

Manual for A Commission or Working Group PIANC Site with FTP access

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1. Purpose of this document

Each PIANC Commission or working group can have a secured member area. Commissions and members can provide their own content. This document describes how the Commission and member area's are set up and can be maintained.

Commission sites and member sites are hosted in a separate area. This allows for members and secretaries to maintain their files with their own access ID's and passwords.

2. Structure and security of the Commission site or Working Group site

Each site has a Root level, and can have sublevels. For instance for Marcom:

- [-] MarCom
 - [-] ActionPlan
 - [-] Congress
 - [-] Congress2002
 - [-] Congress2006
 - [-] Congress2010
 - [-] FotoMembers
 - [-] FotoOthers
 - [-] Barcelona
 - [-] FotoLeHavre
 - [-] Meetings
 - [-] meeting200309
 - [-] meeting200402
 - [-] meeting200409
 - [-] meeting200502
 - [-] meeting200509
 - [-] meeting200602
 - [-] meeting200609
 - [-] meeting200702
 - [-] meeting200709
 - [-] meeting200802
 - [-] meeting200809
 - [-] meeting200902
 - [-] meeting200909
 - [-] meeting201002
 - [-] meeting201009
 - [-] TaskForce
 - [-] TF-BerthingVelocities
 - [-] TF-EUFramework
 - [-] TF-Fairway
 - [-] TOR-proposals
 - [-] Various
 - [-] PortMasterplans
 - [-] RelatedOrganisations
 - [-] WG
 - [-] wg1-35
 - [-] wg17
 - [-] wg36

On the first level there are a number of subfolders. By default each subfolder inherits the security of the parent folder. If necessary, a subfolder can have different security settings.

For navigation purposes, it is recommended to let members that have access to a subfolder to see all above subfolders (let them drill down in menus and pages).

In each subfolder that has its own security you will find two files:

- .htaccess
- .htpassword

.htaccess has general settings, and has a link towards a password file to use. Only users with write access (these are users that have received a PIANC FTP account) can alter these files.

2.1 Set passwords for read access

Passwords are encrypted. The user receives the not-encrypted username and password.
To encrypt the password for the .htaccess file you can use a tool that is available on the internet:

http://www.sebflipper.com/code/htpasswd_maker.php

Enter the username and password you want to encrypt.
Copy the encrypted result in the .htpassword file.

2.2 Set read access on subfolders (tentative)

By default the site is configured to have read access for everybody who is a member of the Commission or Working Group.
The responsible for the site can choose to have one read user and password for every member, or individual usernames and passwords.

These settings are stored in the .htpassword file in the root folder of the site.
The responsible for the site can maintain users and passwords as described in paragraph 2.1.

If you want a subfolder to have different security, for instance not every member is allowed to see the Congress files, it is possible.

Copy the .htaccess file and the .htpassword file of the parent level into the subfolder. Then edit the subfolders .htaccess file and make it point to the subfolders .htpassword file. Then edit the subfolders .htpassword file and remove users that shouldn't have access.

