

Webmaster Info

Part 2

Rev. 1.0

Great news,

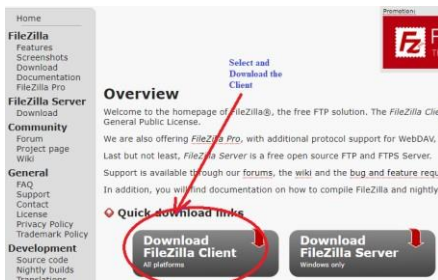
Finally got the technical issues resolved. Now you will be able to access and administer Newsletters and Docs. It's important to know and follow the outline provided in the first document sent and revised "Webmaster Info.pdf Rev. 1.1." The second document sent was the "Co-xxxx your name-How To.pdf" that provided you with credentials to logon and how to access the specific content that you are maintaining for your respective Councils. The technical issue that has been resolved was creating a way for you to be able to add/delete documents and upload your Council's Newsletters while keeping it simple. Well, I almost made it. Let me tell you about "SIMPLE". Simple is relative, depending on your point of view and experience. I tend, as my wife and children will attest, get too detailed. Sorry, but I'm simply an engineer and it is difficult for me to try and not cover all the bases and still, keep it "SIMPLE". So, please forgive me, but this is the best that I have been able to come up with. You will require some additional software and steps. It's really is easy, I Promise.

Here is the Overall outline:

- 1- To change anything on your council's homepage use the process that you have already received.
 - a. When you have additional content that is more than say a paragraph consider creating a new document or Flyer and use whatever tools you wish and are comfortable with to create it. Once you have created this item, convert it to a .PDF file format. Most apps will give you the ability to do this. If you need help with this, please let me know. The goal here is to keep our council's homepage clean, relevant, up to date, and easy to find anything.
 - i. **NOTE:** If you ever find a need to have subpages (additional pages) for your Council, please contact me. Yes, it can be done but requires additional backend work to support this action.
 - ii. If you have additional items or major categories that you would like to have, let me know.
 - iii. Consider looking at the other Council's webpages to see what is going on and what they have. Who knows, it just might spark a synoptic neuron to fire! 😊
 - b. On the Council's homepage you can add images, edit content, delete content, add links to additional documents that you create and upload onto your Council's website. This is where the additional requirements come in and the challenge that I had to be able to provide this to you. Outside Links can also be added directly to content that you added onto your Council's homepage. (Outside link is a link to anything that can be reached on the internet and does not reside on our KofC-CA-D2.org website).
 - c. Help is always available. See the last page for the details at the end of this document.
- 2- This second document provides you with the additional items needed to be able to upload your Docs and Newsletters.
 - a. **Note:** There are 2 areas of the website that you will need to access to do this.
 - b. The first one is for Docs.
 - c. The second one is for Newsletters. **IMPORTANT:** Follow the File Naming Convention presented in the first "Webmaster Info" document.
Tip: Once you open the [FTP xxxx-News](#) and you will see the format of the other Newsletters. **Note** the format of their file name: [Mon-20yr.pdf](#)
- 3- **Recommendation:** It would be a real help to setup and establish a file folder that is dedicate for your Council's Website. You could start with the top or primary folder called "Council-xxxx Website" or sometime more suitable to you. Under that top lever folder you could add sub-folders like Docs, News, Notes, and How-To or something that makes sense to you. Within each sub-folder I personally have one of more sub-folders the help me keep track of items related and break them down year. Example, I have sub-folders like 2016, 2017, 2018, 2019, etc. You get the picture. Whatever makes it easier for you.

