



Web Site Mini-Guide: Graphic Design Updates

This guide describes how to update the graphic design on an existing Fast Forward Web site. It assumes that you have created the initial graphic design, have made some changes to it, and now have to update it for the client.

If you didn't create the original design, you might not be familiar with the process for creating templates that are compatible with our content management system. You can download the detailed user guide for that here:

fslib.info/docs/ff/FastForwardGraphicDesign.pdf

The instructions below assume that you're making a change that affects all pages of the site – for example, changing the postal address that appears on the bottom of every page of the Web site. This is usually the case. However, in some cases, you might only be changing one or two of the templates, in which case you can omit some of the steps below.

Information Required

In order to make changes, you require the following information:

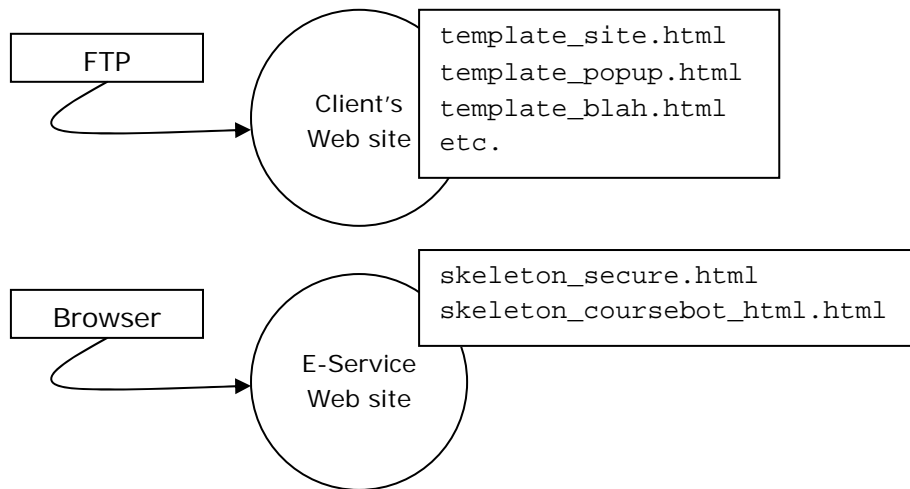
- FTP user name and password for the Web site
- Administration user name (usually "admin") and password for the Web site

At various places in this document, you might be asked to log in to the administration page. To do this, go to the page `admin.html` on the site – e.g. `example.com/admin.html`.

File Layout

Your five template files are split across two Web sites, not just one:

- The client's Web site houses most of the site pages, so it has the main template file and the pop-up template. You update these templates using a standard FTP client.
- The interactive features of the site are hosted on the E-Service Web site fsplugins.com or eservice.com.au or fsplugins.net (if you're not sure which, please e-mail helpdesk@firststep.com.au), so the secure server template and CourseBot template are hosted on the E-Service site. You update these templates using a Web-based interface.



On the client's Web site, the relevant files look like this:

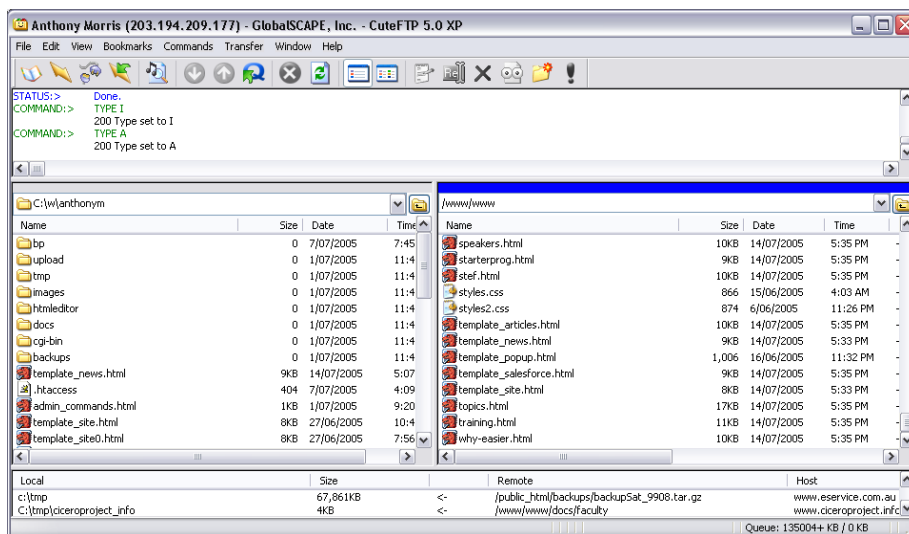
<code>template_site.html</code>	Main site template
<code>template_popup.html</code>	Pop-up template
<code>styles.css</code>	Style sheet for this template
<code>images/</code>	Image files used by the templates

