



for **Ministry**™

Web
Builder's
Guide

equip
your
ministry
online®

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About the Web Builder's Guide

Welcome to the ForMinistry Web site building tool. This 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 walk you through all the important issues you will face in building and maintaining your Web site.

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 items reside in a database, where they can be stored until needed, or used in other sites or at a later date.

For a simplified guide to some basic steps in building a ForMinistry Web site, check out our ForMinistry [Quickstart Guide](http://www.forministry.com/help/) on the Web site(<http://www.forministry.com/help/>). 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/donatetoday/home.dsp> or write to us:

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

About 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 Web Builder's Guide v 4

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Chantilly, Virginia 20151 USA

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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).

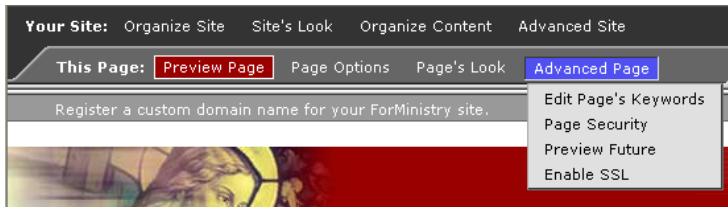
If you would like to preview your Web site as it would normally look, just click on **Preview Page**. To return to Edit Mode, click on **Edit Page**.

IMPORTANT!

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

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.

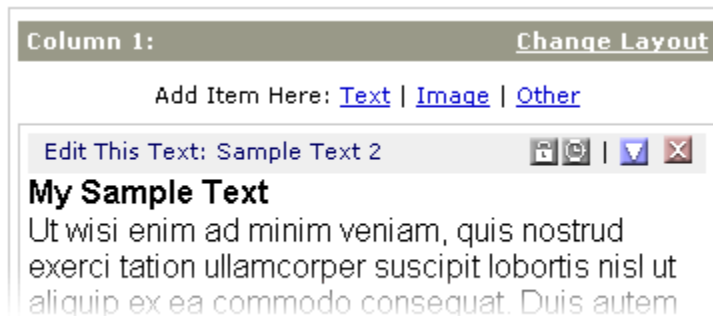


2. Item Controls

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.



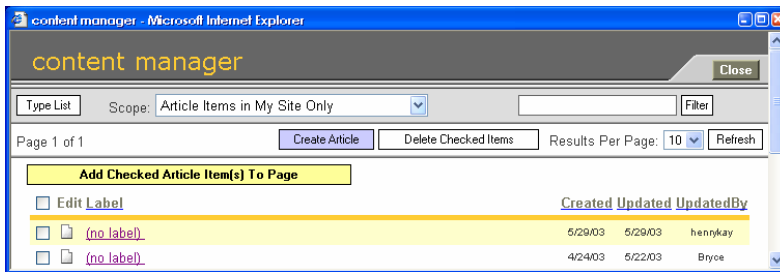
- c. The body of your page will be divided into columns. The number of columns depends on the Layout you have chosen for your page. Each column is numbered.

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

- a. When the login menu appears, click on **Forgot Your Password?** next to the Sign in box.
- b. Fill out the information appropriate to whether you need your password or your user identification.
- c. 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.

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.

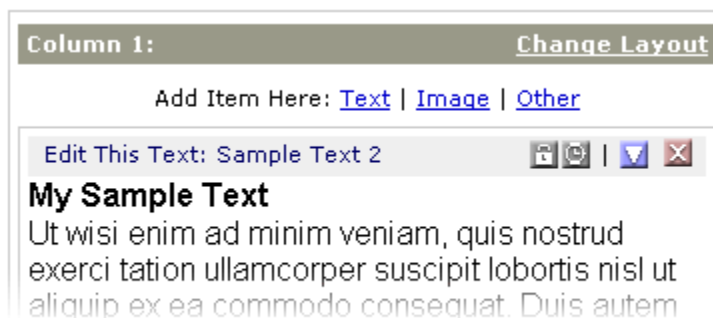
I. Getting Started on Your Site

After signing up for your church Web site, the first thing you'll be asked to do is choose a Layout for your home page (see sample below). You can change the Layouts on your site any time.

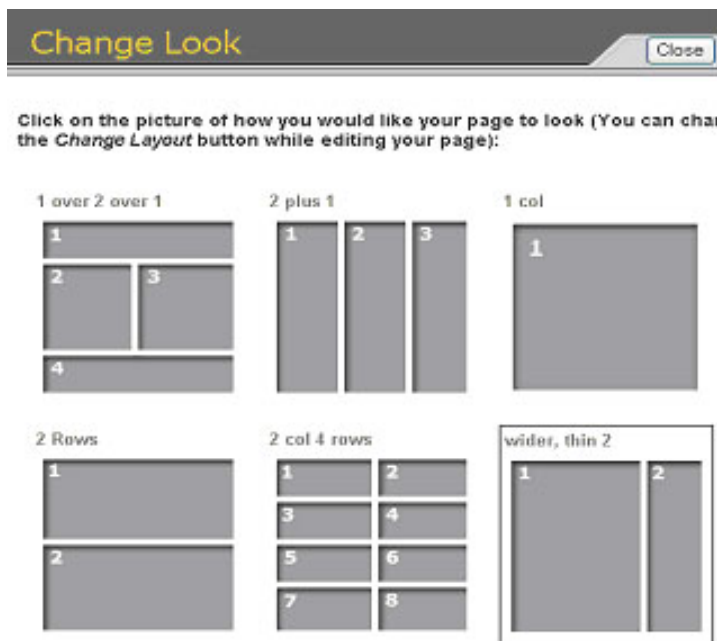
A. Changing a Layout

The Layout determines how the content on the page will be organized. The number of columns depends on the Layout you have chosen. Each column is numbered.

- To select a new Layout:
 - a. Click on **Change Layout** in the Editor's Bar.



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



TIP:

Consider what elements will be placed on the page. Think through how they might be arranged before choosing an arrangement. (Columns allow you to display more information on a page.)

- 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. Adding Text and Images

1. Adding New Text to Your Page

- a. Click on **Text** in the Item Controls.
- b. Click on **Add text to your Website**. A new window will open displaying the entry for a Text item.



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**.

IMPORTANT!

When you click **Save**, your Web page will refresh showing the new text. Be patient and allow each screen to refresh without re-clicking the **Save** button.

- c. 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.
- d. Enter your text in the text area. You can format your text with the tools provided.
- e. 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.
- f. 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 Website, 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 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.

2. Text Options

When adding lengthy sections of text, you can use the text feature to break up your copy into several sections that are viewed on consecutive pages.

Teasers. A teaser is a way to display a text item when you don't want to publish all of the text on the first page. Readers will see only the text of the teaser, along with a link to where they can read rest of the copy if they want to read further.

An example of a teaser is shown below:

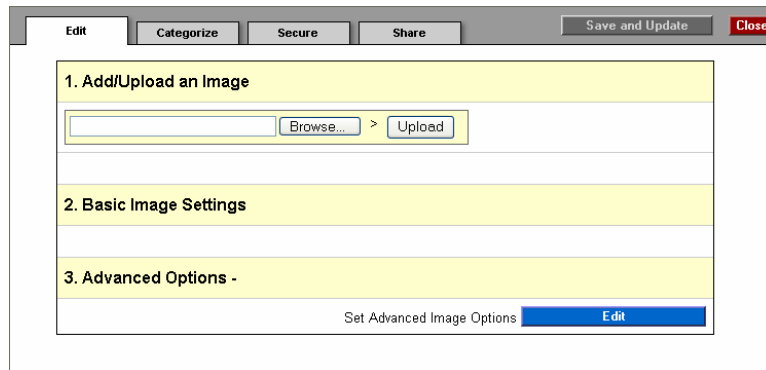


- a. In the Edit This Text window, scroll down to Teasers.
- b. Enter the text for the teaser you want people to read.
- c. Click on **Save and Update** when finished.
- d. On your page, click on **Options**. You will see two options: Display Text and Display Teaser.
- e. Click on **Display Teaser**. (If you only want to show the text, click on Display Text.)

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. In the Edit This Text window, go down to the Text Parts section and make appropriate changes.

3. Adding New Images to Your Page

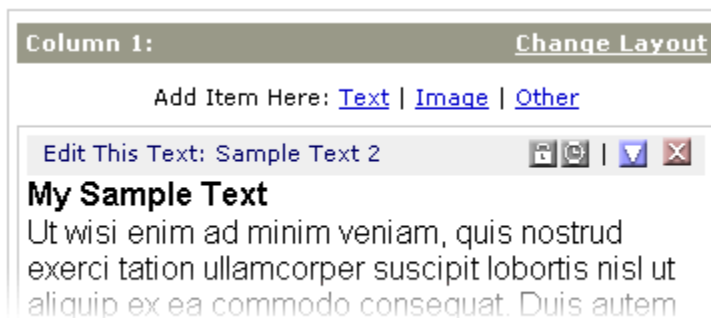
- a. Click on **Image** in your Item Controls.
- b. Select **Upload a new image from my computer**. A new window opens, displaying the image upload tool.
Note: If you click on **Use an image already online**, images you have already uploaded will be available to use in your text.



