



Version 3.2 Editor's Guide

Equipping the church online for ministry®

Table of contents

I. Preparing Site Content	3
A. Understanding Content Types.....	3
B. Preparing Content.....	4
C. Preparing 'Article' Objects:	5
D. Preparing Image Objects	5
1. Optimizing to Reduce File Size.....	6
2. Cropping to Correct Display Size.....	6
E. Preparing Directory Objects	6
1. Directory Templates	6
F. Preparing Mailing List Objects	7
G. Preparing HTML Objects:	7
H. Moving Content onto Site	8
1. Setting up Categories	8
2. Creating Text Objects:.....	9
3. Creating Article Objects.....	9
4. Categorize Article.....	10
5. Add a Rating Scale.....	10
6. Add Related Items.....	11
7. Creating Image Objects.....	12
8. Set Advanced Image Options.....	13
9. Creating Directory Objects.....	13
10. Creating Mailing List Objects.....	15
11. Creating HTML Objects	15
II. Finishing your Home Page	17
A. Choosing a Layout.....	17
B. Adding Content To Layout.....	17
1. Adding Content to Arrangement.....	18
2. Changing Content Display Order.....	18
3. Scheduling Content.....	19
4. Preview Scheduled Content.....	19
5. Editing Content in Arrangement.....	19
C. Editing Site Slogan.....	20
D. Changing Visual Theme.....	20
3) Working with Sections and Pages	21
A. Creating Sections (Site Menu Items).....	21
B. Changing Existing Sections	22
1. Renaming Sections	22
2. Moving Sections	22
3. Deleting Sections.....	22
C. Changing Existing Pages.....	23
1. Renaming Pages.....	23
2. Moving Pages	23
3. Changing Page Layout.....	24
4. Removing Content from Pages.....	24
5. Deleting Pages.....	24
D. Adding Pages	24
E. Customizing Site Menus	26

IV. Setting up Editorial Groups and Security.....	28
A. Registering Site Users.....	28
B. Assigning Editors To Groups.....	29
1. Default Site Editing Groups.....	29
2. Creating Custom Groups.....	29
3. Adding Users to Editing Groups.....	30
C. Adding Security.....	31
1. Add Site Security.....	31
2. Add Page Security.....	32
3. Content Object Security.....	33
V. Managing Site Properties.....	34
A. Updating Site Properties.....	34
1. Changing Site Name.....	34
2. Changing Site Slogan.....	34
B. Updating Organization Properties.....	35
1. Update Contact Information.....	35
2. Add/Remove Organizational Reps.....	35
3. Adding Domain Name.....	36
C. Sending Emails Using Site Mail Lists.....	36

I. Preparing Site Content

We humans make plans, but the LORD has the final word.

We may think we know what is right, but the LORD is the judge of our motives.

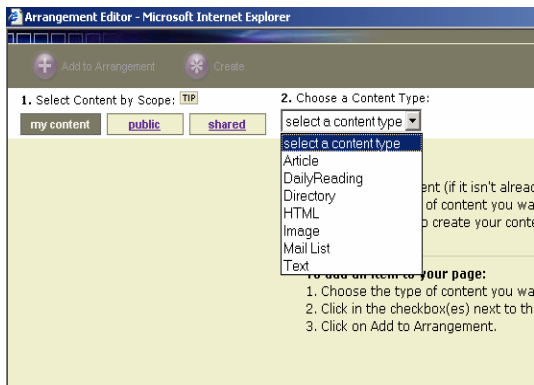
Share your plans with the LORD, and you will succeed.

- Proverbs 16:1-3 (CEV)



A. Understanding Content Types

It is important to understand the different “types” of content that can be used, before you begin to build the site.



TIP:

Use the “article” content type to include information (e.g., mission statement, history, or overview) on your site without having to create a separate page for each item.

- **Article:** An “article” is just text that has additional fields for including a title, author, teaser, and/or copyright if desired. This content type is great for formatting and organizing many document types. It has the added advantage of two additional interactive features: **Rating** and **Related**.
 - **Rating:** A customized rating scale to solicit an evaluation of the “article” can be setup to display with the content.
 - **Related:** Links to related “article” content objects and external Web sites can be added to display with the content
- **Daily Reading:** A daily scripture passage that updates with a new verse each morning. This item is located in the public area of the arrangement editor.
- **Directory:** A directory is a list of information that can include images, text, and Web or email links.
- **HTML:** This is provided for advanced users who are familiar with HTML. People who are not familiar with HTML should not use it, as incorrect coding can interfere with the correct display of the page templates. If a link to a Web site needs to be added to a page, instructions are provided in “Moving Content



EXAMPLE:

A church’s history placed into an “article” content object with “History of St. Anne’s” as the title and “Founded in 1942” as the author (displays under title).

The “teaser” is the first few lines of the history with “Learn More” at the end. When placed on the site, only the title, author, and teaser show (using “teaser” display option), leaving room on the page for other items. The visitor can access the full history by clicking on the ‘teaser.’

1. Enter an Article Title to begin.

Article Title:	<input type="text"/>
Author:	<input type="text"/>
Article Teaser: (optional)	<input type="text"/>

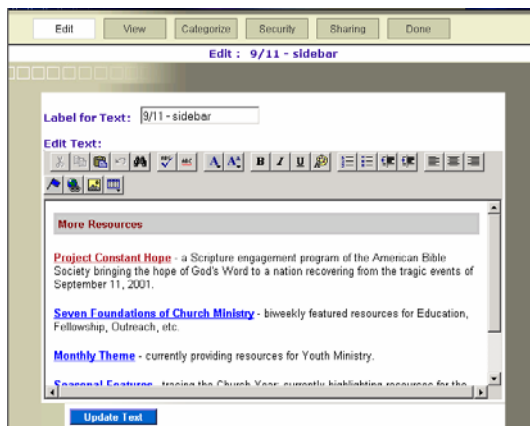
onto Site: HTML.”

- **Image:** An image is a picture or photograph. JPEG and GIF are the standard Web image formats.
- **Mailing List:** A mailing list is a list of email addresses. Mailing lists are used to distribute news, information, updates, etc to members on your list.
- **Text:** A text object is any text segment.

B. Preparing Content

It is helpful to think through how the content files will be “labeled” and “categorized” so they can be easily retrieved for placing on pages, before content is moved online. “Categories” can be used to create a filing system for the site’s content. A beginning list of categories is provided, which can be edited and/or expanded. As each content object is prepared, make a note of it’s name (label) and how it will be categorized (if applicable).

- **Preparing Text Objects:** Organize text pieces in advance, determine how to label individual segments to best recognize and retrieve them later. Text can be copied and pasted from another location or entered directly – either way text can be formatted once it is placed in the Content Object Editor.



TIP:

JPEGs are good for photos and pictures with fine color gradations. GIFs are good for small images – simple line-art and flat, solid color images.



TIP:

When deciding to use a piece of text on a page, think carefully about its purpose and what message it communicates. Check the length of the piece and remember reading lengthy text on a computer screen is not ideal. Try to be clear and concise; shorter is better.

C. Preparing ‘Article’ Objects:

Organize in advance title, author, teaser, main text, copyright, and page titles. Text can be copied and pasted from another location or entered directly. Determine how to label each “article” to best recognize and retrieve it later. This content type can be used for many forms of content.

1. Enter an Article Title to begin.

Article Title:

Author:

Article Teaser (optional):

Update

Pages in this Article:

3. Copyright (Optional)

Copyright (Optional):

- *Rating*: The rating function allows visitors to rate an article using a scale that is set up when the function is added to the site.
- *Related*: This function provides the ability to refer visitors to other “article” content objects on the site that are related and/or to other Web resources through adding the URLs (Web addresses).

D. Preparing Image Objects

Images should be either JPEGs or GIFs. The image should be cropped to the correct display size before uploading and optimized to reduce file size. Image files should not be larger than 30K, the smaller the better since size affects download time for visitors.

