

The Church Website Project



User Guide

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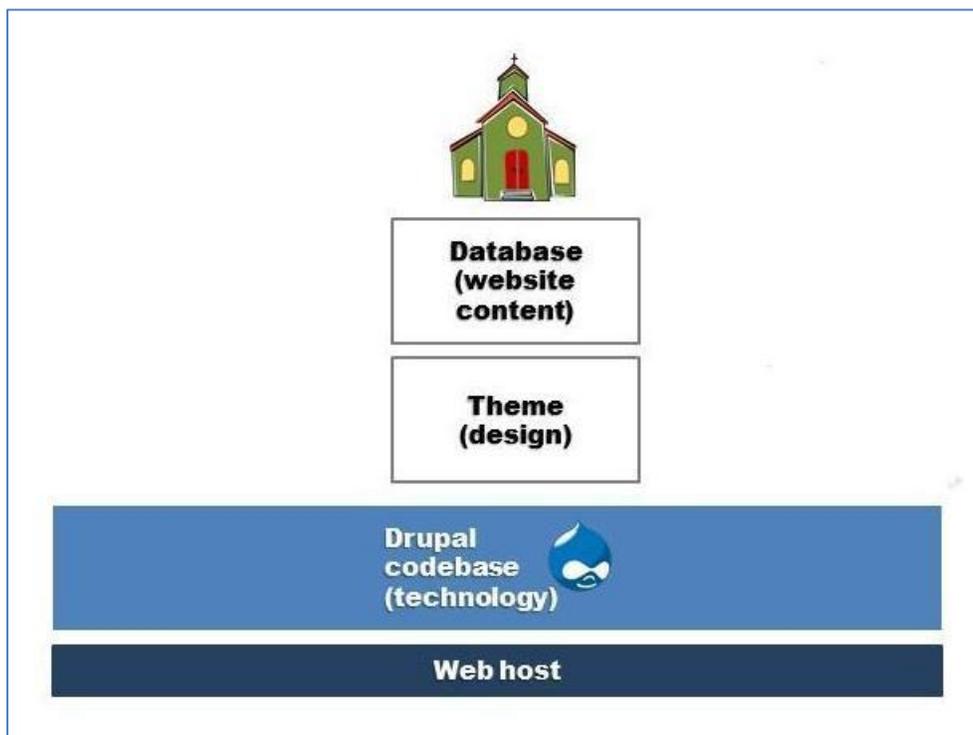
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What is Drupal?

Your web site has been designed using a “content management system” (that allows publishing, editing, and modifying content as well as site maintenance from a central web page¹) called Drupal. All of your data will be stored “in the cloud” (delivered over a network) so you can update your site from any computer, as long as you have the proper authority to do so.

Drupal is a software package that allows users to easily publish, manage and organize a wide variety of content. Everything that will be on your web site is divided into content types. You add information to the site by adding “content”

A common question people who are inquiring about Drupal often ask is, "how does it compare to [Dreamweaver](#) (or any other web design tool)?" The short answer is that Drupal is not meant to be a design tool - Drupal is designed to manage and deliver content. While Dreamweaver is sometimes used to manage small, static web sites, Drupal is meant to manage larger web sites often with a range of interactive features. Many people use Dreamweaver to *design* the site then use Drupal to *manage* the site.²



The Drupal codebase is the software platform that makes things happen (sort of like the operating system on your home computer). This handles the basic functions of the web site and is maintained at Episcopal House.

The theme (how your website will look) and database have already been customized by your church’s leadership and the church website project team at the diocese.

You will be updating your web site by creating and modifying the content of your database. This will be as simple as logging in and filling out a form. As this is a database driven , you will be able to enter something once and have it appear in multiple places.

If you can use Microsoft Word, you can update your website. No special software is needed, and you can log in from any computer over the internet. You can even assign different people permission to update different parts of website, with oversight and approval.

