

How to Change the Web Site

Department of Linguistics
UCLA
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1. Get authorization

- Ask a member of the Web Page Committee, listed at <http://www.linguistics.ucla.edu/general/committees.htm#WebPage>

2. Where *is* the web site?

- It lives on its own computer in the UCLA Center for Digital Humanities. This is our “web server”.
- The web server sends out the pages of our site to people around the world as they browse the Internet.

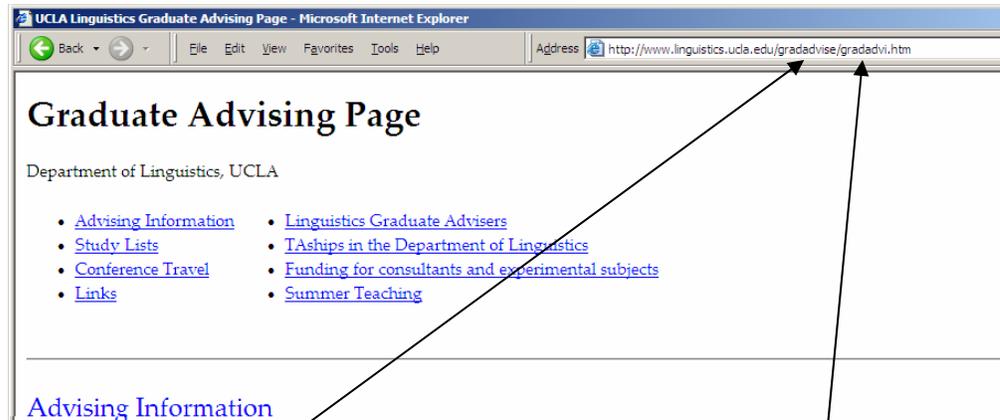
3. Basic idea

- You make a **copy** of the page on your own computer, change it, then use a special program to put it up on the web server.
 - We never actually edit the copy that is on the server—by editing your own copy, you automatically make a backup, for safety.

4. Find out what file you want to change

- Visit the department’s Web page at <http://www.linguistics.ucla.edu/>
- Navigate to the page you want.

- You will see its address in the browser window. For example, our page of advice to current graduate students looks like this:



- In the upper right, you can see that the page is named gradadvi.htm, and lives in a folder called gradadvise.
- The folders on the server are just like the folders on your desktop computer; they form a hierarchy, with folders inside folders.

5. Grab the file you want to change

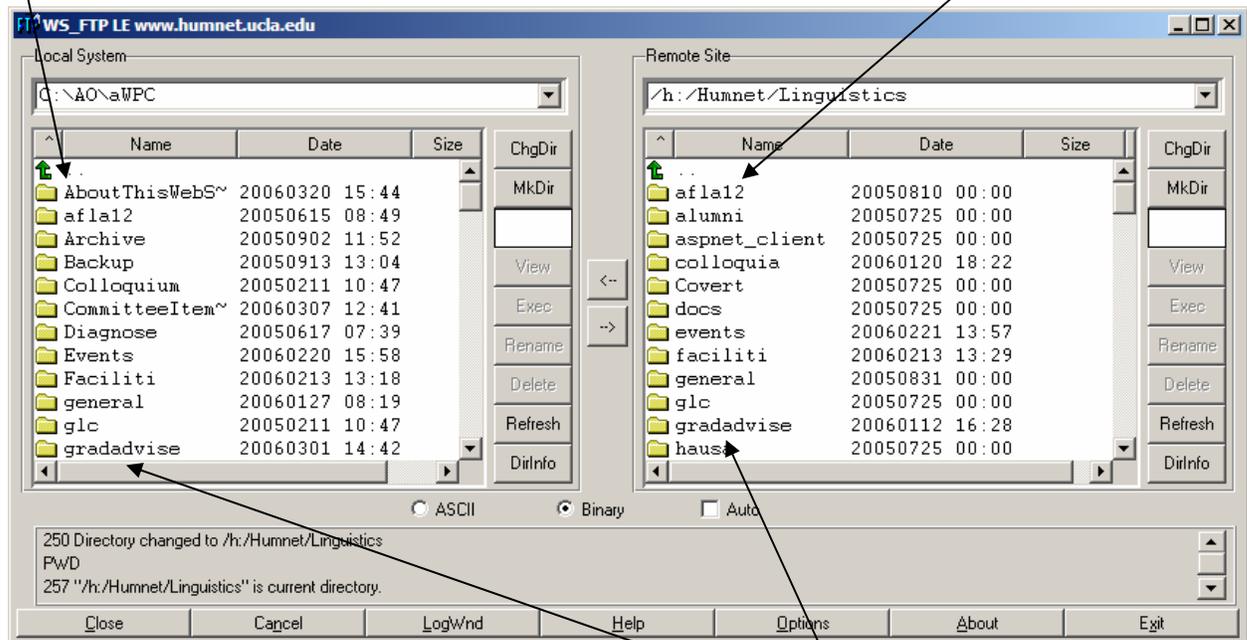
- Now that you know the location of the page you want to change, you copy it from the Web server to your computer. To do this:
 - On your desktop, click here (the Web page committee can give you the necessary software):