1. Add/Upload an Image

File: Browse... > Upload

2. Basic Image Settings

Image Name:

Image Width:

Image Height:

Change Basic Image Settings Save

Current display for your image:

3. Advanced Options -

Set Advanced Image Options Edit



TIP:

The different components of the “article” object type can be used or not used to suit the needs of the content. For instance, the “author” field can be an attribution or subhead; the “copyright” field can be any type of footer; and the “teaser” can be a summary of key points or the first few lines of what is contained in the main text.



TIP:

Before deciding to use an image, think carefully about its purpose and what message it communicates, plus weigh the value of including it against the download delay (e.g., a 21K image takes approximately 7.3 seconds to download at 28.8Kbps).

1. 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.

2. Cropping to Correct Display Size

- Crop/reduce the image dimensions to the correct display size (e.g., a 4x6” photo that will appear on the site as a 2x3” 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).



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

E. Preparing Directory Objects

Determine whether one of the standard directory templates provided will work; if not, plan to custom build one. Organize the directory data for easy entry. If images will be used, they must be added to the site’s content repository before they can be included in the directory; so plan to upload those images first.



TIP:

Custom build a Directory pop-up: Determine the name for the directory, then decide the number of columns (max. 5) and the title for each, as well as what datatype it will hold: text, link, image, or text box (multiple lines of text).



1. Directory Templates

The directory title and column titles can be changed.

- *Staff Directory*: Picture (image); Name (text); Description (text box); Email (link)
- *Classifieds for Sale*: Item (text); Picture (image); Description (text box); Price (text); Date Listed (text)
- *Jobs – Volunteer and Paid*: Position (text); Description (text box); Posted (text); Contact (link)

- *Phone Directory*: Name (text); Phone (text); Address (text box); Notes (text box); Email (link)
- *Schedule of Events*: What's Happening? (text); Mark Your Calendar (text); Description (text box); More Info (link)

F. Preparing Mailing List Objects

Determine the purpose of the mailing list and name it accordingly. Decide who should receive “replies” from emails sent to this list (reply-to address). Optional headers and footers provide an opportunity to provide standard information (e.g., a greeting or contact info) on all emails. Organize all existing email addresses (if any), and verify that they are complete and correct.

The screenshot shows a web interface for editing a mailing list object. At the top, there are tabs for 'Edit', 'View', 'Categorize', 'Security', 'Sharing', and 'Done'. Below the tabs, the title is 'Edit : Content Object'. The main area is titled 'Your Mail List' and contains several input fields: 'Name', 'Header', 'Footer', and 'Reply Address'. There is a blue button labeled 'Update My List Options'. At the bottom, there is a section for 'Add Subscriber(s)' with a message: 'Invalid Reply Address. Be certain to enter a valid email address - i.e., james@mysite.com'.

G. Preparing HTML Objects:

Recommended only for advanced users with HTML experience. If a link to an external Web site is needed get the complete URL for the link (e.g., <http://www.forministry.com>).



IMPORTANT!

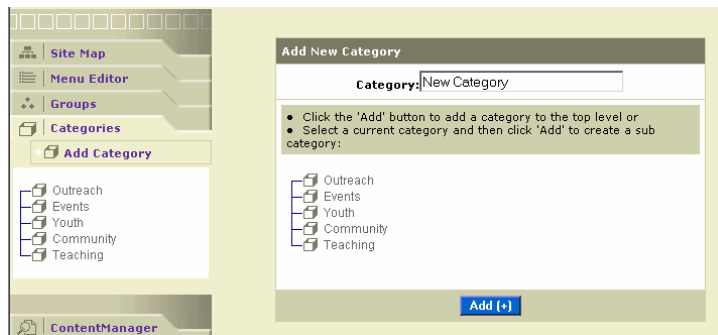
When an email address is added to a mailing list it will generate an automatic confirmation email asking the person to confirm their subscription to the mailing list. Notify people in advance about the creation of the mailing list so they are prepared to receive the confirmation email and accept it.



TIP:

The email sign-up box created when a mailing list is created can be placed on the site to attract new subscribers to a particular mail list. A mailing list can be created solely for the purpose of adding an email sign-up box to the site – without putting any names in it to start.

H. Moving Content onto Site



1. Setting up Categories

If using categories to organize and file content in the site repository, it is optimum to set them up in advance, although it can be done later. If the beginning list of categories provided is sufficient, then nothing more needs to be done; otherwise add or change categories as needed.

Adding/Changing Categories

- a. Click on **Site Admin** at top of window.
- b. Select Content Categories from scrolling pick-list, “Advanced Feature – Categories” window opens.
 - *Add category:* Click on **Add Category** on left side of window. When “Add New Category” pane appears, enter the category’s name and click on **Add**.
 - *Change category/ subcategory name:* Click on <<Name of Category>> (e.g., Community) in left pane and edit the name in “Category Properties” box at right.
 - *Add subcategory:* Click on **Add Category** on left side of window. When “Add New Category” pane appears, enter the subcategory’s name; then select the category that it will fall under from the list of existing categories below and click on **Add**.
 - *Make a category a subcategory:* Click on <<Name of a Category>> (e.g., Community) on left side of window and then click on **Move this Category** when it appears in right pane. A new pane appears, select the new position and click on **Move Category**.
 - *Delete category:* Click on <<Name of a Category>> (e.g., Community) on left side of window and then click **Delete this Category** when it appears in right pane. A warning message appears, click on **OK** to verify deletion.

2. Creating Text Objects:



- Click on **Create and Edit Content** at top of window.
- Select Site Content from scrolling pick-list, “Content Manager” window opens.
- ‘Select Content by Scope’ should default to **My Site**, if not select it.
- Select Text from dropdown list, after loading; “Content Manager” displays all text content objects in site repository.
- Click on **Create**, “Edit: Content Object” window opens.
- Click in “Label for Text” field and enter name for text segment.
- Click in “Edit Text” field and enter or paste in text.
- Use text formatting tools at top of “Edit Text” pane to format text, click on **Update Text** when done.
- Click on **View** to review “text” when finished. If additional edits are necessary, click on **Edit** to return to “Edit: <<Title of Text>>” pane.
- [Optional] Categorize Text; Click on **Categorize** at top of window and select each category, one at a time, that applies and click on **Apply Category**.
- Click on **Done**, at top of window, when finished.
- The “Content Manager” now displays a new text content object with a blank label. The label will display the next time window opens, to make it appear now, click on “Label” to refresh window.

3. Creating Article Objects

- Click on **Create and Edit Content** at top of window.
- Select Site Content from scrolling pick-list, “Content Manager” window opens.
- ‘Select Content by Scope’ should default to **My Site**, if not select it.
- Select Article from dropdown list, after loading, “Content Manager” displays all “article” content objects in site repository.



TIP:

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



A pop-up box will appear; click on the “Picture” picklist, and select the image you want to insert. If you want the text 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. . .”



IMPORTANT!

The first time text or an “article” is created a couple Security Warnings may appear asking authorization to install and run “eWebEditPro” and/or “Microsoft Common Controls.” Click on Yes for both – these software pieces are required in order to work with text.



TIP:

Use the HTML code ‘©’ to include a copyright symbol © with the text. Type ‘©’ then a space and then the year – © 2000 will display as © 2000.

- e. Click on **Create**, “Edit: Content Object” window opens.
- f. [Optional] *Add Author (or Subhead)*: Click in “Author” field and type/paste in author or other subhead.
- g. [Optional] *Add Teaser (or Intro)*: Click in “Teaser” field and type/paste in teaser, summary, or introduction
- h. [Optional] *Add Copyright (or Footer)*: Click on **Add Copyright** to add copyright or footer text.
- i. Click on **Update** when done, “Edit: <<Title of Article>>” window opens and cursor appears in “Edit Page Body” pane.
- j. Type/paste first page of text into text-entry box.
- k. Enter page title, if desired, and click on **Update**.
- l. [Optional] *Add Additional Pages*: Click on **Add New Page** and repeat last two steps.
- m. Click on **View** to review “article” when finished. If additional edits are necessary, click on **Edit** to return to “Edit: <<Title of Article>>” pane.
Click on **Done**, at top of window, when finished.
- n. The “Content Manager” now displays a new “article” content object with a blank label. The label will display the next time window opens, to make it appear now, click on “Label” to refresh window.