¹ Content management system, http://en.wikipedia.org/wiki/Content_management_system (August 2012)

² What is Drupal?, <http://drupaleasy.com/what-drupal> (August 2012)

Content types

Basic Features

Content

Use for longer text (with an optional illustration) such as articles, sermons or announcements.

Event

Use for items to appear in the calendar. You will create an “event” for each calendar activity.

Media

Use for your photo albums, videos and audio files.

Page

Use for your static content, such as an 'About us' page.

People

Use for clergy, staff, lay leaders and other people who work for the church. Includes contact information and a photo.

Resource

Use for downloadable files, such as PDF, Word, Excel, etc.

Advanced Features

Blog entry

Use for individual blog posts (with an optional illustration).

Slideshow Image Content

Use for images to display in the slideshow in the body of the page.

Slideshow Image Header

Use for images to display in the slideshow in the header at the top of the page.

Webform

Use for online forms that users can fill out and submit. Submissions are recorded and accessible to authorized users.

How the web pages are designed

Each page on your web site is divided into basically two areas - the static and dynamic part of the page. The static area contains data that does not normally change (headings, navigation menus, etc.) The dynamic area contains data that does change (news articles, worship schedules, etc.)

The screenshot shows the website for St. Swithin's in the Swamp. It is annotated with three colored boxes and labels:

- Static (Red box):** Includes the top navigation bar with links like 'Contact Us', 'Directions', 'Calendar', 'Worship', 'Who We Are', 'What We Do', 'For Visitors', 'News', and 'Resources'. It also includes the search bar and the main header with the church's name and tagline.
- Customizable (static) (Blue box):** Points to the 'e-newsletter' sign-up form and the 'Follow us on Facebook' link.
- Dynamic (Green box):** Encompasses the main content area, including the 'Family Sunday at Cross Roads Camp' article, 'Worship this Week' schedule, 'Features' section with a 'Pentecost Sermon' link, a blog post snippet, and the 'Upcoming Events' section for 'Sunday School Registration'.

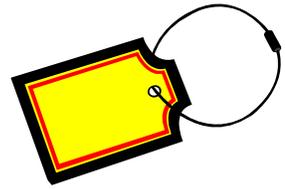
At the bottom of the page, there are three columns of links under the heading 'We are part of...':

- Diocese of Newark News:** Links to 'What I've Been Reading on the Missional Church', 'Building Bridges to Hope - A new ministry supporting those impacted by mental illness', and 'St. Agnes' Church in Little Falls starts food pantry'.
- Episcopal News Service:** Links to 'Maryland: Great Kids Farm Day of Service honors George Freeman Bragg', 'Programs offer summer fun and support for kids in need', and 'Faith groups help Philippine flood survivors recover'.

A footer at the bottom states: '© This site and the contents copyright 2012 St. Swithin's in the Swamp, NJ. All rights reserved.'

Information is added to the dynamic portion of the web site by adding content that is “tagged” for that section.

What are tags?



A **tag** is what is used to determine where items will appear on your web site. It is used to place content on a page.

A tag is like a description. It **describes** some piece of content. These definitions are created when your web site is set up.

Each page on your web site is unique – each page can have one tag

Example 1) Three different content types that have the same tag – a **person**, A **resource** and an **event** with the tag “Worship”

search this site

The Episcopal Church of St. James

The Episcopal Church welcomes you

Who We Are ▾ What We Do ▾ Calendar ▾ Worship ▾ For Visitors ▾ News ▾ Resources Our Guests Contact Us Directions

Worship Schedule

Worship at St. James' Church is at the very heart of what we do and who we are as people of faith. Our services of Holy Communion follow the Book of Common Prayer. Services are enhanced by parishioners serving as Acolytes, Eucharistic Ministers, Choristers, Lectors, Greeters, and Ushers. The Altar Guild prepares and adorns the sanctuary for each service.



St James' Church offers several types of worship.