- c. Click on **Browse** to search for images on your computer to upload.
- d. Select an image on your computer, and click on **Add/Upload** to copy the image from your computer to the Site Repository.
- e. 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.
- f. 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.

C. Removing Content from Pages

- a. From the Item Controls, click on the **X icon** to delete that item from its column.



- b. Click on **OK**.

D. Changing Existing Pages

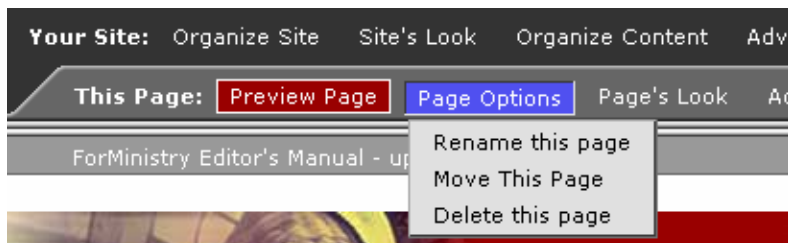
1. Renaming Pages

- 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**.



IMPORTANT!

Deleting an item from your page does not remove it from the Repository. You can retrieve that item at any time.



2. Moving Pages

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

E. Right Mouse Button Functionality

The right mouse button (or right-click) function for most applications gives another menu (sometimes called a context menu). This menu usually includes a list of actions appropriate to the object on which you've clicked (or highlighted).

This is also true for the text editor. Most of the functions available in the context menu can also be accomplished through the menu bar located at the top of the text editor.

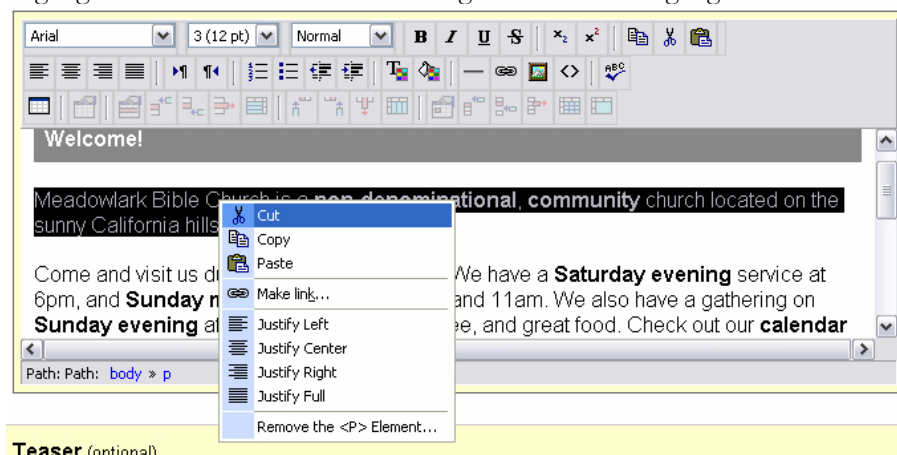
Some of the actions available using the right-click function are:

- a. Cut, copy, paste
- b. Make link
- c. Justify (right, left, center, full)
- d. Remove (certain section, paragraph, formatting, etc.)
- e. Table and cell properties
- f. Image properties

Here are three examples of right-click actions available:

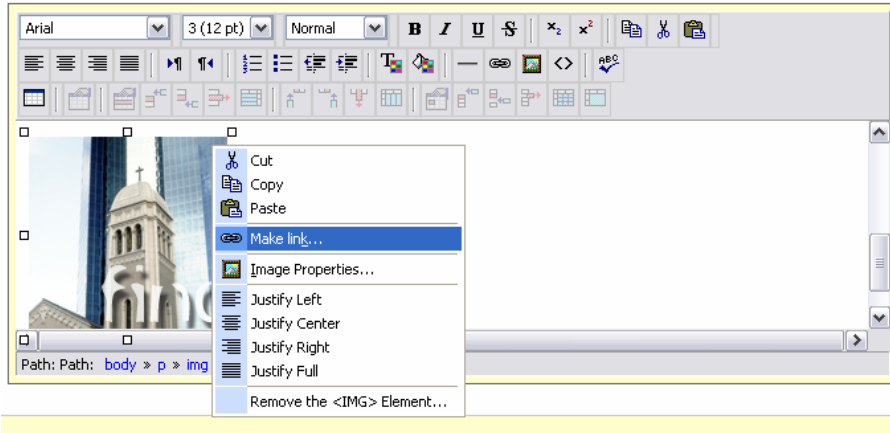
1. Text editing

Highlight a certain section of text and right-click on the highlighted area.




2. Image Properties

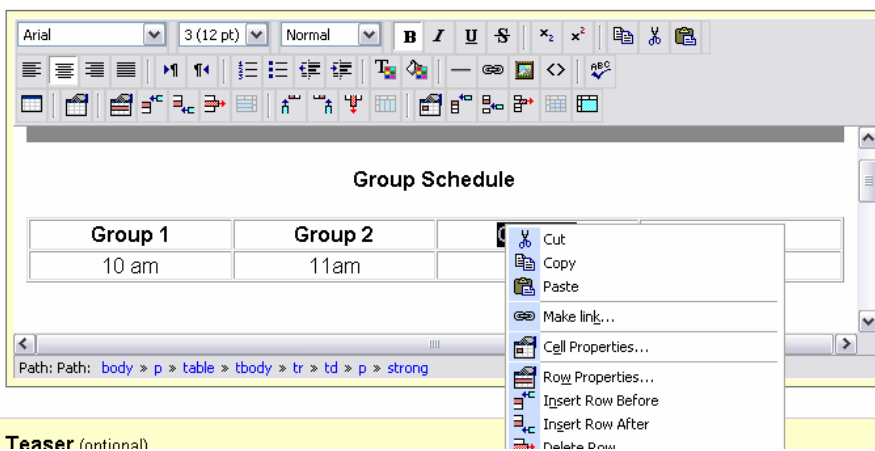
When you place an image within your text item, you can make changes to it using the right-click menu. You can link an image to another Web page or site by using the **Make link** function.



3. Table Properties

Changes to a table can be done either through the menu bar or through the right-click function. Remember, to place a table in your text item, click the **Table Icon**  above in the menu bar.

You can click (or highlight) a particular cell or the entire table itself to make changes. Items (text, images, etc.) within each cell can be edited normally using the menu bar.



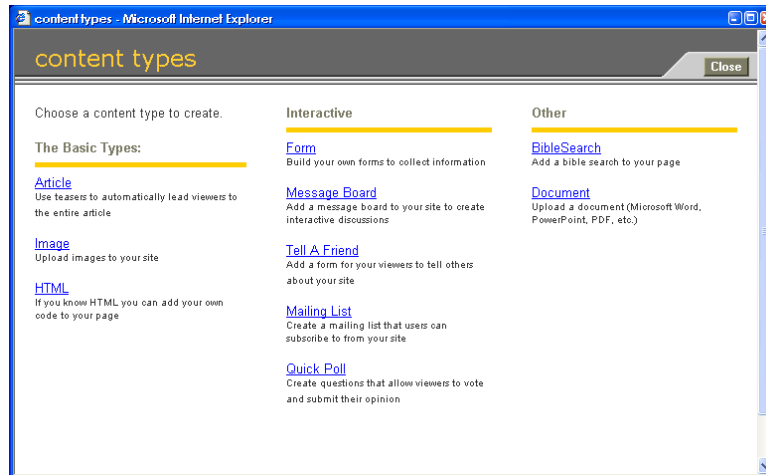
II. Working with Design Options

A. Adding Content To Layout

1. Adding Content to Arrangement:

When you add an item to your site, it automatically is placed in your site repository.

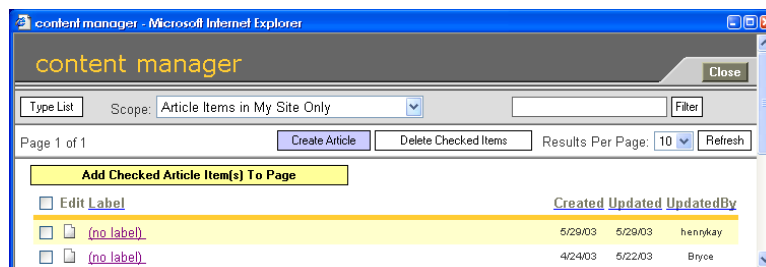
- a. Go to the **Your Site** edit bar, click on **Organize Content**, and scroll down to **Edit Existing Content**.



