

St. Edna - Web Site Training

Introduction and Basic Concepts

Introduction

- No such thing as a "dumb" question.

Page Structure

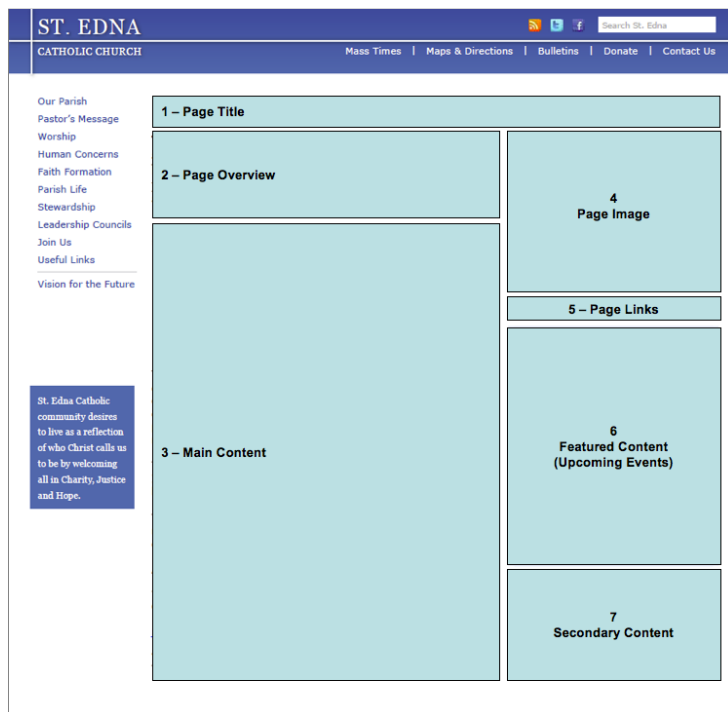
- Header
- Nav Bar
- Content Area
- Footer

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

- 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.

Logging Into WebSite (Drupal)

- Just add "user" to URL to access the Logon page: <http://www.stedna.org/user>
- After Logging In, Review/Update 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?

Training Exercise

Objectives

- Show final page "sample/commission".
- Each of you will have your own training page.

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

- Login to the web site (as described above).

Viewing/Editing Your Training Page

- Navigate to your training page using the URL that was provided to you.

Or

- 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"
- Select your page.
- Select the "Edit" tab to edit your page.

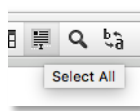
Copying/Pasting Text from Documents into Web Page (HTML) Fields

****IMPORTANT****

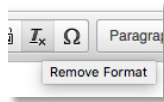
In this exercise, you will need to copy text from this document into various HTML fields for your web page.

When copying/pasting text from a document into the web page (HTML) fields many funny things can happen and you will pull your hair out trying to fix it. Other than re-typing the text into the fields, if you want to use copy/paste, use the following procedure:

- Copy the text (Ctrl-C) from any other document (i.e., this one).
- Paste it into the web page field (Ctrl-V) – don't worry how it looks after you paste.
- Select all the text in the Web page field (Ctrl-A) – there is also an icon to do this (see below).



- Use the “Remove Format” icon to remove any formatting from the selected text you just pasted (see below).



You will need to use this copy/paste technique in other steps later in this exercise.

Edit Page Title

- Update the current Page Title (“Training Page - <last-name>”) to look as follows:
[Training – Parish Life Commission](#)

Title *

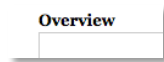
Training – Parish Life Commission

- Save your changes and review your page (comparing to the sample document).

Edit Page Overview

- Use the following text and update the Page Overview.

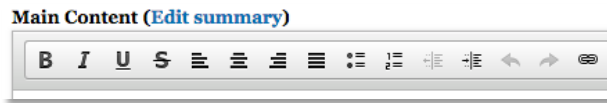
St. Edna offers a variety of ways to be involved in your parish community no matter if you are married, single, young, old, kids or not.



- Save your changes and review your page (comparing to the sample document).

Edit Main Content

- Now we are going to edit the Main Content field:



- Copy the following text and paste it into the Main Content field:

St. Edna Annual Pancake Breakfast

Sunday, December 9, 2012
Doherty Center

Join us for our Annual Pancake Breakfast.

Following the 7:30am and 9:30am masses.

Tickets available for purchase after mass and morning of at the door.

About Parish Life

Vision

To foster a sense of parish unity by organizing & welcoming all to community building events.

Role of a Member

To embrace, articulate and support the vision of the Commission and to have a thorough understanding of the Ministries which make up the Parish Life Commission.

Expectations

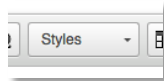
Plan parish activities and events as celebrations of community.

Encourage and challenge our ministries to be imaginative and bring forward new ideas.

Support all groups of people that make up the St. Edna community

Emphasize the purpose of all of our activities is to make the members of the Parish feel welcome and part of the community.