4. Categorize Article

Click on **Categorize** at top of window and select each category, one at a time, that applies and click on **Apply Category**.

5. Add a Rating Scale

Click on **Ratings** at top of window, “Ratings” pane opens.

- i. Click in “Display Rating” checkbox, customization options appear.
- ii. Click in “Title” field of “Edit Rating Choices” pane, and enter title for this rating scale/survey.
- iii. Press TAB to advance to “Choice 1” field, and enter first rating response option.
- iv. Click on **Update** at bottom of “Edit Rating Choices” pane when done.
- v. Click in radio button to left of appropriate display option in “Display Options” pane at right.
- vi. Click in radio button to left of appropriate position option in “Position this rating on your page” pane.
- vii. Click on **Update** when done, a sample rating display appears in lower, right corner.



TIP:

It is recommend that lengthy documents using the “article” format be broken into pages so that the amount of text displayed on the Web page is minimized – this allows room for other objects on the page, keeps the page itself from becoming too long, and makes it easier for visitors to read.



TIP:

Before uploading image content make sure that the files have been optimized (resolution reduced) and the image size has been cropped to the appropriate size for online display.



TIP:

The title might be a question, like, “How much value does this image add to the page?” or “Did this article help you?” or “Choose the best response.”

Display options:

- **Vertical Display:** Displays rating scale responses as a vertical, numbered list below "Title."
- **Horizontal Display:** Displays rating scale responses horizontally below the "Title," each response option is labeled with text entered in the "choice" fields.
- **Poorest to Greatest:** Displays rating scale responses horizontally, only the first and last "choices" are labeled. The labels display at opposite ends.

- viii. Click on **View** from top of window to preview "article" with rating scale. If necessary, click on **Ratings** to make changes to the rating scale.



TIP:

If using a numeric scale, decide how many points in the scale; a 5-point scale has five choices. Enter lowest response option (e.g., worst) in "Choice 1" field and highest response option (e.g., best) in "Choice 5" field. Responses are scored using their numeric value (e.g., "Choice 5" gets 5 points in the tally).

6. Add Related Items

- Click on **Related** at top of window, "Related Objects" pane opens.
- Click checkbox next to "Click here to display related . . .," setup options appear.
- Click in "Related List Title" field of "Current Settings" pane and enter title for this list of related objects (e.g., "Other Christian Parenting Resources").
- Click in radio button for appropriate display option in "Position this list on your page" pane.
- Click on **Update** when done, a sample display appears in lower, right corner.
- Click on **Add** in "Click to Add" pane at right, "Add Related items" pane opens.



IMPORTANT!

When pasting from some word programs a "Clean HTML Code" message box may appear, click on Yes to clean code (recommended). To leave the HTML code intact, click on No – if it needs to be removed later because text is not displaying correctly right-click inside the "Edit Page Body" window and select "Clean HTML Code . . ." from the pop-up menu.

- g. Click on **Edit** or **Delete** next to any item from “Articles and Links” list, at lower left of “Related Objects” window to make changes.
- h. Click on **View** from top of window to preview “article” with related items list. If necessary, click on **Related** to make changes to the list.

Add Related Articles

When the article is open, you can add related articles by clicking on the Related tab. To add the related article:

1. Click on **Add**, “Select an Article” pane opens.
2. Select appropriate “article” from dropdown list.
3. Select display method from dropdown list:
 - *Display link*: displays the link to the page the article is on.
 - *Display teaser*: displays the articles teaser, so visitors can decide whether the article would be of interest.
4. Click on **Update** when done, “Click to Add” pane reappears.

Add Related Web site

When the article is open, you can add related Web sites by clicking on the Related tab. To add the related Web sites:

- a. Click on **Add**, “Add Related URL” pane opens.
- b. Click in “label” field and enter label for link.
- c. Click in “URL” field and enter complete Web address for link (e.g., <http://www.forministry.com>).
- d. Click on **Update** when done, “Click to Add” pane reappears and new item appears in sample display in lower, right corner, as well as on Related list at lower left.



EXAMPLE:

Clicking on Add URL brings up this window:



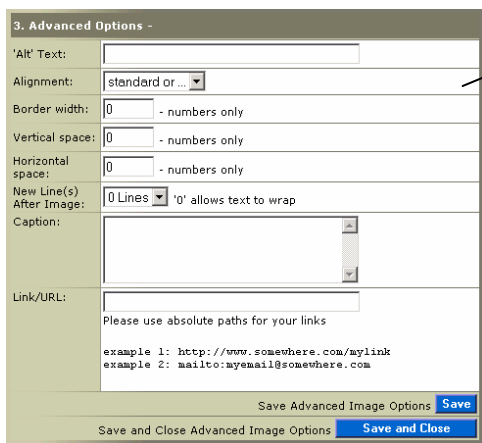
7. Creating Image Objects

- a. Click on **Create and Edit Content** at top of window.
- b. Select Site Content from scrolling pick-list, “Content Manager” window opens.
- c. ‘Select Content by Scope’ should default to **My Site**, if not select it.
- d. Select Image from dropdown list, after loading, “Content Manager” displays all image content objects in site repository.
- e. Click on **Create**, “Edit: Content Object” window opens.
- f. Click in “Add/Upload an Image” field, and either type in <<path & filename>> (e.g., c:\my

images\church\testfile.jpg) or click on **Browse** to navigate to file's location on system and select it.

- g. Click on **Upload**, once correct image file displays in “Add/Upload an Image” field, a current view of image and basic settings appear.
- h. Click in “Image Name” field to change name, if needed, then click on **Save** at far right.
- i. Click on **Done** at top of window when finished.
- j. The “Content Manager” now displays a new “image” content object with a blank label. The label will display the next time window opens, to make it appear now, click on “Label” to refresh window.

8. Set Advanced Image Options



- 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

9. Creating Directory Objects

- a. Click on **Create and Edit Content** at top of window.
- b. Select Site Content from scrolling pick-list, “Content Manager” window opens.
- c. “Select Content by Scope” should default to **My Site**, if not select it.
- d. Select Directory from dropdown list, after loading, “Content Manager” displays all directory content objects in site repository.
- e. Click on **Create**, “Edit: Content Object” window opens.

- **'Alt' Text:** Enter text to display if user's browser does not display images
- **Alignment:** Set alignment for the image – this controls how the image is aligned once it is placed into an arrangement
- **Border width:** Enter a number (#) to specify a border for the image that is # pixels thick '
- **Vertical space:** Enter the number of pixels of vertical space that should appear between the image and the top of the page or the item above it
- **Horizontal space:** Enter the number of pixels of horizontal space to appear to between the image and the left side of the page, column or quadrant
- **New Line(s) After Image:** Enter number of lines to display after image before next item appears, entering '0' lines allows text to wrap
- **Caption:** Enter the text for the image caption
- **Link / URL:** If the image will act as a link, enter the address here

IMPORTANT!

If images will be used in the directory, they must be added to the site's content before they can be included in the directory. The directory can be set up now and images added later.

- f. Click on template from the list in “Directory Builder” pane or click on **Create Custom Directory**.
- Start with existing template:
 - Select a template from list, a sample of that template appears at the right.
 - Click on **Use this Template**, a new window opens.
 - [Optional] Change Directory Name: Click in “Directory Name” field and edit text. Click on **Update Directory** when done.
 - Enter the number of directory items to display on each page (default is 5; maximum is 50). Click on **Update Directory Info** when done.
 - [Optional] Change Column Titles: Click in the relevant “Column Title” field and edit text.



