

## How to edit GNT website

<https://web.math.ucsb.edu/GNTseminar/>

(Last change: December 7, 2019)

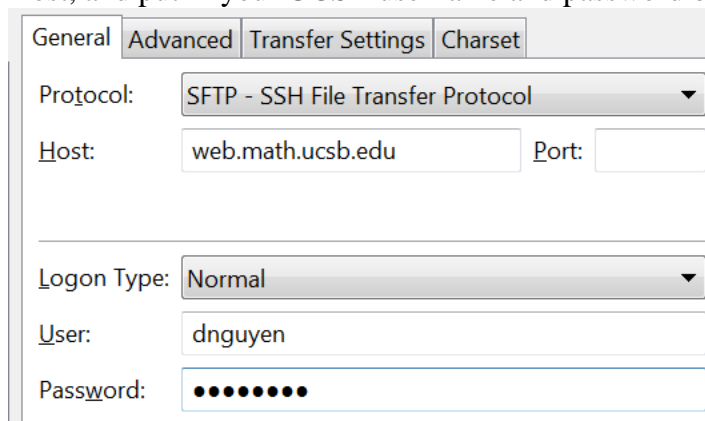
Do the following three quick updates before each quarter.

1. Open the file **.htaccess** with Notepad (or something similar such as Sublime Text or Notepad++). Change **DirectoryIndex year-quarter.shtml index.html** to current year and quarter.
2. Open **OtherQuarters.html** with Notepad.
  - a. Change **<a href="year-quarter.shtml">current quarter</a>**; to current year and quarter.
  - b. Add **<a href="year-previousquarter.shtml">previous-quarter year</a>**; below current quarter.
3. Create a new .shtml file **year-quarter.shtml** for current year and quarter. (Don't forget to update the year and quarter in the title and in the main body.)

## Setting up FileZilla

(Last change: December 7, 2019)

1. If you haven't already, email the current System Admin ([sysadmin@math.ucsb.edu](mailto:sysadmin@math.ucsb.edu)) to be added to access the **GNTseminar** directory. There is no password to this directory. You will use your UCSB username and password to login.
2. In the **General** tab of Site Manager in FileZilla, put in "**web.math.ucsb.edu**" for the Host, and put in your UCSB username and password below:



The image shows a screenshot of the FileZilla Site Manager interface, specifically the 'General' tab. The 'Protocol' dropdown is set to 'SFTP - SSH File Transfer Protocol'. The 'Host' field contains 'web.math.ucsb.edu' and the 'Port' field is empty. The 'Logon Type' dropdown is set to 'Normal'. The 'User' field contains 'dnguyen' and the 'Password' field is masked with dots.

3. Then go to the **Advanced** tab, put in "**/var/www/html/math/GNTseminar**" for the Default remote directory, and change the Default local directory to your local directory:

General Advanced Transfer Settings Charset

Server type: Default (Autodetect) ▼

Bypass proxy

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Default local directory:

Default remote directory:

Use synchronized browsing

Directory comparison

4. Click OK. That's it.