On the E-Service site, the files look like this:

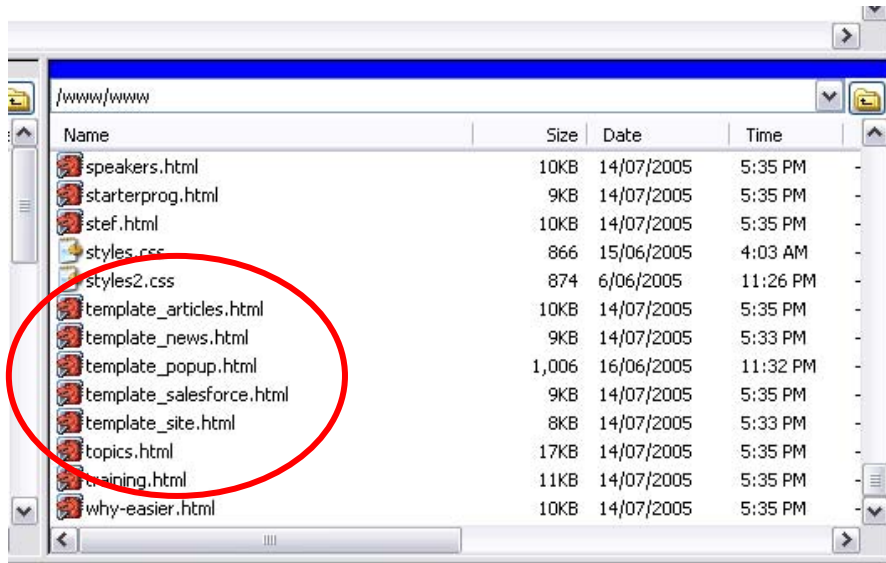
<code>skeleton_coursebot_html.html</code>	CourseBot template
<code>styles-coursebot.css</code>	(Optional) Style sheet for this template
<code>skeleton_secure.html</code>	Secure server template
<code>styles.css</code>	Style sheet for secure server template
<code>images/</code>	Image files used by this template

Connect to the Site

Use a standard FTP client, such as CuteFTP www.cuteftp.com, to connect to the client's Web site. The FTP server name is the Web site address (e.g. www.GihanPerera.com), and you must know the FTP user name and password.



You'll see the template files listed among the other HTML files on the site:



Identify the Template Files

In some cases, you will only see the two template files you created - `template_site.html` and `template_popup.html`. However, as in the example above, you might see additional template files as well.

If this is the case, you have to know exactly which files to change. Some of these additional files might be template files that were created within the content management system, while others might be additional templates that you have created.

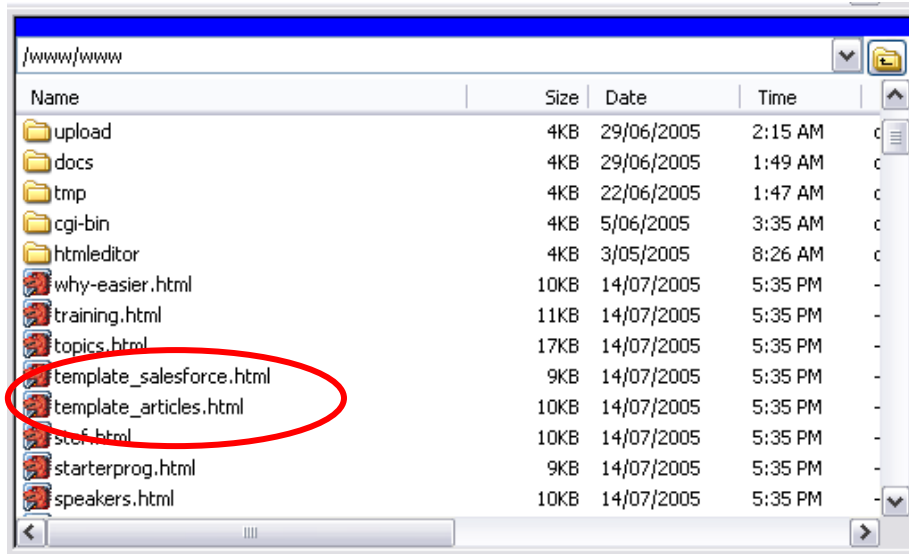
You don't have to change files created by the content management system. In fact, you should **not** change these files, because the rebuilding step later will overwrite any changes.