Our communion services are held at 8:15 a.m. and 10:15 a.m. each Sunday. All are welcome. We are handicapped accessible.

At 8:15 a.m. -- This service is a quiet celebration of the Holy Eucharist with some music and a sermon.

At 10:15 a.m. -- This service is full Eucharistic service with full readings, sermon and choir music from September- June. All are welcome. Coffee Hour follows the service in the Parish Hall.

Childcare is available in our Nursery from 8 a.m. to 11:30 a.m.

Youth Service October - June

St James Church is proud to offer a full youth service the first Sunday of every month (except Easter Sunday). The Youth service will help our young people experience God and worship in a way that is more meaningful for them. They will read the lessons, offer prayers, provide music, and even preach from time to time.

Upcoming Events

Sunday, November 2:
All Saints Sunday Holy Eucharist tag = worship

Sunday, November 2:
All Saints Sunday Choral Holy Eucharist Children and Family Service

Questions? Contact:



The Rev. Melissa Hall
Interim Rector
(973) 239-2391 ext. 12
email **tag = worship**

Resources

Altar Guild Schedule
September- October Server
Schedule **tag = worship**
The Net for September

Example 2) A Resource with the tag “Sunday School”

St. George's Episcopal Church
Our parish is over 100 years old. Our thinking is not.

Who We Are | What We Do | Calendar | Worship | For Visitors | Resources | News | Contact Us | Directions

Sunday School

View Edit Revisions

- Clone content

Registration is open for the 2014-2015 program year of St. George's Sunday School, for children from Pre-K through 6th grade. Classes start on **September 28**.

Please use the Sunday School Registration Form in the Resources box at right. If you don't wish to use the online registration, the form may also be printed, filled out and mailed.

While classes begin on September 22, children are welcome to join at any time during the year.

About

At St. George's we strive to make children an integral part of our faith community. Our goals are to provide children with a solid foundation in the Christian faith, to expose them to adult Christian role models and to help them develop their relationship with God.

Questions? Contact:

 **The Rev. Bernard W. Poppe**
Rector
(973) 762-1319
email

Resources

[Sunday School Registration Form](#) tag = Sunday School

Connect with St. George's

Subscribe to our e-newsletters
enter email and click GO

GO

[Follow us on Facebook](#)

[Our email listservs](#)

Example 3) An Event with the tag “Healing” (What We Do → Healing Ministry)

St. George's Episcopal Church
Our parish is over 100 years old. Our thinking is not.

Who We Are | What We Do | Calendar | Worship | For Visitors | Resources | News | Contact Us | Directions

The Healing Ministry of St. George's

St. George's healing ministry is based on the belief that healing is primarily a spiritual process whose source is God. We encourage and strongly support people seeking treatment from Medical professionals and see healing prayer as a component in effective treatment. Healing Prayer usually includes anointing and laying on of hands by a supportive prayer partner. We believe that God's Spirit is abundantly active in our lives and offers healing of the spirit to all who ask. The healing may or may not take the shape of physical healing, but the real gift is to the spirit of the one seeking God's love.

Healing has grown into an important aspect of St. George's full ministry, expressed in several ways. We look forward to offering even more opportunities to anyone who shares this interest.

Prayer stations at Sunday morning services

At our Sunday morning services, prayer stations are set up so people can stop by on their way back from communion to be greeted by a person who acts as intercessor. The intercessor hears the petition and offers a prayer quietly and confidentially addressing the issues.

Upcoming Events

Wednesday, October 8:
Holy Eucharist with Healing Prayers tag = Healing

Our regular Wednesday evening service at 7:30 p.m. is a Eucharist with healing prayers incorporated into the liturgy. It's quiet, beautiful and perfect for prayer support. [Read more](#)

Saturday, October 4:
Healing Meeting

This is a weekly page created for those interested in the healing of Christians and the healing ministry of our church. Read more.