TIP:



Remember, if you are adding a new content item, just click on **Create New Content**, or go to the add menu bars in each column.

- b. Click on the content type you want to add to your site. The site repository will appear.




- c. Click on the check-box on the left of the content you want to add. If you need to add multiple items, select them all.
- d. Click on **Add Checked Item(s) To Page**.
- e. Click on **Close** when finished.

2. Changing Content Display Order

- a. In the Item Controls, click on the **up arrow icon**  in the Column Menu to move that item up in the column, and click on the **down arrow icon**  to move the item down.
- b. Repeat until items are in the order you desire.

B. Updating Site Properties

Editing Site Name and Slogan

1. Click on pencil icon  next to site name and/or slogan
2. Input site name and slogan fields and make changes.



Script Prompt

Please edit your site's name?

OK

Cancel

3. Click on **Update**, when done.

C. Changing Site Information

To change personal information:

1. Enter your church Web site name.
2. Login with your username and password.
3. Click on **Settings** on the Editor's Toolbar on the right top of screen, and choose **Edit Your Profile**.
4. Click **Save** when finished.

To change church information:

1. Enter your church Web site name.
2. Login with your username and password.
3. Click on **Settings** on the Editor's Toolbar on the right top of screen, and choose **Edit Your Profile**.
4. Change appropriate information.
5. Click **Save** when finished.

D. Changing Designs

1. Changing Templates

- a. You can change your site template whenever you want without affecting the display of the content to your visitors.
- b. 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.
- c. 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. Selecting a default template for your site.

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



IMPORTANT!

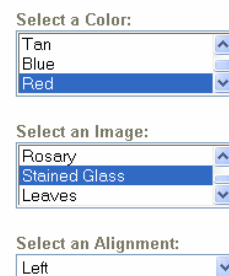
Your site name and slogan is the first thing that viewers will see. Take time to think of what these will be.



IMPORTANT!

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

select color and image



Select a Color:

Tan

Blue

Red

Select an Image:

Rosary

Stained Glass

Leaves

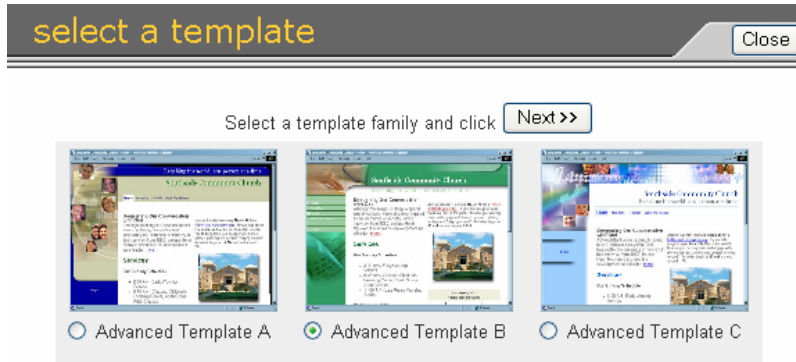
Select an Alignment:

Left





- 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.
- f. Click on **Next**.

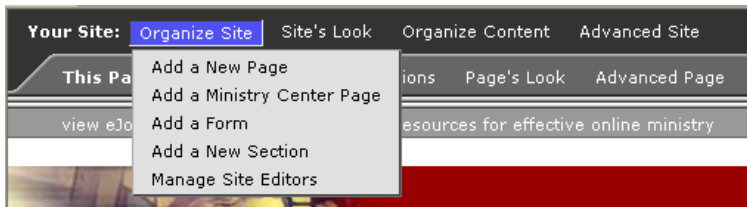
III. Going Deeper with Content

To expand and refine your site, you can add and edit sections and pages. Sections appear in the site's Home Page navigation bar and have one or more pages associated with them. Existing pages listed in the navigation menu can be renamed, deleted, or moved to another section.

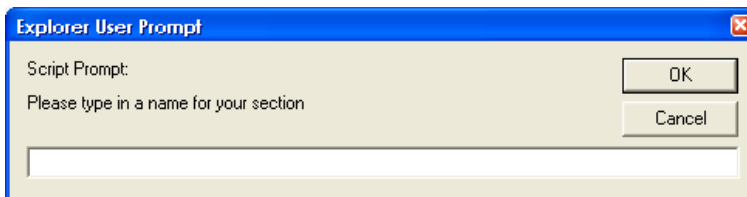
Before creating new pages or sections, think through how the site will be organized. Most of the site's pages should be reachable by no more than three clicks and pages with similar kinds of content should be grouped together logically into sections.

A. Item Attributes – Adding a New Section

1. Click on **Organize Site** at top of window.



4. Click on **Add a New Section** from scrolling pick-list.
5. Click in the blank field, and enter section's name. This label now appears on the navigation menu.



6. Click on **OK** and let the site refresh.

B. Item Security

Security allows you to determine who has permission to change and edit specific items. You can give access to individuals or specified groups of users.

1. Adding Item Security

- a. Click on **Edit this Item** in the Item Controls.
- b. Click on **Secure** tab.



TIP:

You can also add a section through the Editor's Bar area. Click on Add Link Here, and enter in section name and URL.



IMPORTANT!

After entering the new section name, allow time for the site to refresh.



TIP:

You can also edit Security by clicking on the lock icon in the Navigation controls.

| | | | | |
|---|------------|--------|-------|----------|
| Edit | Categorize | Secure | Share | Save and |
| Access (View Current Permissions) | | | | |
| Make Private | | | | |
| Only let specified users or groups of users view this item when displayed on your site. | | | | |
| Editing (View Current Editors) | | | | |
| Add an Editor | | | | |
| Grant a user or group of users access to edit this item. | | | | |
| Remove an Editor | | | | |
| Remove user or group of users access to edit this item. | | | | |

- c. Let only certain people or groups view this item.
 - Click on **Add Access** and enter users who will have permission.
 - Click on **Remove Access** to remove users from this list.
- d. Let certain people edit this item.
 - Click on **Add an Editor** to grant permission.
 - Click on **Remove an Editor** to remove a user.

IMPORTANT!
Keep a check on who is on the list in different areas of security.

C. Setting up Categories

You will want to set up your categories in advance, before you create their content (although you can do later). Then add or change them as needed.

1. Adding/Changing Categories

- a. Click on **Organize Content**, and scroll down to **Manage Content Categories**.

| | | |
|------------------------------|--|---|
| add/remove categories | | Close |
| Category Name | | New Top Level Category |
| Community | | Delete Rename New Sub |
| Events | | Delete Rename New Sub |
| Teaching | | Delete Rename New Sub |
| Worship | | Delete Rename New Sub |
| Youth | | Delete Rename New Sub |



TIP:
To categorize an item, click on **Edit This Item** and click on **Categorize**.

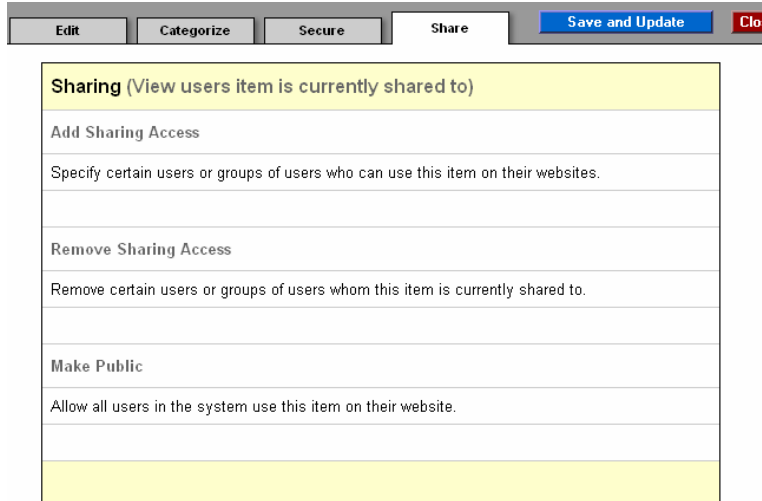
| | | |
|--------------------------|------------|--------|
| Edit | Categorize | Secure |
| Apply Categories | | |
| <input type="checkbox"/> | Community | |
| <input type="checkbox"/> | Events | |
| <input type="checkbox"/> | Teaching | |
| <input type="checkbox"/> | Worship | |
| <input type="checkbox"/> | Youth | |

- Choose **New Top Level Category** for a new category.
- Click on **Rename** next to that category to rename a category already created. To delete that category, click on **Delete**.
- Click on **New Sub** next to that category to create a subcategory under one that has been created.

