Guidebook for Running and Using the CIEE Support Prague Website

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1.0   Managing the Website

Opening the website will bring you to the homepage with blue buttons, similar to the image shown in Figure 1.1. The name of these buttons may be different depending on how CIEE staff has decided to use the website.

Figure 1.1 Screenshot of Homepage

Scroll down to the bottom of the page and select the blue button labeled "Admin Panel". If prompted for a login, enter the username and password. You will then see a page that display all the current pages on the website and its corresponding posts, similar to the screenshot in Figure 1.2.

Figure 1.2 Screenshot of admin/management page

1.1 Creating a New Page

An example of a Page is "Things To Do" shown in Figure 1.2. To add a new page, enter the title in the textbox that says "Name of page", then press the "Add Page" button. The page will refresh and there will be a new box displaying the new page.

1.2 Deleting a Page

To prevent accidentally deleting a page, a page can only be removed if it has no posts on it. First, delete every post that is on the page you are trying to remove by pressing the "Remove Post" button. Once all the posts are deleted, the dropdown menu will be empty, and the "Remove

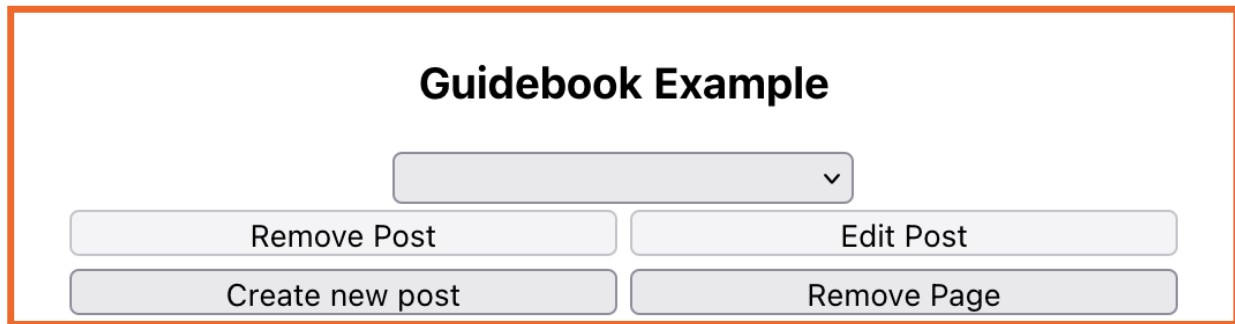Page" option will be enabled, similar to Figure 1.3.

Figure 1.3 Example of a page that is ready for deletion

Click "Remove Page", then confirm by clicking "Yes" on the popup, shown in Figure 1.4
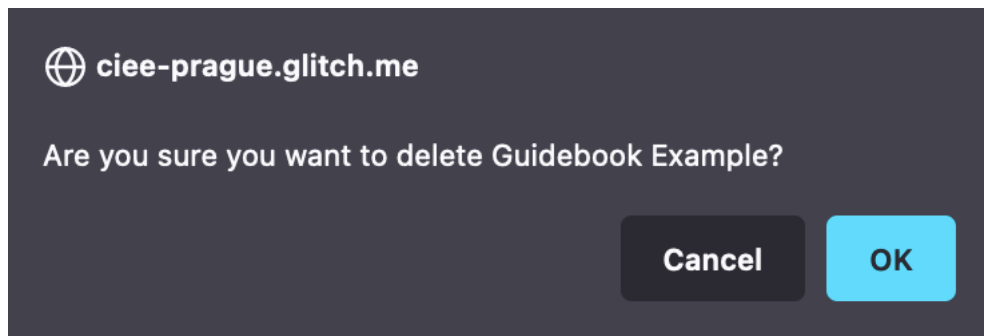

Figure 1.4 Confirmation to delete a page popup

1.3 Creating or Editing a Post

Before creating a post, decide what page this content will be placed on. If the page does

not exist yet, create a page using the instructions in section 1.1 Creating a New Page. Then, press

the "Create new post" button. It will redirect you to a page that looks similar to Figure 1.5.

Figure 1.5 Creating a new post

Start by entering the title and short description in their corresponding textboxes. The title and short description are what shows up on the page that lists the posts that are on a specific page, as shown in Figure 1.6

Figure 1.6 Diagram of how Title and Short Descriptions are displayed

Once you are happy with the post, click the "Add Post" button under "Full Description". The button will say "Edit Post" if you are editing an already existing post. You will then be redirected

to the post once it is successfully added. Be patient as the post uploads since posts with many images can take a long time.

1.3.1   Adding an Image

Upload any pictures you want to put in this post by clicking on browse under the "Image" option. Select multiple images by holding the CTRL key on Windows or the command key on Mac, then click upload. These images will then be displayed below the "Add Post" button, seen in Figure 1.7.

Figure 1.7 Screenshot of an uploaded image

This image can now be inserted into the post. First, place the cursor where you want the image to be displayed throughout the "Full Description" text, then click on the image to insert it. A small

line that contains the image name will be added, which represents the image when loaded. Do not change this line, or the image will not load properly.