This will start WS-FTP, whose purpose is to move files between your own computer and the web server.¹

¹ FTP stands for “File Transfer Protocol”. I don’t know what “WS” stands for.

The FTP program shows the files and folders of your own computer on the left, and the files and folders of the web server (host of the website) on the right.



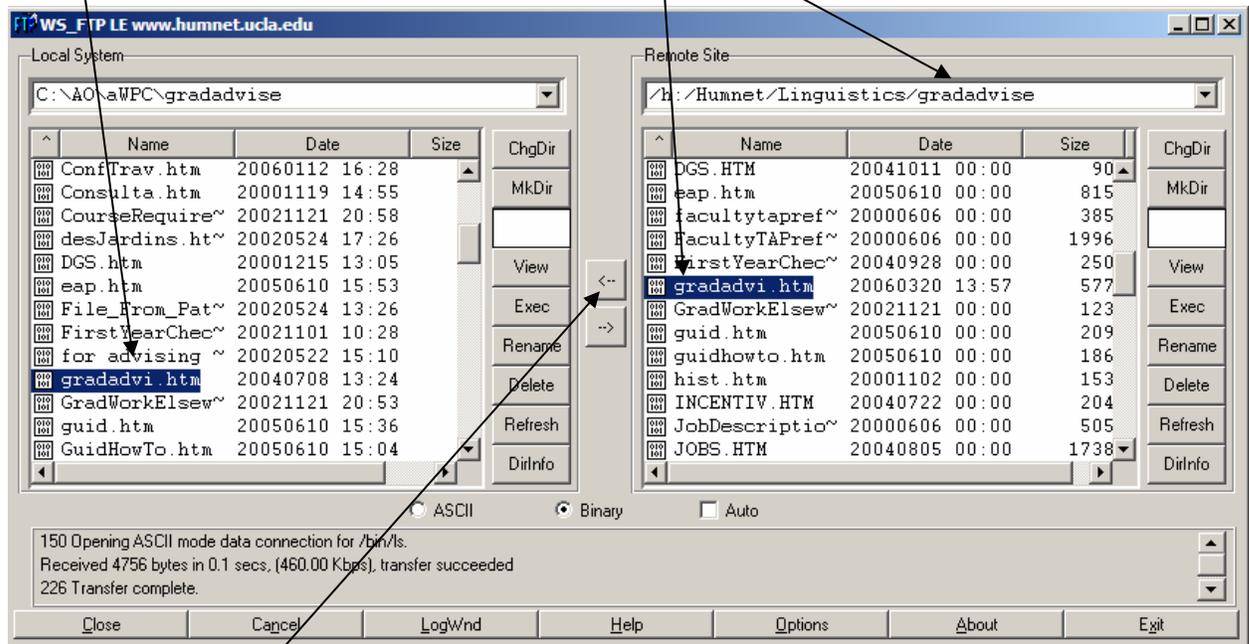
- Navigate through the folders by clicking on them, till you find what you want—on both computers. For this example, you would double-click on gradadvise, in both windows.