D. Sharing

Through the Sharing feature, you can give permission to users or groups to view specific items.

- a. Go to the item and click on **Edit this Item**.
- b. Click on **Share** tab.



| | | | | | |
|---|-------------------|---------------|--------------|------------------------|--------------|
| Edit | Categorize | Secure | Share | Save and Update | Close |
| Sharing (View users item is currently shared to) | | | | | |
| Add Sharing Access | | | | | |
| Specify certain users or groups of users who can use this item on their websites. | | | | | |
| | | | | | |
| Remove Sharing Access | | | | | |
| Remove certain users or groups of users whom this item is currently shared to. | | | | | |
| | | | | | |
| Make Public | | | | | |
| Allow all users in the system use this item on their website. | | | | | |
| | | | | | |
| | | | | | |

Here you can grant sharing permission in three ways:

- **Add Sharing Access:** Specify certain users or groups of users who can use this item on their Web sites.
- **Remove Sharing Access:** Remove certain users or groups of users whom this item is currently shared to.
- **Make Public:** Allow all users in the system to use this item on their Web site.

Available Options:

1. **Teasers.** Display a short introduction about a longer text item, along with a “more” link to the rest of the text.

To display a Text Teaser instead of longer text item:

- a. Create a teaser for your text item in the Teaser Area of the Text Editor.
 - b. When finished editing, **Save and Update**.
 - c. On your page, click on **Options** for that text item and choose **Display as Teaser**.
2. **Text Pages.** Set up your text to appear on a series of pages (parts and pages).

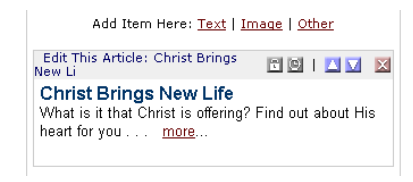
To set up a multiple-part text item:

- a. Place text for part one in the text-editing tool and click **Save and Update**.



EXAMPLE:

A teaser for a text item titled, “Christ Brings New Life” can be seen on this page.



- b. Scroll down to the text parts area and click on **Edit Text** for part two.
- c. Place text for part two in the text editor and click on **Save and Update**.
- d. Repeat as needed.

To view each part as a separate page, click on the check box below.

3. **Title, Author, and Copyright.** Include this information in your text item.
4. **Display Options.** Include the title, author, date, and copyright in the teaser (if you include one) and/or in the text item itself. Or you can just store it in the site repository but not seen on your site.

E. Set Advanced Image Options

When you are in the Add Image Window:

- a. Click on Set **Advance Image Options** at bottom of window.
- b. Change the settings you'd like.

The screenshot shows a window titled 'Add Image' with a toolbar at the top containing buttons for 'Edit', 'Categorize', 'Secure', 'Share', 'Save and Update', and 'Close'. The main content area is divided into three sections:

- 1. Add/Upload an Image:** Contains a text input field, a 'Browse...' button, and an 'Upload' button.
- 2. Basic Image Settings:** (This section is currently empty in the screenshot).
- 3. Advanced Options -** Contains a table of settings:

| | |
|-------------------|---|
| 'Alt' Text: | <input type="text"/> |
| Alignment: | <input type="text" value="standard or ..."/> |
| Border width: | <input type="text" value="0"/> - numbers only |
| Vertical space: | <input type="text" value="0"/> - numbers only |
| Horizontal space: | <input type="text" value="0"/> - numbers only |

- c. Click on **Save** to save changes, or click on **Save and Close** when done to close the Advanced Image Options pane.

Before uploading your image into your Repository, here are a few tips to keep your images easy to upload and view.

1. Optimizing to Reduce File Size

- Reduce the image resolution (sharpness) to 72 dpi, this is the maximum resolution most monitors display.



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

- 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.


2. 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).

F. Scheduling Items

1. Scheduling Content

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

- Click clock icon  in column across from **Edit This Item**.
- Choose either a **Fixed Schedule** or a **Daily Schedule** for an item.

content scheduling
Close

Always Show (No Schedule)
 Fixed Schedule
 Daily Schedule

This item is currently not scheduled and will always show up in the column. To apply a schedule select from either fixed or daily schedules above.

Apply Schedule
Cancel

- Fixed items** display once at a fixed time and date. Enter Start Date and Time and End Date and Time
- 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.
- Click on **Apply Schedule** when finished.

2. Preview Scheduled Content

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



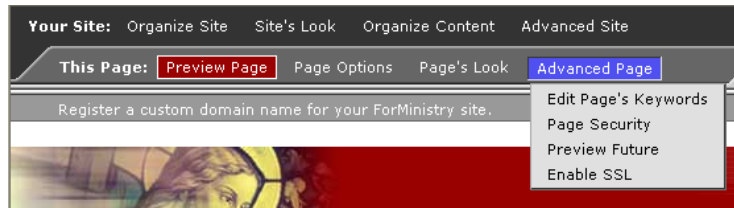
EXAMPLE:

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



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.



- b. Select **Preview Future** from scrolling pick-list.
- c. Click in fields and type date and time for preview.
- d. Click on **Preview**, when done click on **Exit Preview**

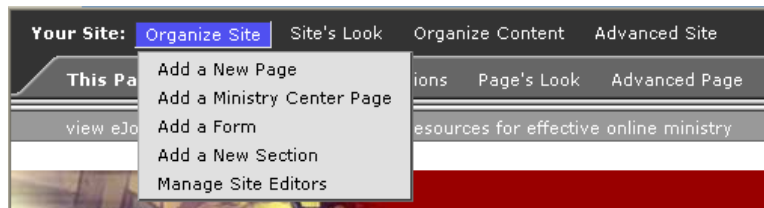
3. Editing Content on Your Page

You can edit content after it's in a layout, to fine tune how it displays on page.

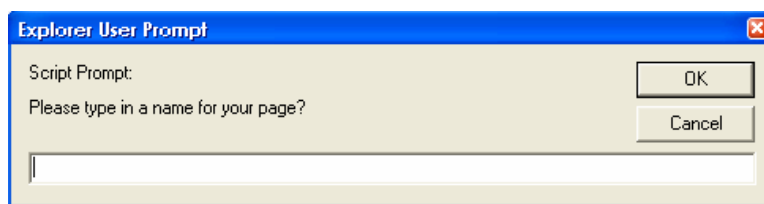
- a. Click on **Edit This Item** in the Item Controls.
- b. Make appropriate changes.
- c. When finished, click on **Save and Update**.

4. Adding Pages

- a. Make sure you are in the section you wish to add a page to.
- b. Click on **Organize Site**, and scroll down to **Add a New Page**.



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



G. Working with Sections

To expand and refine your site, you need to add/edit sections and pages. Sections appear in the site's navigator bar and usually have more than one page. Existing pages listed in the navigation menu can be deleted, renamed, or moved to a section to organize the navigation menu.

Before creating new pages or sections, think through how the site will be organized. Most of the site's pages should be reachable by no more than 3



TIP:

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



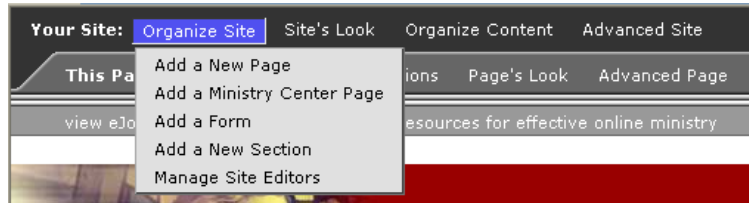
TIP:

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.

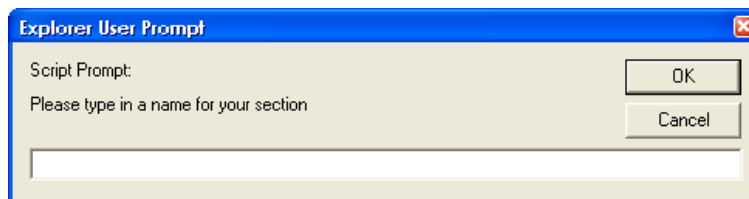
clicks. Pages with similar content should be grouped together logically into sections to make navigation easier.

1. Creating Sections (Site Navigation Items)

- a. Click on **Organize Site** at top of window.



- b. Click on **Add a New Section** from scrolling pick-list.
- c. Enter sections name. This label will appear on the your Navigation Bar.



- d. Click on **OK** and let the site refresh.

2. Renaming Sections

- a. Click on the section that you wish to rename.
- b. Click on **Organize Site**.
- c. Click on **Rename This Section**.
- d. Enter new section name and click **OK**.

3. Moving Sections

In the Navigation Bar, there are arrows next to each Section Name.

