

# St. Edna Web Site – Standards and Guidelines

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## Useful Links

To Access the Site (Home Page)

<http://www.stedna.org>

To Logon to the Site:

<http://www.stedna.org/user>

To Access the Documentation on the Site:

[http:// www.stedna.org/webDocs](http://www.stedna.org/webDocs)

To Access Your Training Page:

[http:// www.stedna.org/training/<last-name>](http://www.stedna.org/training/<last-name>)  
(where <last-name> above is your last name)

## Accessing Pages

After logging on to the site, you can access any pages in one of the following ways:

- Just navigate to the page as you would normally using the Nav Bar and/or any links within pages.
- Using the Drupal "Content" menu (in the Drupal menu at the top of your page). A list of pages will be displayed. Using this approach you need to know the Page Title for your page.  
TIP: Sort the pages in Page Title order.
- If you know the URL Alias for your page, you can enter than in the Address Bar of your browser. These aliases are listed within the List of Web Pages document.

## Style Sheet Guidelines

Style Sheet	Usage
Heading 3	Main Heading to be used within Main Content, Featured Content and Secondary Content sections.
Heading 4	Sub Heading to be used within Main Content, Featured Content and Secondary Content sections. This should only be used if your content has three levels – Heading 3, Heading 4, and Heading 6. Otherwise, only Heading3 and Heading 6 should be used.
Heading 6	Sub Heading to be used within Main Content, Featured Content and Secondary Content sections.
EventDate	Used for the event date line within the Upcoming Events section.
EventItem	Used for the event item line within the Upcoming Events section.
EventLocation	Used for the event location line within the Upcoming Events section.
Paragraph	Used for all "body" text within all sections.

## Image (Picture) Guidelines

### Image Dimensions

The following image dimensions should be set when placing images within your pages as follows:

Image Area	Width	Height	Notes
Page Image	280	Any	
Main Content Area	460	Any	Main Content column is 460 wide.
Ministry Index Page, Icons	60	60	
Home Page, Main Image	760	280	Current image height is 280 pixels. If multiple images are used, all images should be the same height.
Home Page, Parish Highlight	158	any	
Home Page, Watermark	610	any	Current image height is 129 pixels.
Nav Bar Image	142	any	Column is 160 wide. Menus are 140 wide. Mission is 142 wide. Max image width can be up to 160.

### Image Sizes

The actual image size of the raw image (height and width) should be 2 times the dimensions shown. This is because the newer mobile devices (e.g., iPhone, iPad, etc.) support the display of greater detail. For example, even though we will set the width of the main page image to 280 pixels, the width of the actual image should be 560 pixels.

### Image Formats

The following image file formats should be used.

jpeg, jpg

This file format should be used for all photographs. Also, any images coming from a digital camera should be compressed to reduce the file size of that image.

png

This file format should be used for computer graphics and clip art.

### File Guidelines

#### Folder Structure

The following file folders are to be used for the documents and images. Individual folders are available for each major group or commission and should be used as described below. You can view these folders by using the File Browser (Images & Files menu item).

Folder	Usage
/files	
/councils	Council documents and images
/documents	Admin Use Only – Do Not Use
/faithFormation	Faith Formation Commission/Ministries documents and images
/general	For all other documents and images
/home	Home page documents and images (does not include Slideshow images)
/humanConcerns	Human Concerns Commission/Ministries documents and images
/images	Admin Use Only – Do Not Use
/parish	Parish page documents and images
/parishLife	Parish Life Commission/Ministries documents and images
/stewardship	Stewardship documents and images
/web	Web Site related documentation
/worship	Worship Commission/Ministries documents and images

Within each of the folders listed above, there are individual sub-folders for "documents" and "images". Pictures and Images should be placed in the "images" folder. All other documents should be placed in the "documents" folder.

**File Formats**

- All documents should be "pdf" format.
- All images should be either "jpg" or "png" format.