Questions? Contact:

 **The Rev. Bernard W. Poppe**
Rector
(973) 762-1319
email

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enter email and click GO

GO

[Follow us on Facebook](#)

[Our email listservs](#)

[Submit news for publication](#)

Logging in

You must be logged in to your web site to add content or make changes. Your login information (Username and Password) will be given to you by

To log in, enter the following in your internet browser, substituting www.stswithins-swamp.org with the name of your church's web site.

www.stswithins-swamp.org/user/login

Then enter your username and password.



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User account

Log in Request new password

Username *
Enter your St. Swithin's in the Swamp username.

Password *
Enter the password that accompanies your username.

Log in

Your username will display after you have successfully logged in



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Randy Johnson

View Edit

History
Blog
View recent blog entries

Member for
1 month 3 days

Who's online
There is currently 1 user online.
• Randy Johnson

User menu

- My account
- Create content
- Log out

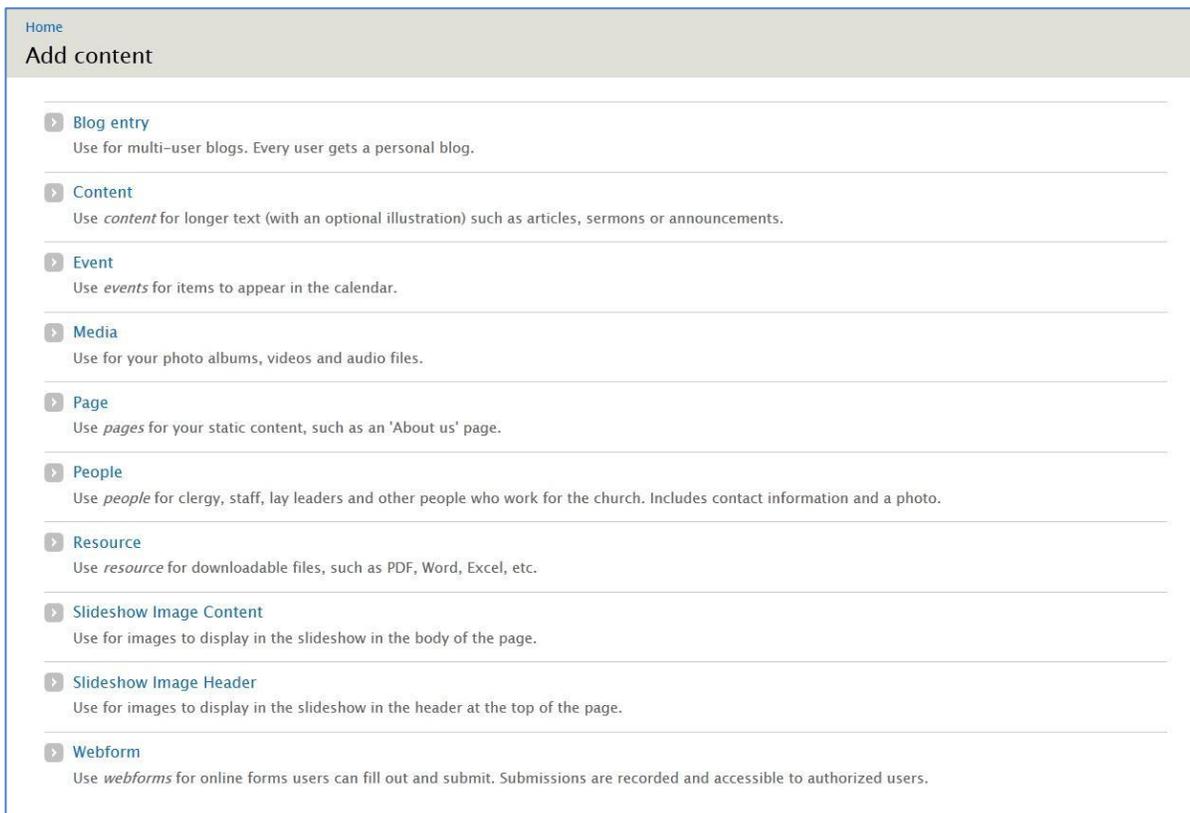
Creating Content

After you have logged in, you will be able to create content. This User Menu is available on every page of your web site. Click on “**Create Content**”.