IMPORTANT!

At the beginning only 5 entries are displayed already completed with sample data. If a larger number of entries was specified, click on Next at the bottom of window to access them. Remove sample data and replace with your own information when populating the directory.

Create a Custom Directory

- **Text:** Enter appropriate text.
- **Link:** Enter a web address or email link.
- **Images:** Select appropriate image from drop down list that appears
- **TextBox:** Enter appropriate text.

- Complete the “Name Your Directory” field when “Edit: Content Object” window opens, then press TAB.
- Select datatype (text, link, image, textbox) from dropdown list or leave it set to “empty” for each column.
- Click on **Create This Directory** when done, Edit Your Directory pane opens.
- Click in “Title” field and enter title.
- Click in each “Column Title” field and enter appropriate heading.

10. Creating Mailing List Objects

- a. Click on **Create and Edit Content** at top of window.
- b. Select Site Content from scrolling pick-list, “Content Manager” window opens.
- c. ‘Select Content by Scope’ should default to **My Site**, if not select it.
- d. Select Mailing List from dropdown list, after loading, “Content Manager” displays all mailing list content objects in site repository.
- e. Click on **Create**, “Edit: Content Object” window opens.
- f. Click in “Name” field and enter Mailing List name, then press TAB.
- g. [Optional] Enter “Header” text and press TAB.
- h. [Optional] Enter “Footer” text and press TAB.
- i. Enter email 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.
- j. Click in numbered fields and enter subscriber email addresses. Fill in up to all five boxes and click on **Add a Subscriber**. Repeat process as many times as necessary to add all subscribers.
- k. [Optional] Remove Subscribers: Click in checkbox next to subscriber’s name in “Remove Subscribers” pane at bottom of window, then click on **Remove Checked Subscriber(s)**.
- l. Click on **Done** at top of window when finished.
- m. The “Content Manager” now displays a new “mailing list” content object with a blank label. The label will display the next time window opens, to make it appear now, click on “Label” to refresh window.

11. Creating HTML Objects

(Recommended only for advanced users with HTML experience.)

- a. Click on **Create and Edit Content** at top of window.
- b. Select Site Content from scrolling pick-list, “Content Manager” window opens.
- c. Select HTML from dropdown list, after loading, “Content Manager” displays all HTML content objects in site repository.
- d. Click on **Create**, “Edit: Content Object” window opens
- e. Enter your HTML code.
- f. Click on **Done** at top of window when finished.



TIP:

Consider creating a text or article item to place on the same page above the sign-up box, in order to give details about what types of emails will be sent and how frequently.



IMPORTANT!

Verify that email addresses are correct before clicking on Add a Subscriber. Once Add a Subscriber has been clicked, a confirmation email will automatically be sent to the email address(es) asking for verification that they want to be on the mailing list.

- g. The “Content Manager” now displays a new “HTML” content object with a blank label. The label will display the next time window opens, to make it appear now, click on “Label” to refresh window.

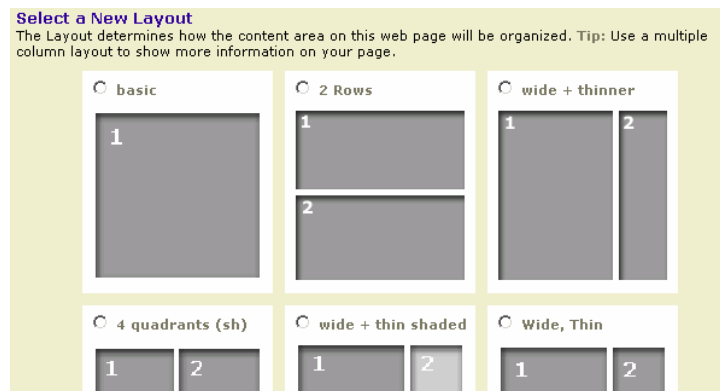
*Let my words and my thoughts be pleasing to you, LORD,
Because you are my mighty rock and my protector.
Psalm 19.14 (CEV)*

II. Finishing your Home Page

The right word at the right time is like precious gold set in silver.
Proverbs 25.11 (CEV)

A. Choosing a Layout

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



1. Click on **Design Mode** at top of window.
2. Select Change Layout from scrolling pick-list, “Select a New Layout” window opens.
3. Click in radio button to left of layout title that best suits page arrangement plan.
4. Click on **Next** when done (may need to scroll to bottom of window), “Layout” window closes.

B. Adding Content To Layout

1. Click on **Design Mode** at top of window.
2. Select ENTER Edit Mode from scrolling pick-list, an arrangement tool bar appears at top of each layout segment.



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.



IMPORTANT!

If a message screen pops up prompting a screen refresh – click on Retry.

1. Adding Content to Arrangement:

Item Name	Start Date	End Date	Interval	Display	Order
<input type="checkbox"/> daily	None	None	None	Image	1
<input type="checkbox"/> English CEV-no title	None	None	None	Daily Teaser	2
<input type="checkbox"/> feature	None	None	None	Image	3
<input type="checkbox"/> home - features	None	None	None	Text	4
<input type="checkbox"/> home - features bottom	None	None	None	Text	5



EXAMPLE:

- Click on **Add/Remove Items** at top of appropriate arrangement, “Arrangement Editor” window opens.
- Click on **Add**, window changes. ‘Select Content by Scope’ defaults to **My Site**, if not click on it.
- Select content type (e.g., text, article, etc.) from “Select a Content Type” dropdown list, after loading a list of all content objects of that type displays.
- Identify content object to add and click in check-box at left. If multiple content objects of this type need to be added, select them all.
- Click on **Add to Arrangement**, the content object now appear in “Arrangement Editor” window.
- [Optional] Set Display Option (Articles Only): Select “entire article,” “teaser,” or “by page” from dropdown list in “Display” column. This controls how article will appear on page.
- Click on **Apply** to apply new item(s) to page or click on **OK** to apply them and close “Arrangement Editor” window.

2. Changing Content Display Order

In the “Arrangement Editor” window the order in which the content items are displayed within the arrangement can be changed. If this window isn’t open click on **Add/Remove Items** for the arrangement.

- Click in checkbox to left of item to be moved, a check mark appears.



TIP:

To move an item from bottom of a long list to top, check all the items above it and click down arrow once, rather than checking the bottom item and clicking the up arrow numerous times.

- b. Click on **'Up'** or **'Down'** arrow buttons at far left to move content item. The 'Order' column at far right assigns a display order number, as item moves this changes.
- c. Click on **Apply** to apply new item order to page or click on **OK** to apply and close "Arrangement Editor" window.

3. Scheduling Content

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

- a. Click on **Design Mode** at top of window.
- b. Select Edit Mode from scrolling pick-list.
- c. Click on **Schedule Items** on arrangement tools bar at top of arrangement.
- d. Click in checkbox at left of item, a check mark appears.
- e. Click on **Schedule**.
- f. Choose the interval and complete appropriate date and time information:
- g. *Fixed* items display once at a fixed time and date. Enter Start Date and Time and End Date and Time
- h. *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.
- i. Click on **OK** in upper right corner of window when done.
- j. Click on **Apply** to apply or on **OK** to apply and close "Arrangement Editor" 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 12:01 am



EXAMPLE:

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

4. Preview Scheduled Content

- a. Click on **Design Mode** at top of window
- b. Select Future Preview from scrolling pick-list, 'Future Preview' tool bar appears at upper right of window.
- c. Click in fields and type date and time for preview.
- d. Click on Preview, when done click on Exit Preview



TIP:

Enter a past date to review how the page used to look.

5. Editing Content in Arrangement

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

- a. Click on **Design Mode** at top of window.
- b. Select Edit Mode from scrolling pick-list, item bars appear at top of each content object on page.
- c. Click on **Edit this Item**, "Content Object Editor" opens in 'View' mode.