3. Is our commission or working group site accessible via the PIANC menu?

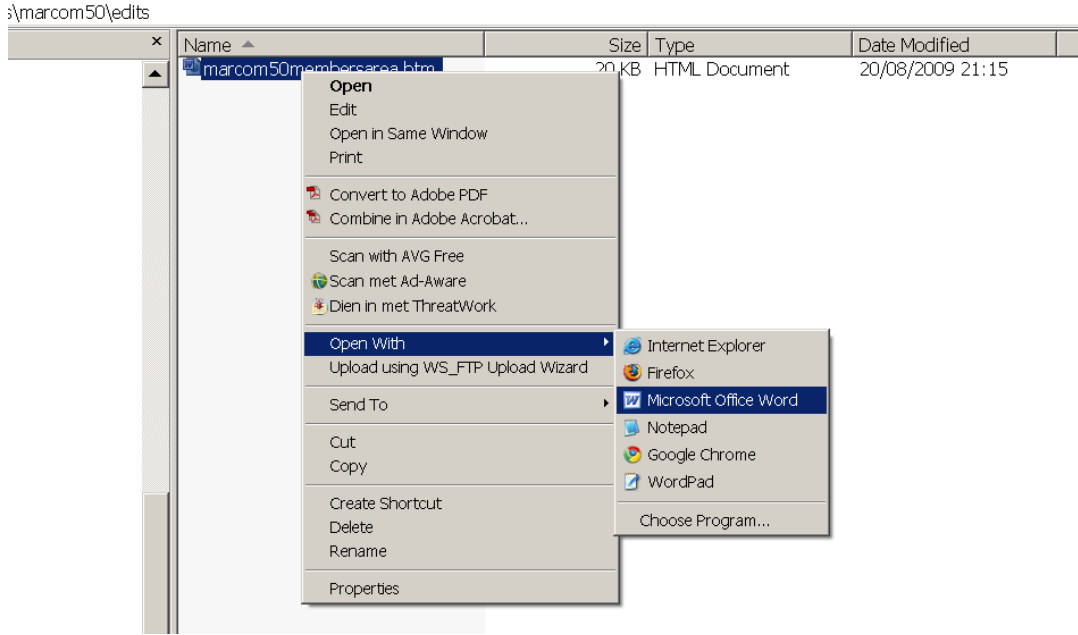
It can be, if you want to. Just submit the landing page of the site to PIANC HQ, and HQ will add it to the PIANC website menu.

Your landing page is the starting point, it contains hyperlinks to other pages you want to make, hyperlinks for files you want to make available for download, etc.

4. How to edit a page

Pages are edited on your local machine (your computer) and are transferred via FTP to the PIANC server. The paragraph below describes how to edit pages on your local computer. Further in the manual it is explained how you can test your work, and how to transfer it to the PIANC server.

Go to the subfolder where your HTML file is, rightclick on your memberpage and choose "Open With Microsoft Office Word".

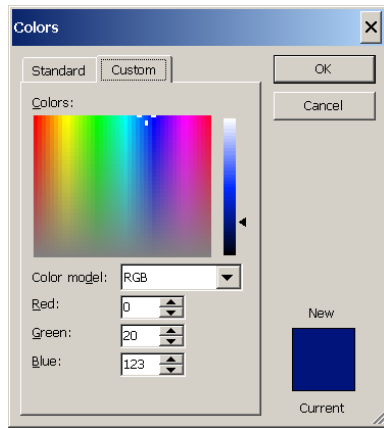


4.1 Save your work

Make sure your file has a .htm extension

4.2 Which font does the PIANC site use?

The color is blue with the following RGB values:



Font type and size

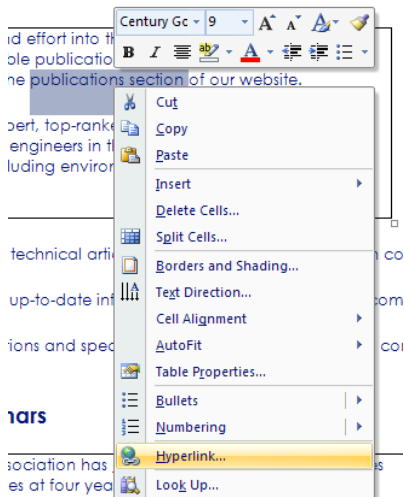
	Font type
Title	Century Gothic, 18
Tekst	Century Gothic, 9

4.3 Make a link to a file in a folder

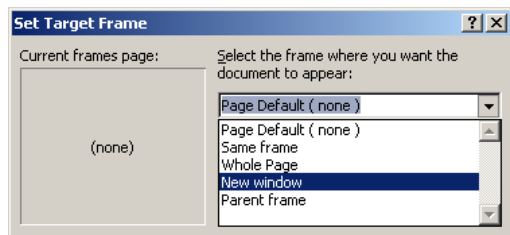
Select the text that you want to turn into a link. Example:

- PowerPoint Presentation – [Status-Lockwood](#)
- PowerPoint Presentation – [European Union and RIS](#)
- PowerPoint Presentation – [The Wireless Waterway](#)
- **Platina – Platform for the implementation of NAIADES**

Click your right mouse button and choose “Hyperlink”.



