files within this subdirectory as well as the link to this document contained in the “board_minutes.txt” content file within the userincludes subdirectory.

1.1.7 board_otherbudgets (files for auto-generated list of links)

This subdirectory contains the documents for past annual budgets and any updates to the current annual budget or other budgets, such as quarterly updates. The content manager would maintain the files within this subdirectory. The content for the Budget page includes an automatically generated list of links for Other Budgets documents based on the filenames of every file included in this subdirectory.

1.1.8 board_pastagendas (files for auto-generated list of links)

This subdirectory contains the documents for past Board meeting agendas. The content manager

would maintain the files within this subdirectory. The content for the Agendas page includes an automatically generated list of links for Past Meeting Agendas documents based on the filenames of every file included in this subdirectory.

1.1.9 board_pastminutes (files for auto-generated list of links)

This subdirectory contains the documents for past Board meeting minutes. The content manager would maintain the files within this subdirectory. The content for the Meeting Minutes page includes an automatically generated list of links for Past Meeting Minutes documents based on the filenames of every file included in this subdirectory.

1.1.10committee_agendas (files for auto-generated list of links)

This subdirectory contains the documents for all committee meeting agendas. The content manager would maintain the files within this subdirectory. The content for the Committee Meetings page includes an automatically generated list of links for Committee Meeting Agendas documents based on the filenames of every file included in this subdirectory.

1.1.11 committee_minutes (files for auto-generated list of links)

This subdirectory contains the documents for all committee meeting minutes. The content manager would maintain the files within this subdirectory. The content for the Committee Meetings page includes an automatically generated list of links for Committee Meeting Minutes documents based on the filenames of every file included in this subdirectory.

1.1.12membership_photos (files for auto-generated list of links)

This subdirectory contains the photo images to be displayed in the photo gallery. The content manager would maintain the files within this subdirectory. The content for the Membership page includes an automatically generated list of links for Photo Gallery images based on the filenames of every file included in this subdirectory.

1.1.13userincludes

This subdirectory contains the set of text files with the WCCEA-supplied content that is included into pages of the website. The content manager would maintain and update the content contained within these files. The files are named to correspond with the main sections and pages of the website (See 'File Naming Guidelines', section).

Note: The content manager can change the email addresses that the Contact Us form information is sent to by editing the file "contactus_addresses.php". This is the only file that has an extension of .php in the userincludes subdirectory, but it can be edited using a text editor just like the other content files.

1.2 File Naming Guidelines

1.2.1 Site Page Content

All of the site content pages are in the 'userincludes' folder.

These files are named by the section of the site and the subpage name divided with an underscore character; i.e., the most current Board meeting minutes are in a text file named 'board_minutes.txt'.

The main page of each section uses the name of the section as the page name; i.e., the Committees section main page is a text file named 'committees_committees.txt'.

The files in the 'userincludes' folder **must** maintain the names specified in the directories on the web site or links to the pages will not work correctly.