Figure 1.8 Before adding an image to the description
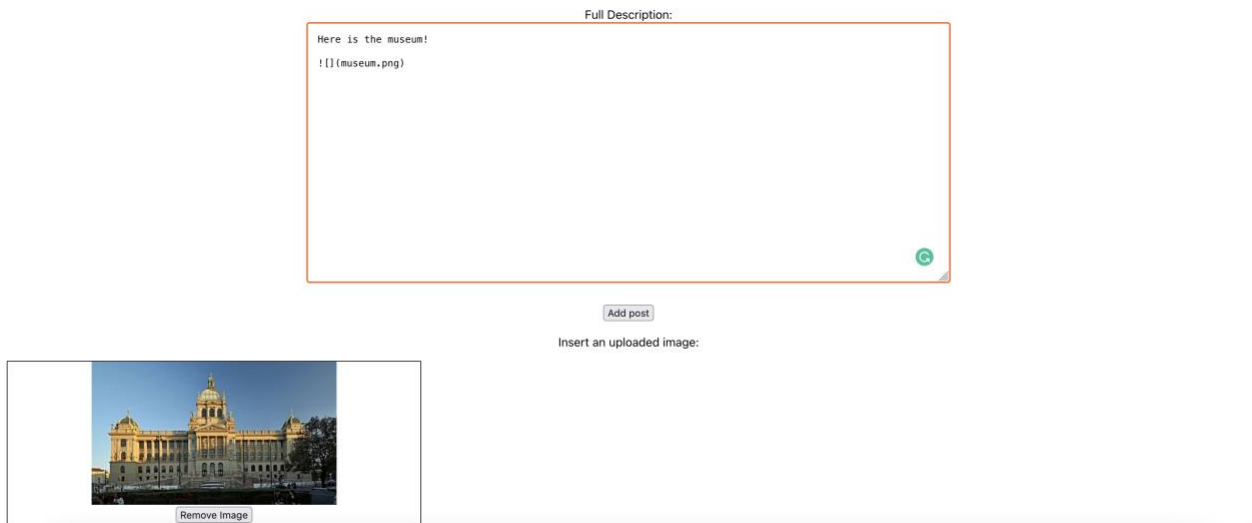
Figure 1.9 After adding an image to the description

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Figure 1.10 The resulting post when Figure 1.9 was added to the website

1.3.2 Removing an Image

Removing an image is quick and simple. Press the "Remove Image" button below the image, as seen in Figure 1.7. The image will disappear under "Insert an uploaded image", and all references will also be removed inside "Full Description".

1.3.3 Styling a post

The websites "Full Description" setting supports markdown and some HTML support. A markdown cheat sheet can be found on https://www.markdownguide.org/basic-syntax as reference for styling a post.

Full Description:

```
# Example of Markdown and HTML Support

## Center the text

<p style="text-align:center">
This text will be centered!
</p>

## List of things
* Thing 1
* Thing 2

I go to school at [WPI](https://wpi.edu/)
```

Figure 1.11 Some examples of markdown within the "Full Description" textbox

ciee | PRAGUE

Markdown demonstration

This shows markdown and HTML support on the website

Example of Markdown and HTML Support

Center the text

This text will be centered!

List of things

* Thing 1
* Thing 2

I go to school at WPI

Figure 1.12 Rendering of markdown and HTML from Figure 1.11

1.3.4   Removing a Post

In the admin panel, select the post you wish to delete from the dropdown under the page

it's on. Once selected, press the "Remove Post" button, as seen in Figure 1.13. The page will

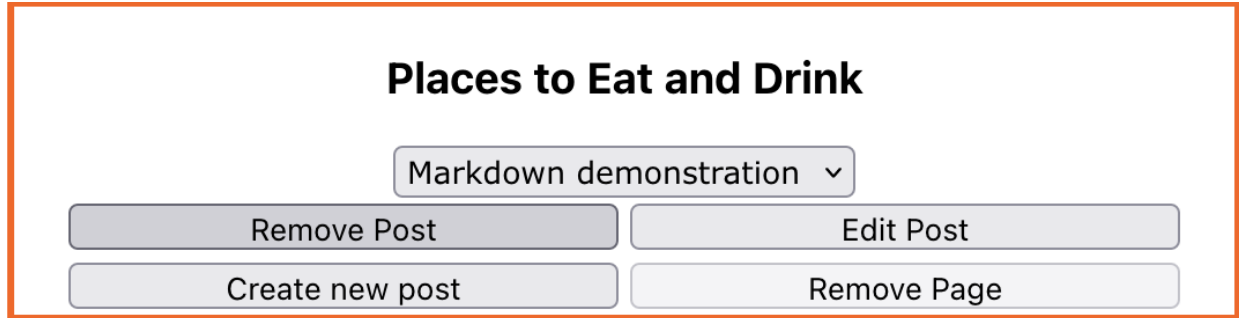then reload, and the post will no longer be available in the dropdown menu.