- a. Click the arrows depending on where you want each section to go.

4. Deleting Sections

- a. Click on the section that you wish to delete.
- b. Click on **Organize Site**.
- c. Click on **Delete This Section**.
- d. Click **OK**.

H. Registering Site Users

To grant access to others to work on the site; have each person register as a ForMinistry.com user.

1. Give the Web site address to those people who need to register.
2. Have them go to the site and complete the following steps:
 - a. Click on **Login**.
 - b. Click on **Click Here to Create a New User**.



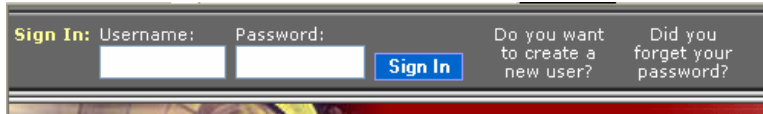
IMPORTANT!

After entering the new section name, allow time for the site to refresh.



TIP:

Some menu bars go left to right, some go up and down.



- c. Read the end-user agreement and click on **Agree**.
 - d. Complete the User Profile.
 - e. Click on **Submit** when done.
3. Ask them to give you their “user name” so you can assign them privileges.



TIP:

A church youth group might have a section of the site that is restricted only for members. A group, “YouthGroup” is created and each authorized user is added as they register online. Viewing privileges for these pages is restricted to only “YouthGroup” members.

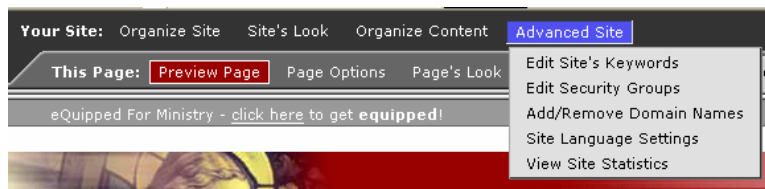
I. Security Group Manager

To maintain your site, you can give access to certain groups of people to edit and/or view certain parts of your Website. For example, a church can give access to it’s leaders to view a certain page that is not accessible to the general public.

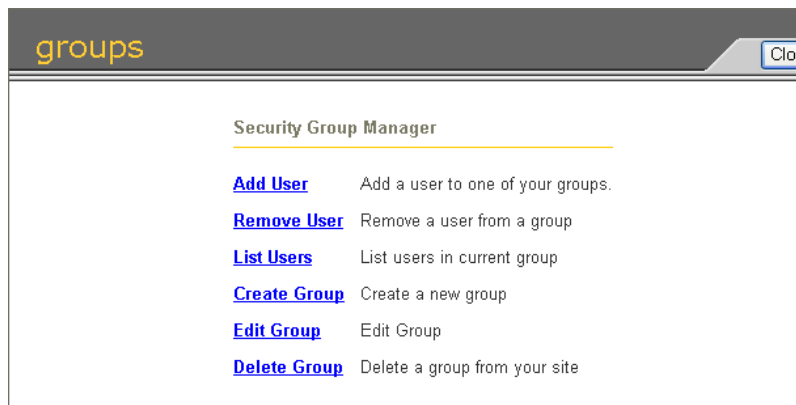
To do this, first you must set up create a group, then add users to that group.

1. Creating a Group

- a. Click on **Advanced Site**, and scroll down to **Edit Security Groups**.



- b. Click on **Create Group**.



- c. Enter new group name and click on **Create Group**.



TIP:

Setting someone up as an ‘organizational representative’ grants them full rights to every aspect of site administration and management.

2. Adding Users to Editing Groups

- a. From the Groups window above, click on **Add User**.

- b. Select from one of the groups created. Remember, the definitions for Site Admin, Page Admin, and Content Editors are listed above.
- c. Enter User Name, and click on **Add this User**.

J. Giving Editorial Privileges

1. For the entire Website

To give access for a certain group to edit the entire Website:

- a. Click **Advanced Site**, and choose **Edit Security Groups**.
- b. Click on group you want to give access to.
- c. Check off box next to “Allow members of this group to edit this site?”
- d. Click **OK**.

2. For Certain Pages

To give access for a certain group to edit the entire Website:

- a. Click **Advanced Page**, and choose **Page Security**.
- b. Click **Add an Editor**.
- c. Choose the group (or add editor).
- d. Click **OK**.



EXAMPLE:

You may want to have a directory listing of emergency contact information available only for members, not to the general public.

K. Adding Security

You can set the level of access the public and/or registered users have to the site using the Security features. Security can be set for the entire site, individual pages and/or specific content items. Privileges to view, edit, manage, share with other editors, and administer can be set at some or all levels.

1. Adding Page Security

This would allow only specified users or groups of users to view this particular item.

- a. Click on **Advanced Page**, and scroll down to **Page Security**.



TIP:

You can also view and change security access for each item in the edit window by clicking on the **Secure** tab at the top of the page.

- b. Click on **Make Private** to:
 - Let certain users view page (access):
 - Click on **Add Access** and enter users that will have permission to view this page.
 - Click on **Remove Access** to remove users from this list.
 - To change security so that all can see this page, click on **Make Public**.



Let certain users edit pages (editors):

- Click on **Add an Editor** to permit a user to edit this page.
- Click on **Remove an Editor** to remove an editor's permission.

After you've made the page private, click on **Hide** next to the section to hide it from the general public. This will take the page off your Navigation so someone cannot click on a page they cannot access.

To hide a whole section (and the pages in that section), simply click on **Hide** for the home page of that section and all the pages within it.

EXAMPLE:

A hidden section or page will not be seen unless you log on as a user. When you are logged on, the section or page like the **ministries** section below:



L. Customizing Site Navigation

1. Site Links:

When a site is created, several starter pages are created. As your site grows, you can add additional pages. When you create a new page, a navigation link is automatically created with the name of the page you created.

2. Offsite Links:

Links to other sites may be added to your site's navigation. These links direct a user to another site and not to a page on your site. For example a link for "Today's News" might go to a popular news site. To create an offsite link:

- Click on **Add Link Here** in your Navigation Controls.



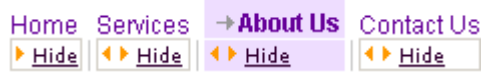
TIP:

It is recommended that you use this feature sparingly. The Navigation controls should primarily used for your Website areas. It is better to link offsite Websites in the text of your page.

- Type in the URL of the site you want to address and the text for the link you want to display.
- After you create your link you may reorder your navigation by clicking the **orange arrow** icon associated with each navigation element.
- When you are done, click on **OK**.

3. Hidden Links:

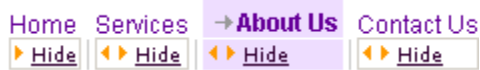
You may create "hidden" pages by hiding the link to a page that would normally display in your site's navigation. You may still view this page by typing in the full URL in your address line, but a user would not know the page exists unless you give them the specific address. This is a simple private page as opposed to a fully secure page.



- a. The words **Hide** or **Show** are beside each navigation element. Find the navigation element you wish to hide and click on **Hide**.
- b. This link will now be hidden to your visitors. **Note:** You can see it when you are logged in. Your page will refresh with the new navigation order.

4. Ordering Links

To Change to order of your site's navigation:



- a. Reorder your navigation by clicking the orange arrow icon in the desired direction.

IV. Going Deeper with Design

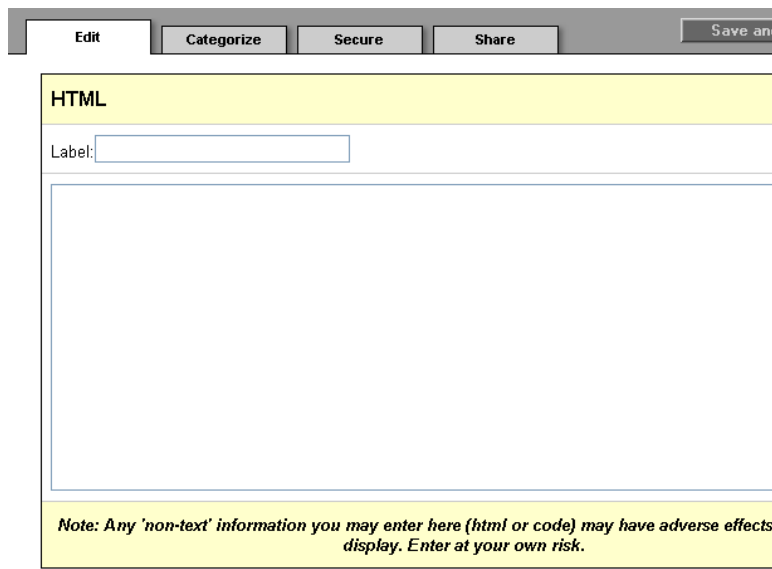
A. Creating HTML Items:

(NOTE: Using the HTML functionality is recommended for advanced users who are familiar with HTML.)

