

# St. Edna - Web Site Training

---

## WiFi Setup, Coffee, Donuts

### Introduction and Basic Concepts

#### Introduction

- No such thing as a "dumb" question.
- A few bugs still to be worked out ...

#### Page Structure

- Header
- Nav Bar
- Content Area
- Footer

#### Page Types (Content Types)

- Used to control the layout within the Content Area
- 4 Types of Pages – Home, Commission, Ministry, and General
- Home Page Layout is Unique
- Commission, Ministry, and General Have Same Layout

#### Page Layout (Commission, Ministry, General)

- Page Title
- Page Overview
- Main Content
- Page Image
- Page Links
- Featured Content (Upcoming Events)
- Secondary Content

#### Accessing the Live Site

- URL for St. Edna Web Site: <http://www.stedna.org/>

#### Drupal Overview

- Logging Into Web Site (Drupal)
  - Just add "user" to URL to access the Logon page.
- Drupal Menu Bar
  - Standard Users
  - Admin Users – will see additional Drupal Menu items
- Page Display Area
- View, Edit Menus
- Accessing/Viewing Pages
  - Via Nav Bar
  - Via Drupal "Content" Menu
- Editing a Page
  - Formatted Editing Fields
  - Toolbar Tour
  - Style Sheets
  - A few words about Cut, Copy, Paste
  - Saving Changes
- Logging Out of Web Site

- Security Note
  - For now, all users have access to all pages.
  - At some point in future, we will restrict access to pages for groups of users.

## Working Session - Part 1

### Objectives

- Show final page "sample/commission".
- Each of you will have your own training page to play with – more later.
- We will all go step by step.

### Download Content for This Session

- Go To This Page: <http://www.stedna.org/webDocs>
- Go To the "Training" section at the bottom of the page.
- Open the "Sample Content Document" in another tab (or save the PDF to your PC).

### Logging Into Drupal

- URL: <http://www.stedna.org/user>
- Your user id: <first-initial><last-name>
- Your initial password: stedna17

### Changing Your Profile Information – Password, Email

- Select the "Edit" tab from your "user" page
- Verify that your email address is correct.
- Change your password
- What if you forget your user id or password?

### Viewing/Editing Your Training Page

- Select Drupal "Content" menu.
- Click on "title" column header to sort the pages by name
- Scroll and find your training page – they all begin with "Training" (show Training spreadsheet)
- Select your page.
- Select the "Edit" tab to edit your page.

### Edit Page Title

- Update the page title to only have your last name.

### Edit Page Overview

- Copy the overview text from the Content document and paste it into the Overview.

### Edit Main Content

- Copy the main content from the Content document and paste it into the Main Content field.
- Apply formatting to this content to make it look like the Content document.
- Save and View your changes

### Edit Main Content – Adding an Image

- Add the Santa Claus image to the Main Content field.
- File: web/images/Training\_SantaClaus.png
- Discuss Alignment Options
- Save and View your changes

### **Edit Page Image**

- Add the Page Image for this commission to the Page Image field.
- File: web/images/Training\_SampleCommission\_Main.jpg
- Mention the Standard Image Sizes

### **Create the Page Links**

- Add an internal link called "Parish Life Ministries" and link it to: Parish Life Ministries page
- Add a url link called "Google" and link it to: www.google.com
- Add an email link called "Email Us" and link it to: <your email address>
- Save and View your changes
- Test your links

### **Edit the Featured Content (Upcoming Events)**

- Copy the Upcoming Events from the Content document and paste it into the Featured Content field.
- Discuss the Event Styles – Date, Item, Location
- Apply the styles
- Add a placeholder for the link to the Calendar page.

### **Edit the Secondary Content (Commission Members)**

- Copy the Commission Members from the Content document and paste it into the Secondary Content field.
- Apply the styles
- Add a placeholder for the email link
- Save and View your changes

### **Page Description and Page Keywords Fields**

- Used to improve Search engine

### **Page Notes Field**

- Primary and Secondary Page Editors – Names and Email Addresses
- Sponsor Name

### **Review Everyones Pages**

## **Advanced Topics**

### **File Directory Structure**

- File Naming Conventions

### **Images (Pictures)**

- Uploading Images (DummyPageImage)
- Images (Picture) Guidelines

### **Documents**

- Uploading Documents
- Creating a Link to a Document
- Document Guidelines - PDFs

### **Miscellaneous Topics**

- Creating Links to Other Pages
- Creating an Email Link
- Creating a New Page – Everyone Can, But Don't – Ask Me!
- Web Site Documentation

## Working Session - Part 2

### Objectives

- Create/Update Your Commission/Ministry Pages
- See Training Spreadsheet

## Conclusion and Next Steps

### Site Ownership and Responsibilities

- Primary and Secondary Editors
- Sponsors
- Responsibilities

### Final Site Features (TBD)

- Calendar Page (Upcoming Events Automatically Update)
- Automatic Generation of Ministry Index Pages
- Photo Gallery
- Improved Security (restrict access to pages by roles)
- Blog Content Type

## Special

Adding pages  
Ministry Index Only Pages