



for **Ministry**™

quickstart
guide to
site building

equip
your
ministry
online®

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About the Quickstart Guide



Welcome! By now you have probably started building your church's ForMinistry Web site. This **Quickstart Guide** is designed to help you understand some basic concepts and instructions to this Content Management System (CMS) and use this new technology to enhance and extend your church's ministry. This guide is here to help you get started on building your own Website.

A **Content Management System** (CMS) allows content managers or authors – who may not be proficient in HTML or other languages of the Web – to add, edit, create, delete and schedule text, pictures, and other content associated with maintaining a Web site. In a CMS, the content objects reside in a database, where they can be stored until needed, or used in other sites or at a later date.

For a full, detailed instruction manual, check out our ForMinistry [Editor's Guide](#) on the website (<http://www.forministry.com/help/guide.dsp>). You can download it free of charge.

About ForMinistry



ForMinistry is an Internet Ministry of the American Bible Society (www.americanbible.org), a 187-year old organization that continues in its mission of sharing God's Word with the world.

ForMinistry brings God's Word online - serving churches in North America, in Africa and around the globe. By providing our Web-building tools to any church regardless of their ability to pay, we support the **American Bible Society mission to "Share God's Word with the world."**

Other providers charge churches anywhere from \$20 to \$250 per month and steep set-up fees for their services. We offer ForMinistry without regard for churches' ability to pay. Can you help us offset some of our expenses in this important work with a **tax-deductible gift** of \$120 or more?

Your gift supports churches in ForMinistry throughout our global network. This network will expand from North America and Africa to include South America and Europe before year's end, and 2 new languages as well (French and Portuguese).

If you'd like to support us, visit us on the Web at <http://www.forministry.com/about/donate2.dsp> or write to us:

ForMinistry
14900 Conference Center Drive, #525
Chantilly, VA 20151 USA

About the Symbols Used in this Guide



Example

Ideas that you can use and different ways to implement them on your site.



Tip

Helpful hints to get you started, and things that you may not have known.



Important!

Steps and processes that will keep you from getting stuck.



ForMinistry Quickstart Guide v 4

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Contact the ForMinistry Helpdesk at <http://www.forministry.com/help/> for any information not covered in this manual.

Before You Begin . . .

There are some things that will help ease your way through the ForMinistry Web site tool.

A. Working in Edit mode

When you first log in to your Web site, you will already be in Edit Mode. This means you should see the Editor's Bar (main editing tool at the top of your page), and Item Controls (editing tool around each image or piece of text on your page).

If you would like to preview your Web site as it would normally look, just click on **Preview Page**. To return to Edit Mode, click on **Edit Page**.

1. Editor's Bar

The Editor's Bar is your main tool to make changes to your Web site. Each Item listed has a submenu that scrolls down when you mouse over it.

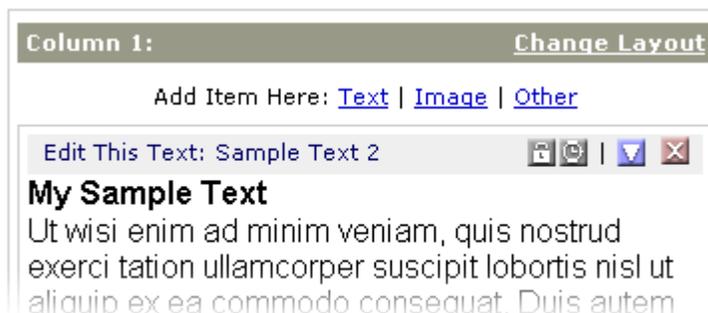


2. Item Controls

The Item Controls will appear around your page's content. This helps you make changes to specific items on your page.

After you have logged into your site:

- a. Make sure you are in **Edit Mode**.
- b. This will bring up the Item Controls that will allow you to directly add text and images to your page.



- c. The body of your page will be divided into columns. The number of columns depends on the Layout you have chosen for your page. Each column is numbered.

IMPORTANT!

