

Newtonville Area Council

Web Content Restructuring

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Hello All

I have been tasked to make some improvements to our website under the neighborhood area council. These updates are focus on making our web site easier to navigate and the contents easier to display. These changes will help us present our contents in alignment with the suggestions made by out IT department and others

<https://www.newtonma.gov/government/neighborhood-area-councils/newtonville/>

What is happening

This is a list of items being focused on for the restructuring effort.

1. Create a new directory structure that does not require archiving contents at the end of the year. The current process breaks our links during the archive process.
2. Rename the filenames or display names so they display in chronological order. File dates do not maintain this order.
3. Most recent content should be at the top of any list to make it easier to navigate
4. Organize our contents into separate directories to make it easier to navigate.

Content Naming Guide

Filenames

Filenames should start with the date in the format of YYYY-MM-DD. This will ensure that files are organized in chronological order. The date you chose to use should reflect the contents. For example, if the document contains meeting minutes for the March 10, 2020 meeting, and it is April 2, 2020 when you are posting it the name should reflect the date of the meeting, 2020-03-10.

The second section in the filename name should be a description of the contents. My example above could be named 2020-03-10 Minutes March.

Extra contents can be added after the file description two examples of this would be a label to indicate that it is a draft or the page count.

The complete example I have used here could have a filename of
2020-03-10 Minutes March -DRAFT [3 pages]

Directory Structure

The new directory structure under Newtonville

Example:

```
[dir Newtonville]
    [dir Documents]
    [dir Meetings]
    [dir Reports]
    [dir Links]
```

Inside each of those directories we'll have a directory for **each year (2022,2021,2019 etc.)**.