TIP:

If additional directions on editing Content Objects are needed, please click on type of content below: Text, Article, Image, Directory, Mailing List.

- d. Click on Edit at upper left and make whatever changes are necessary.
- e. Click on Update Text, if button appears (text and articles only), to ensure changes are saved.
- f. Click on **View** when done to preview revised content.
- g. Click on **Done** at top of window when finished.

C. Editing Site Slogan

1. Click on **Site Admin** at top of window.
2. Select Edit Site Profile from scrolling pick-list. “Site Admin” window opens.
3. Click in site name and slogan fields and make changes.
4. Click on **Update**, when done.

D. Changing Visual Theme

1. Click **Site Admin** at top of window.
2. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens.
3. Click on <<*Name of the Page*>> from “Site Map” submenu on left, “Page Properties” pane opens on right.
4. Click **Change** in the “Visual Theme” pane, “Templates” window opens.
5. Click in radio button underneath an Advanced or Standard template to select it.
6. Click on **Next** when done.
7. Decide whether this new design will be the default for this section, if so click on **Finish**, if not click in the checkbox to remove the check mark before clicking on **Finish**. The “Page Properties” pane will now display with the new design.



EXAMPLE:

Advanced Template:

You can select different colors, images and/or alignments desired for these templates

Standard Template:

These templates come with only one choice of color and images.



TIP:

A section is a group of pages organized under a single menu item on the home page. If you are not sure leave the box checked; it can always be changed later.

You should praise the LORD for his love and for all the wonderful things he does for all of us.

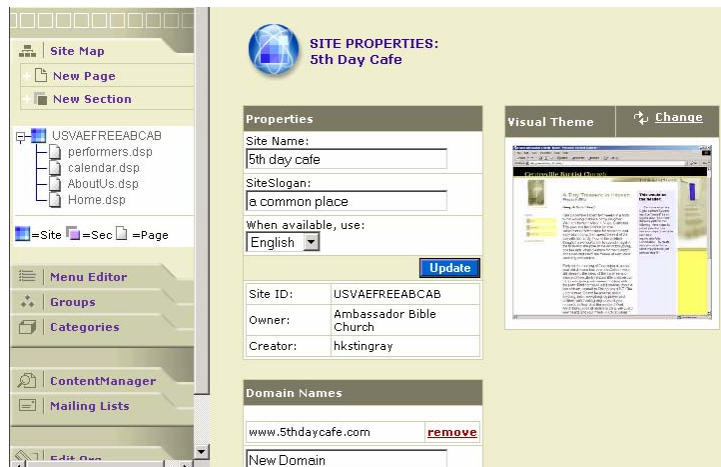
Psalm 107.15 (CEV)

III. Working with Sections and Pages

*Without good advice, everything goes wrong;
it takes careful planning for things to go right
- Proverbs 15:22 (CEV)*

In order to expand and refine your site you need to add/edit sections and pages. Sections appear in the site's Home Page menu and have one or more pages associated with them. Existing pages listed in the menu can be deleted, renamed and/or moved to a section to organize the site's menu.

Before creating new pages and/or sections think through how the site will be organized. Most of the site's pages should be reachable by no more than 3 clicks and pages with similar types of content should be grouped together logically into sections to make navigation easier.



A. Creating Sections (Site Menu Items)

1. Click **Site Admin** at top of window.
2. Select Edit Site Profile from scrolling pick-list, "Site Admin" window opens with "Site Map" submenu at left, "Site Properties" in right pane.
3. Click **New Section** from "Site Map" submenu at left, "Create a New Section" pane opens on right.
4. Click in "Section Label" field and enter section's name, this label is what appears on site's menu.
5. Click in "Section URL Name" field and enter a URL name (no spaces or symbols); this becomes part of Web address for all pages in this section.
6. Click on <<**Site System Name**>> (top item in site tree) in "Destination" pane to place section into site. If creating a subsection, click on an existing section name in site tree.
7. Click **Create Section** when done, "Section Properties" displays in right pane.



TIP:

Remember not all content requires its own page, the "Article" content type can be used to capture multiple content pieces for use on one page. For example: Have a single page for church events and instead of linking to additional pages for each individual event or putting all the details of all the events on one page; use the "Article" format to record the details on each event (use the Title for the name of the event and the Teaser for key event information like date and time. Then place those "articles" in date order on the page with just the title and teaser displayed. The schedule feature can be used to have each event's "article" stop displaying after the date of the event.



IMPORTANT!

The visual theme for the new section defaults to that of the home page, or in the case of a subsection, it is the same as parent section. If this default is acceptable then nothing more needs to be done.

B. Changing Existing Sections

1. Renaming Sections

- a. Click **Site Admin** at top of window.
- b. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Map” submenu at left and “Site Properties” in right pane.
- c. Click on <<***Name of Section***>> from “Site Map” submenu at left, “Section Properties” pane opens at right.
- d. Click in “Section Label” field and enter section’s name, this new label won’t appear in site’s menu until it is updated in “Menu Editor.”
- e. Make a note of <<*Previous Section Label*>> since it appears in “Menu Editor” under that name.
- f. Click **Menu Editor** from “Site Admin” menu at left, “Menu Editor” submenu opens on left and “Menu Editor” in the right pane.
- g. Click on <<***Name of Section***>> from “Menu Editor” submenu. “Menu Item: *Name of Section*” opens in the right pane.
- h. Click in “Label” field; highlight existing name; and press DELETE.
- i. Enter new page name and click **Update**, menu item displays in “Menu Editor” submenu with new name.

2. Moving Sections

- a. Click on **Site Admin** at top of window.
- b. Select Edit Site Profile from scrolling pick-list. “Site Admin” window opens with “Site Map” submenu at left and “Site Properties” in right pane.
- c. Click on <<***Name of Section***>> from “Site Map” submenu at left, “Section Properties” pane opens on right.
- d. Click on system site name or existing section, in site tree of “Destination” pane, to move selected section to that location.

3. Deleting Sections

- a. Click on **Site Admin** at top of window.
- b. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens.
- c. Click on <<***Name of Section***>> being deleted from Site Map submenu at left, “Section Properties” window opens at right.

- d. Click on **Delete Section**.
- e. Click on **OK** when warning appears asking for confirmation of deletion.

C. Changing Existing Pages

1. Renaming Pages

- a. Click **Site Admin** at top of window.
- b. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Map” submenu on left and “Site Properties” in right pane.
- c. Click on <<*Name of the Page*>> to be renamed from “Site Map” submenu, “Page Properties” window opens.
- d. Click in “Page Name” field in “Properties” pane; highlight existing name; and press DELETE.
- e. Enter new page name and click **Update**, menu item now displays in “Site Map” submenu with new name.
- f. Click **Menu Editor** from the “Site Admin” menu at left, this opens the “Menu Editor” submenu on the left and “Menu Editor” in the right pane.
- g. Click on <<*Previous Name of Page*>> from the “Menu Editor” submenu. If the page is part of a section, first click on the [+] next to the ‘section name’ to display the pages in that section. This opens “Menu Item: *Name of Page*” in the right pane.
- h. Click in the “Label” text-entry box; highlight the existing name; and press DELETE.
- i. Type in the new page name and click **Update**, the menu item should now be displayed in the “Menu Editor” submenu with its new name.



IMPORTANT!

In order for new page name to show up in site’s menu, it also needs to be updated in Menu Editor. Make sure to remember old page name so correct menu item can be updated.

2. Moving Pages

- a. Click **Site Admin** at top of window.
- b. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Map” submenu on left and “Site Properties” in right pane.
- c. Click on <<*Name of Page*>> from “Site Map” submenu, “Page Properties” window opens.
- d. Click on **Move Page to Another Section** in bottom right corner, “Change Page Destination” pane opens at right.
- e. Click on a site or section from the list.