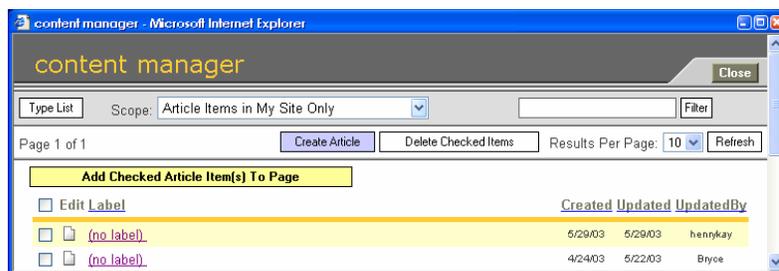
Whenever a change is made to your Web page, allow the page to refresh afterwards before moving on to another change.

Note: If you have forgotten your username and/or password:

- When the login menu appears, click on **Forgot Your Password?** next to the Sign in box.
- Fill out the information appropriate to whether you need your password or your user identification.
- The information needed will be sent to you as described.

B. Repository

Content Management – ForMinistry lets you create and store your content. This "Content Management System" lets you store text and images in your own *repository* beyond what you are currently displaying on your site. You can prepare content for future use and archive older content.



- To view your existing content, click on **Organize Content**, and then pick **Edit Existing Content** from the scrolling pick-list.
- To create new content, you can either click on **Create New Content**, or you can create it directly on your page as you build your site. (See page 2.)

C. Obtain a Custom Domain Name

The first step to purchasing a domain name is to find an available one. Many domain names have already been taken, so there is usually some searching required to find an available name that is both appropriate and easy to remember.

Through our partner, www.GetYourChurchDomain.com, you can purchase a domain name that is unique, personal, and inexpensive. You can also transfer existing domain names easily.



For more information, go to <http://www.forministry.com/help/domainfaq.dsp>

IMPORTANT!

When you add or delete an item on your page, that item continues to remain in the repository. You can retrieve it at any time afterwards.

If you want to delete an item from the repository, go to **Organize Site**, and click on **Edit Existing Content**.

IMPORTANT!

When you sign up for a ForMinistry Website, you are automatically given an auto-generated Website address. This is NOT intended to be permanent, only temporary until you acquire a permanent one.

II. Adding Text to your Page

A. Working with Text

1. Adding New Text to Your Page

- a. The body of your page will be divided into columns. The number of columns depends on the "Layout" you have chosen for your page. Each column is numbered.
- b. Click on **Text** in the Item Controls.
- c. Click on **Add text to your Web site**. A new window will open displaying the entry for a Text item.

- d. Enter a Label for your new text item. This will be displayed later when you view a listing of all your text items. It does not display on your Web page.
- e. Enter your text in the text area. You can format your text with the tools provided.
- f. Click on **Save** to save your new text item. When you click on **Save**, your Web page will refresh showing the new text. Be patient and allow each screen to refresh without re-clicking the **Save** button.
- g. Once your text is formatted the way you would like, click on **Save and Close**. Your new text is now on your page as well as an item in your Site Repository.

Suggestions:

- **Cutting and Pasting from Word Processors:** If you need to move text from a word processing document to your ForMinistry Web site, we recommend that you first paste your copy into a basic text application like NotePad (PC) or SimpleText (Mac). The additional formatting code in applications such as MSWord may cause errors. Then from there, paste your



TIP:

When creating new content or even when editing existing content, you can also go to the Organize Content Edit Bar at the top of the window and click on either **Create New Content**, or **Edit Existing Content**.

EXAMPLE:

A teaser for an article titled, "Christ Brings New Life" can be seen on this page.



text into the text area.

- **Adding Images:** Images that you have copied to your Site Repository will be available to use in your text. When you click on the image icon  in the editor tool bar a drop-down list will show your available images.

Optional Suggestions

- Teasers.** A teaser is a way to display a text item if you don't want to have all of it seen on the first page. The text in the teaser will be shown, along with a link to where the rest of the text item can be viewed.
- Text Parts.** If you would like your text item to be seen in a series of pages, you can split your item up so that each page will be seen separately. (parts and pages)
- Title, Author, and Copyright.** This information can be included in your text item.
- Display Options.** You can choose which pieces of information about your text item can be viewed both in the teaser (if you include one) and in the text item itself. Otherwise, that information will continue to be stored in the content manager but not seen on your site.