ForMinistry is not an ISP, so you cannot build your site in HTML then upload your files to our servers. (ForMinistry is much easier than that!) You can, however, create HTML items on your site if you're familiar with HTML and would like more control over your text formatting.

To create an HTML item. . .

- a. Click on **Other** . Under **Basic Types**, you see HTML.
- b. Select **Create a new HTML item**.



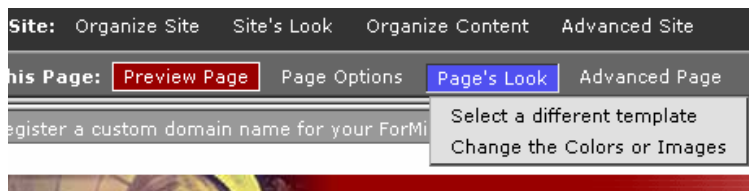
The screenshot shows a web interface for creating an HTML item. At the top, there are buttons for 'Edit', 'Categorize', 'Secure', 'Share', and 'Save and Update'. Below these is a yellow header labeled 'HTML'. Underneath is a 'Label:' field with an empty text box. A large, empty text area is provided for entering HTML code. At the bottom of the text area, a note reads: 'Note: Any 'non-text' information you may enter here (html or code) may have adverse effects display. Enter at your own risk.'

- c. Choose a Label for your item and enter your HTML code.
- d. Click on **Save and Update** at top of window when finished.

B. Page Template Design:


1. Changing Templates

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



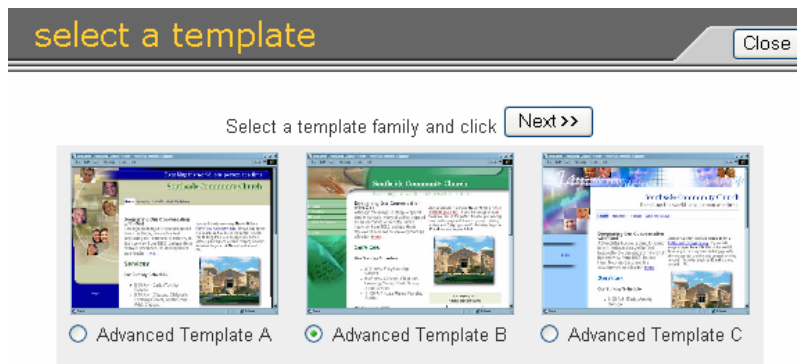
TIP:

You can copy and paste from a HTML program. You can also work on HTML in any text area by clicking on the

HTML icon in the text editor: 



(A thumbnail image from each of the template families will be displayed. Remember, under each of these thumbnails are additional options for colors and images.)



- b. Click the button for the thumbnail you have chosen.
- c. Click on **Next**.
- d. Select the color, image, and alignment you want for your template. The window on the right will preview what your page's template will look like with those choices.
- e. Click on **Next** and wait for window to refresh.

IV. Connecting through Interactive Features

A. Interactive tools

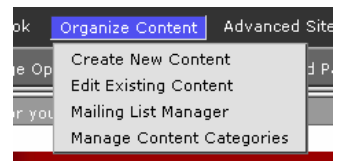
1. Descriptions

- **Form:** A way to collect information and develop user relations.
- **Mailing List:** E-mail addresses to distribute news, information, updates, etc. to members on your list.
- **Quick Poll:** Questions that allow viewers to vote and submit their opinions.
- **Bible Reading:** Use this feature to add a daily Bible Reading to your site.



TIP:

You can also get to the mailing list function through the **Organize Content** menu bar.



2. Creating Forms:

Forms are used to collect information and develop user relations. Shown Below are the different types of Preset forms:

Contact Form

Add Item Here: [Text](#) | [Image](#) | [Other](#)

Edit This Form: Contact Us Options

Contact Us

Name:

Email:

Comments:

Newcomer Signup

Add Item Here: [Text](#) | [Image](#) | [Other](#)

Edit This Form: Newcomer Signup

Newcomer Signup

Name:

Email:

Address:

City:

State:

Zip:

Send Me Information About Upcoming Events

Please have a pastor contact me

Comments:

Ask the Pastor a Question

Add Item Here: [Text](#) | [Image](#) | [Other](#)

Edit This Form: Ask the Pastor a Question

Ask the Pastor a Question

Email:

Question:

Prayer Request

Add Item Here: [Text](#) | [Image](#) | [Other](#)

Edit This Form: Prayer Request

Prayer Request

Name:

Email:

Prayer Request:



Volunteer Signup

Add Item Here: [Text](#) | [Image](#) | [Other](#)

Edit This Form: Volunteer Signup

Volunteer Signup

Name:

Email:

volunteer

- Worship Team
- Sunday School
- Nursery
- Setup

Comments:

- Click on **Other** in your Navigation and you will see the basic types of tools displayed.
- Select **Form**.

Edit Categorize Secure Share Save and Update

Web Form Setup Wizard

1. What type of form would you like to create?

- Contact Form
- Newcomer Signup
- Ask the Pastor a Question
- Prayer Request
- Volunteer Signup
- Custom Form

- Select the form you want from list, and click **Next**.
- Input e-mail address to use for replies.
- Click on **Customize This Form** if you want to change to one of the preset forms.
- Click on **Custom Form** if you want to create your own custom form. In the Custom Form section, step #1 is to fill out your preferences.

Edit Categorize Secure Share

Step 1. Fill out your preferences for your form.

Form Preferences

Label for Content Listing:

Displayed Form Title:
Enter an optional Title for your form.

- g. Click on **Save and Update**.
- h. Step #2: Now you will want to build your form so that it has the appropriate information to list and gather. (For more information about building custom forms, see Appendix A).

| | | | | |
|------|------------|--------|-------|-----------------|
| Edit | Categorize | Secure | Share | Save and Update |
|------|------------|--------|-------|-----------------|

| | |
|--|--|
| <p>Step 2. Build Your Form:</p> <p>Click to add form elements:</p> <p style="text-align: center;">Text Box</p> <p style="text-align: center;">Password Box</p> <p style="text-align: center;">Check Box</p> <p style="text-align: center;">Radio Buttons</p> <p style="text-align: center;">Select List</p> <p style="text-align: center;">Text Area</p> <p style="text-align: center;">Hidden Item</p> <p>Format your form:</p> <p style="text-align: center;">Section Heading</p> <p style="text-align: center;">Instructions</p> <p style="text-align: center;">Column Break</p> <p style="text-align: center;">Horizontal Line</p> <p style="text-align: center;">Spacer</p> | <p>Form Preferences</p> <p>Label for Content Listing: <input type="text"/></p> <p>Displayed Form Title: <input type="text"/> Enter an optional Title for your form.</p> <p>Email Address: <input type="text"/> This should be an email address that you want this form's data to be sent to.</p> <p>Response Message: <input type="text"/> Thank You If you need this form display a message after a form is submitted enter that message here. For example, "Thank you for using our contact form."</p> <p>Response URL: <input type="text"/> If you need this form to go to a different web address after submitting put the full web address in the input box above.</p> <p>Processing URL: <input type="text"/> If you need this form to submit to a specific web address for processing put the full web address in the input box above.</p> |
|--|--|

- i. Click on **Save and Update** when finished.

3. Creating Mailing List Items

A mailing list is a list of e-mail addresses. Mailing lists are used to distribute news, information, updates, etc to members on your list.

- a. Click on **Other** in your Item Controls and you will see the basic types of tools displayed. Select **Mailing List**.



b. Select **Create a New Mailing List Item**.

- c. Enter appropriate information. Header and Footer information is optional.
- d. Enter e-mail address that will serve as “Reply Address” for this mailing list and press TAB and then ENTER, or click on **Update My List Options**, “Add Subscriber” pane opens.
- e. Add Subscribers, and for more fields click on **Add a Subscriber**.
- f. Click on **Save and Update** at top of window when finished.

4. **Quick Poll:**

A poll can be set up to ask questions that will allow viewers to vote and submit their opinions.

- a. Click on **Other** in your Item Controls and you will see the basic types of tools displayed.
- b. Select **Quick Poll**.