- f. Click **Move Page**, page now displays in “Site Map” submenu in new location.

3. Changing Page Layout

- a. Click on **Design Mode** at top of window.
- b. Select Change Layout from scrolling pick-list, “Select a New Layout” window opens.
- c. Click in radio button to left of new layout.
- d. Click on Next when done (may need to scroll to bottom of window), “Layout” window closes.

4. Removing Content from Pages

- a. Click on **Design Mode** at top of window.
- b. Select Edit Mode from scrolling pick-list, an arrangement tool bar appears at top of each arrangement in layout.
- c. Click on **Add/Remove Items** at top of the arrangement where content will be deleted, “Arrangement Editor” window opens.
- d. Click in checkbox next to content object to be deleted.
- e. Click on **Remove** and then **OK** at bottom of window.

5. Deleting Pages

- a. Click **Site Admin** at top of window.
- b. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Map” submenu on left.
- c. Click on <<*Name of the Page*>> to delete, “Page Properties” window opens in right pane.
- d. Scroll to bottom of pane and click on **Delete this Page**.
- e. Click on **OK** to delete the page, when warning appears asking for confirmation.

D. Adding Pages

1. Click **Site Admin** at top of window.
2. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Map” submenu on left and “Site Properties” in right pane.
3. Click **New Page** from “Site Map” submenu at left, “Add a New Page” pane opens on right.
4. Click in “Menu Label” field and enter page name, this label now appears on site menu.



IMPORTANT!

If the new layout chosen has fewer arrangements than the previous, the content in the extra arrangement(s) will not display on the revised page. That content must be added to one of the existing Arrangements in new layout. Extra arrangements may still appear in the “Arrangements” pane of “Page Properties” window, even though the layout chosen won’t display them.



IMPORTANT!

If a message screen pops up prompting a screen refresh – click on **Retry**.

5. Click in “Page URL Name” field and enter URL name (no spaces or symbols) this becomes part of Web address for this page.
6. Click on <<Site System Name>> (top item in site tree) in “Destination” pane to place section onto site home page or on <<Section Name>> to place page within that section.
7. Click **Create Page** when done, “Page Properties: *Name of Page*” opens in right pane.
8. [Optional] Change Visual Theme
 - a. Click **Change** in the “Visual Theme” pane, “Templates” window opens.
 - b. Click in radio button underneath an Advanced or Standard template to select it.
 - c. Click on **Next** when done.
 - Advanced Template
 - i. Select color, image and/or alignment desired from the three pick-lists on left.
 - ii. Click on **Next** when done.
 - iii. Click on **Finish**, “Page Properties” pane reopens previewing new template.
 - Standard Template
 - i. Preview template choice.
 - ii. Click on **Next**, Page Properties” pane reopens previewing new template.
9. Choose Layout

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

 - a. Click on **Design Mode** at top of window.
 - b. Select Change Layout from scrolling pick-list, “Select a New Layout” window opens.
 - c. Click in radio button to left of layout title that best suits page arrangement plan.
 - d. Click on **Next** when done (may need to scroll to bottom of window), “Layout” window closes.
10. Add Content to Arrangement
 - a. Click on **Add/Remove Items** at top of appropriate arrangement, “Arrangement Editor” window opens.
 - b. Click on **Add**, window changes. ‘Select Content by Scope’ defaults to **My Site**, if not click on it.
 - c. Select content type (e.g., text, article, etc.) from “Select a Content Type” dropdown list, after loading a list of all content objects of that type displays.

IMPORTANT!

The visual theme for the new page defaults to that of the parent section. If this default is acceptable then nothing more needs to be done.



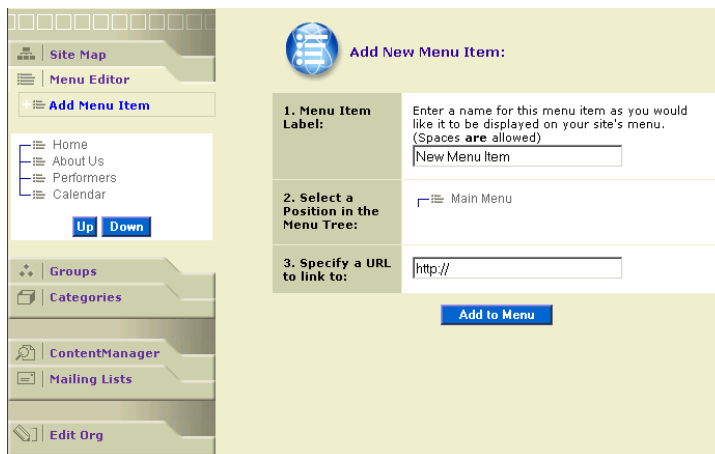
TIP:

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.

- d. Identify content object to add and click in check-box at left. If multiple content objects of this type need to be added, select them all.
- e. Click on **Add to Arrangement**, the content object now appear in “Arrangement Editor” window.
- f. [Optional] Set Display Option (Articles Only): Select “entire article,” “teaser,” or “by page” from dropdown list in “Display” column. This controls how article will appear on page.
- g. Click on **Apply** to apply new item(s) to page or click on **OK** to apply them and close “Arrangement Editor” window.

E. Customizing Site Menus

1. Click on **Site Admin** at top of window.
2. Select Edit Navigation Menu from scrolling pick-list, “Site Admin” window opens with “Menu Editor” in right pane and Menus submenu on left.



3. Add Menu Item
 - a. Click on **Add Menu Item**, “Add New Menu Item” opens in right pane.
 - b. Click in “Menu Item Label” field and enter new menu item name as it should appear on site.
 - c. Click on location of new menu item in menu tree
 - e. Click in “URL” field and enter full URL, including domain name (this can be an internal site URL or an external URL on the Web, for example, <http://www.forministry.com/equipped>).



IMPORTANT!

If the new menu item is a new page on the site, go to the Site Map submenu and add a new page. If a menu item is being created for a page that exists outside of the ForMinistry site then enter the complete URL here

4. Edit Menu Item
 - a. Change label
 - i. Click on <<*Name of menu item*>> from menu tree at left.
 - ii. Click in “Label” field and type new name.
 - iii. Click on **Update**, Menus submenu at left refreshes to reflect change.
 - b. Move menu item
 - i. Click on <<*Name of menu item*>> from menu tree at left.
 - ii. Click on **Up** or **Down** to move menu item to new position.
5. Delete Menu Item
 - a. Click on <<*Name of menu item*>> from menu tree at left.
 - b. Click on **Delete this Menu Item**, both panes refresh to reflect deletion.
6. Hide Menu Item
 - a. Click on <<*Name of menu item*>> from menu tree at left
 - b. Click in checkbox to left of “Hide This Menu Item”
 - c. Click on **Update**, left pane refreshes to reflect change

IMPORTANT!

Menu items within sections can only be moved within that section

IMPORTANT!

The ‘Home’ page automatically generated each time a new Section is created cannot be deleted from the section menu



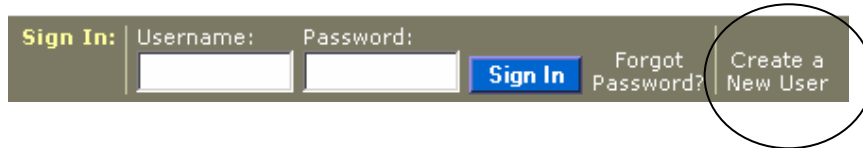
TIP:

Hiding a menu item can be used when a new page or section of site is being built and you don’t want others to access it until it is finished.