B. Editing Text

1. Editing Content in Arrangement

Content can be edited after being placed in an arrangement to fine tune how it displays on page.

- Click on **Edit This Item** in the Item Controls.
- Make appropriate changes.
- When finished, click on **Save and Update**.



TIP:

Make sure you take the time to preview your page whenever changes are made.

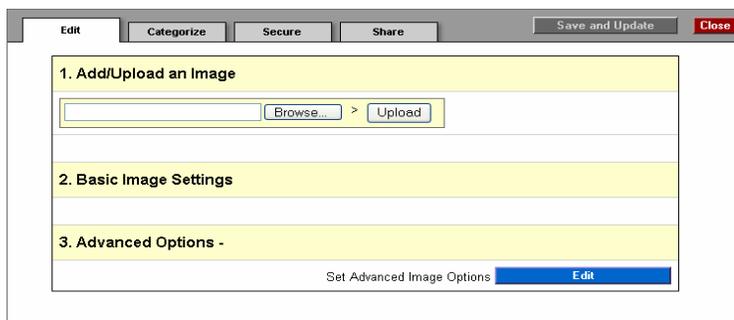
III. Adding images to your page

A. Working with Images

1. Adding New Images to Your Page

- Click on **Image** in your Item Controls.
- Select **Upload a new image from my computer**. A new window opens, displaying the image upload tool.

Note: If you click on **Use an image already online**, images you have already uploaded will be available to use in your text.



- Click on **Browse** to search for images on your computer to upload.
- Select an image on your computer, and click on **Add/Upload** to copy the image from your computer to the Site Repository.
- Resize your image, if necessary, or explore the advanced options. For best results, create your images the exact size you want displayed on your site. Enlarging and reducing an image through a Web browser can reduce image quality. Instead, use an image or photo editor application to size your images.
- Click on **Save and Close**. Your Web page will refresh with your new image. Your new image is now on your page as well as an item in your Site Repository. Additionally, you can place the images you upload to your site on your page as an image or include them inside other text items.

B. Set Advanced Image Options

1. When you are in the Add Image Window:

- Click on Set **Advance Image Options** at bottom of window.
- Change the settings you'd like (see the explanations on the right).
- Click on **Save** to save changes, or click on **Save and Close** when done to close the Advanced Image Options pane.

2. Optimizing to Reduce File Size

- Reduce the image resolution (sharpness) to 72 dpi, this is the maximum resolution most monitors display.
- Reduce the number of image colors (color depth), if possible without compromising the look of the image. Color depth is defined in "bits." A 4-bit image contains only 16 colors and is smaller in file size than an 8-bit image, which has 256 colors.



TIP:

If you've already created image items, you can place them directly into your text. To do this, open the text item, place your cursor where you want the image to go, and then click on this

icon  in the text editor below:



A pop-up box will appear; click on the "Picture" picklist, and select the image you want to insert. If you want the text to wrap around the image, set the "alignment" to Left or Right. After you specify your settings, click on OK.

If you want to change the settings on the image at any time, just right click on the image, and select "Picture. . ."

TIP:

Directories – approximately 75x100 pixels to create a thumbnail

1/3 columns – maximum width is approximately 150 pixels

1/2 columns – maximum width is approximately 200 pixels

full page – we recommend that image size does not exceed 400x400 pixels

3. Cropping to Correct Display Size

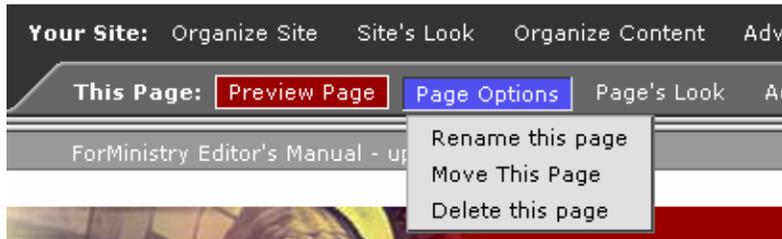
- Crop/reduce the image dimensions to the correct display size (e.g., a 4x6 in. photo that will appear on the site as a 2x3 in. image should be cropped or reduced to those dimensions before uploading. Some recommended dimensions for site images (actual maximum size varies somewhat with template chosen).

