

Editing the provided sample website

The sample website has been created with simplicity in mind. Remember that HTML (HyperText Markup Language) is essentially a text file with either the .htm or .html file-type identifier. You can edit the website using Microsoft Office Word, MS Wordpad, MS Notepad, Frontpage, or pretty much any text editor or website authoring software. By keeping the website simple, we intend for you to be able to use MS Wordpad or a similar text editor and simply "search and replace" to perform the initial editing.

With the above in mind, once you have downloaded the website, open each html page one at a time. Edit the pages as each is opened, one at a time. Finish each page before proceeding to the next. Save the page before going on to the next. *Remember to save the page as file type "text."* It must have the .htm or .html extender/file identifier. Before you open a page to edit it, it might be helpful to open it in your web browser and print it out so you can keep track of what information you want to change.

For example, when editing the "officer" page, you will select (in MS Wordpad) on the menu bar at the top, "edit," then "replace." A window will open. In the "find" box, type in the information to be replaced ("WB John Doe" for example). Type it exactly as it appears in the document. In the "replace" box, type in the information exactly as you want it to appear on the website ("WB John Henry Hancock XI, PM" for example). Go to the next item, which would be the Senior Warden. Continue until done. Save the document. (If you want to be really really really paranoid/safe, save the document after a few changes.) Save and close the document and go to the next. Use the same technique as described here. Copy the completed files to the "archive" directory as recommended.

When done upload the files to replace the original files (which still reside on the website).

See "Uploading the Website"