..		5/4/2008 2:01:06 AM
agreements_agreements.txt	1,662	5/4/2008 12:05:54 AM
agreements_letters.txt	9,862	5/2/2008 8:38:44 PM
agreements_master.txt	9,007	5/3/2008 12:22:14 AM
board_agendas.txt	1,064	5/3/2008 12:12:50 PM
board_board.txt	3,621	4/29/2008 11:08:14 AM
board_budget.txt	10,200	5/3/2008 2:26:40 AM
board_bylaws.txt	13,320	5/3/2008 1:53:06 AM
board_minutes.txt	2,674	5/3/2008 10:52:10 PM
committees_assessment.txt	825	4/29/2008 8:03:38 AM
committees_bookstore.txt	638	4/26/2008 12:07:54 PM
committees_codfaculty.txt	906	4/29/2008 8:03:36 AM
committees_committees.txt	2,073	5/3/2008 9:54:30 PM
committees_condolences.txt	233	4/29/2008 8:03:36 AM
committees_contractimp.txt	1,112	4/29/2008 8:03:36 AM
committees_curriculum.txt	1,113	4/29/2008 8:03:36 AM
committees_departmentchair.txt	222	4/29/2008 8:03:36 AM
committees_devtaskforce.txt	2,631	5/3/2008 10:44:04 PM
committees_election.txt	194	4/29/2008 8:03:38 AM
committees_environmental.txt	1,047	4/29/2008 8:03:38 AM
committees_grievance.txt	202	4/29/2008 8:03:38 AM
committees_inservice.txt	207	4/29/2008 8:03:38 AM
committees_meetings.txt	0	5/3/2008 3:22:44 AM
committees_membership.txt	219	4/29/2008 8:03:38 AM
committees_pdeappeals.txt	827	4/29/2008 8:03:38 AM
committees_professionaldev.txt	672	4/29/2008 8:03:38 AM
committees_sabbatical.txt	548	4/29/2008 8:03:38 AM
committees_sickbank.txt	192	4/29/2008 8:03:38 AM
committees_suspension.txt	742	4/29/2008 8:03:38 AM
contactus.txt	42	5/2/2008 4:01:12 PM
contactus_addresses.php	379	5/3/2008 9:08:52 PM
events_events.txt	270	4/30/2008 2:18:22 AM
faq.txt	6,425	4/30/2008 12:44:38 AM
home_announcements.txt	863	4/29/2008 8:12:04 AM
home_events.txt	115	4/29/2008 8:03:38 AM
membership.txt	2,140	5/3/2008 12:40:24 AM
privacypolicy.txt	1,847	5/3/2008 12:43:16 AM

1.2.2 Photo Gallery

Photo gallery listings are generated from the directory of the membership_photos file folder and are listed on the page in reverse alphabetical order.

Photo names should follow these naming conventions:













- ♦ Photos can be given any name. Names should be as descriptive as possible of the content of the photo. If the date is included, the photos will appear in chronological order with the most current photos at the top.

i.e., the 2008_New_Years_Photo_09.jpg will appear before a photo labeled 2007_Photo.jpg.

- ♦ Underscores (_) must be used whenever a space is desired in the photo label.

i.e., the link to the file 2008_New_Years_Photo_09.jpg would appear as

‘2008 New Years Photo 09’ in the photo list on the page.

 Ruth.jpg	27,106	4/28/2008 2:57:08 PM
 Phil.jpg	19,458	4/28/2008 2:57:08 PM
 Pairs.jpg	27,782	4/28/2008 2:57:08 PM
 Maryam.jpg	27,549	4/28/2008 2:57:08 PM
 2008_New_Years_Photo_09.jpg	51,357	4/28/2008 2:57:08 PM
 2008_New_Years_Photo_08.jpg	43,162	4/28/2008 2:57:08 PM
 2008_New_Years_Photo_07.jpg	52,285	4/28/2008 2:57:08 PM
 2008_New_Years_Photo_06.jpg	59,084	4/28/2008 2:57:08 PM
 2008_New_Years_Photo_05.jpg	60,029	4/28/2008 2:57:08 PM
 2008_New_Years_Photo_04.jpg	43,670	4/28/2008 2:57:08 PM
 2008_New_Years_Photo_03.jpg	51,100	4/28/2008 2:57:08 PM
 2008_New_Years_Photo_02.jpg	53,104	4/28/2008 2:57:08 PM

1.2.3 External document links

Lists of links to actual documents not appearing as pages on the site (past meeting agendas and minutes, prior budgets, etc) are automatically generated from the file names in the folders. These file names must follow the same naming conventions as the photo gallery names.

- ♦ Names should be as descriptive as possible as to what the document represents.
- ♦ Any spaces in the name must be replaced with an underscore character (_).

1.3 Text Editing Guidelines

The files in the ‘userincludes’ folder on the web site contain all the text content of the site. These are the files that are used to update site content and text links.

1.3.1 Editing Content

1. Download a copy of the page content file to the desktop or a separate folder set aside for editing. (Do not edit the content files on the live web site; testing of the new content is highly recommended before it is put on the live site).
2. Save a copy of the file to a folder designated for saving previous versions of the site content. (It is recommended to rename the copy of the file to indicate what is in the file along with a pertinent date; i.e., content-filename.date.txt).