Your word is a lamp that gives light wherever I walk.
 - Psalm 119.105 (CEV)

IV. Setting up Editorial Groups and Security

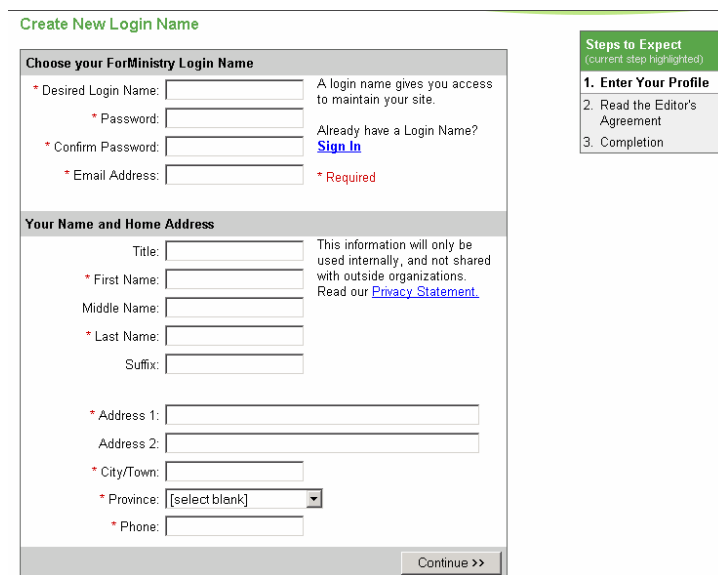
*All wisdom comes from the LORD, and so do common sense and understanding.
God gives helpful advice to everyone who obeys him.
Proverbs 2.6,7 (CEV)*



The image shows a login form with the following elements: a 'Sign In:' label, 'Username:' and 'Password:' labels, two input fields, a blue 'Sign In' button, a 'Forgot Password?' link, and a 'Create a New User' button which is circled in black.

A. Registering Site Users

In order to grant access to others to work on the site or the site's content; each person must register as a ForMinistry.com user.



The image shows a registration form titled 'Create New Login Name'. It is divided into two main sections: 'Choose your ForMinistry Login Name' and 'Your Name and Home Address'. The first section includes fields for 'Desired Login Name', 'Password', 'Confirm Password', and 'Email Address'. The second section includes fields for 'Title', 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Address 1', 'Address 2', 'City/Town', 'Province', and 'Phone'. A 'Continue >>' button is at the bottom right. To the right of the form is a 'Steps to Expect' sidebar with three steps: '1. Enter Your Profile' (highlighted), '2. Read the Editor's Agreement', and '3. Completion'.

1. Give the Web site address to those people who need to register.
2. Direct them to go to the site and complete the following steps:
 - a. Click on **Login**.
 - b. Click on **Click Here to Create a New User**.
 - 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 share their "user name" so appropriate privileges can be assigned.

B. Assigning Editors To Groups

1. Default Site Editing Groups

In order to maintain the site it will be useful to have other people authorized to do some of the work. There are already three Groups defined with different editorial rights already established. Placing users in one of these groups confers these rights to them

- a. Site Admin Rights
 - add and remove pages
 - create new groups and assign users to groups
 - definition of categories
 - control of site's menus
 - control of site and section default visual theme
- b. Page Admin Rights
 - modify page visual theme
 - change page layout
 - set access (security) to individual pages
- c. Content Editor Rights
 - create content for the site's repository
 - add, remove and schedule content onto pages
 - change page layout

2. Creating Custom Groups

In addition to the default groups, custom groups can be created. Creating a new group does not grant any editorial privileges to that group. Privileges must be assigned in the “Advanced Options” section of “Page Properties” or “Site Properties,” or for content in the “Content Object Editor - Security” section. For more information on assigning privileges see Adding Security

- a. Click on Site Admin at top of window.
- b. Select Groups Editorial Privileges from scrolling pick-list, “Site Admin” window opens with “Editorial Privileges” submenu in left pane and “Advanced Feature: Groups” in right pane.
- c. Click on **Create New Group**, “Add a New Group” displays in right pane.
- d. Click in “Group Name” field and enter in group’s name (no spaces or characters).
- e. Click on **Create Group** when done, “Group Properties” displays in right pane and left pane refreshes to show updated group list.



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.

3. Adding Users to Editing Groups



Advanced Feature: Groups

1. Select a 'Group' in the left nav to add or remove members or
2. Select 'Create New Group' to create a new group.

Groups are used to grant particular permissions to a collection of users. Examples of permissions are: View a page, edit an article item, or administer a site or a particular page.

Digital Servant provides three default groups for you to start with that have already been granted permission to perform various functions.

Site Admin. Members of this group will be able to add and remove pages as well as create new groups and assign users to those

Using Groups is a 2 Step Process:

1. Managing groups allows you to add or remove users from a group and allows you to create or delete a group entirely. This step is performed using this menu.
2. Assign that group a particular permission. This step is performed using the permission section for that particular site, section, page or item.

A user must first exist before being added to a group.
Have any persons you wish to contribute to your site create a

IMPORTANT!
In order to add a user to a group that user must be registered.

- a. Click on **Site Admin** at top of window.
- b. Select Editorial Privileges from scrolling pick-list, “Site Admin” window opens with “Editorial Privileges” submenu at left.
- c. Click on <<*Name of Group*>> from the list.
- d. Click in “User Name” field in “Add User to this Group” pane at bottom right, enter user’s name.
- e. Click on **Add this User**, user’s name appears in “Users” pane above.

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



C. 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 objects. Privileges to view, edit, manage, share with other editors, and administer can be set at some or all levels.

The screenshot shows the 'SITE PROPERTIES: 5th Day Cafe' interface. It is divided into several sections:

- Properties:** Includes fields for Site Name (5th Day Cafe), Site Slogan (eat drink and be merry), and a language dropdown (English). An 'Update' button is present.
- Visual Theme:** A 'Change' button next to a preview window showing a church website theme.
- Site Information:** A table with Site ID (USVAEFREEABCAB), Owner (Ambassador Bible Church), and Creator (hkstingray).
- Domain Names:** A list containing 'www.5thdaycafe.com' with a 'remove' button, and a 'New Domain' input field with an 'Add New Domain' button.
- Advanced Options:** A checked checkbox labeled 'Show Advanced Options'.
- Security:** A tree view showing permissions for 'Administer this site' (USVAEFREEABCAB.SiteAdmin) and 'Manage this site's content' (USVAEFREEABCAB.ContentEditors). Below this are 'Remove User(s)', 'Add User', and 'Add Group' buttons.

1. Add Site Security

- a. Click on **Site Admin** at top of window.
- b. Select Edit Site Profile from scrolling pick-list, "Site Admin" window opens with "Site Properties" in right pane.
- c. Click in "Show Advanced Options" checkbox (may need to scroll to bottom of window), "Advanced Options" pane appears at bottom of window.

- d. Grant Security
 - Click on level of security to grant.
 - Administer this site: Rights to add and remove pages; create new groups and assign group users; define categories; change menus; set site and section default look and feel
 - Manage this site’s content: Rights to create site content; add, edit, remove, and schedule content; and apply new page layouts to all site pages
 - Add User: Click in “Add User” field and enter user’s name, click on **Add User** when done.
 - Add Group: Click in “Add Group” field and enter group’s name, click on **Add Group** when done.
 - Remove User/Group: Click on <<User Name>> or <<Group Name>> in Security Tree, click on **Remove User(s)** to revoke that level of rights

2. Add Page Security

1. Navigate through site to appropriate page.
2. Click on **Change this Page** at top of window.
3. Select Page Properties from scrolling pick-list, “Page Properties” window opens.
4. Click in “Show Advanced Options” checkbox (may need to scroll to bottom of window), “Advanced Options” pane displays at bottom of window.
5. Grant security
 - a. Click on level of security to grant.
 - Administer this page: Rights to modify page look and feel (using templates and layouts) and placement of content on page; and set page security (control access).
 - Edit this page’s content: Rights to create site content; add, remove and schedule page content; and apply new page layouts.
 - Viewable by: Rights to view the page.
 - b. Add User: Click in “Add User” field and enter user’s name, click on **Add User** when done.
 - c. Add Group: Click in “Add Group” field and enter group’s name, click on **Add Group** when done.
 - d. Remove User/Group: Click on <<User Name>> or <<Group Name>> in Security Tree, click on **Remove User(s)** to revoke that level of rights.



