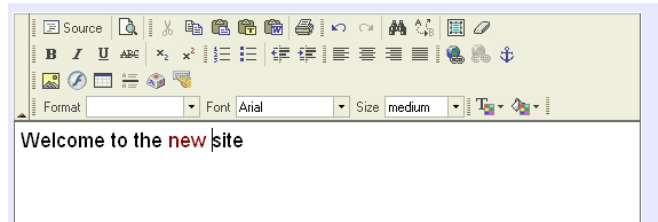


## Web Editor

The web editor is the simple to use tool for editing web pages and is similar to Microsoft Word™. You must have at least Internet Explorer 5.5 or higher for it to work.



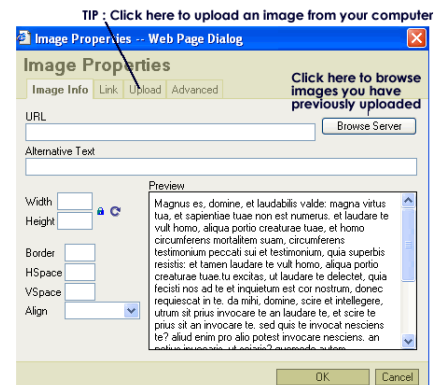
### Web Editor Key

View the HTML for the page	remove formatting (all text effects will be lost)	align text right
preview the page in a new window	make text bold (highlight the text first)	justify text
cut text (highlight the text first)	make text italics (highlight the text first)	insert/edit link (highlight the text you want as a link first)
copy text (highlight the text first)	underline text (highlight the text first)	remove link (click on the link first)
paste text straight into the web editor	strikethrough text (highlight the text first)	insert an anchor link
paste text as plain text	subscript text (highlight the text first)	insert a picture
paste text from Word (Rich Text)	superscript text (highlight the text first)	insert a Macromedia Flash document
display a printer friendly version of the page (opens in a new window)	order list (highlight the text first)	insert a table
undo the last change	list	insert a horizontal rule (<HR>)
redo the last change	decrease indent	insert a special character
find text in the web page	increase indent	universal keyboard
find and replace	align text left	change the color of the text (highlight text first)
select all	align text centre	background color of the text (highlight text first)

### Inserting Pictures

Churches can upload their own images which can then be inserted into the webpage. When the insert image is pressed within the Web Editor a new box will appear (see image on right).

To upload a new image click on the upload tab. You will then be able to select the image file from your computer and it will add it to the website.



To insert an image that you have already uploaded, click on 'Browse Server' to launch the Image Library. To add the image to your page, click once on your selected picture.

## Linking to another webpage


To link to another webpage within your site first open up the page that is to be linked to. This page should be opened on the main website and not in the Church Edit Control Panel.

Once the page has been opened you should highlight the web address in the browser and then go to EDIT > COPY. This should be the whole web address. (If you are currently trying Church Edit and have a temporary NAME.CHURCHEDIT.COM web address then you should only highlight the part of the address after the .com – ie /content.php?folder\_id=4).

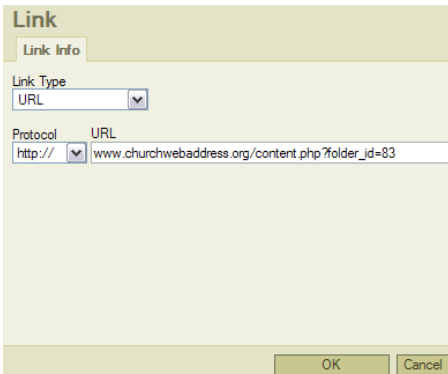
Now that this has been copied go to the Church Edit control panel and open up the page in the Web Editor that you want the link to appear from.

A) If you want the link to appear as text then type the text into the Web Editor (ie For more information visit the Pastoral Care Page), then highlight the words that should appear as the link.

B) If you want the link to be a graphic then insert the graphic in the normal way in the editor and then click on the image once to select it.

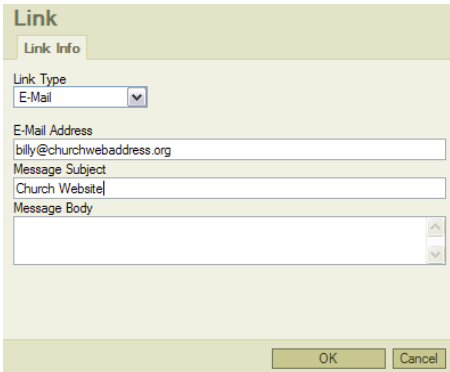
With the text/ image selected press the Insert Hyperlink button in the Editor (  ).

A popup will appear and you should paste the Web Address into this popup by clicking in the URL text field and pressing V whilst holding down CTRL.



The screenshot shows a dialog box titled "Link" with a "Link Info" tab. The "Link Type" dropdown is set to "URL". The "Protocol" dropdown is set to "http://". The "URL" text field contains "www.churchwebaddress.org/content.php?folder\_id=83". At the bottom right, there are "OK" and "Cancel" buttons.

Email address links can also be inserted in the same way. The only different is that in the popup window you should select EMAIL as Link Type.



The screenshot shows a dialog box titled "Link" with a "Link Info" tab. The "Link Type" dropdown is set to "E-Mail". The "E-Mail Address" text field contains "billy@churchwebaddress.org". There are also fields for "Message Subject" (containing "Church Website") and "Message Body" (an empty text area). At the bottom right, there are "OK" and "Cancel" buttons.

Press OK to insert the link into the web page and then save the page.