Suppose you want to change our web page

<http://www.linguistics.ucla.edu/gradadvise/gradadvi.htm>

It is located inside the gradadvise folder. Click on it, and it lights up in blue.

You also need to find the copy that is on your own computer (the folders are arranged the same way) Click on it:

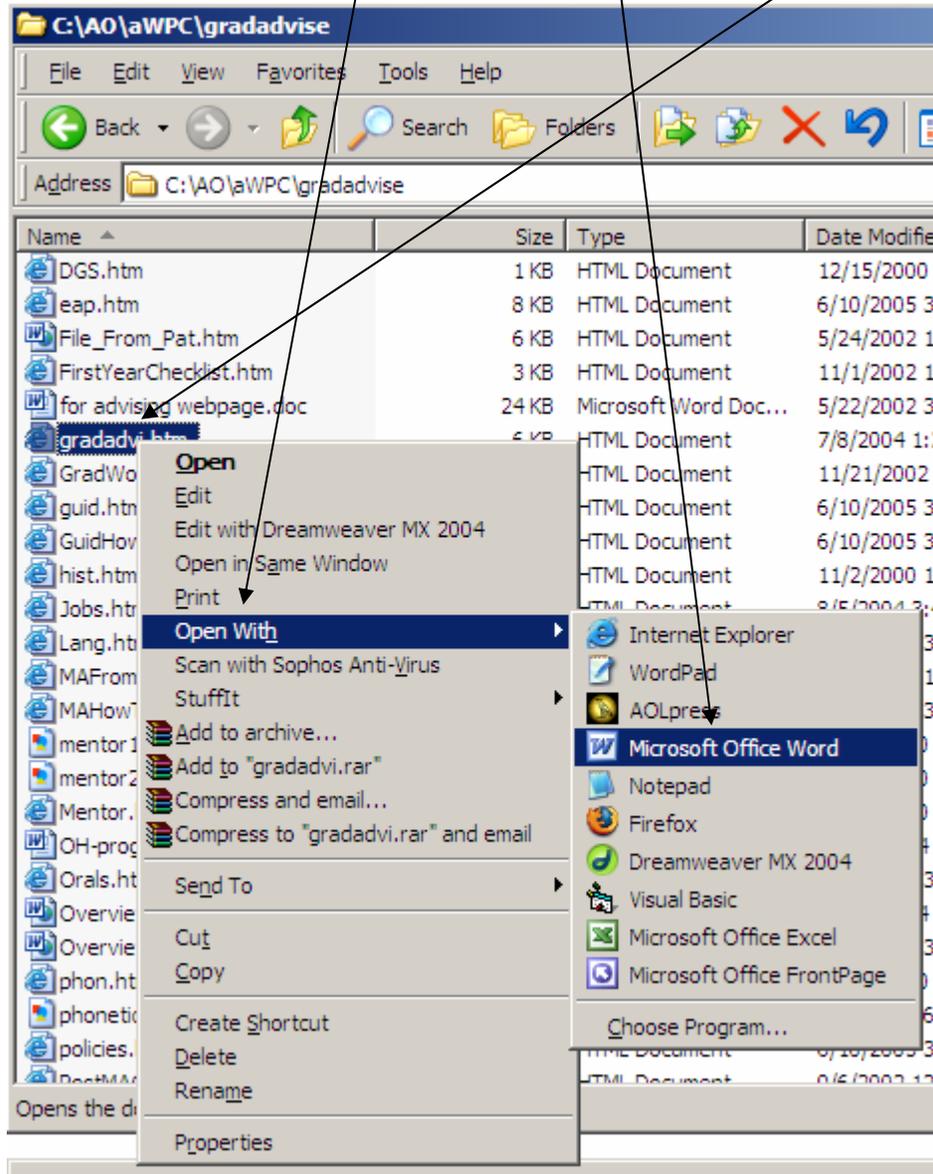


Then click the left arrow. This will copy the page from the web server to your own computer, wiping out whatever was there before.

