

Customer Docs Release Process

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- Compress Images with IrfanView
- VX Customer Documentation Readme

General Release Process

Update the following pages

- [Home](#) - top line to x.x.x - *Month Year* Documentation Release
- [Copyright and Trademarks](#) - add new month and year after "**Released**"
- [VX Customer Documentation Releases](#) - List new release and pages added, updated

Lock Space for Editing (Optional)

 This step is only necessary if you have many folks actively editing the documentation.

- Send an email out to your authors and editor to stop any changes and save their work.
- In the Space Admin panel, restrict editing to just the docs release team to prevent half-completed changes from creeping into the release.

Export Documentation to HTML

- Click **Browse > Advanced** and then [Export to HTML](#) using the modified [HTML Export Layouts](#)
 - do not include Comments
 - deselect all
 - select only the "Home" element in export tree (subpages are automatically selected)
 - export file to .zip
- Create a new \RC# directory
- Map network directory (\\hectori\Temp) to a Drive letter (J:) and work from the new J: drive
- Copy the template materials from the CUST-DOCS-template directory (\\hectori\Temp\VX_User_Documentation\4.7.2\CUST-DOCS-template):
 - \html
 - \images
 - \index

- * *
- Remove previous **\html** content (if any), including all HTML files, **\attachments** and **\images** (however, retain **\styles** and **\js**)
- Extract the exported zip file to staging folder
- Copy following files in the **\XDOC###** folder into the new **\html** directory, **excluding the \styles folder**:
 - all HTML files,
 - \attachments folder and
 - \images folder
 - DO NOT COPY the **\styles** folder
- Rename **\X-docs\XDOC\index.html** to **toc_data.xml**, move that file to applet root directory (**\RC#\X-docs**)
- Map network directory (**\hector\Temp**) to a Drive letter (**J:**) and work from the new **J:** drive
- Test the output by opening the **\RC#\index.html** file

Post-export cleanup

- fix links embedded in tables
 - change any `href="/display/VXDOC471/<encoded_page_name>"` to `href="/display/VXDOC471/<decoded_page_name>.html"`
 - e.g., Feature Modules page
- fix attachments with "download/" prefix (future: clean up script):
 - change any "download/attachments/..." image links to "attachments/..."
 - e.g., Introducing VX900, Introducing VX1200, Introducing VX1800
- Compress pngs
 - [Use IrfanView to compress all pngs](#)



Images have been compressed in the wiki, so this step should not be necessary. Check for export size of ~38MB (not 100MB+).

- Change top of page header to new version number: "4.7.x to 4.7.5"
- January (new year) release: check the copyright dates for the new year
- Verify contents of PDF release notes
 - Check content (make sure not placeholder PDF)
 - URL links must go to support.net.com (not internal site)

Generate Index

- Copy all html files to Indexing project and run indexer, or use the [Index Builder](#).
- Remove old index from staging area **\X-docs\index**
- Copy new index into **\X-docs\index**

Test

- From a local drive copy, double click the index.html file
 - Verify: Tree Browser and search applet appear after giving applet permission to run
- In the Contents tab, expand tree and click on 10 separate pages
 - Verify: Clicked tree nodes opened the correct page in the right view panel
- In the Search tab, enter a VX term (SIP, BSP, H.323, etc.) and click Search
 - Verify: Search results appear in the list below
 - Verify: Double click results and they appear in the right view panel
- Check content and format of updated pages
 - Verify: Content is complete, including images and format matches source (within reason)
- Check format and content of pages at random
 - Verify: Content is complete, including images and format matches source (within reason)

Deliver to S/W Engineering, Build Installer

- Deliver docs to Wesley Isacks (or equivalent software engineering rep)
- Docs integrated with installer, Done by software engineering, see: [Updating documentation in source control](#)

Monthly Docs Release Process

Create zip package for web site release

- zip archive layout:

```
\html
\images
\index
autorun.inf
helpnav.html
index.html
jWebHelp.jar
readme.txt
toc_data.xml
VX.ico
```

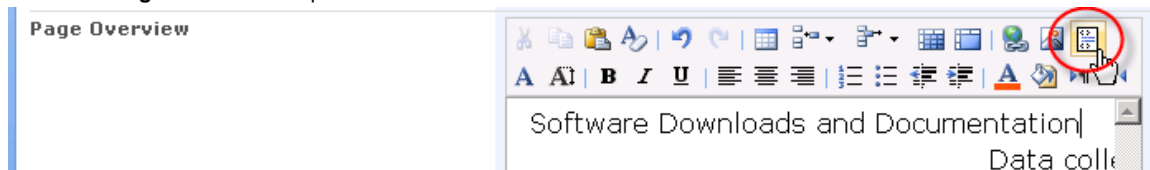
- zip file name: **VXDocs-<prod-release-no>-YEAR-MO.zip**
 - example: VXDocs-4.7.2-2010-05.zip

post new zip file to www site

- Using Internet Explorer, go to: <http://www-stage.net.com/>
- Click **Site Actions > View All Site Content** (be patient)
- Under **Document Libraries**, click **Product Literature** then **MicrosoftUC**
 - Upload the new documentation zip file
 - Title: VX 4.7.2 Customer Documentation - *Month Year* Release
 - Sort Order: 1
 - Show in Pages: MicrosoftUC (both)
 - Click **Check In**
 - Remove the old documentation zip file

Update the Documentation page links

- Using Internet Explorer, go back to: <http://www-stage.net.com/>
- Click **Site Actions > View All Site Content** (be patient)
- Click **Page Content** then **Service and Support** folder
- Click the **Downloads** page and choose **Edit Item**
- Click **Edit Item** button at the top
- Click in the **Page Overview** edit panel and then click the Edit HTML button



- Update the link and description and click **OK**

Send IT Request

- send the following request to IT (itrequest@net.com, CC: Valeriy Gavriltusa; Sam Reynoso) to post the documentation to the public site:

VX 4.7.2 Documentation Update - Staging to Production Upload

Hi Guys,

I have a new version of the VX 4.7.2 documentation ready for release. I've updated these files on staging:

Updated:

- Service and Support > Customer Support > [Product Manuals](#)
- Service and Support > [Downloads](#)

Added:

- Product Literature > MicrosoftUC > [VXDocs-4.7.2-2010-02.zip](#)

Deleted:

- Product Literature > MicrosoftUC > [VXDocs-4.7.2-2010-01.zip](#)

Please upload these changes to the production site as soon as possible.

Let me know if you have any questions. Thanks in advance!

Send release notice to NA_Sales; International Sales

Create two versions of the release:

1. A version for internal use only
2. A version that can be distributed to partners (and likely, customers)

see attachments for examples

Full Product Release Process

Follow these procedures in addition to the Monthly Release procedures for a full release (GA).

Create CD Image and Cut CD

- CD root directory layout:

```
\html
\images
\index
\installer <!--put installer files here
autorun.inf
helpnav.html
index.html
jWebHelp.jar
readme.txt
toc_data.xml
VX.ico
VX-x.x.x-ReleaseNotes.pdf
```

- Use **UDF 1.02** for CD format (format required because of long file names)

Make ZIP of CD Image

- For manufacturing / PDM database, zip up the entire contents of the CD
- Place zipped image in a release-appropriate location here:
\\grand-central\one4all\Dept\PDM\PDMftp_staging

location example: \\grand-central\one4all\Dept\PDM\PDMftp_staging\4.7.1B

filename example: VXDocs-4.7.1v99.zip

- Notify Manufacturing of completed CD image (e.g., Al Daraiefard)