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How do I update or make changes on my Website?

Please find below basic instructions for updating or editing your html website.

To edit your html website you can utilise a WYSIWYG Html Editor if you have no knowledge of html.

- For an open source html editor (free) you may wish to download NVU www.nvu.com .
- You may also require a FTP programme to upload your files to your website. For an open source editor (Free) you may wish to download FileZilla . Type FileZilla in google to find the latest version.
- Once you have these programmes you will need to download your website to your computer using your FTP programme.

Please note we do not utilize the programmes below and can only give basic support on them. Please refer to the individual programmes websites for more information on using the programmes below:

Using FileZilla (FTP Programme)

1. Once installed type www.yourdomainname.com in the address.
 - a. Type your username: refer to your welcome email
 - b. Type your password: refer to your welcome email
 - c. Type in 21 for the port
 - d. Click on Quick connect
 - e. You will see writing in the box directly under where you type telling you that you are now connected.
 - f. Below that you have a horizontal split screen left hand side is "local site" and the right hand side is "Remote Site" The local site is your computer. The remote site is your website on the server.
 - g. You must have created a folder on your computer to store your files eg My Website.
 - h. Navigate using the Local Site to reach your new folder
 - i. On the right hand side "Remote Site" you should see some folders. Scroll down to you find public_html.
 - j. Double click on public_html folder to open. These are all your files and folders that run your website.
 - k. Highlight the relevant folders and html pages for your website eg
 - i. Images Folder

- ii. Pdfs folder
- iii. All files below the pdfs folder ending in htm

Once the above are highlighted Right Click and select download. This will download your files from the Server to your Computer.

You Now should make a copy of these files for a backup. Once you upload new files from your computer to the server (ie from local site to remote site) this will overwrite any file that is currently on your website. Caution is required when working on the Server as all changes will take place immediately.

Disconnect from Filezilla by clicking on the Icon with the red cross.

When you want to reconnect to the server again click the Quick Connect and choose www.yourdomain.com from the drop down box.

To upload files from your computer to the Server:

1. Connect to your website
2. On Remote Site (RHS) double click on Public_html
3. On Local Site navigate to My Website Folder (or whatever name you chose) and choose the pages etc you wish to upload. Highlight and right click to transfer. Click on overwrite this page if asked.
4. Ensure you also upload any Images and PDF's that are new also. You will need to copy these files into the correct folder. Eg images into the images folder, pdfs from the pdfs folder on your computer to pdfs folder on the server.

NVU has more detailed help documentation at <http://filezilla.sourceforge.net/documentation>

NVU Instructions:

First Time:

Please ensure you have a backup of the folders and files for your Website before making any changes:

1. Open up NVU Programme
2. click on Edit Sites in the NVU Site Manager (LHS)
3. In Site Name Type MY Website (or choose you own name)
4. Click on Select Directory and Navigate on your computer to the folder you downloaded the website too.
5. Click on Ok
6. You will now see My Website listed click on this to expand. You will see all your folders and files relating to your website.

Using NVU:

Note: Any images, pdfs, word documents you are adding to your website must be saved into the relevant folder within your website so you can link the correctly

1. Select the page you wish to update or change by double clicking on the name of the page on the LHS in the Nvu Site Manager

2. Make the changes and save the file
3. To add an image
 - a. click on the Image Icon and Choose the file from My Website Images Folder.
 - b. Type the alternate text in and press ok.
4. To link to a pdf or document:
 - a. Highlight the text to be linked
 - b. Click on the Link Icon
 - c. Click on Choose File to select your document or pdf You may be required to choose "All files" from the Drop down box of Files or type to view your files.
 - d. Tick Link is to be opened under Target and choose in a new window
 - e. Click ok
5. To link to a website off your site
 - a. Highlight the text to create the hyperlink
 - b. Type in the URI of the link to be created
 - c. Tick Link is to be opened under Target and choose in a new window
 - d. Click ok
6. To create a new page:
 - a. Select index.htm page by double clicking and save as newpagename.htm
 - b. Make the changes to your new page.
7. NOTE: When saving your pages ensure they are htm and not html extension. If the page is saved as a html then the menu will not find the new page
8. To Preview your page click on the Preview tab at the bottom of the screen then click on normal to return to your normal view.
9. NVU have a detailed user guide that can be found under Help in the Toolbar at the top of the page.
10. When you have made the changes you require and saved all the changes open up fileZilla and upload the new files from your computer "local site" to the server "Remote Site" ensuring you double click on public_html files. Refer to Using NVU for more details on Uploading.