Note: The file for the new site content **must** be named according to the file naming conventions outlined on page 2.

3. Edit the text in the page content file.
4. Save the new file.
5. Upload the new content file to the ‘userincludes’ folder in the test area on the server.
6. Open the new content page in a browser to make sure all the text changes were made correctly. It is recommended that any links in the text be tested to make sure they are working and linking to the right place.
7. Upload the new content file to the live web site ‘userincludes’ folder.

1.3.2 Formatting Text

There are certain characters that browsers cannot always interpret correctly. To avoid the appearance of odd characters in the site content text, the following character references should be used instead of the actual character:

&	ampersand	&
`	left single quotation mark (placed at the beginning of a word or phrase).	‘
’	right single quotation mark (placed at the end of a word or phrase).	’
“	left double quotation mark (placed at the beginning of a word or phrase)	“
”	right double quotation mark (placed at the end of a word or phrase)	”

1.3.3 HTML Formatting and Tags

The following HTML tags are used in the content text files:

<code><p>Content text</p></code>	Paragraph tag	used for most content text
<code><h3></h3></code>	Header 3 tag	used for section headers
<code> list item list item </code>	Ordered lists tag list item tags	used for lists (see section on Style classes below – if no style designated, list will have Arabic numerals; 1,2,3...) used for each list item
<code>
</code>	Break tag	generates a line break, moving the following text to a new line
<code>Link text to appear on the page (it is recommended to copy and past the destination name into the tag to avoid typos)</code>	Link tag	used to link to a file, generate an email, link to another page in the site, or link to another web site. destination name: ‘mailto:email address ‘ used to send an email to the designated address
<code><!-- comment --></code>	Comment tag	used to add a comment to the HTML code; this is useful for clearly differentiating sections of a page.

1.3.4 Style classes

Special ‘classes’ have been set up for consistent and simple editing. All classes are applied within the opening tag of the text to be affected; i.e., `<p class="class name">Text </p>`. These are mainly provided for reference. Most of the pages will not have to be restyled; just the actual text should be replaced.

The following classes are available:

bold	Bolded text
center	centered text
indent1	indented from left margin
indent2	indented further from left margin
indent3	indented even further from left margin

noliststyle	list with no bullets or numbers list item 1 list item 2 list item 3
letters	list with upper case letters A. list item 1 B. list item 2 C. list item 3
lcletters	list with lower case letters a. list item 1 b. list item 2 c. list item 3

The following styles are used in tables -- mainly for the budget page.


descol1	descriptive text in first column of the table header; aligned to left in table cell.
descol2	descriptive text in second column of table header; aligned in center of table cell.
descol3	descriptive text in third column of table header; aligned to right in table cell.
datacol1	1 st data column; width = 12%
datacol2	2 nd data column; width = 20%
datacol3	3 rd data column; width = 23%
datacol4	4 th data column; aligned to right in table cell; width = 15%
datacol5	5 th data column; aligned to right in table cell; width = 15%
datacol6	6 th data column; aligned to right in table cell; width =15%

