

## Pages

The pages on your website are stored in Folders which are used to sort and store your webpages in a similar way to the way files are stored in folders in Windows. Each folder should have at least one page but they can contain more. The folder names will be displayed on the main site left hand menu as links to the pages within that folder.

To access the content section of the control panel go to Content > View, Edit and Delete Pages. Existing folders will be shown which expand to show pages stored under the folder.

The following two screenshots show how the folders are shown in the control panel and on the main site.

### Main Church Site



The menu displays the folders that have been added by the site manager .

The standard links such as Home, Calendar, Members, Photos, Forums, Links, Help are automatically displayed.

### Church Control Panel



To add a new page or form, navigate to the folder you want to place the form/page and click on 'Add Page' or 'Add Form'.  
To add a page to a new Folder, press 'Add a New Folder' above.



The folder explorer in the Control Panel shows the site folders. Clicking of a folder will open it and show the pages that are stored there.

In the above example, the 'Weekly Activities' folder stores 2 pages – 'Parents and Toddlers' and 'Kingfisher Club'. To add another page to the 'Newsletters' folder the site manager would press the 'Add Page' button next to the 'Weekly Activities' folder.

### User Scenarios

- A folder contains just 1 page: when a visitor clicks on the folder link in the left hand menu, it will display the page straight away
- A folder contains more than 1 page: when a visitor clicks on the folder it will list the pages in the folder displaying their title and summary. Visitors can then access the full page by clicking on the page title.

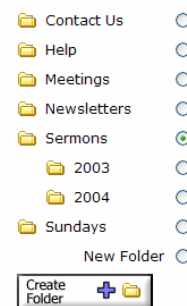


### Adding Folders

To create a new folder to store webpages, site managers should go to Content > View, Edit and Delete Pages and press the 'Add a New Folder' button.

The Control Panel will then show a list of the existing folders on the site, each with their own button. To make the new folder a 'Child' of an existing folder press the button next to their name. In the next example 2003 and 2004 are child folders of Sermons.

To create a new folder which is not a child of an existing folder press the button next to 'New Folder' at the bottom.



Folders can be made available to everyone who visits the site or just to registered Church members (members will need to be signed into the website).



### Editing Folders

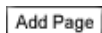
The folders can be renamed and have their access changed (everyone/site) by going to the folder explorer and clicking on the rename button next to the folder name.



### Deleting Folders

To delete a folder go to the folder explorer and click on the delete button next to its name. A folder cannot be deleted if it contains pages – these pages need to be deleted first.

**NOTE :** Once a folder is deleted it cannot be restored.



### Adding a page

**NOTE :** Before a page is added the Site Manager must have already created the folder to insert it in.

From the folder explorer press the add page button next to the folder where you are placing the new page under.

The new page form will then be displayed - please note that you must be using Internet Explorer 5.5 to edit pages. It is available free from Microsoft (Created Media recommend Internet Explorer 6).

### The pages needs to have :

- Page Title
- Page Summary - quick summary of the page.
- Page Content - click here for more information on the web-editor
- Page Access (who can view this page - everyone/members only)



### Editing a page

To edit a page open the Folder Explorer and press the edit page button next to the page name that you wish to edit. The web editor will then open the page in edit mode allowing you to make changes to the page.



### Deleting a page

To delete a page open the Folder Explorer and press the delete page button. You will be asked to confirm the deletion of the page. **NOTE:** Once a page is deleted it cannot be restored.



**Page Downloads**

There maybe files which are relevant to a particular webpage. These documents can be uploaded and displayed on the webpage as an attachment which can then be downloaded by site visitors.

Document Downloads which are allowed are : word (doc), excel (xls), acrobat (pdf), publisher (pub), powerpoint (ppt), text (txt) image (jpg, gif).

To add or delete downloads view the page that they are/will be attached to by clicking on the page name in the Folder Explorer. Once the page is shown press the 'Edit Page Downloads'. A new window will open and you will be able to add new attachments and edit/delete existing ones.

**1st Pages**

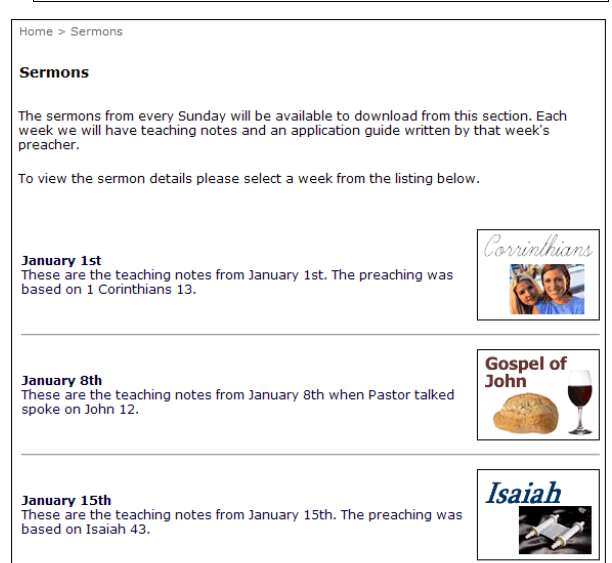
When only one page exists for a folder, that page will be displayed straight away when the user click on the folder.

However, if more than 1 page exists for that folder then the page summaries will be displayed, with a link to the full version of each page.

The example on the right shows how a folder called 'Sermons', containing 3 pages is displayed. The three pages 'January 1st, January 8th and January 15th' have their summaries displayed with a link below each summary that takes site visitors to the full page.

With a 1st Page, it is possible to have the contents of a page displayed above all the other summaries. The screenshot below shows how the above situation would be displayed different with a '1st Page'. The contents of the 1<sup>st</sup> page has been written as an introduction to the Sermon section of the website.

In this case the 1st page contains a summary of what the section is about.



The 1st page is created in the same way that a normal page is created, using the Page Manager (see image below). Once the page has been created, return to the page manager and select which page you want to make '1st Page' by pressing the **Make 1** button next to your chosen page.

