

# Hemispherical.Inc's

## Installing Password Protection Guide

(for Your *Hemispherical Link-Up Page*)

Sample Documentation  
(Document Design Course)  
by  
Richard S. Pokora  
Technical Writing Consultant



# Table of Contents

<b>INTRODUCTION.....</b>	<b>3</b>
<b>Background .....</b>	<b>3</b>
<b>The Installation .....</b>	<b>3</b>
<b>Cautions .....</b>	<b>3</b>
<b>Major Sections.....</b>	<b>4</b>
<b>PASSWORD PROTECT INSTALLATION.....</b>	<b>5</b>
<b>A). Copy Hemispherical Link-Up Page.....</b>	<b>5</b>
<b>B). Add Password Markup to Hemispherical Link-Up.html .....</b>	<b>7</b>
<b>C). Create Unique Password Protect JavaScript .....</b>	<b>10</b>
<b>D). Verify Hemispherical Link-Up.html, Your Password, &amp; password.js.....</b>	<b>12</b>
<b>E). Move Hemispherical Link-Up.html &amp; password.js to Hemi_LinkUp Folder .....</b>	<b>14</b>
<b>Troubleshooting .....</b>	<b>16</b>
<b>Works Consulted.....</b>	<b>17</b>

# Introduction

Starting Monday, March 25, 2002 every technical writer's workstation must have **Password Protection** installed for its *Hemispherical Link-Up* page. This is a required procedure that will be preformed by each technical writer.

## Background

The *Hemispherical Link-Up* page is the password-protected page that appears when you double-click the *Hemispherical Start-Up* shortcut that's located on your desktop. The page contains links to all of the **Hemi-Marketing** departments sales brochures (released and pending). Only authorized personnel (**Hemi-Marketing & Technical Documentation**) should have access to these documents. So, it's necessary to restrict access by having each technical writer install **Password Protection** as described in this guide.

## The Installation

You will modify the *Hemispherical Link-Up* page's HTML markup so that the page will look for a *JavaScript* file before it opens. The, you will then create a **Password Protect JavaScript** file and set a unique password. Once this is finished, verify the **Password Protect** functionality and troubleshoot as necessary. When the verification process is complete, you will move the files you created in this procedure from the **Hold** test folder, to the production **Hemi\_LinkUp** folder located on your workstation's **Ibmvol (C)** drive.

## Cautions

Follow the procedures in this document exactly as they are presented. Pay **close** attention to the following details:

- The modifications that you make to the **Hemispherical Link-Up.html** file must be done to a **copy** of that file that you will create in the **Ibmvol (C)** drive **Hold** folder.
- The **password.txt** file must be saved as **password.js** in the **Ibmvol (C)** drive **Hold** folder.

## Major Sections

There are six major sections including "**Troubleshooting**." Each of the required sections has a set of numbered steps that will guide you through the installation process sequentially. You must complete required sections **A** through **E** in the order they are presented.

**Password Protect** installation is finished once these sections are complete and you verify that **Password Protection** is enabled each time you double-click your workstation's *Hemispherical Start-Up* shortcut. The sections in this guide include:

- A). Copy *Hemispherical Link-Up Page*** (page 5)
  - B). Add Password Markup to *Hemispherical Link-Up.html*** (page 7)
  - C). Create Unique Password Protect JavaScript** (page 10)
  - D). Verify *Hemispherical Link-Up.html*, Your Password, & *password.js***  
(page 12)
  - E). Move *Hemispherical Link-Up.html* & *password.js* to Hemi\_LinkUp Folder**  
(page 14)
- Troubleshooting** (page 16)

---

**Works Consulted** (page 17)

# Password Protect Installation

Complete sections **A** through **E** in the sequence presented in this guide.

## A). Copy Hemispherical Link-Up Page

Using **Windows Explorer** you will navigate to the **Hemispherical Link-Up.html** file. You will then copy the file to the **Hold** folder where the file can be modified.

**NOTE:** It is **required** that all modifications to the **Hemispherical Link-Up.html** file be made to the copy of the file that you will paste into the **Hold** folder.

This redundancy is useful in cases where an error occurs while modifying the duplicated file. With the original file intact, the corrupted file can be discarded, and you can repeat the procedure beginning with a fresh copy of the **Hemispherical Link-Up.html** file.