If you're not sure exactly which of the template files to change, log in to the administration page and rebuild General Pages:

Administration Commands

General Pages	Add	Change	Rebuild
Transfer Documents	List Documents		
User Guides			
Styles	Add	Change	

Then refresh the FTP list and sort it in date order. You will see all the files that have been rebuilt grouped together, including any templates created by the content management system:



Any templates in this group should **not** be changed. Only work with the others.

Making the Changes

Assuming you do know which files to upload, *first download the template files from the site*. Then make the changes required; then upload them again. You can change template files, style sheet(s) and images (in the `images` sub-directory).

IMPORTANT: It's essential that you do download the files first, to make sure that you're always starting from the live version. Occasionally, we make minor changes to the template files ourselves. So you must download the live version to make sure that those changes are retained.

Please be extremely careful when changing files on the site. As you know, FTP access allows you to change all files on the site, so please be sure that you only touch the template files, style sheets and images. If you think you have to change something else, please e-mail helpdesk@firststep.com.au first to check.

Rebuilding the Site

After making the change, you have to "rebuild the site". Essentially, this means that you're telling the content management system to apply the new template to all the existing pages.

To do this, log in to the administration page and click the Rebuild link next to General Pages:

Administration Commands

General Pages	Add	Change	Rebuild
Transfer Documents	List Documents		
User Guides			
Styles	Add	Change	

Then scroll down to E-Service Commands and click "View pages":

E-Service Commands

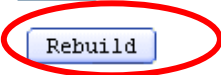
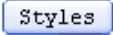
Web Pages 

- ◆ [View pages](#)

Click the "Rebuild" button on this page:

Web Pages

ADMIN

index	index.html	CHANGE	PICTURES
(unused)		CHANGE	PICTURES
(unused)		CHANGE	PICTURES

Changing E-Service templates

If you're changing the secure server template or CourseBot template, log in to the administration area, scroll down to CourseBot, and click "Template files":

CourseBot 

Courses

- ◆ [View courses](#) ([Add new course](#))
- ◆ [View passwords](#) ([Add new password](#))
- ◆ [Template files](#)
- ◆ [Show open rates on mail-outs](#)
- ◆ [Smart Text](#)

This gives you a list of the E-Service template files. The two that matter here are "CourseBot STANDARD" (the CourseBot template) and "Secure Server":

Templates

[ADMIN](#)



[UPLOAD A FILE](#)

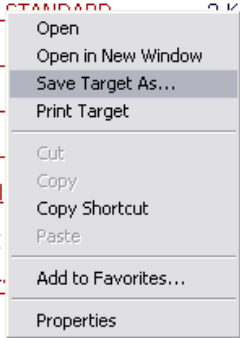
TYPE	FILE	SIZE	DATE	
	E-Service Standard	9 Kb	24-Jul-2005 09:23	
	CourseBot STANDARD	2 Kb	18-Jul-2005 11:22	
	Secure Server	3 Kb	18-Jul-2005 11:22	

If the client has different templates for different newsletters/courses, you might see more than one CourseBot template:

TYPE	FILE	SIZE	DATE	
	E-Service Standard	10 Kb	06-Apr-2005 22:04	
	articles	5 Kb	20-Apr-2003 11:14	
	CourseBot STANDARD	2 Kb	07-Jun-2005 11:18	
	CourseBot leverage matters	3 Kb	28-Mar-2005 09:03	
	CourseBot newsletter	5 Kb	07-Jun-2005 11:18	
	CourseBot speakergold	4 Kb	21-Jul-2005 08:29	
	ezine_html	3 Kb	12-May-2003 23:12	
	salesletter	3 Kb	06-Apr-2005 22:04	
	Secure Server	2 Kb	20-Apr-2003 11:16	
	talkback	4 Kb	12-May-2003 23:12	

To make a change, first download the template. To do this, right-click on the template link and choose "Save Target As" or "Save Link As":