1.4 File Uploads

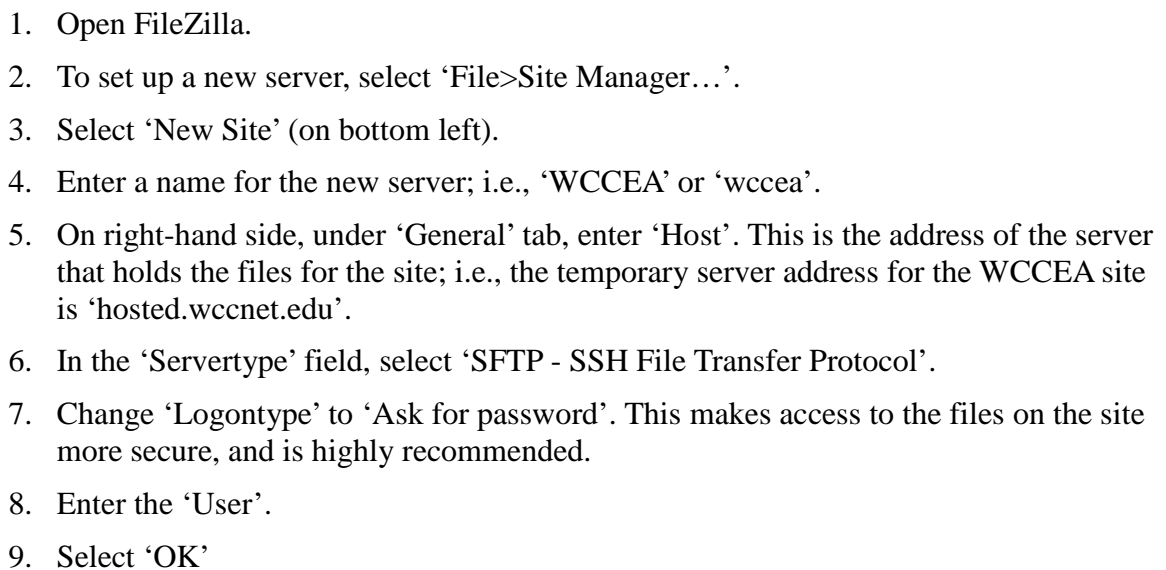
Files can be uploaded to the WCCEA web site using either FileZilla or WinSCP.

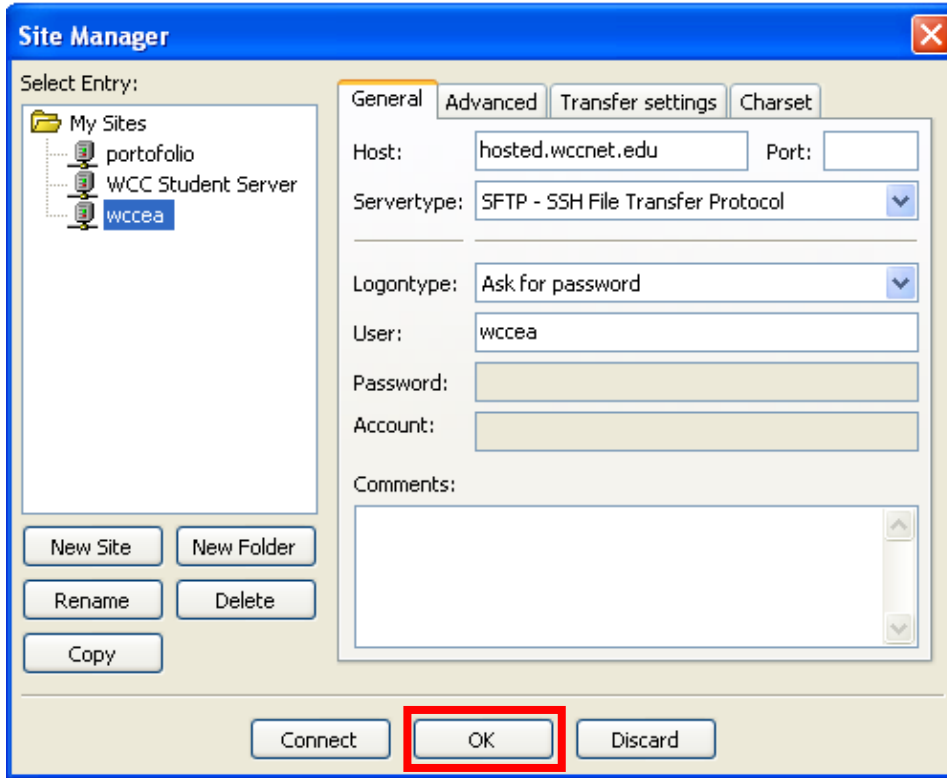
1.4.1 FileZilla

1.4.1.1 Installing FileZilla:

1. Go to <http://filezilla-project.org/download.php?type=client>.
2. Select the '[FileZilla 3.0.10 win32-setup.exe](#)' option.
3. In the 'Opening FileZilla...' dialog box, select 'Save to disk'
4. In the 'Enter name of file to save to...' dialog box, select 'Desktop' on left.
5. Once this file is downloaded, close the browser window and double-click the FileZilla icon 'FileZilla_3.0.10_win32-setup.exe'. 
6. Select all default options in the installation process.