1. Open **Windows Explorer** from the **Start** menu.
2. Click the **Ibmvol (C)** drive, and navigate to the **Hemi\_LinkUp** folder (Figure 1).
3. Place the mouse pointer over **Hemispherical Link-Up.html** located in the **Name** window, and then right-click.

The **Copy** submenu appears (Figure 2).

4. Select **Copy** from the submenu (Figure 2).

**NOTE:** This action places **Hemispherical Link-Up.html** on the clipboard's memory in preparation for the next step.

Figure 1: Exploring - Hemi\_LinkUp

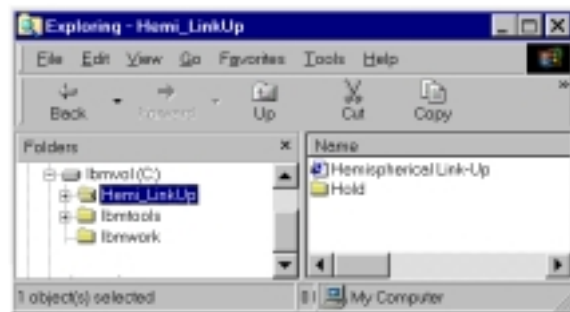
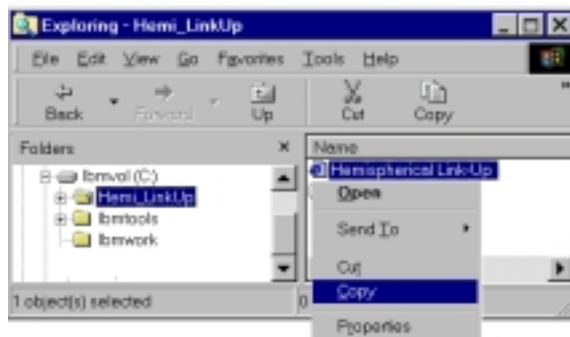


Figure 2: Copy Hemispherical Link-Up



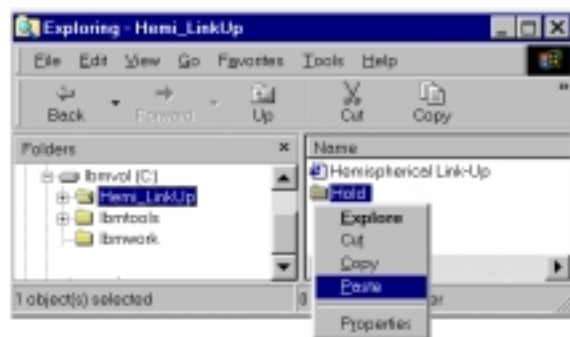
5. Place the mouse pointer over the **Hold** folder located in the **Name** window, and then right-click.

The **Paste** submenu appears (Figure 3).

6. Select **Paste** from the submenu (Figure 3).

**NOTE:** This action pastes a copy of **Hemispherical Link-Up.html** in the **Hold** folder.

**Figure 3: Paste Hemispherical Link-Up**

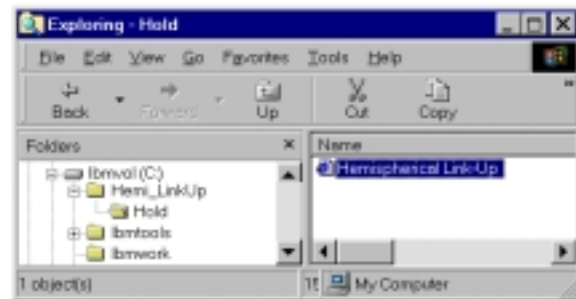


## B). Add Password Markup to Hemispherical Link-Up.html

You will now add a markup immediately after the *Hemispherical Link-Up* HTML `<Body>` tag. The tag displays when you select the page's **Source** view from *Internet Explorer's View* menu.

1. Double-click the **Hold** folder located in the **Name** window, and then open the **Hemispherical Link-Up.html** file that subsequently appears in the **Name** window (Figure 4).