TYPE	FILE	SIZE	D
	E-Service Standard	10 Kb	06-Apr-2
	articles	5 Kb	20-Apr-2
	CourseBot STANDARD	2 Kb	07-Jun-2
	CourseBot	3 Kb	28-Mar-2
	CourseBot	5 Kb	07-Jun-2
	CourseBot	4 Kb	21-Jul-2
	ezine_html	3 Kb	12-May-2
	salesletter	3 Kb	06-Apr-2
	Secure Ser	2 Kb	20-Apr-2
	talkback	4 Kb	12-May-2



IMPORTANT NOTES:

- It's essential that you do download the files first, to make sure that you're always starting from the live version. Occasionally, we make minor changes to the template files ourselves. So you must download the live version to make sure that those changes are retained.
- Some firewall software and anti-virus software inserts its own code into any HTML files that it downloads. If this is the case with your system, please turn off your firewall or anti-virus software before downloading the file.
- After downloading the template, make a temporary copy for yourself, so that if anything goes wrong, you can always restore it to the saved version.

Make whatever changes you require, then upload the new version by clicking the replace icon next to that template:

<u>TYPE</u>	<u>FILE</u>	<u>SIZE</u>	<u>DATE</u>	
	E-Service Standard	9 Kb	24-Jul-2005 09:23	
	CourseBot STANDARD	2 Kb	18-Jul-2005 11:12	
	Secure Server	3 Kb	18-Jul-2005 11:22	

This will overwrite the existing file with your new file, so make sure that you are absolutely sure it is correct!

Rebuilding secure server pages

If you changed the secure server template, you might have to rebuild some order forms. To do this, log in to the administration page, scroll down to E-Service Commands and click "View pages":

E-Service Commands


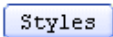
Web Pages 

- ◆ [View pages](#)

Then click the "Rebuild" button on this page:

Web Pages

ADMIN

index	index.html	CHANGE	PICTURES
(unused)		CHANGE	PICTURES
(unused)		CHANGE	PICTURES

Testing Your Changes

Main Web Site

Browse the pages of the client’s Web site to ensure that your changes have worked.

If you find a page that is not showing the change, it could be due to a number of reasons. So try the following steps:

- Refresh the page in case your browser is still showing an older version.
- Use FTP to connect to the site and check the time stamp of the offending page. If it’s showing an older date than other files that have been rebuilt, it means that it hasn’t been rebuilt. In this case, it’s best to contact First Step for assistance.
- If it **has** been rebuilt, use FTP to retrieve the file and check it manually. It might in fact be correct, but your browser or ISP could be stubbornly showing the old version.
- If the file you retrieve does not have the change in it, it means that you haven’t correctly changed the template it was built. Review the section about identifying the correct templates to change.

Secure Server

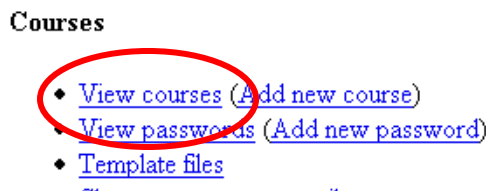
To test the secure server changes, go to any product order pages, choose a product, add it to the shopping cart, then click the Checkout button.

This takes you to a secure order form (look for the `https`, rather than `http`, at the start of the Web page address). Review this for the changes you made to the secure server template.

Newsletters and Courses

If you changed the CourseBot template, the way to test it is to preview a message that uses this template.

To do this, log in to the administration page and click “View courses”:




This shows you the list of courses. Choose one of the courses – for example, the Newsletter – and click the number in the Units column:

Title	Flags	Units	List	Delete?
Create The Future Weekly Inspiration		57	0	<input type="button" value="Delete"/>
Newsletter		1	0	<input type="button" value="Delete"/>

You’ll see the list of messages (known as “units”) here:

Immediately	Welcome, FIRST-NAME	     
1 Day	COURSE-TITLE	     
1 Week	COURSE-TITLE	     
2 Weeks	COURSE-TITLE	     
3 Weeks	COURSE-TITLE	     
4 Weeks	COURSE-TITLE	     

To preview a message, click the preview icon  next to any of the messages and it will open in a new window. Review that to make sure your change has taken effect.

NOTE: If the Web site has more than one CourseBot template, make sure that you review all that you changed.