



Guidelines Document Repository

Introduction

- We store all church documents on our church server. The document repository is an online filing cabinet of all church documents. With the correct password you can get access to all these documents on any computer connected to the internet.
- The great thing about a document repository, is that it means important documents are not scattered across a lot of computers. It also means that we don't end up with many different versions of the same document. You can always be sure to find the latest version of any document you need.
- 'Subversion' is a program that allows you to change the document repository. You download ('checkout') part or all of the document repository (your 'local copy'). You can then make changes to documents and upload ('commit') them to the website.
- Subversion also keeps a copy of every change you make to the document repository, so that nothing is ever lost.
- It is important to realise that managing a versioned repository is very different to managing a 'normal' filesystem. When updated correctly, Subversion repositories allow the users to track changes through time. This means that if you find a change that doesn't seem right, you can find out why it was made and change it back if you need to.

Security

- Don't disclose your username and password to anyone.
- (Web only) Always log out at the end of a session and close the browser completely.



- Be aware that if you change the names of folders, or if you move folders or files in the document repository, their security settings may also change. Always notify the Vision 100 IT Team if you are making changes to folders or documents that are sensitive.

Access

- To access repository you need a login name and password - this may not be the same as your website login. Ask it@vision100.org for these.
- www.crossroadshobart.org. Click login button at top-right. Insert username and password into dialogue box.
- Select 'documents' on new menus that appear at top of screen.
- To download documents, select desired document. Then click at 'download in original format' at bottom of page. You may need to save the document on your desktop before you can edit it.

Quick Adding and Editing for Individual Documents

- It is relatively simple to edit individual documents.
- If using a Mac, open the Terminal and type:

```
defaults write com.apple.desktopservices DSDontWriteNetworkStores true
```

It may be necessary to log out and back in, or even to restart the computer (which is what the article states), for the change to take effect.

- If using Open Office, go to Tools-Options-General. Under open/save dialogs, select 'Use Open Office dialogs'.
- Click 'File' - 'Open'.
- In the 'File name' type the location of the repository, for eg <http://www.crossroadshobart.org/svn/Crossroads/>.
- You will be asked for your username and password.
- Select the file you would like.



- Any changes you make to these files will be added to the document repository.
- You can add files to the document repository, by selecting 'Save As' and then enter the full URL or where you would like to save it, including its document name, eg <http://www.vision100.org/svn/Documents/Paper Document File.doc>.
- For more detailed things, like adding folders or deleting files you will need to mount a local copy of the repository (see below) or ask it@vision100.org or church leaders to do this for you.

Mounting a local copy of the repository for quick editing

For Mac

- Follow second step above under 'Quick editing of individual documents'.
- Select Connect to Server from the Finder's Go menu.
- Enter the document repository address, for example <http://www.crossroadshobart.org/svn/Crossroads/> as the server address and then click Connect.
- You are now free to add, delete, rename files like you would in a normal drive.
- To get access to this drive to to Finder-Go-Network.

Windows

- Go to Network Places and select the option to Add a new network place.
- Type the document repository location, eg www.crossroadshobart.org:80/svn/Crossroads/ as the URL. **Note:** You have to make sure you add the 'port number' after the first bit of the URL.
- Please contact it@vision100.org if you have further difficulties.

Windows XP and Vista

- Search Microsoft's web site for update KB90730, "Software Update for Web Folders." This may fix all your problems.



- On Windows Vista, the same KB90730 update may clear everything up. But there may still be other issues. Some users have reported that Vista considers all `http://` connections insecure, and thus will always fail any authentication challenges from Apache unless the connection happens over `https://`. If you're unable to connect to the Subversion repository via SSL, you can tweak the system registry to turn off this behavior. Just change the value of the `HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Services\WebClient\Parameters\BasicAuthLevel` key from 1 to 2. A final warning: be sure to set up the Web Folder to point to the repository's root directory (`/`), rather than some subdirectory such as `/trunk`. Vista Web Folders seems to work only against repository roots.”
- In Windows XP, go to Control Panel, and then click Network and Internet Connections. Under See Also, click My Network Places. Click Add a network place.
- In Windows Vista, go to 'Computer' and choose 'Add a Network'.

Getting a local copy of repository

For PC users

- Download TortoiseSVN.
- Install TortoiseSVN.
- Make a new folder on the desktop & rename it so you know what it is (eg Document Repository).
- Right click on folder you have created and select “SVN Checkout...”.
- In the URL line copy and paste “`http://www.crossroadshobart.org:80/svn/Crossroads/`”. (without the quotation marks)



For Mac Users

- If using a Mac, open the Terminal and type:

defaults write com.apple.desktopservices DSDontWriteNetworkStores true



It may be necessary to log out and back in, or even to restart the computer (which is what the article states), for the change to take effect.



Download Subversion for mac



Download and install svnX for mac



Install Subversion. Follow all instructions.



Contact IT@ and ask for access to the document repository. It will provide you with a your username and password.



Open svnX.



In the window named 'Repositories' click on the '+' sign to add the Crossroads document repository. Fill out the 'path' field with the following url. <http://crossroadshobart.org:80/svn/Crossroads>. The 'user' and 'pass' fields are your username and password as provided by IT.



Create a folder where you want to store the document repository and name it.



Double click on this new line. "Select Checkout".



- select this folder.
- This will now appear in the window called 'Working Copies'. Add your username and password here as well.