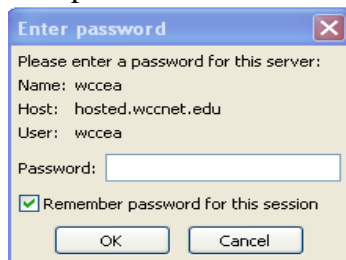
1.4.1.2 Setting up a new server on FileZilla:

1. Open FileZilla.
2. To set up a new server, select 'File>Site Manager...'.

3. Select 'New Site' (on bottom left).
4. Enter a name for the new server; i.e., 'WCCEA' or 'wceca'.
5. On right-hand side, under 'General' tab, enter 'Host'. This is the address of the server that holds the files for the site; i.e., the temporary server address for the WCCEA site is 'hosted.wccnet.edu'.
6. In the 'Srvertype' field, select 'SFTP - SSH File Transfer Protocol'.
7. Change 'Logontype' to 'Ask for password'. This makes access to the files on the site more secure, and is highly recommended.
8. Enter the 'User'.
9. Select 'OK'



1.4.1.3 Uploading files with FileZilla:

1. Open FileZilla.
2. Select 'File > 'Site Manager'.
3. In 'My Sites' select 'WCCEA'.
4. Select 'Connect' (at the bottom of the window).
5. Enter the password and select 'OK'.



6. The local directory on the user's computer will appear on the left and the server directory will appear on the right (see Section 1.1, Directory structure).
7. Navigate, in each directory, to the folder desired. (For content on the WCCEA site, open the 'userincludes' folder, see Section 1.2).
8. In the local directory (the left column of file names), right-click on the updated content file and select 'Upload', or double-click the name of the file, or drag-and-drop (click on the file, hold down the mouse button, and move the mouse) the file to the server directory.

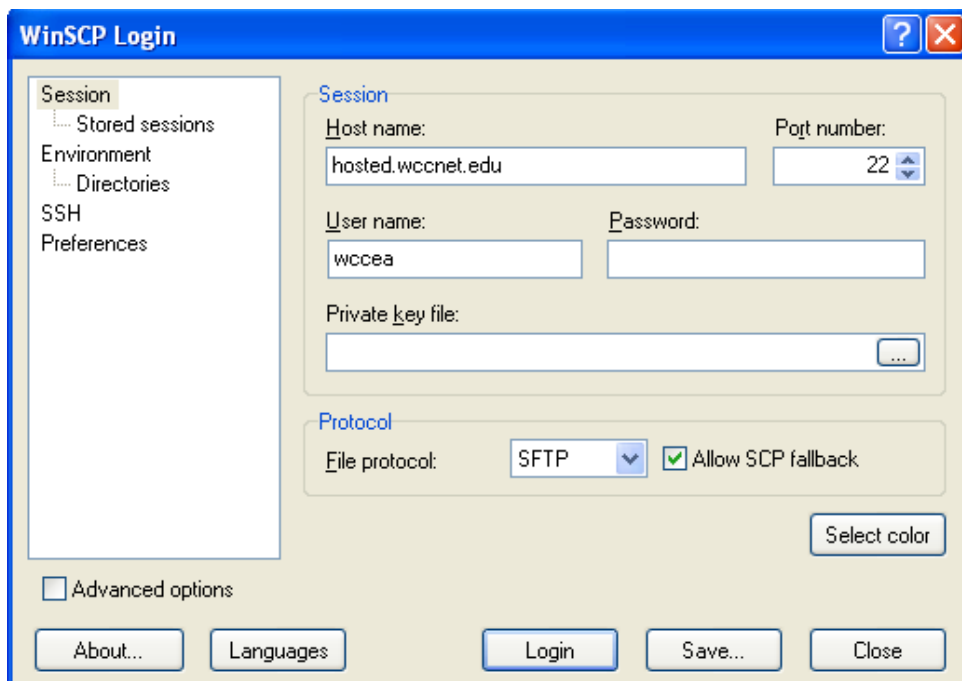
1.4.2 WinSCP

1.4.2.1 Installing WinSCP:

1. Go to <http://winscp.net/eng/index.php>.
2. Click the download button at the top of the page content.
3. Select the installation package, then follow directions to download the installer to your computer. I suggest installing it to your desktop, so that it is easy to find once it is installed.
4. Once the installer is downloaded, double-click the icon to start installing WinSCP.
5. Select all default options.