IV. Adding and Changing Pages

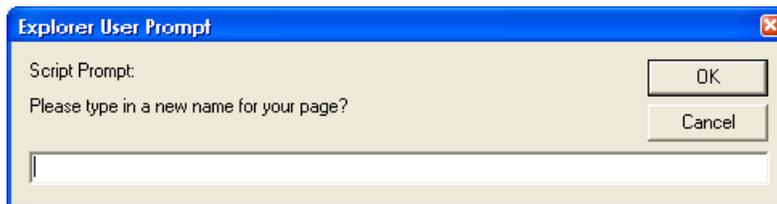
A. Changing Existing Pages

1. Renaming Pages

- a. Click on **Page Options**, and scroll down to **Rename this Page**.



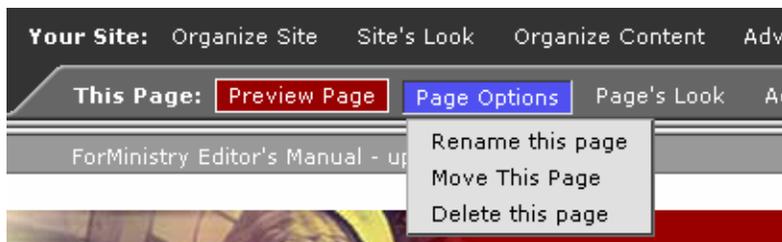
- b. Enter in the new name for this page, and click on **OK**.



- c. The page refresh automatically.

2. Moving Pages

- a. On the “This page” level of the Editor’s Bar, click on **Page Options**, and choose **Move This Page**.



- b. Select which level you would like this page to be, and click on **OK**.

3. Deleting Pages

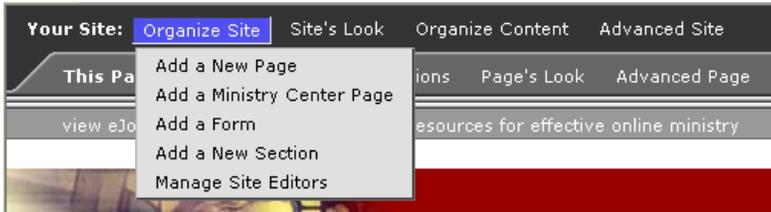
- a. Click on **Page Options**, and choose **Delete this Page**.
- b. When window appears, click on **OK**.

B. Adding New Pages

You can easily add pages to your site, and a navigation link will automatically be created in your menu.

1. Adding Pages

- a. Click on **Organize Site**, and scroll down to **Add a New Page**.



- b. When window appears, type in name for new page and click on **OK**.



TIP:

Not all content requires its own page. You can use "Text" to capture multiple content pieces to use on one page. For example: Have a single page for church events, and use the Title for the name of the event and the Teaser for event information like date and time. Then place those text items in date order on the page with just the title and teaser displayed. The schedule feature can be used to have each event's item stop displaying after the date of the event.

