



Guidelines Editing Website Content

Introduction

- Our websites currently use Drupal 6.12. Drupal is a Content Management System (CMS). A Content Management System is the particular program we use to produce a website.
- On the Drupal website there is all the necessary documentation to use the Drupal CMS.

Editing information in pages of the website

- Log in to the website.
- Got to the page you wish to edit.
- Select 'Edit'
- Edit the information you want to change.
- Click 'Submit' down the bottom.
- If you wish to delete a page select 'Delete' at the bottom of the page.

General notes about adding content to the website

Formatting

- Depending on what features the website has, you may need to use HTML labels to format the text here. Ask it@vision100.org if you have trouble.
- Please compare the page or event you are adding to other similar pages or events on the site so that you have similar formatting and wording and links to other pages.

Labels for content types

- You may have the option to choose 'Page/Audio/Story Type' or 'Vocabularies'. This will attach it to a particular event, ministry or series. That means all the sermons in a series or service are grouped together. If unsure what to do here, ask.

Menus

- Select 'Menu Settings'
- Give the title to this page that will appear in menus in the 'Title' space.



- Select 'Parent item' choose which menu this page will be connected to. For example, if it is part of the main headings, its parent item is 'Navigation'. If it is a subheading of 'About' its parent item will be 'About'.
- If you want to decide in which order it appears in the menu, relative to other items, select 'weight'. The higher the number, the further from the top it will be (it will 'sink').
- If you want to display a submenu on a page, with links to other pages, select 'display subtree menu'. For example, On the 'About' page, will be links to the 'Our mission', 'Our values' pages.
- It is possible to use 'subtree menu' to create a contents page, with nothing else on it except links to the other pages.

Related Documents

- It is possible to add a document to whatever page or event you have created.
- Select 'Related Documents'.
- Browse for the document. We recommend that only pdf file formats be used.
- Select Upload.
- If you want to attached more than one document, it is best to create a view. See more about this under 'Creating a View', below.

URLs

- You can choose the URL to the new content you have created if you like. This is good for public pages that will be linked to often.
- Go to 'URL Path Settings'.
- Type Simply what you wish to appear after the basic website URL. For eg 'About' to create a URL: www.vision100.org/About
- Follow URL formatting elsewhere on the site before doing this.
- Make sure 'Published' is checked and 'Promoted to front page' is not checked.

Adding pages to the website

- Select 'Content' then 'Create content'
- Select 'Page'



- Type in the title of the page in the 'Title' space.
- Insert the body text of the page in the 'Body' section.
- See General Notes on Adding Content section (above) for important things about 'Page Type' and 'Menu Settings'.
- Select 'Submit'.
- If the page is primarily to display a lot of documents, you use 'Views' to replace pages altogether. So rather than creating a page, you can create a type of view called a 'Page View' and then tell it what URL it is to have, and what menu position it is to have. See 'Create a View' (below)

Inserting images into website pages

- Save the required image as a jpeg.
- Crop and resize it so that it fits the required button size (eg 430 wide for ufcutas.org, 200px wide for crossroadshobart.org, 200 px wide for ufcutas.org sidebars)
- Go to the desired page (or create a new page)
- Select 'Edit'
- If you don't have a WYSIWYG editor (little buttons for bold, italics, hyperlink etc) then Go to File Attachments. Browse for desired file and select 'Attach'.
- Uncheck 'List' box next to attachment
- Copy URL that appears under attachment
- Type '
- If you do have WYSIWYG editor (little buttons for bold, italics, hyperlink etc), click on 'Insert and Image Icon'
- Browse for the image and select 'upload'.
- 'Select image and click 'insert'
- If the image doesn't display, you may need to go to Input Format and select 'Full HTML'
- Select Save

A note on adding audio, events, published documents to the website

- You need to first create a 'Content Type' before adding individual bits of content. For example, there needs to be a category called 'Sermons' before you add individual sermons.



- Before new content can be displayed on the website, you also need to create a 'view' to select which information is to be displayed.
- For general guidelines about creating categories and views see below.
- For commonly used views for Calendars and Sermons it is best to ask it@vision100.org to Clone these views from existing Vision 100 websites.

Adding Published Files to the website

- create content
- select “publish document”
- “name” of document
- select any relevant labels – sermon series, document type – from drop menus (if no specific one select “general resources”)
- scroll to find “published file” (not file attachments)
- “browse” and “upload”
- “save”

Adding events to the website

- Go to 'Create Content'. Go to 'Event'.
- Type the name of the event in 'Event Name'.
- Type Description of the event and necessary information in 'Event Description'. Note that you don't need to type date or times here.
- Go to 'Event Date'.
- Select Event Start and End dates and times. You can also leave information blank.
- If desired, go to 'Repeat' and type in the frequency of repeats and when the repeats end.
- If desired, go to 'Except' and type any exceptions to the repeat rule, for holidays and other exceptions.
- See General Notes on Adding Content section (above) for important things about 'Page Type' and 'Menu Settings'.