Next, click on the type of content you wish to create.

Please note that the below list represents all content types. The permissions that are assigned to your account will control the content that you can create.

A screenshot of a web page titled "Add content". The page lists various content types with a right-pointing arrow icon next to each title. The list includes: "Blog entry" (Use for multi-user blogs. Every user gets a personal blog.), "Content" (Use content for longer text (with an optional illustration) such as articles, sermons or announcements.), "Event" (Use events for items to appear in the calendar.), "Media" (Use for your photo albums, videos and audio files.), "Page" (Use pages for your static content, such as an 'About us' page.), "People" (Use people for clergy, staff, lay leaders and other people who work for the church. Includes contact information and a photo.), "Resource" (Use resource for downloadable files, such as PDF, Word, Excel, etc.), "Slideshow Image Content" (Use for images to display in the slideshow in the body of the page.), "Slideshow Image Header" (Use for images to display in the slideshow in the header at the top of the page.), and "Webform" (Use webforms for online forms users can fill out and submit. Submissions are recorded and accessible to authorized users.).

All content will have the following areas: **Title**, **Body** (this is where you add descriptive text, this is edited like a Word document) and **Tags**.

“Content” content type

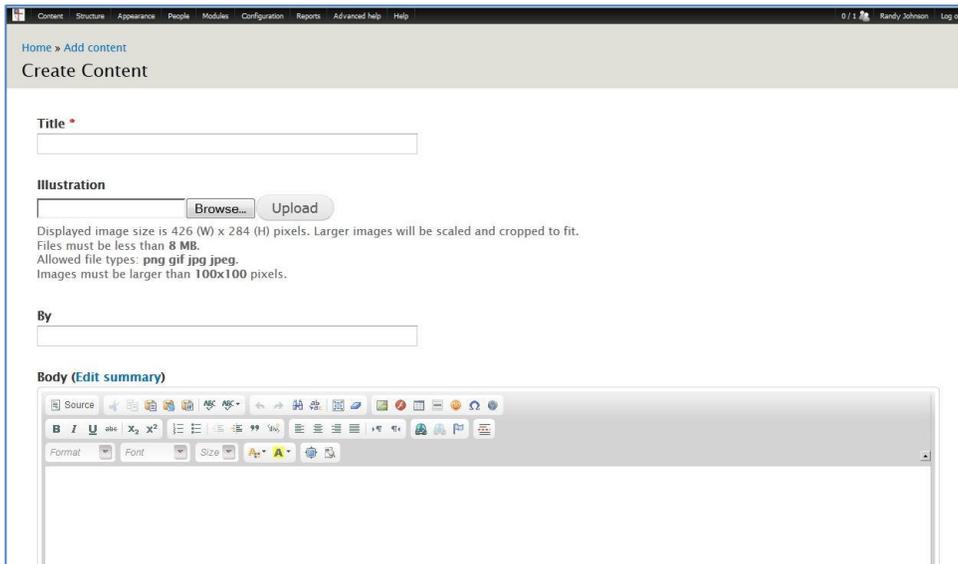
Fill out the information on this page to create content with longer text (with optional illustration) such as articles, sermons or announcements.

Give the article a name by entering a **Title**.

You can add a graphic the article by uploading an **Illustration**. *It is a good practice to always fill out the **Alternate text** section (screen readers for the blind use this text)*

By: Enter the name of the person that is authoring this content

Enter the full text of the article in the **Body** section. You can use the same formatting as if you were creating a Word document.



If you would like this content entry to appear on the Slideshow of the front page of your web site, enter dates in the **Slideshow Date Range** to specify how long it should appear. The first date listed is the **start date** and the second date that is listed the **end date**.