TIP:

To limit display of content to registered users, remove the “Public” group from “Display” level of security and then add a custom-defined group of registered users at that level.

3. Content Object Security



- a. Click on **Create and Edit content** at top of window.
- b. Select Site Content from scrolling pick-list, "Content Manager" window opens.
- c. Select 'My Site' in "Select Content by Scope" field if not already selected.
- d. Select Content Type from dropdown list, after loading, "Content Manager" displays all available content of that type.
- e. Click on <<Name of Content Object>>, "Object Editor" window opens.
- f. Click on Security at top of window.
- g. Granting security
 - i. Click on level of security to grant.
 - ii. Add User: Click in "Add User" field and enter user's name, click on **Add User** when done.
 - iii. Add Group: Click in "Add Group" field and enter group's name, click on **Add Group** when done.
 - iv. Remove User/Group: Click on <<User Name>> or <<Group Name>> in Security Tree, click on **Remove User(s)** to revoke that level of rights.



IMPORTANT!

Level of Security
Display: right to view content object.
Edit: Right to edit content object.
Share: Right to use content object on their site (other ForMinistry editors).



TIP:

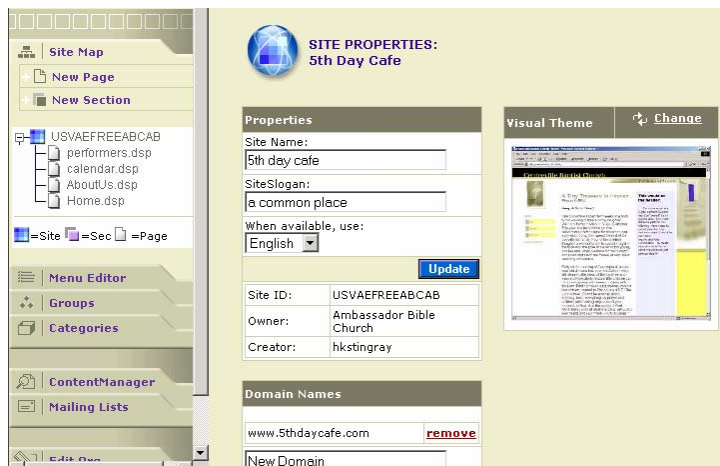
To limit display of content to registered users, remove the "Public" group from "Display" level of security and then add a custom-defined group of registered users at that level.

*You lead humble people to do what is right and to stay on your path.
In everything you do, you are kind and faithful
to everyone who keeps our agreement with you.
- Psalm 25.9,10 (CEV)*

V. Managing Site Properties

*With all your heart you must trust the LORD and not your own judgment.
Always let him lead you, and he will clear the road for you to follow.
- Proverbs 3.5,6 (CEV)*

A. Updating Site Properties



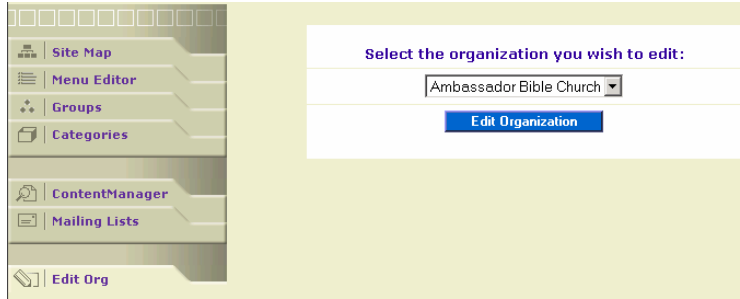
1. Changing Site Name

- a. Click on **Site Admin** from top of window.
- b. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Properties” in right pane.
- b. Click in “Site Name” field and edit.
- d. Click on **Update** when done.

2. Changing Site Slogan

- a. Click on Site Admin from top of window.
- b. Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Properties” in right pane.
- c. Click in “Site Slogan” field and edit.
- d. Click on **Update** when done.

B. Updating Organization Properties



1. Click on Site Admin at top of window.
2. Select Edit Organization Profile from scrolling pick-list, “Site Admin” window opens with “Select the Organization to Edit” in right pane.
3. Select <<Name of Organization>> from dropdown list and click on Edit Organization.
 - a. Change Organization Name: Click in “Organization name” field and enter new name. Click on **Update** when done
 - b. Edit Organization Address: Click on **Edit**, then click in each field and edit. Click on **Update** when done.
 - c. Add Address(es):
 - i. Click on **Add Address**
 - ii. Click on **Edit**, then click in each text-entry box and fill in the information
 - iii. Click on **Update** when done

1. Update Contact Information

- Change Name: Click on **Edit Name**, enter information, click on **Update Name** when done.
- Change Email: Click on **Edit Email**, click in field and edit, click on **Update** when done.
- Add Email: Click on **Add Email**; click on **Edit**; click in field and edit, click on **Update** when done.
- Change Phone: Click on **Edit Phone**, click in field and edit, click on **Update** when done.
- Add Phone: Click on **Add Phone**; click on **Edit**; click in field and edit, click on **Update** when done.

2. Add/Remove Organizational Reps

- Add Organizational Rep: Click in “User Name” field at bottom of window, enter user’s name, and click on **Add This User**.

IMPORTANT!
Organization reps automatically have full rights and access to all aspects of the site



TIP:
If only one rep is listed they cannot be removed

- Remove Organizational Rep: Click on <<Name of Organization Rep>> in “Current Organization Reps” pane and click on **Remove**.

3. Adding Domain Name

- Click on Site Admin at top of window.
- Select Edit Site Profile from scrolling pick-list. The “Site Admin” window opens with “Site Properties” in right pane.
- In “Domain” pane, click in text-entry box and type in domain name.
- Click on Add New Domain when done.
- Removing Domain Name

If a domain name has not been added to the site there is nothing to remove.

- Click on Site Admin at top of window.
- Select Edit Site Profile from scrolling pick-list, “Site Admin” window opens with “Site Properties” in right pane.
- Click on Remove next to <<Name of Domain>> being deleted, in “Domain” pane.

C. Sending Emails Using Site Mail Lists

The screenshot shows a web-based interface for managing mailing lists. At the top, there's a title bar 'Mailing List Editor'. Below it, there are three input fields: 'List Name:', 'Subject:', and 'Message:'. To the right of the 'Message:' field is a blue button labeled 'Send This Message'. At the bottom of the interface, there are two more buttons: a red button labeled 'Delete This List' on the left and a blue button labeled 'Edit This Mailing List' on the right.



TIP:

A custom domain name is a web address, such as MyChurch.com or MyChurch.org that represents your organization. When you create a ForMinistry web site, a unique site ID is automatically generated by the system, the resulting web address (e.g., www.ForMinistry.com/USVAEFREEAB C1) is not ideal for publication. Acquiring a meaningful domain name for the site that is easy to remember and publicize is highly recommended. However, there is no requirement to purchase a domain name in order to have a ForMinistry web site.

You can purchase a domain name at www.forministry.com/help/domain.dsp

1. Click on **Site Admin** at top of window.
2. Select Email Lists from scrolling pick-list, “Site Admin” window opens with “Email Lists” submenu at left and “Mailing Lists” in right pane.
2. Click on <<***Name of Mail List***>> at left, “Mailing List Editor” appears in right pane.
3. Click in “Subject” field and enter email subject.
4. Click in “Message” field and enter message.
5. Click on **Send this Message** when done.

*The LORD is my God!
I will praise him and tell him how thankful I am.
Tell the LORD how thankful you are,
because he is kind and always merciful.
- Psalm 118.28,29 (CEV)*