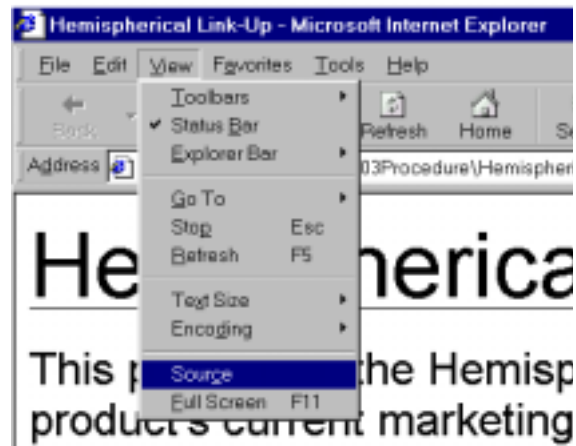
Figure 4: Open Hemispherical Link-Up.html



- 2.

**NOTE:** The file that appears in the **Hold** folder is the same file that you pasted into the folder during the *Copy Hemispherical Link-Up Page* step that's on page 5.

Figure 5: View Hemispherical Link-Up Source

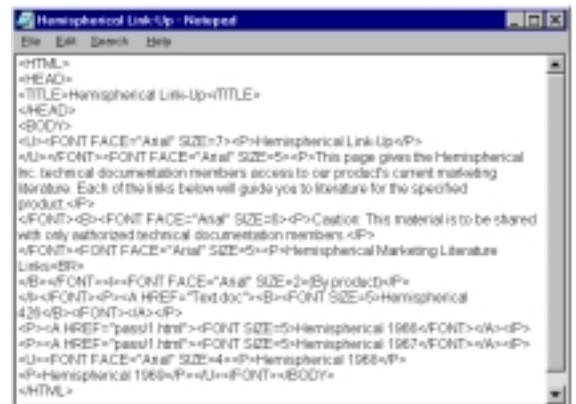


3. Select **Source** from the *Internet Explorer View* menu (Figure 5).

HTML view for **Hemispherical Link-Up** displays in **Notepad**. (Figure 6).

**Warning:** The HTML that **Notepad** displays is editable. Any changes that you make at this time **must** conform to the details in this procedure. Failure to follow this procedure could result in file corruption.

Figure 6: HTML View



4. Click the *Notepad Search* menu, and then select **Find**.

The **Find** dialog appears.

5. Type **<BODY>** in the **Find what** text box, and then click the **Find Next** button (Figure 7).

The **Find** function searches for the **<BODY>** tag and highlights **<BODY>** when it's found.

**Figure 7: Find <BODY> Tag**



6. Press the right arrow on your keyboard.

**NOTE:** Press the arrow so that **<BODY>** is no longer highlighted, and the cursor blinks to the right of **<BODY>**.

7. Press **Enter** once.

The cursor should be blinking right under **<BODY>** with no characters to its right.

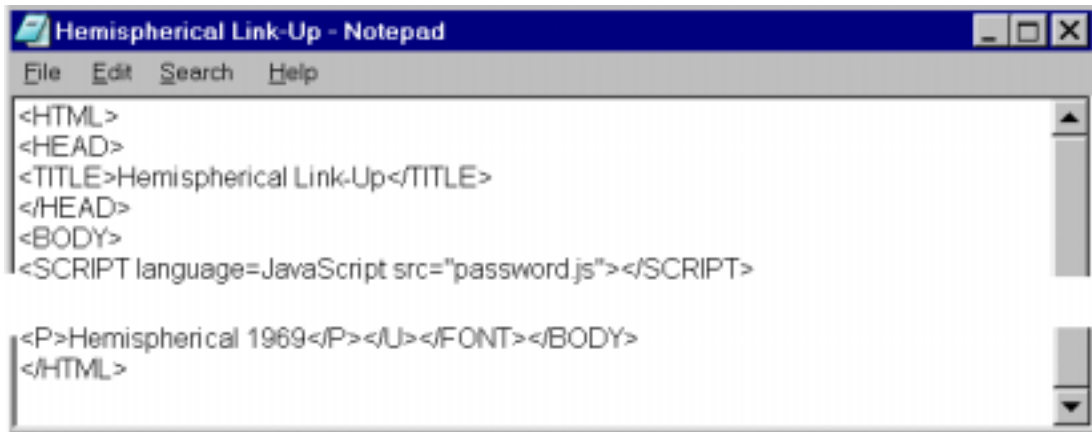


- Type the following characters:

```
<SCRIPT language=JavaScript src="password.js"></SCRIPT>
```

**NOTE:** The characters that you type should appear under **<BODY>**, and exactly as illustrated in Figure 8.

**Figure 8: Type Markup**



- Click the **File** menu, and select **Save**.