Enter the name of the file you want to link to, or browse for the file and click it. The link is displayed in the Hyperlink window, i.e. [../wg50/download/naiades.ppt](#)
If you want a new browser instance to open, make sure the Target Frame is set to **New Window**. You can do this by clicking the Target Frame button and choose the right option:

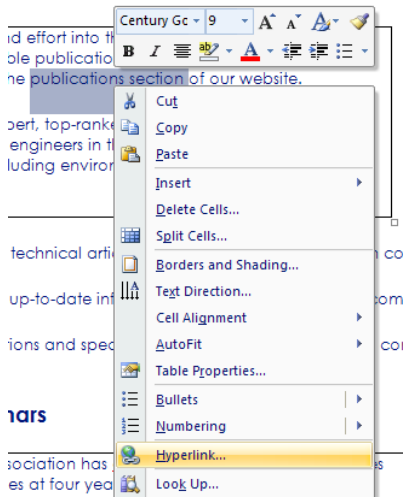


4.4 Make a link to another website

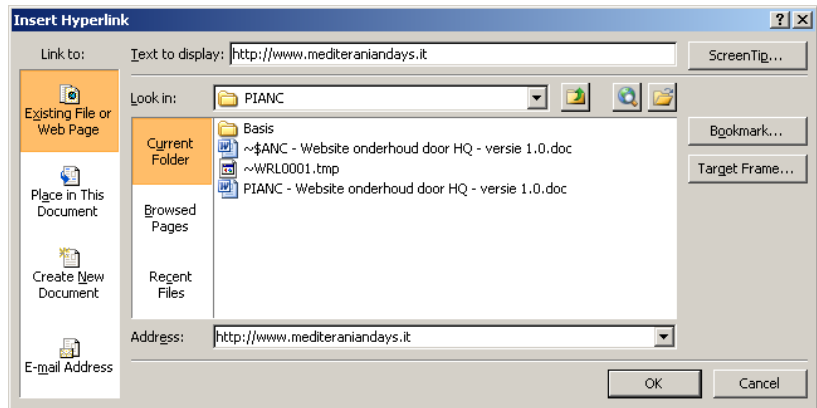
Select the text that you want to turn into a link. Example:

PIANC invests lots of time and effort into the creation of high quality publications. A list of available publications is available for survey and they can be ordered on line on the [publications section](#) of our website.

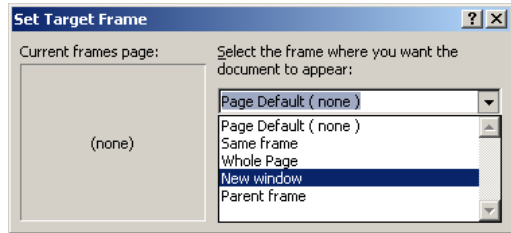
Click your right mouse button and choose “Hyperlink”.



Fill out the form with the correct URL to link to:



If you want your own page to remain visible, make sure the Target Frame is set to **New Window**. You can do this by clicking the Target Frame button and choose the right option:



4.5 Make a e-mail address link

Enter the e-mail address in your document and click enter. It is turned automatically into a link. If you want to have a different text, use Microsoft Word's hyperlink feature (see above).

4.6 Add pictures or photo's

Use the Insert, Picture feature in Microsoft Word.

4.7 Use pictures or photo's as a link

Select the photo or bitmap, click your right mouse button and choose "Hyperlink". Enter the address of the page you want the link to refer to.

4.8 Edit a link

Move your mouse cursor over the link and click your right mouse button. Choose "Edit Hyperlink" in the right mouse button menu.

4.9 Remove a link

Delete the sentence, or move your mouse cursor over the link and choose "Remove Hyperlink" from the right mouse button menu.

5. Microsoft Word settings

The PIANC website uses the UTF-8 encoding. Please make sure your Word output is saved in this format. If unsure, check your Microsoft Word help file.

6. Test your work

You can test your work on your local computer if you have an Internet Information Server running, and configure your local folders as a website.

Otherwise, please test your work on the PIANC server after transferring it online (see next section of this manual).

7. How to get your work online

PIANC Headquarters provides you with an FTP account. All information on that account is sent to you by mail. Use an FTP program (like WS_FTP or other) to connect to your folders on PIANC's website, and send your work to the corresponding folders on the PIANC website.