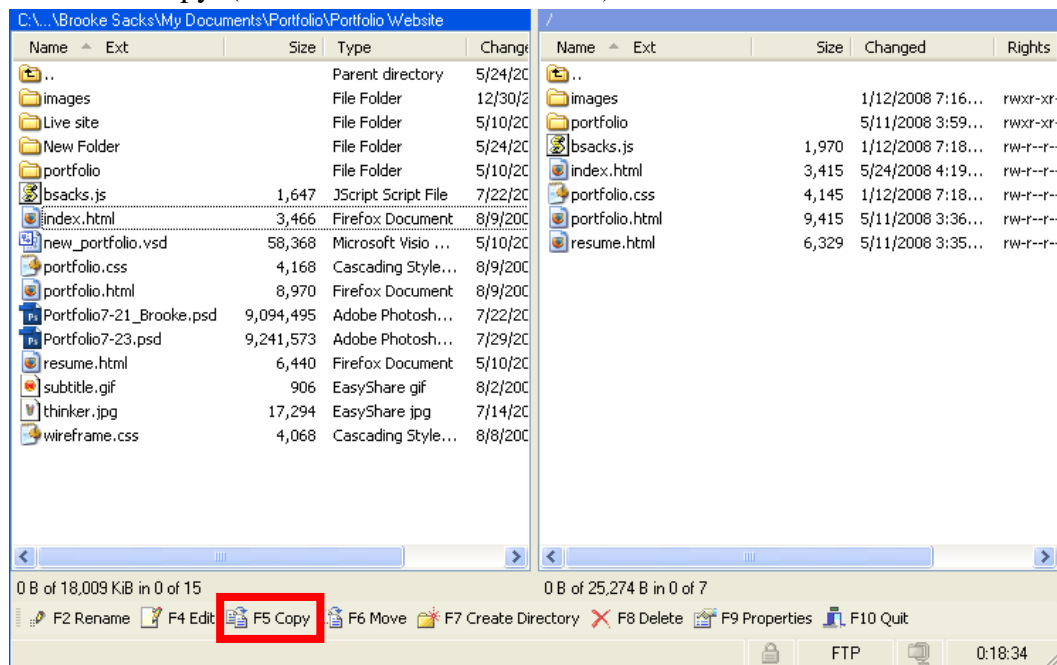
1.4.2.2 Setting up a new server on WinSCP:

1. Open WinSCP.
2. To set up a new server, select 'New'.
3. Enter 'Host name'. This is the address of the server that holds the files for the site; i.e., the temporary server address for the WCCEA site is 'hosted.wccnet.edu'.
4. Enter the 'User name'. This would be 'wccca'.
5. To make access to the files on the site more secure, do not enter the site password at this time.
6. Set the 'File protocol' to 'SFTP'.
7. Select 'Save'.
8. In the 'Save session as' dialog box, select 'OK'.



1.4.2.3 Uploading files with WinSCP:

1. Open WinSCP.
2. Select the 'Login' button at the bottom of the dialog box (see Section 1.4.2.2).
3. In the 'Server prompt' dialog box, enter the password for the site.
4. The local directory on the user's computer will appear on the left and the server directory will appear on the right (see Section 1.1, Directory structure).
5. Navigate to the folder desired. (For content on the WCCEA site, open the 'userincludes' folder).
6. In the local directory (the left column of file names) select the file(s) to be copied and select 'F5 Copy' (at the bottom of the window).



7. Select 'Copy', then select 'Yes to all' in the 'Confirm' dialog box.