V. Changing your Site Design

A. Working with Templates

1. Changing Templates

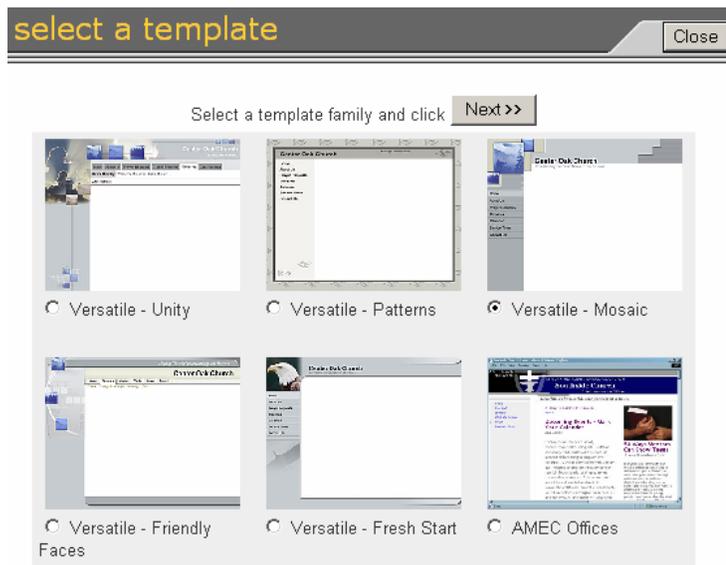
- You can change your site template whenever you want without affecting the display of the content to your visitors.
- We have a growing series of templates to provide you with hundreds of options for your site's look and feel. Each one will have several color schemes and image schemes to choose from. Also several of the templates provide either a left or right alignment, further extending your options.
- The navigation menu is built into the template. Some templates offer a vertical navigation system, some a horizontal, and others a combination of the two.

2. Changing the template for your site.

- a. Click on **Site's Look**, and pick **Select a Different Template**.



- b. You see a thumbnail image from each template family. Under each of these thumbnails are additional options for colors and images.



- c. Click on the button for the thumbnail you have chosen.
- d. Click on **Next**.
- e. Select the color, image, and alignment you want for your template. The window on the right previews what your template will look like with those choices.



IMPORTANT!

Not all colors and images work the same for every template.



f. Click on **Next**.

VI. Changing Page Layout

A. Choosing a Layout

The Layout determines how the content on the page will be organized.



1. To select a new Layout:

- a. Click on **Change Layout** in the Editor's Bar.

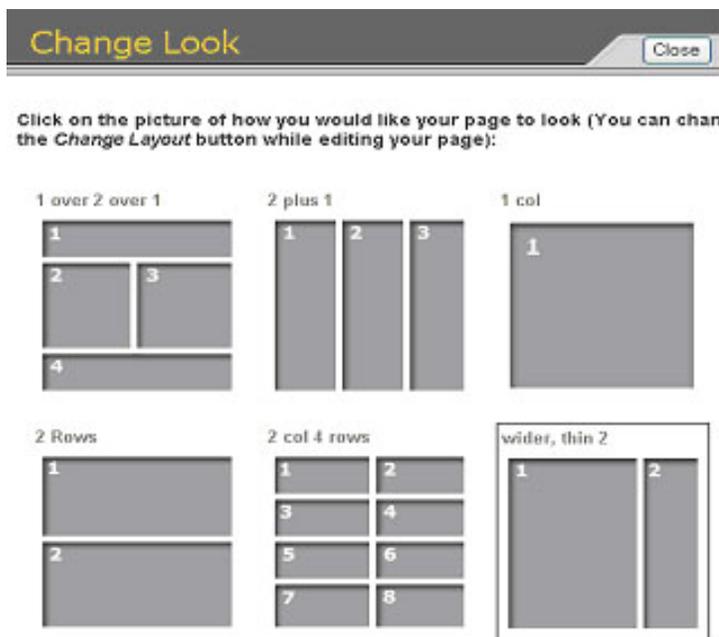


TIP:

Consider what elements will be placed on the page. Think through how they might be arranged, columns, quadrants, etc. before choosing an arrangement. Columns allow more information to be displayed on a page.

If you do not see these controls, click on the blue **Edit Page** button on the left-hand side of your editor's menu.

- b. A new window will open displaying all the layout options like the sample below.



- c. Scroll through the list until you find one that best suits your needs. (Some of the layouts will have shaded areas.)
d. Click on your choice. Your page will refresh with the new layout.

B. Content Display

1. Changing Content Order

- a. At the top of each Column is a gray bar with the label Column 1.
Click on the **up arrow icon**  to move that item up in the column,
and Click the **down arrow icon**  to move the item down.
- b. Repeat until items are in the order you desire.