SLIDESHOW DATE RANGE

If these values are set, this item will be included in the headline slideshow throughout this date range.
(Note: item also requires an illustration in order to be included.)

Date

E.g., 08/15/2012

to:

Date

E.g., 08/15/2012

Check the appropriate **Tags** (for further explanation, see [What are Tags?](#) on page 29).

Check the appropriate **Publishing options** (for further explanation, see [Publishing Options](#) on page 32).

Example: How to create the “Content” content type

Enter the title

Title *

Upload an illustration (optional). The “title” of the illustration is the caption.

Illustration

No file chosen

Displayed image size is 426 (W) x 284 (H) pixels. Larger images will be scaled and cropped to fit.
Files must be less than **8 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be larger than **100x100** pixels.

Illustration

 thankyou_dog.jpg (6.45 KB)

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

Displayed image size is 426 (W) x 284 (H) pixels. Larger images will be scaled and cropped to fit.

Enter the name of the author and text, which will constitute the body of the “article”

By

Body (Edit summary)

B I U S x₂ x²

Normal

Our stewardship season is underway and we would like to thank everyone who has submitted their pledges, Etc etc. |

body p

[Switch to plain text editor](#)

Text format Full HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Enter the Slideshow Date Range (optional)

SLIDESHOW DATE RANGE

If these values are set, this item will be included in the headline slideshow throughout this date range.
(Note: item also requires an illustration in order to be included.)

Date

E.g., 12/02/2014

to:

Date

E.g., 12/02/2014

Check the appropriate **Tags** (for further explanation, see [What are Tags?](#) on page 29).

Tags

- Baptism
- Capital Campaign
- Child Care
- Children & Youth
- Choirs
- Communications
- Confirmation
- Contact
- Family Eucharist
- Fellowship
- Healing
- Membership
- Men's Group
- Newcomers
- Outreach
- Parish Hall Rental
- Sermon
- Social Justice
- Stewardship

Check the appropriate **Publishing options** (for further explanation, see [Publishing Options](#) on page 32).

Change Publication Status state

Draft

Submit for Review

Published

Archived / Not Visible

Click “Save”

This is the published content

Stewardship Update

[View](#) [Edit](#) [Workflow](#)

- [Clone content](#)

December 2, 2014

By: George Washington

Our stewardship season is underway and we would like to thank everyone who has submitted their pledges, Etc etc. etc.



Thank you

Tags: [Stewardship](#)

Note: the “Content” content type will appear on the News page and the page(s) for which it is tagged

Example: Content tagged “Fellowship”

“Content” tagged for Fellowship appears on the News page and the Fellowship pages

News



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Articles



Donate Children's shoes to help fight poverty

Now through Nov 19th, St. James Episcopal Church and Little Shoebox are inviting you to kick off your shoes and donate them to help children living in poverty. Gently used children's and teens' shoes can be donated at St. James, 581 Valley Road, and Little Shoebox, 602 Valley Road. All donations will go to Soles4Souls, an international anti-poverty organization. Please click on the photo to read more. [Read more](#)



Family Hike through Jockey Hollow October 18th tag = Fellowship

Please come on a hike with your fellow parishioners and friends to Jockey Hollow, in Morristown. This is the site where General George Washington's army camped in 1779 - 1780 and survived during the coldest winter on record. We will meet at the church at 9 and car pool to Morristown; leaving promptly about 9:15 a.m.. Hike should be 3- 5 miles and is appropriate for those able for that distance - probably not little kids. Bring water and a snack; wear appropriate footwear. We will likely have lunch together afterwards if that fits in people's schedules. There is a sign up sheet in the hallway or email vestry@stjamesepiscopal.org [Read more](#)

Fellowship



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Fellowship

One of the many joys of being a part of St. James' is the wonderful ability to be a vital part of our very active, loving, and supportive community. Each one of us pursues our own individual Faith Journey and seeks to live daily in our Christian faith. That journey is truly enriched by being a part of a community that welcomes everyone without question or judgment; that is looking only to provide a comforting and supportive spiritual home; and that provides the freedom to grow.