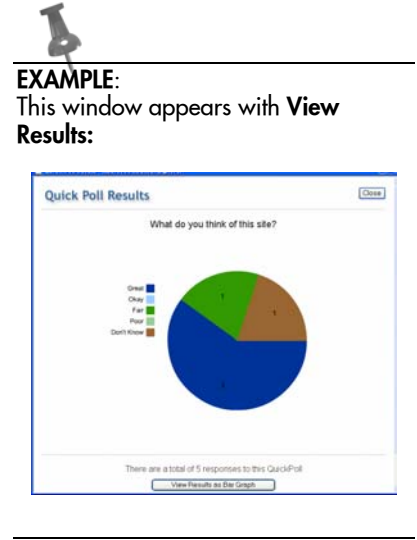


EXAMPLE:

This is what a sample Quick Poll would look like on your page in Edit Mode. To view, click on **Preview Page**.



| | | | | | |
|--|---|-------------------|---------------|--------------|------------------------|
| Edit | | Categorize | Secure | Share | Save and Update |
| QuickPoll Input: | | | | | |
| Title: (Optional): | <input type="text"/> | | | | |
| Description: (Optional): | <input type="text"/> | | | | |
| Question and Responses | | | | | |
| Question: | <input type="text"/> | | | | |
| Responses: | 1: <input type="text"/> <input type="text"/> 2: <input type="text"/> <input type="text"/> 3: <input type="text"/> <input type="text"/> 4: <input type="text"/> <input type="text"/> 5: <input type="text"/> <input type="text"/> <input type="button" value="Add More Responses"/> | | | | |
| Display Options | | | | | |
| View Results Via (Select One): | <input type="radio"/> Horizontal Bar Graph <input type="radio"/> Pie Chart | | | | |



- c. Input appropriate information.
- d. Once the Quick Poll is set up on your site, you can click on **View Results**.
- e. When finished, click on **Save and Update**.

5. Bible Search:

Allow viewers to search for passages using an online Bible search program.

- a. Click on **Other** in your Item Controls and you will see the basic types of tools displayed.
- b. Select **Bible Search**.

| | | | | | |
|-----------------------------|----------------------|-------------------|---------------|--------------|------------------------|
| Edit | | Categorize | Secure | Share | Save and Update |
| Bible Search Options | | | | | |
| Label: | <input type="text"/> | | | | |
| Document Description | | | | | |
| Language: | <input type="text"/> | | | | |
| Version: | <input type="text"/> | | | | |



- c. Fill in appropriate information.
- d. When finished, click on **Save and Update**.

6. Daily Reading

Use this feature to add a daily Bible Reading to your site.

- a. Click on **Other** in your Navigation and you will see the basic tools displayed.
- b. Select **Daily Reading**.
- c. Select **Reuse a Daily Reading Item**.
- d. From the Scope field, choose **Public Daily Reading Items**. You have a choice of Bible versions.

The screenshot shows a web interface titled "content manager" with a "Close" button in the top right. Below the title bar, there is a search area with a "Type List" dropdown, a "Scope:" dropdown menu set to "Public Daily Reading Items", and a "Search" button. Below the search area, there are buttons for "Create Daily Reading", "Delete Checked Items", and a "Results Per Page:" dropdown set to "90", along with a "Refresh" button. The main content area features a yellow button labeled "Add Checked Daily Reading Item(s) To Page". Below this is a table with columns for "Created", "Updated", and "UpdatedBy". The table lists three items: "CEV (English)", "KJV (English)", and "NIV (English)", each with a checkbox and a document icon. The dates for all items are "2/21/03" and the user is "djhuang". At the bottom of the table area, there is another yellow button labeled "Add Checked Daily Reading Item(s) To Page".

| <input type="checkbox"/> Edit Label | Created | Updated | UpdatedBy |
|--|-------------------------|-------------------------|---------------------------|
| <input type="checkbox"/> CEV (English) | 2/21/03 | 2/21/03 | djhuang |
| <input type="checkbox"/> KJV (English) | 2/21/03 | 2/21/03 | djhuang |
| <input type="checkbox"/> NIV (English) | 2/21/03 | 2/21/03 | djhuang |

- e. Check the box next to the Bible Version you desire.
- f. Check **Add Daily Reading Item To Page**. Page will refresh.



V. Keeping Up with Site Management

A. Advanced Site Properties

1. Edit Site's Keywords

Keywords are used to help describe your Web site to popular search engines. This tool allows you to see the details of usage of your Web site. For example, keywords for a church site could include the name of your city, your denomination name, and words such as "church," "Christian", and "contemporary".

- a. Click on **Advanced Site**, and scroll down to **Edit Site's Keywords**.
- b. Enter Keywords, and description, then **Save and Close**.

You can also add keywords to a particular page by going to **Advanced Page** and scrolling down to **Edit Page Keywords**.

2. Adding and Removing Domain Names

This tool allows you to see the details of usage of your Web site.

- a. Click on **Advanced Site**, and scroll down to **Add/Remove Domain Names**.
- b. Enter domain names to be added and click on **Add New Domain**.



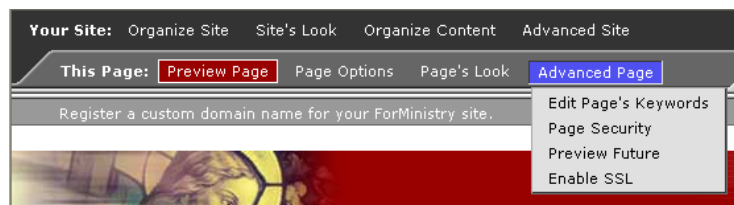
This screen allows you to add and remove domain names related to this site.

- c. For domain names to be deleted, click on **Remove**.

3. Secure Socket Layer

Secure Socket Layer (SSL) is used for pages with secure forms. Enable this if you wish to have a secure form on this page.

- a. Click on **Advanced Page**, and scroll down to **Enable SSL**.



- b. Click **OK** when confirmation window opens.

VI. Appendix A: Creating Custom Forms

Introduction

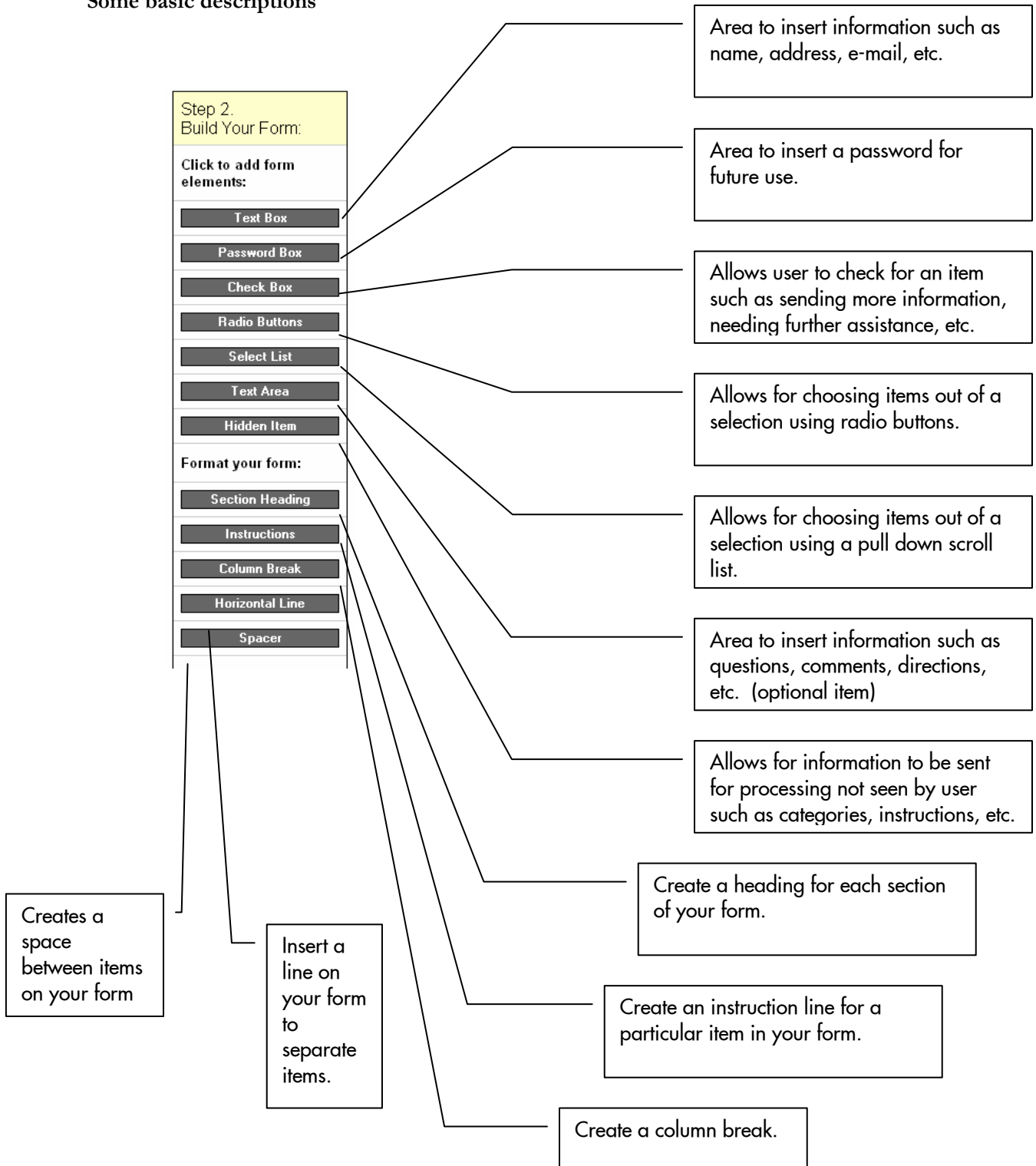
This handout will guide you through the basic properties and functions of forms using the ForMinistry tool. For more information, go to the Editor's Manual or contact the Help Desk.

