

Adding New Documents to the ISS Site

This document describes the process of adding a new document to the ISS documentation page. First a word about philosophy. We have tried to keep the documentation structure as simple and flexible as possible. The concept is that each piece of documentation is a physical document coupled with a link on the documentation web page. You can create any type of document you are comfortable with. So to add a document the following steps are followed:

1. Make your document. Use whatever application you like – word, latex, text file, whatever. In creating the document we only ask that you follow the following common sense rules:
 - Title the document descriptively, and clearly state what the purpose of document is.
 - Name the file descriptively and compactly.
 - Preferable, date the contents of the file
 - Indicate who created the file, who last changed the file, and when.
2. Once the file is created, convert or print it to a standard “web format”, such as PDF.
3. Put the output file and the source file in the directory:
/home/httpd/html/internal on iss. Make sure the files are readable by others!
4. Update the index page /home/httpd/html/internal/internal.html. EDIT THE FILE internal.html IN MS WORD for compatibility. Simply add a line to the list for the file and link that text to the file. See the current site for examples.

That's it! To make things even easier [here is a word documentation template](#).