This version of **Hemispherical Link-Up.html** will be saved with the new markup that you just typed in the **Hold** folder.

- Close **Notepad**.
- Close **Hemispherical Link-Up.html**.

### C). Create Unique Password Protect JavaScript

Now you will navigate to the password.txt file in order to specify a unique password for your **Hemispherical Link-Up** page and create **password.js** which is the integral password protection script.

1. Click the **Ibmvol (H)** drive, and navigate to the **Hemi\_Password** folder (Figure 9).
2. Place the mouse pointer over **password.txt** located in the **Name** window, and then double-click.  
The **password.txt** file opens (Figure 10).

Figure 9: Exploring - Hemi\_password.txt



3. Click the **Notepad Search** menu, and then select **Find**.  
The **Find** dialog appears.

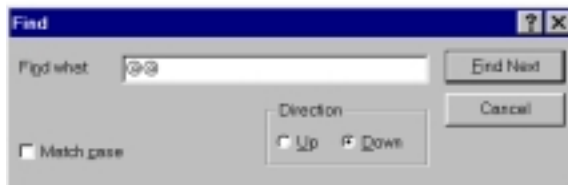
Figure 10: password.txt



4. Type **@@** in the **Find what** text box, and then click the **Find Next** button (Figure 11).

The **Find** function searches for **@@** and highlights **@@** when it's found.

Figure 11: Find @@



5. Click the **Cancel** button.

**NOTE:** Leave **@@** highlighted. In the next step you will replace **@@** with a user-defined password for your **Hemispherical Link-Up** page.

6. Type a new password over @@.

For example, we typed over @@ with the word **english** in the last line of Figure 12.

7. Click the **File** menu, and select **Save As**.

The **Save As** dialog appears.

8. Type **password.js** in the **File name** text box.

9. Click the **Save in** arrow and navigate to the **Hemi\_LinkUp** directory on the **Ibmvol (C:)** drive.

10. Open the **Hold** folder in the **Hemi\_LinkUp** directory.

11. Click **Save**.

**NOTE:** This action saves **password.js** in **C: | Hemi\_LinkUp | Hold** along with the **Hemispherical Link-Up.html** file you modified in the **Add Password Markup to Hemispherical Link-Up.html** section that starts on page 7.

**Figure 12: Insert New Password**



**Figure 13: Save in Ibmvol (C:) | Hemi\_LinkUp | Hold as "password.js"**



## D). Verify Hemispherical Link-Up.html, Your Password, & password.js

It's now time to see if the HTML markup that you added, the password, and the JavaScript file all work together to create password protection. Any issues must be resolved while the files are still in the **C: | Hemi\_LinkUp | Hold** folder.

### 1). Using Correct Password

Double-clicking **Hemispherical Link-Up.html** file in the **Hold** folder should subsequently cause a **JavaScript password** prompt to open. After typing in the password you programmed earlier into that prompt, access to the **Hemispherical Link-Up** page should be granted.

1. Click the **Ibmvol (C)** drive, click **Hemi\_LinkUp**, and then open the **Hold** folder.
2. Double-click the **Hemispherical Link-Up.html** file.

The **Explorer User Prompt** should appear (Figure 14).

**Figure 14: Explorer User Prompt**



3. Type the password you programmed while preferring the **Add Password Markup to Hemispherical Link-Up.html** procedure in the text box, and then click **OK**.

The **Hemispherical Link-Up** page should appear.

4. Go to **2). Using Incorrect Password** on page 13 to test the **Password Protect** using an incorrect password.

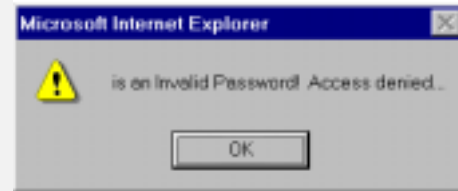
## 2). Using Incorrect Password

After verifying the correct password, (as illustrated in the [Using Correct Password](#) on page 12), you should try the procedure again, only this time type in an **incorrect** password.

1. Check for **Invalid Password** prompt.

If you try to open **Hemispherical Link-Up.html** with an incorrect password, an **Invalid Password** prompt should appear (Figure 15).