- See #9 below if you want to know why you need to do this.

6. Change the Page

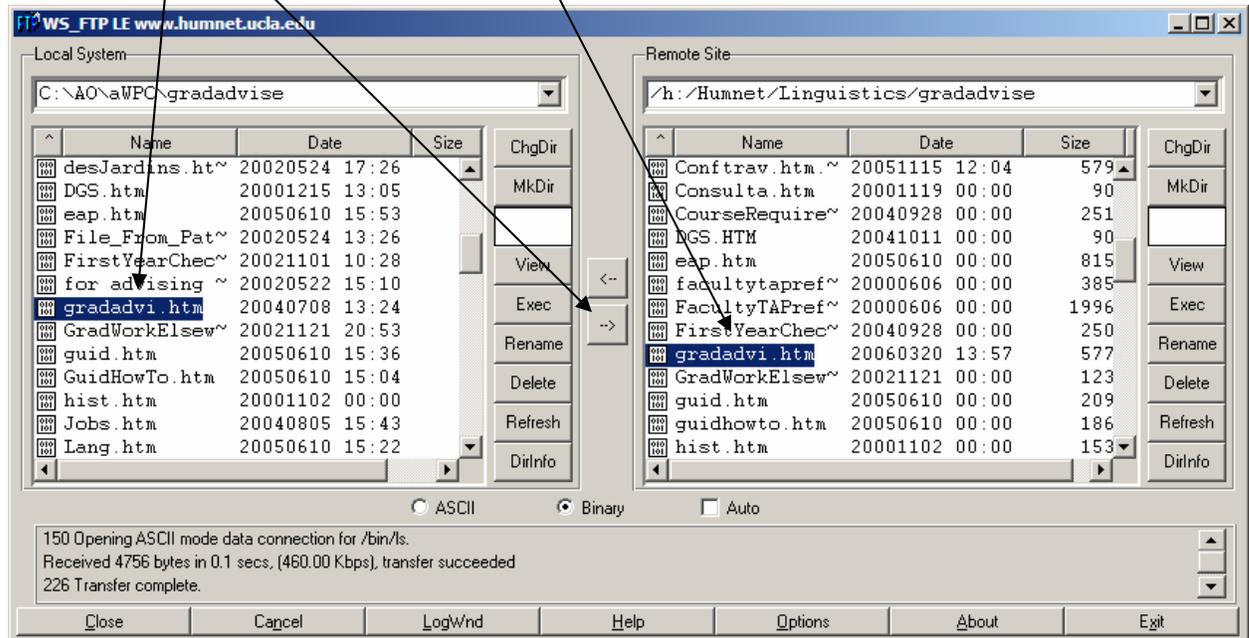
Go to the folder on *your* computer where you keep the web files. Right click on the file you want to change, and select Open With, then Microsoft Word.



- Now make your changes, using Word in the normal way.
- Save your changes, and exit Word.

7. Put the changed file up on the site

This is just the reverse of what you did before. Highlight the file on your own computer, and on the Web server, and click the right arrow:



8. Check your work

- Visit the page you just changed on the Web, using your Web browser (for example, Internet Explorer.)
- **First, press F5.** *Do not forget this step, or you may be sorry!*²
- Now check that the change worked.

9. Why was Step 5 necessary?

- Because somebody else might have changed the file in the meantime. You don't want to wipe out their work.

² What's going on here? The problem is that your web browser keeps copies of web pages on your hard disk, and shows you those copies, instead of what comes in over the Internet. This makes it seem like your change didn't work when it really did. F5, "refresh", makes sure you get the fresh copy from the web server.

10. Note to Webmaster

- Using FTP, make sure that the user has a copy of **default-style.css** in the root folder of their copy of the web site.
 - This file gives specifications for pretty formatting on our site, and Word needs it to be there.

11. Feedback

- This guide was prepared by Bruce Hayes, UCLA Linguistics Web Page committee. Feedback may be offered at bhayes@humnet.ucla.edu.