Figure 1.13 Example of removing a post

2.0   Setting up the Development Environment

The websites frontend is written in ReactJS and the backend is written in Node.JS using the Express.JS framework. The following chapter will show you how to setup your computer to continue development of the website. The source code for the project can be found at https://github.com/CIEE-Supporting-Students-B22/website-backend and https://github.com/CIEE-Supporting-Students-B22/website-backend.

To run the website locally (on your computer), you will need to download and install the following software:

- WebStorm

- Node.JS

- Git

There are multiple ways to download the source code from GitHub, such as using your computers terminal or through the GitHub website itself.

2.1   Cloning the repositories

Assuming you are using WebStorm as your development environment, refer to the instructions here to clone a repository. Ensure that you do this for both repositories, the backend one, and the frontend one.

2.2   Preparing the Development Environment

To finish setting up the development environment, open the backend project in WebStorm by clicking the "Open" button and selecting the cloned backend folder you downloaded in section 2.1 or 2.2. If you receive a pop-up, click on "Trust Project". With the folder opened in WebStorm, on the left side of the window, right click on the folder name and select New -> File, shown in Figure 2.4. Name this file ".env". Add the following line

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"MONGO_PW=PASSWORD_FOR_MONGODB_GOES_HERE". This is the password to access the database and may change in the future. Do not share the .env file with others.
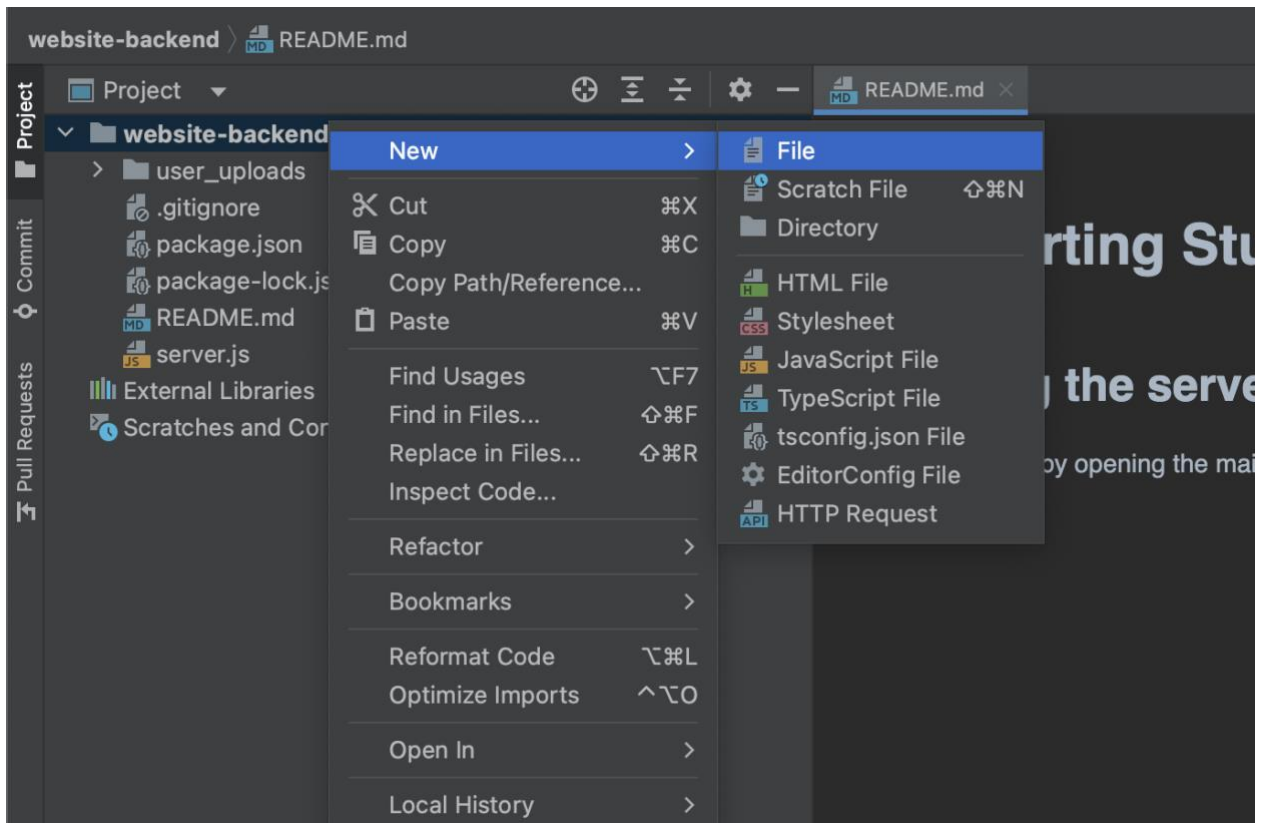

Figure 2.1 Creating a New File in WebStorm

At this point, the development environment is setup to continue development. To run the server, open the terminal at the bottom of the WebStorm window, and type in "npm i". When the command is done running, type in "npm start", and you should see a message that says the server is running on port 2000. In another WebStorm window, open up the frontend project, open the terminal, and type in "npm start". Your internet browser should open and display the website homepage.