Figure 15: Invalid Password Prompt



2. Check for **Invalid Password** message.

After closing the prompt by clicking **OK**, an HTML page stating " **You have entered an invalid password. Access to the document is denied.**" should appear, denying you further access (Figure 16).

Figure 16: Invalid Password Message



3. Proceed to the *Move Hemispherical Link-Up.html & password.js to Hemi\_LinkUp Folder* section starting on page 14 if the Verify Hemispherical Link-Up.html, Your Password, & password.js section is complete.

**-OR-**

If there are issues during this verification, turn to the *Troubleshooting* section on page 16.

## E). Move Hemispherical Link-Up.html & password.js to Hemi\_LinkUp Folder

You should have already tested the files as described in the Verify Hemispherical Link-Up.html, Your Password, & password.js section. If Password Protection works properly, follow the directions in this section to move the files from the **Hold** folder, to the **Hemi\_LinkUp** folder.

Once this procedure is completed successfully, you will be finished adding Password Protect to your *Hemispherical Link-Up* page.

**NOTE:** You should already have the Hold folder that's located in the **Ibmvol (C:)** directory open (Figure 17) from the previous step.

1. Hold down the <Ctrl> button, place the mouse pointer over **Hemispherical Link-Up.html** located in the **Name** window, and then right-click so the file is highlighted (Figure 17).

2. Hold down the <Ctrl> button, place the mouse pointer over **password.js** located in the **Name** window, and then right-click so the file is highlighted (Figure 17).

3. Position the mouse pointer over the highlighted files, hold down the right mouse button, and then drag the files over to the **Hemi\_LinkUp** folder (Figure 18).

4. Release the right mouse button.

The **Move Here** submenu appears (Figure 18).

5. Select **Move Here** from the submenu (Figure 18).

The **Confirm File Replace** prompt appears for the **password.js** file (Figure 19).

Figure 17: Select Hold Folder Files

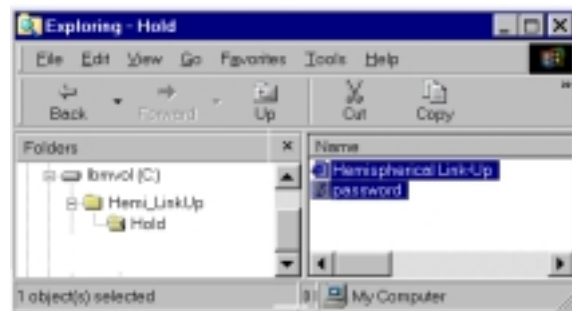
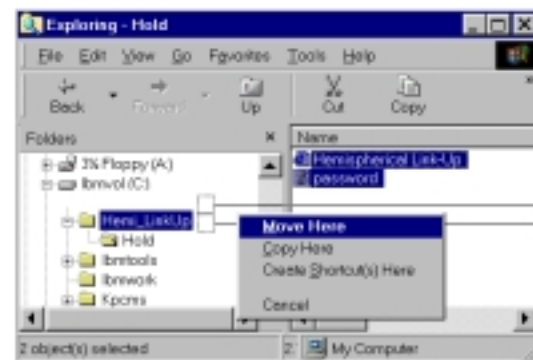


Figure 18: Move Files To Hemi\_LinkUp Folder

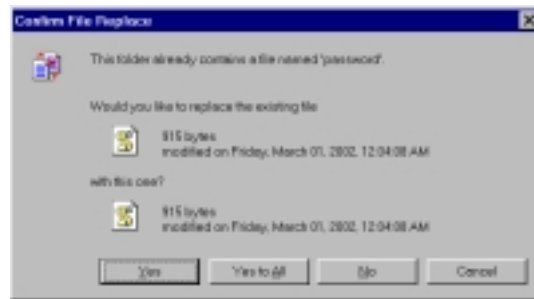


6. Click **Yes**.

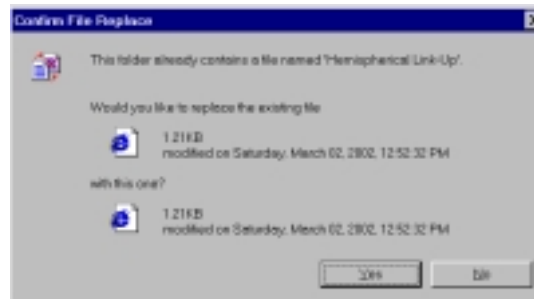
The **Confirm File Replace** prompt appears for the **Hemispherical Link-Up.html** file (Figure 20).