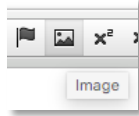
- Using the paragraph styles (see below), apply formatting to this content to make it look like the sample document.
Don't worry about the image for now, we will fix that in the next step.



- Apply the "Heading 3" style to these paragraphs:
St. Edna Annual Pancake Breakfast
St. Edna Annual Pancake Breakfast
About Parish Life
- Apply the "Heading 6" style to these paragraphs:
Vision
Role of a Member
Expectations
- Using the "Insert/Remove Bulleted List" icon, make a bulleted list of the items listed under "Expectations".
- Using the "Bold" icon, make the following text bold:
Sunday, December 9, 2012
Doherty Center
- Save your changes and review your page (comparing to the sample document).

Edit Main Content – Adding an Image

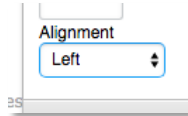
- Add the Santa Claus image to the Main Content field (which you edited in the last step).
 - Place your cursor where you want the image to be inserted.
 - Use the “Image” icon (see below) on the toolbar to insert the image.



- Using the Image Properties window, click “Browse Server” and select the file:
<root>/files/web/images/Training_SantaClaus.png
- Adjust the size of the image to match the sample document
 - Make sure that the “Lock Ratio” is locked (see below) otherwise your image will get distorted.



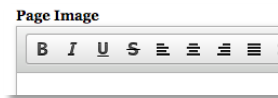
- Adjust the alignment of the image so that it is aligned to the left (see below):



- Save your changes and review your page (comparing to the sample document).

Edit Page Image

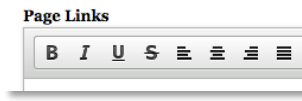
- Using the same steps you used in the previous step, add the Page Image for this commission to the Page Image field



- When Browsing for the file, select the following file:
<root>/files/web/images/Training_SampleCommission_Main.jpg
- All the page images should have the following width (280).
Refer to the following for standard images sizes: <http://www.stedna.org/webdocs/imageGuidelines>
- Save your changes and review your page (comparing to the sample document).

Create the Page Links

- Add the following links to the Page Links field.



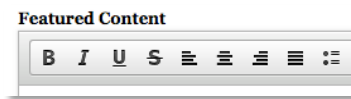
- For each link use the following steps:
 - Type the text that should appear on the page.
 - Select that text.
 - Click the link icon from the toolbar to display the “Link” window.



- Specify the type of the link and enter any additional information.
- Add an “internal path” 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 “E-mail” link called “Email Us” and link it to: <your email address>
- Save your changes and review your page (comparing to the sample document).
- Test your links (to make sure they work).

Edit the Featured Content (Upcoming Events)

- Now we will edit the Featured Content field to specify the Upcoming Events for this page:



- Copy the following text and paste it into the Featured Content field:

[Upcoming Events](#)
[December 9 \(Sunday\)](#)
[St. Edna Annual Pancake Breakfast](#)
[Doherty Center](#)
[More Upcoming Events](#)

- Using the paragraph styles (see below), apply formatting to this content to make it look like the sample document.
 - Apply the “Heading 3” style to “Upcoming Events”
 - Apply the “Event-Date” style to “December 9 (Sunday)”
 - Apply the “Event-Item” style to “St. Edna Annual Pancake Breakfast”
 - Apply the “Event-Location” style to “Doherty Center”
- Create a link (internal path) for “More Upcoming Events” and link it to the Calendar page.
- Save your changes and review your page (comparing to the sample document).
- Test your link (to make sure it works).

Edit the Secondary Content (Commission Members)

- Let's edit the Secondary Content field to add the Commission Members.



- Copy the following text and paste it into the Secondary Content field.

Commission Members

Jenni Falk, Chair, [Email](#)

Joe Burkard

Randy Gross

Carl Krzystofczyk

Jackie Lapetino

Diane Mulroe

Kathy Pellitteri

Ann Marie Thomas

Diane Thomason

Gloria Vosburgh

- Using the paragraph styles (see below), apply formatting to this content to make it look like the sample document.
 - Apply the “Heading 3” style to “Commission Members”
- Create a link (E-Mail) for “Email” and link it to your email address.
- Save your changes and review your page (comparing to the sample document).
- Test your link (to make sure it works).

Congratulations – You Have Completed Your Page

Review it and make sure it looks like the sample document.

Advanced Topics

For more information about the following topics, refer to the WebDocs page (<http://www.stedna.org/webdocs>) or contact one of the Web Site Admins.

Web Site Admins

Bob Falk - bob.j.falk@gmail.com

Jenni Falk - jfalk27@gmail.com

Karen Streu - kb_streu@wowway.com

Ann Marie Thomas - ann@westwildwood.com

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 Web Site Admins!
- Web Site Documentation

Site Ownership and Responsibilities

- Primary and Secondary Editors
- Sponsors
- Responsibilities

Web Page Admin Topics

- Adding New Web Pages Pages
- Ministry Index Only Pages