Adding audio to the website



- Note: for audio content to be easily played online it must be recorded at a sample rate of 22 000Hz and the default sample format should be set to 32 or 64 kbps.
- Select '**Create Content**'.
- Select 'Audio'.
- Write [audio-tag-title-raw] by [audio-tag-artist-raw] in Title space.
- You may have the option to choose 'Audio Type' or 'Vocabularies'. This will attach it to a particular event, ministry or series. If unsure what to do here, ask.
- Click 'Browse', find and select desired audio.
- Check 'allow file downloads' box.
- Select 'Save'. Then Select 'Edit'.
- Select 'Audio metadata'.
- Add speaker's name under 'Artist'.
- Add title of sermon/address under 'Title'.
- Add name of series or event under 'Album'.
- Add track number. If it is a part of a larger event, make sure the whole series of items are ordered (eg first speaker's sermons are tracks 1-3, second speaker's sermons are tracks 4-6).
- Write 'Sermon' or 'Bible Talk' (whatever is the convention with your ministry) under 'Genre'.
- Try to keep the same categories as existing content. Avoid writing both '1 Corinthians' and '1Corinthians' (no space), for example.
- Add the year under 'Year'.
- See General Notes on Adding Content section (above) for important things about 'Page Type' and 'Menu Settings'.
- Click 'Submit'.

Creating a sermon series specific page

- Create a Page for the sermon series. Make this attached to the Sermons or Resources menu item.



- Put any basic text on this page and embed the sermon design/brochure if there is one.
- Enable 'Submenu tree' on the Sermon or Resources page. This can be displayed in the body of the page, or made a 'block' to appear in the sidebar if you prefer.
- Create a Taxonomy Vocabulary (see 'Create a new grouping label' below) called 'Sermon Series' that can apply to all Content Types (Published Documents, Stories, Events etc)
- Create a Taxonomy Term for the sermon series (eg 'Romans').

Create sermon series specific calendar

- Go to Administer-Site Building-Views. Edit 'Calendar View'. Choose 'Block' from left hand menu and select 'add display'.
- Edit 'Filter'-Taxonomy Term so that it is 'One of Of' whichever sermon series term (eg Romans)

Create sermon series specific Bible studies menu

- Go to Administer-Site Building-Views. Edit 'Bible Studies View'. Choose 'Block' from left hand menu and select 'add display'
- Edit 'Filter'-Taxonomy Term so that it is 'One Of' whichever sermon series term (eg Romans)

Create a sermon series specific audio menu

- Go to Administer-Site Building-Views. Edit the view for sermons - perhaps called 'audio'. Choose 'Block' from left hand menu and select 'add display'.
- Edit 'Filter'-Taxonomy Term so that it is 'One of' whichever sermon series term (eg Romans).
- Make sure that all the sermon calendar events, all the sermon audio and the sermon series Bible studies are all edited so that they have the taxonomy label (eg 'Romans') selected.
- Choose where you want the sermon, calendar and Bible study blocks to appear. See 'selecting where a block will appear' (below).

Creating a new grouping label ('taxonomy') for a published content

- Select 'Administer'.
- Select 'Content management'.
- Select 'Taxonomy'.
- Find Content Type you wish to introduce a new category to.



- Select 'Add terms' beside this content type..
- Give 'Term Name'.
- Give 'Description'. Make this clear what kind of documents should have this name.
- Click 'Submit'.

Creating a block

- Blocks are bits of content that can appear in various parts of the site. You can have them appear on every page, or only on selected pages.

Creating a block

- You can create a block manually, or you can create it as a part of a 'view'. For how to create a block view see below.
- Go to 'Administer'. Select 'Blocks'
- Select 'Add a Block'
- Add whatever information you like. You can also indication which pages you would like this block to appear on.
- Click save.

Selecting where a block will appear

- Go to 'Administer'. Select 'Blocks'.
- Find the block and select where you would like it to appear, using the drop-down menu. You can ask it to appear in sidebar first (left hand sidebar), sidebar last (right hand sidebar) and so on.

Creating a block view

- See under 'Creating a view display' below.

Creating a view to display different kinds of content on the website

- Views can replace pages altogether. So rather than creating a page, you can create a type of view called a 'Page View' and then tell it what URL it is to have, and what menu position it is to have.
- Using views are good, because once you have added a particular kind of content (audio, document etc) it automatically appears in the relevant places on the website.
- Views can also be displayed as a part of page, by typing '[view:x]' (x=name of the view).



- Views can also be created as 'Blocks' so that you can put them in in a particular spot on another web page (like a sidebar).
- The best way to create views is to go to a page that already has a view very similar to what you would.
- Let your cursor hover over the title until small buttons, “edit, export, clone” appear.

Creating a view for a very similar use

- If you need to create another view under the same general heading (eg another sermon series view) then select “edit”.
- Depending on whether you want to create a block (to appear in a sidebar) or a page, select that from the menu on the left hand side
- Selet 'Add Display'
- Edit the view accordingly - changing its name, Path (where it will appear) and other factors.
- Make sure you select 'Override' if you are making unique changes that are only relevant to this particular view. This will stop it applying automatically to all the other views.
- Select 'Save' when you are done.

Creating a view for a relatively different use

- If you need to create another view under the same general heading (eg displaying an entirely different kind of document in an entirely different part of the website) then select “clone”.
- Change the name and other details accordingly.

Creating a block view

- Go to 'Administer'-Views. Select the view you would like to create a block view version of.
- Select 'Block' from the left hand menu. Select 'add display'.
- Make any changes to this block display. Click save.
- Go to Administer-Blocks. And follow steps 'Selecting Where a Block Will Appear' (above)

Linked to Vision 100 Webiste - IT Documentation