- 4- Here are the additional steps needed to access and administer those Docs and Newsletters. You will need an **FTP Client** application installed on your MAC/PC. I recommend the **FileZilla FTP Client (Fz)** to handle and manage the uploads of all .PDF files which includes Council Newsletters. Fz looks and behaves like the **Windows Explorer** file manager or **Finder** on a MAC. This will provide you with the ability to access all the Council's specific Documents and Newsletters and administer them. Fz should not be used to upload images, videos, or other items as this is done directly on the homepage with the "Beaver Builder editor that runs on WordPress". See your "**How to & Webmaster Info**" documents for that. So here we are. What are you waiting for, let's do it:

Please go to Filezilla-project.org (Please note, that a good part of this is a "One Time" setup.) **Here** is the landing page you should see:



Click on the Download (**DL**) "Client" button and that will bring you to the **DL** page and SHOULD detect if your computer is running a 32 bit OS or 64 bit OS. Make sure that you **DL** the correct version for your OS. Here is a typical look at the **FZ DL** page:

Notice the right image: "Windows (64 bit)" is shown, - this is what my PC has.

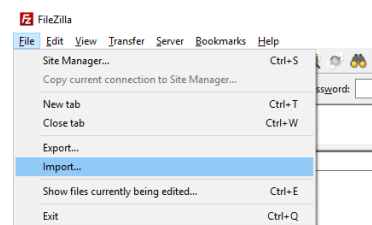
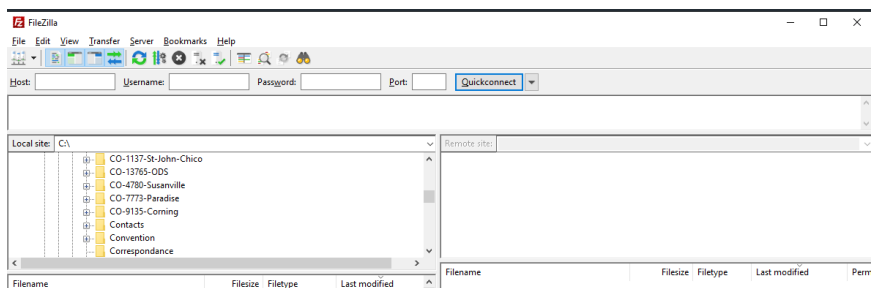
If by some chance your computer is not detected, then please click on the "**Show additional DL options**" link. Just FYI, FileZilla supports Windows, Linux, and the Mac OS and this FTP App is "Free" If by some chance you have another FTP Client that you use please send me an Email and let me know which FTP Client that you have and I will develop the instructions needed for that FTP client and sent them to you.

Once you have DLED and installed FileZilla you will need follow a simple step to initially configure and set it up. Again, this is a one time only step and most of the work has already been done. I will send each of you a custom XML file that you will in the "**Import**" that will have everything necessary to configure and setup the FileZilla Client. It is very simple.

Once setup your FTP Client will be able to establish a connection to the actual server providing full access to all the documents for your respective content areas of the website that you administer.

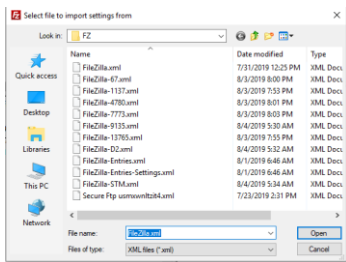
Here are the steps needed:

A- Launch the Fz Client. Here is a typical view of Fz app:



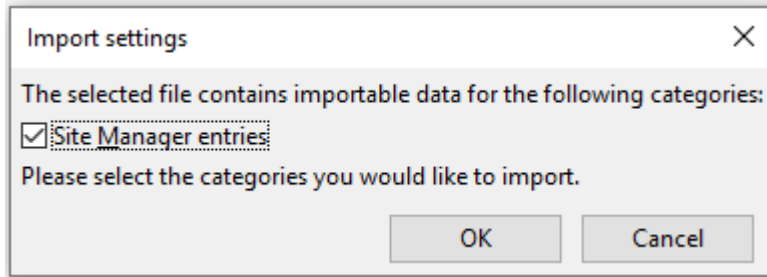
B- Click on the "**File**" tab at the top left of app. (See "**Blue**" highlight)

C- Select and Click on "**Import**" which will bring up the following screen on the next page:

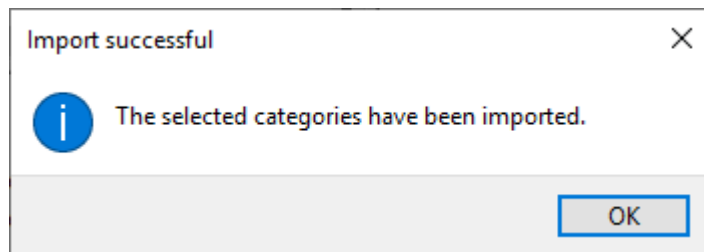


This is where you will need to locate that **FileZilla.xxxx-xml** file that you were sent and saved. Select that file and click on the **"Open"** Button located at the bottom right of this **"Import"** screen shown at the left.

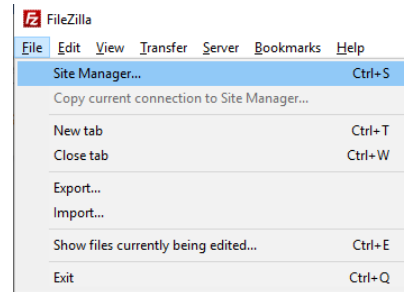
D- This **"OPEN"** button will bring up the following option popup for your conformation:



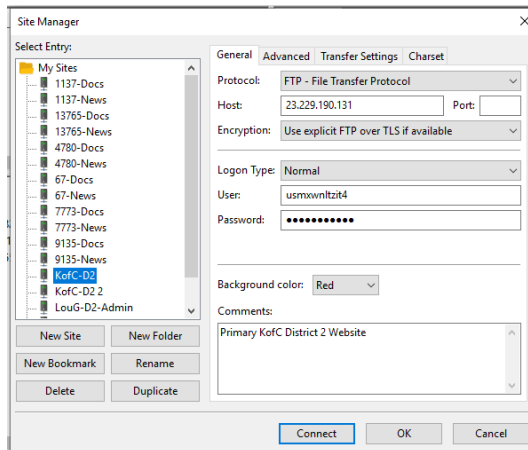
E- Simply accept the default of **"Site Manager entries"** and click on the **"OK"** Button. This action will result in the following popup screen that will also needs your conformation: (Click on the **OK** Button)



F- Now your Fz is fully configured and ready to use. To Get started click on the menu item at the top left called **"File"** and click on this to bring up the following screen:



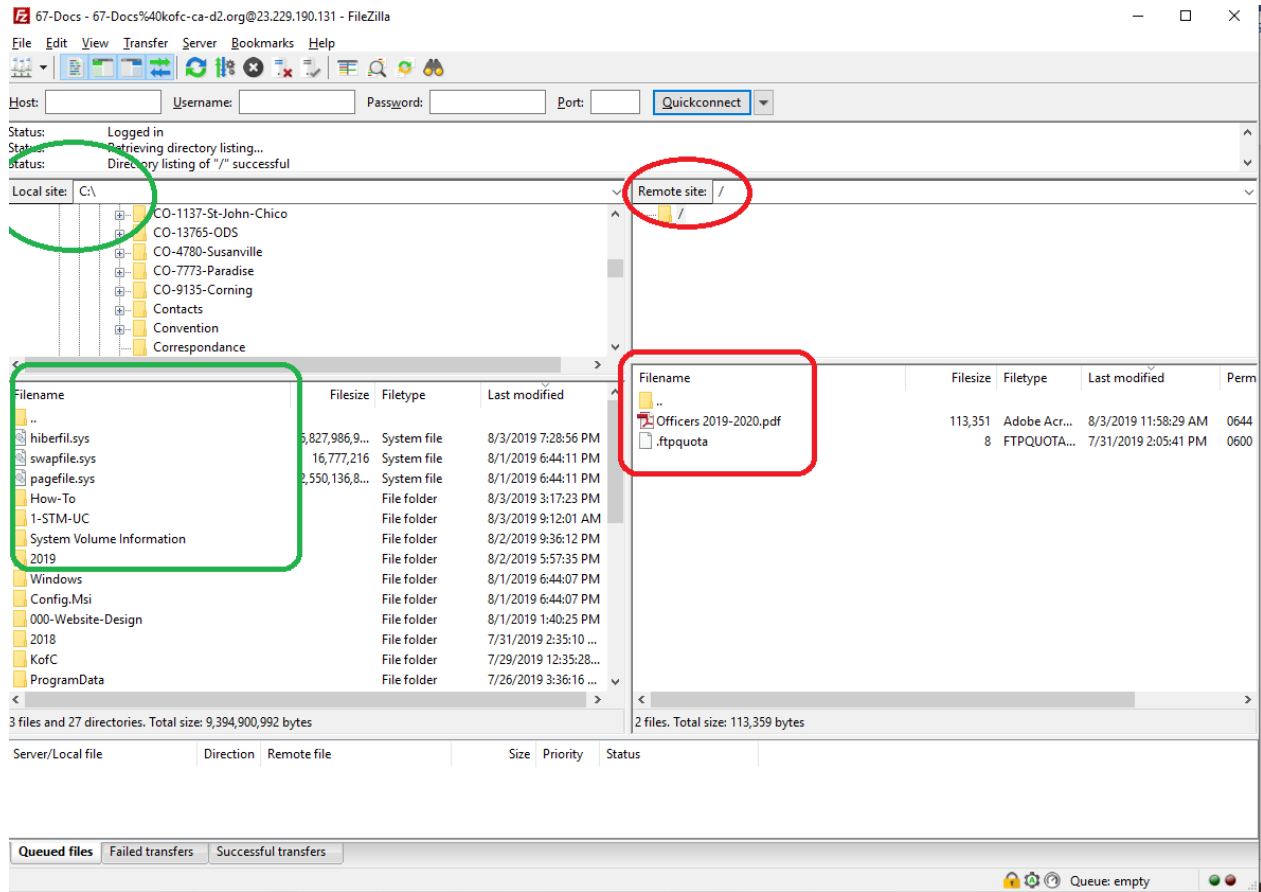
G- You will now be able to select the specific item of interest. Typically, you will be presented with the following **"Site Manager"** screen:



H- Your Fz Site Manager should display your specific Council # followed by either **"Docs"** or **"News"**.

I- Just FYI, I wish that I could have managed to integrate full access into a single item but each of these specific areas are in different locations. Let's look at each.

J- Select the "Council-xxxx-Docs" item and you will be presented with the following (I chose the Assembly) as our example shown on the next page:



K- Note the left side (Outlines in **GREEN**) displays the local files on your MAC or PC. The right side (Outlines in **RED**) displays the file structure that is on the actual Council's public website. Please **NOTE** the file **.ftpquota** on the right is a **system** file and should not be touched.

Tutorial and Documentation for the Fz App can be found at the following active links:

[https://wiki.filezilla-project.org/FileZilla_Client_Tutorial_\(en\)](https://wiki.filezilla-project.org/FileZilla_Client_Tutorial_(en))