To get to the form function:

1. Click on **Other** in your Item Controls.
2. Select **Create a New Form Item**.
3. Choose a template form from the list or select **Custom Form** and click **Next**.
4. Insert e-mail address where responses will be sent and select **Finish**.
5. When your form is created, click on **Customize**.

| Form Preferences | | |
|----------------------------|---|---|
| Label for Content Listing: | <input type="text"/> | How this form is identified in your content manager. |
| Displayed Form Title: | <input type="text"/> Enter an optional Title for your form. | The form title that will be displayed. |
| Email Address: | <input type="text" value="123@anywhere.com"/> This should be an email address that you want this form's data to be sent to. | The e-mail address that the form information will be sent to. |
| Response Message: | <input type="text" value="Thank You"/> If you need this form display a message after a form is submitted enter that message here. For example, "Thank you for using our contact form." | Message that is viewed after the form is sent (ie, thank you message) |
| Response URL: | <input type="text"/> If you need this form to go to a different web address after submitting put the full web address in the input box above. | After submitting form, this web address will be shown to redirect to. (optional item) |
| Processing URL: | <input type="text"/> If you need this form to submit to a specific web address for processing put the full web address in the input box above. | The information on this form will be sent to another Website to be processed as well. (optional item) |

Some basic descriptions



Form Elements

When one of the form elements is chosen, a form-editing box will appear to customize each item. Once each item is completed, click on **Save** in that section. To finish with the entire form, click on **Save and Update**.

To the right is a sample form with its different elements shown. Each element will be discussed below, showing the Form Editor and what each part will look like.

Remember, each part of the form doesn't have to be used on your form, and you can use parts more than once.

A sample form titled "Sample Form" containing several input fields: a text box for "What is your name", a password box for "Enter your desired password", a checked checkbox for "Check this box to receive email", radio buttons for age groups (10-20, 20-30, 30-40, 40+), a select list for church ministries, and a text area for "Comments?".

Text Box



A form titled "Text Box Editing Form" with fields for "label", "name", "value", "size", and "maxlength". It includes "Save" and "cancel" buttons at the bottom.

The Text box can be used to gather smaller items of information such as name, e-mail addresses, numbers, etc.

The Text box area with information given above will look like this on your Website. (This will be true for all the different forms shown below.)

A preview window titled "Edit This Form: Sample Form" showing the rendered form with the text box and password box.



Password Box

Secure Share Save and Update

1 up down delete

Password Box Editing Form

label: Enter your desired password (password bo:

name: password

value:

size: 25

maxlength: 100

Save cancel

Using the Password Form, you can allow the user to input a password that can be saved and used later.

What is your name (this is a text box)

Enter your desired password (password box)

Check this box to receive email (This is a checkbox)

Check Box

Secure Share Save and Update

1 up down delete

Check Box Editing Form

label: Check this box to receive email (This is a ch

name: Getemail

value:

checked:

Save cancel

Using the Check Box Editing form, you can ask a question that the user responds to by checking (or not checking) the box.

Enter your desired password (password box)

Check this box to receive email (This is a checkbox)

Radio Buttons

Secure Share Save and Update

1 up down delete

Radio Buttons Editing Form

label: How old are you? (these are radio buttons; c

name: Age

| Label | Value | Selected (Select only one) |
|-------|-------|-------------------------------------|
| 10-20 | | <input checked="" type="checkbox"/> |
| 20-30 | | <input type="checkbox"/> |
| 30-40 | | <input type="checkbox"/> |
| 40+ | | <input type="checkbox"/> |

Using the Radio Buttons Form, you can create a list of items that can be chosen from.

How old are you? (these are radio buttons; can select only 1)

- 10-20
- 20-30
- 30-40
- 40+

Select List

Secure Share Save and Update

1 up down delete

Select List Editing Form

label: What ministries exist at your church? (This is

name: Ministriesatchurch

size: 5

multiple:

| Label | Value | Selected (Select only one) |
|---------------------|----------------|----------------------------|
| Women's ministry | womens min | <input type="checkbox"/> |
| Men's ministry | mens min | <input type="checkbox"/> |
| Children's ministry | children's min | <input type="checkbox"/> |
| Prayer ministry | prayer | <input type="checkbox"/> |

The Select List is a dropdown list that users can choose from, one or more items in that list.

What ministries exist at your church? (This is a select list)

Women's ministry
Men's ministry
Children's ministry
Prayer ministry

Text Area

The screenshot shows a configuration window for a form item. At the top, there are buttons for 'Secure', 'Share', and 'Save and Update'. Below these is a yellow header bar containing a dropdown menu set to '1', and 'up', 'down', and 'delete' buttons. The main area is titled 'Text Area Editing Form' and contains a table of configuration options:

| | |
|--------|--|
| label: | <input type="text" value="Comments? (This is a Text Area)"/> |
| name: | <input type="text" value="comments"/> |
| value: | <input type="text"/> |
| rows: | <input type="text" value="10"/> |
| cols: | <input type="text" value="30"/> |

At the bottom right of the form area are 'Save' and 'cancel' buttons.

The Text area is used to gather larger areas of information, such as questions, comments, etc.

This screenshot shows the rendered form. On the left, the label 'Comments? (This is a Text Area)' is displayed. To the right of the label is a large, empty text area with a vertical scrollbar on the right side.

The screenshot shows a configuration window for a hidden item. At the top, there are buttons for 'Secure', 'Share', and 'Save and Update'. Below these is a yellow header bar containing a dropdown menu set to '1', and 'up' and 'delete' buttons. The main area is titled 'Hidden Item Editing Form' and contains a table of configuration options:

| | |
|--------|----------------------|
| name: | <input type="text"/> |
| value: | <input type="text"/> |

At the bottom right of the form area is a 'Save' button.

Hidden items are text items that are hidden from view in the form itself, but seen with the information to be processed. (This is an optional form element)



Category – a way to organize or file content into different groups.

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

Document – for the purposes of this tool, a document is any item you can upload to your Web site, such as a Microsoft Word document, PowerPoint file, or PDF file.

Domain Name – The Web address that identifies your site, e.g., www.mychurch.org. This is a unique address and can be chosen to fit your needs and purposes.

Editor's bar – the Editor's bar is the area that contains the tools and functions to manage and edit your Website. The Editor's bar is located at the top of your Web page.

Group – a group of individuals that have specific privileges and rights to interact with your Web site. These rights can be to view, edit, or make changes to content or design on your page.

HTML – stands for hypertext markup language, a language used to create pages on the Web, which includes, text, graphics, and hyperlinks.

Interactive – interactive tools are used to interact with users and viewers of your site. These would include e-mail lists, forms, and polls.

Item – any information that is placed on your site. These can include text, images, and forms.

Keywords – a keyword is used to describe your site and allow search engines to more easily locate it. For example, keywords for a church site could include the name of your city, your denomination name, and words such as “church,” “Christian,” “contemporary.”

Label – a label is used to identify an item, and will be seen as the title of that item in your repository.

Navigation Menu – the Navigation Menu is the area that shows the sections and pages contained on your site and allows you to move, hide, and show them.

Repository – the area that holds all the items you create on your Web site through the ForMinistry tool. This includes text, images, and all other items. You can see the whole repository through the Content Manager.

Scheduling – Taking items on your Web site and setting them to be viewed at certain times or periods of time. For instance, a monthly newsletter can be scheduled to be seen for the duration of the month, or the weekly schedule shown for each week.

Security – giving permission and access to certain individuals or groups to view, edit, and make changes to your Web site.

Sharing – to give permission to users or groups to view specific items.

Teaser – a teaser is an option for a text item is a short description of what a text item contains. This teaser can be placed on a page that automatically includes a link to the actual text item.

Template – a design shown on your Web site that gives it consistency and character. ForMinistry has a family of different template designs and colors to choose from.