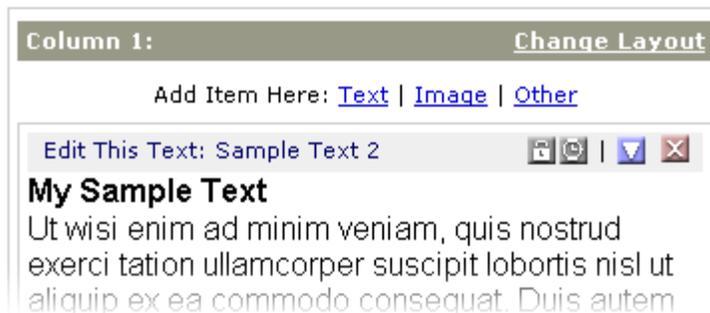
VII. Scheduling Content

A. Scheduling Items

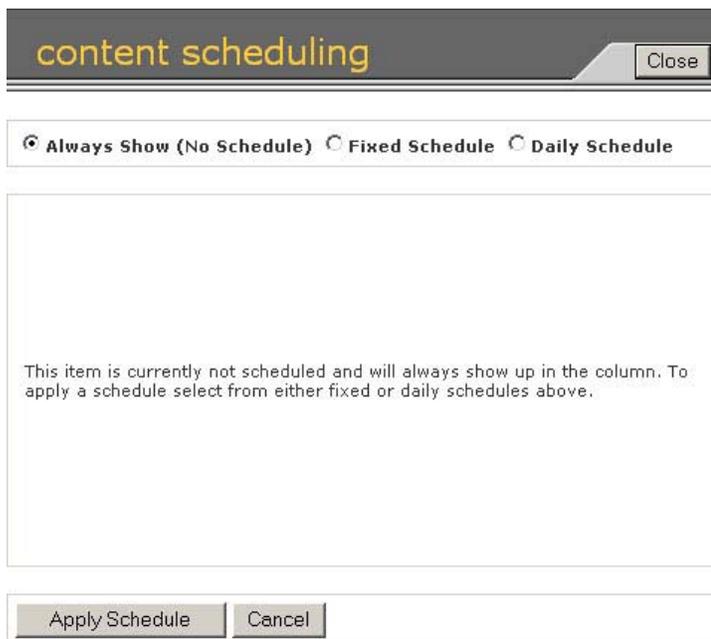
1. Scheduling Content

Scheduling allows control over when certain content items are displayed and for how long.

- a. Click clock icon  in column across from **Edit This Item**.



- b. Choose either a **Fixed Schedule** or a **Daily Schedule** for an item.



- c. **Fixed items** display once at a fixed time and date. Enter Start Date and Time and End Date and Time
- d. **Daily items** display every day at a set time for a specified duration (days, weeks, months, etc.). Enter the Start Time Each Day and the End Time Each Day, as well as the Start and Stop Date.
- e. Click on **Apply Schedule** when finished.



EXAMPLE:

The church calendar can be on a fixed schedule so that the November calendar will go offline at midnight on November 30th and the December calendar (which was created beforehand) will go online on December 1st at 12:01am



EXAMPLE:

A church might post Bible readings that could change daily, weekly, monthly.

2. Preview Scheduled Content

- a. Click on **Advanced Page** at top of window



- b. Select **Preview Future** from scrolling pick-list.
- c. Click on **Preview**, when finished, click on **Exit Preview**



TIP:

Enter a past date to review how the page used to look. Also, if you just want to see what your page will look like presently, click on **Preview Page** to get out of Edit Mode.

VIII. Forgot your password?

Steps to Take:

- a. Click on **Login** on your Web page.
- b. The "Sign In" form will appear at the top of screen.



The image shows a dark-themed login form. On the left, it says "Sign In:" followed by two input fields labeled "Username:" and "Password:". To the right of the password field is a blue button with the text "Sign In". Further right are two links: "Do you want to create a new user?" and "Did you forget your password?".

- c. Click on **Did you forget your password?**
- d. You will be prompted to enter your email address.
- e. Your password will be sent to your email account.