<https://wiki.filezilla-project.org/Documentatio>

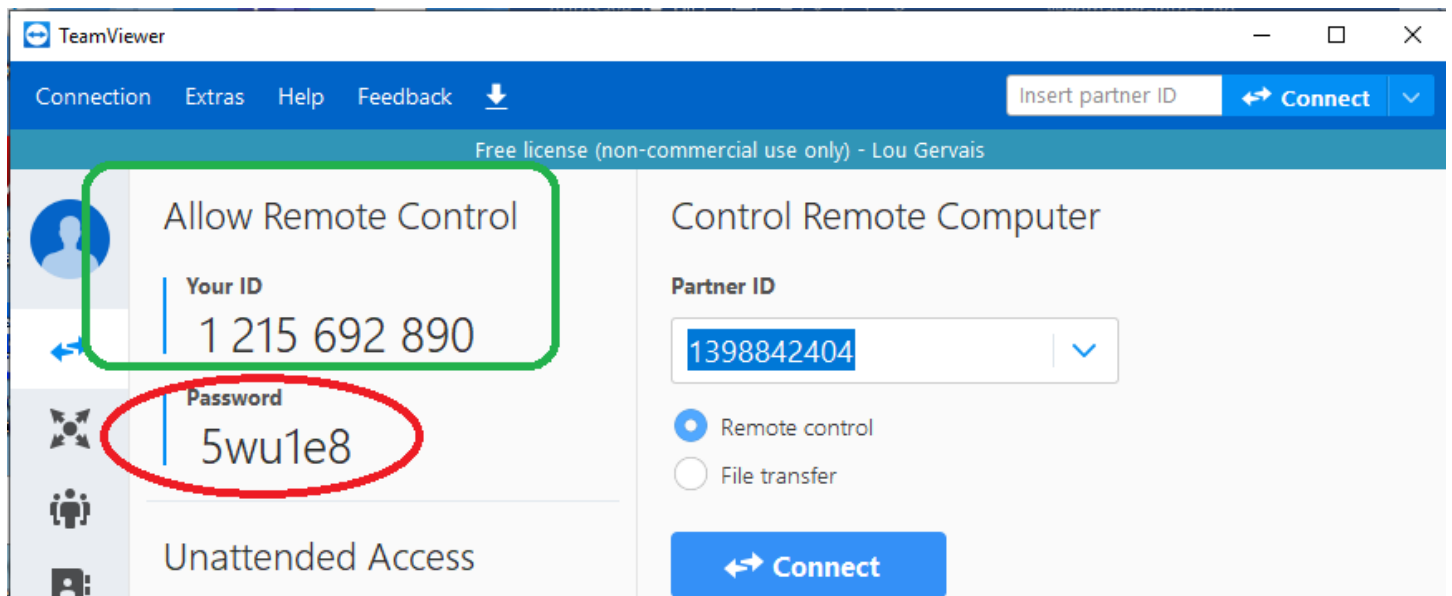
For additional help I can remotely connect to your MAC/PC and walk you through anything that you need help with. To enable that capability you will need to DL the "TeamViewer" app to your MAC or PC.

You should get the TeamViewer app and save that app on your desktop. A copy of "TeamViewer Quick Edition" is a "Free" app but difficult to find as they make you wade through a lot of content and really try and get you to BUY their paid edition. Please don't BUY it as I have legal copies for both the PC and MAC on our site.

For the PC: <https://kofc-ca-d2.org/wp-content/Docs/TeamViewerQS.exe>

For the MAC : <https://kofc-ca-d2.org/wp-content/Docs/TeamViewerQS.dmg> Please note that these links are not exposed and will keep hidden from the public but keep there for you.

Just a note about this app. This app should be saved onto your desktop for easy accessibility. It does not install onto your computer, but simply runs in memory when launched upon demand and once the session is closed it will release that block of memory. This app will expose the 10 digit "Partner ID" which will be the same each time this program is launched. That same window keys needed by the remote user once launched. Call me anytime if you need help and have this app on your MAC or PC. Here is a typical screen:



Note the "Green" outlined area. This will be your ID for you own computer. The # shown will be different for each of you but will not change once installed on your local computer. Note the "RED" outline. This Password is randomized and will be different for each session. The only way your computer can be accessed is when you launch this app, call the remote user, and provide your ID and then the Password for that specific session. Only then will the remote uses be able to join and assist you on your computer. Very handy and helpful. Support can be handled from anywhere in the world where both parties have an internet connection with this app.

Tip: You can find a wealth of info for anything that you may need additional help with at:

<https://www.youtube.com/>

Here you can find Tutorials on any subject, app, or what have you that you desire. Between this and search engines like "Bing.com", "Google.com", or "Yahoo.com" to name a few will do the trick.

Don't forget. I don't have ESP. So if you have a question, concern, or what have you please drop me a line or give me a call anytime. My Moto is: "I can Help".