For Linux Users

- Install subversion. Instructions for the Ubuntu distribution are below.
 - Go to System / Administration / Synaptic Package Manager. It'll ask for your password.
 - Search for "subversion"
 - Double click on it, it should go green or something.
 - Click "Apply". This will install subversion.
- To create a local copy of the document repository
 - Open a command line terminal/console
 - Type

```
svn checkout --username <your username> --password <your password>  
'http://crossroadshobart.org/svn/Crossroads'
```



- Note: don't type the < or > bracket, just your username and password

Keeping local copy of repository up to date

- Every time you log on to a computer in the office make sure you update the document repository

For PC users

- Right click on it and select 'SVN update'.

For Mac Users

- Double click on the repository in the window called 'Working Copies'
- Select 'Update'.

For Linux Users

- Open a command line terminal/console
- Type `svn update <path>/Crossroads`
- Note: if you are in the same directory as the file you don't need to type the path

Committing Changes

- Every time you log off a computer commit the document repository to the internet. This should be done more regularly.



For PC users

- Rightclick on the document repository folder and select 'SVN commit'. First make sure that every box is ticked (you can use the 'select all' function in the bottom left of this dialogue box).
- Always add a brief comment about what changes you have made.

For Mac Users

- Double click on the repository in 'Working Copies'
- Click 'Refresh'
- Select all the files you want to commit by highlighting them with shift-cursor or mouse. Click 'commit'
- Type brief message.
- For information about adding, deleting and removing files, see below.

For Linux Users

- Open a command line terminal/console
- Type `svn -m 'comment on what you have changed' commit <path>/Crossroads`
- Note: if you are in the same directory as the local copy of the document repository you don't need to type the path

Change the Document Repository

- Please ensure that you comment your subversion commits – regardless of operating system.



When making changes to a subversion repository, those changes should be of similar kinds and should be committed separately to other changes.

E.g. Make spelling and grammatical across multiple files and commit all those changes together, independently to changes made to user details or procedural documents etc.

Comments must be detailed when changes made ;

Contact details, new files, deleted files, bank account details, url details, etc.

For PC users

- You can't just create new folders, delete folders or rename folders. You need to also rightclick on them and then under TortoiseSVN hit 'add', 'delete', 'rename'.
- You can't just cut and paste/copy and paste folders. You need to add the folders afresh.
- Please don't change anything in the ".svn" or "src" folders.
- If you add or delete top level folders, you need to let it@vision100.org know about it. This requires a change in Admin part of website.

Mac Users

- **To add a file:** Create and save the file on your computer. Double click on the repository in 'Working Copies'. Select the new item (it should appear in blue). Select 'add'. Then commit as normal.
- **To remove a file:** Delete the file on your computer. Double click on the repository in 'Working Copies'. Select the delete item (it should appear in red). Select 'remove'. Then commit as normal.



- **To add a folder:** Double click on the repository in 'Repositories'. Select 'svn mkdir'. Choose where you want the folder to be. Enter its name in Target name. Select 'add'. Commit the folder. You will need to update your repository before this new folder will appear.
- **Deleting folders:** there is probably an easier way to do this. But for now, double click on the repository in 'Working Copies'. Click off 'smart mode' and 'flat mode'. Find the relevant folder in the sidebar so that appears in the main window. Select it in the main window then click 'remove'. Reactivate 'smart mode' and 'flat mode' and commit as normal.

For Linux Users

- - o add files type `svn add <path>`
 - - o find out what other commands are
- type `svn help`
- - o te other comments in pc users

Structure and Folders

- If you can't find something, or are not sure where to file something, ask Steering Committee.
- Use the existing folders. If you want a new one or to change the structure, ask.
- Each document repository has three basic parts: the `_Procedure/` folder; the `_Discontinued/` folder; and all the other folders.
- `_Procedure/` is for all job descriptions, guidelines, checklists. It is the procedure manual. The things which don't change.
- `_Discontinued/` is for all material which is no longer in active use, but which must be retained (e.g. financial records for a ministry that has completely shut down).



- All the other folders are for the changing materials - calendars, occasional documents and fliers and rosters.
- Each folder (not including _Procedure and _Discontinued) has a sub-folder: “/Records/”. These are things that are not procedural, but nevertheless should be kept long-term. (e.g. attendance statistics).

File Naming

- Put spaces between words.
- Don't repeat name in document title the name of the folder in which it is stored (**this:** Session/Agenda 406.doc, **not this:** Session/Session Agenda 406.doc)
- The ``<title>`` part of the filename should be in Proper Title case with spaces. This means that the following words are lower case: a, an, and, as, be, for, from, in, is, of, on, the, to. These words are always written in "upper" case when starting a file name. All other words are always upper case. e.g. `The Man and the Mouse`. Also, feel free to use these common abbreviations: MTS, UBS, BAS, DJ, jml, SUS.
- Files should be named as follows:
[Document Type] [Document Title] [Date] [Comment].[Extension]
- Document Type: eg Paper, Agenda, Guidelines.
- Date is only required if the document is a regularly issued document. (eg. Session agendas). Date should be of the format: DDMMYY or MMY Y or YYYY as applicable.

File Formats

- Wherever possible file formats should be chosen with portability in mind (cross-platform).
- Wherever possible the following should be used: PDF, DOC, XLS, PPT,

Formatting and Templates

- When no other template exists use the General Template



- Change font size using 'Stylist' function. Use styles with 'XRDS' prefix.
- Many templates have a footer that must be filled in.
- If information within the document, or the entire document, is found in other documents, make a note of this at the bottom of the last page: 'Linked to...' (location on document repository).

Use of Documents

- Please note that all files in the repository are to be considered drafts unless you are told otherwise. Before relying on any document, you should check with Steering Committee.

Linked to Vision 100 Website - IT Documentation

and Vision 100 Website - Document Repository Basics page