7. Click **Yes**.

**Figure 19: Replace password.js File**



**Figure 20: Replace Hemispherical Link-Up.html File**



**NOTE:** Password Protect is installed once the files are successfully moved to the **Hemi\_LinkUp** folder in the **Ibmvol (C:)** directory. Double-click the **Hemispherical Start-Up** shortcut that's located on your desktop to ensure that the **Explorer User Prompt** appears. Type in your password, click **OK**, and the **Hemispherical Start-Up** page should appear. See section **Troubleshooting** if you have any problems.

## Troubleshooting

You may run into one of the following common issues during a **Password Protect** installation. Descriptions of the issues, and their resolutions are provided.

Issue	Resolution
<p><b>Explorer User Prompt</b> does not appear when you double-click the <b>Hemispherical Link-Up.html</b> file or its desktop icon.</p>	<p>Repeat the <i>Add Password Markup to Hemispherical Link-Up.html</i> section that begins on page 7.</p> <ul style="list-style-type: none"><li>When you add the markup, be sure that it is typed <b>exactly</b> like this: <pre>&lt;SCRIPT language=JavaScript src="password.js"&gt;&lt;/SCRIPT&gt;</pre></li></ul>
<p><b>Password</b> is not accepted.</p>	<p>Repeat the Create Unique Password Protect JavaScript section that begins on page 10. Check how the password is typed, and make any necessary modifications. Be sure the password is enclosed in a pair of quotes (i.e. "YourPassword"). If you make any modifications to the password file, it will need to be saved to the <b>Ibmvol (C:)</b> directory's <b>Hold</b> folder once again, and then moved into the <b>Hemi_LinkUp</b> folder as illustrated in the <i>Move Hemispherical Link-Up.html &amp; password.js to Hemi_LinkUp Folder</i> section beginning on page 14.</p>



## Works Consulted

Brady, Scott [Password Protection](http://www.sbrady.com/) Programmer's Notes (<http://www.sbrady.com/>)

(entire source included here):

Password Protection  
(11/01/97)

The following is the JavaScript code to add a password to your page. You should note that this is not totally secure. You should not keep information such as credit card numbers or other sensitive information on the pages.

Fire up Notepad and copy the below code. Save the code as "password.txt". When you upload it to your server make sure to change the filename to "password.js".

If you can not change the file name when uploading, you must use a hex editor to save the file as 'password.js'. Click here to go to a site where you can download a hex editor.

```
<!--//
// Password Protection
//
// This code is free to be used as long as these
// credits are left intact and included with the script:
//
// Original code created by:
// S. Scott Brady, Copyright (C) 1998
// http://www.sbrady.com/
// webmaster@sbrady.com
//
Hide from old browsers
var password = prompt("Enter your password","");
if (password == "hotsource") {
alert("Password accepted! Loading page...");

document.write("<p>This is where you put your html code.</p>");
document.write("<p>It is a little annoying having to put ");
document.write("all your code in the WRITE ");
document.write("tags, but it is free and doesn't require ");
document.write("a special server.</p>");
}
}
```

```
else {
alert("" +password+ " is an Invalid Password! Access denied...");
```

```
document.write("<p><b>You have entered an invalid password. ");
document.write("Access to the document is denied.</b></p>");
}
}
```

How to use the code:

In your HTML document, add the following markup.

```
<HTML>
<HEAD>
<TITLE></TITLE>
</HEAD>
<BODY>
<SCRIPT LANGUAGE="JavaScript" SRC="http://www.yourdomain.com/password.js">
</SCRIPT>
</BODY>
</HTML>
```

Notes:

1. Change "hotsource" to the password of your choice.
2. Change "http://www.yourdomain.com/" to the URL of the .js file.
3. Put \r\n in the write tags to produce a break and \" to produce a quote.
4. To ensure the code is copied correctly, please click here.  
examples/Password.html" border=0 height=15 src="..images/seeit.gif" width=60examples/Password.html

(the password is 'hotsource')

<http://validator.w3.org/check/referer><http://validator.w3.org/check/referer>  
Copyright © 1998 Scott Brady. All rights reserved. top