We look to go beyond our core mission of regular Worship and Prayer by sharing in the community together in engaging and meaningful ways. We work to offer guidance and provide opportunities for growth for our young people, to provide support for newly married couples and young families, and to ensure that everyone has opportunity and encouragement to participate fully in the life of the Parish.

Coffee Hour

Coffee Hour, a time to connect socially with all of St. James', is a weekly gathering following the 10:15 service. Members of the community provide coffee, juice, and assorted pastries, and we gather together in the Parish Hall to talk, laugh, and share stories. Coffee Hour is one of the easiest ways to get to know the people of St. James' better!

Mens and Womens groups

If St. James community members are interested in mixing spiritual devotional discussions with their social time, St. James'



Super Bowl Party

Related Features



Halloween Happening at St. James



Family Hike through Jockey Hollow October 18th

tag = fellowship



Canoe trip on the Delaware

Resources

The Net for September

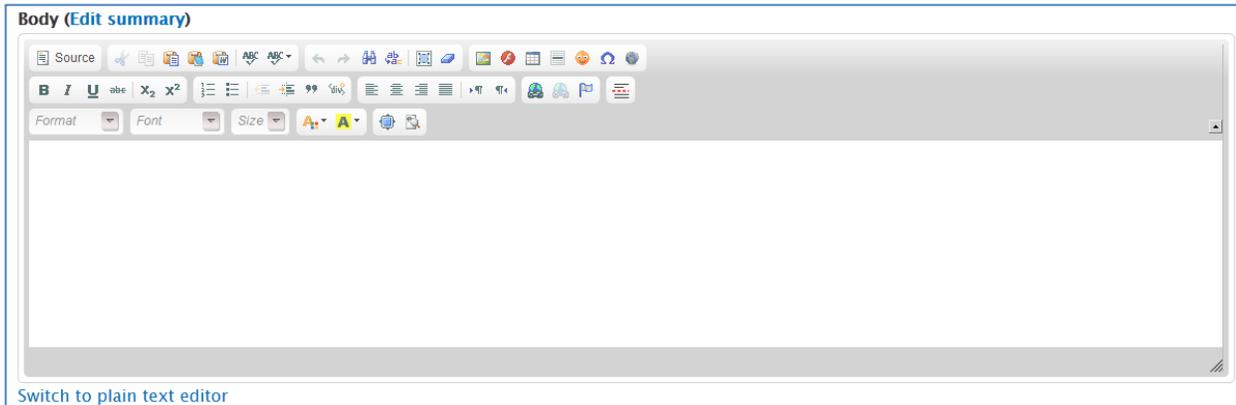
Event

Fill out the information on this page to create an event. *All events appear on the calendar.*

Give a name to the event by filling out the “**Title**” information

Enter the relevant **date and time** information

Enter (optional) descriptive text about the event in the “**Body**” section



The image shows a screenshot of a text editor window titled "Body (Edit summary)". The window has a toolbar at the top with various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area for entering the event description. At the bottom left of the window, there is a link that says "Switch to plain text editor".

Note: Illustration, Body ([Edit summary](#)) and Slideshow Date Start are all optional

Check the appropriate **Tags** (for further explanation, see [What are Tags?](#) on page 29).

Check the appropriate **Publishing options** (for further explanation, see [Publishing Options](#) on page 32).

Example: How to create an Event

Enter the **title** and **start date** (end-date is optional – click “show end date”) of the event

Title *

WHEN *

Show End Date

Date	Time
<input type="text" value="12/03/2014"/>	<input type="text" value="03:00pm"/>
E.g., 12/02/2014	E.g., 03:20pm

Upload an illustration (optional). The “title” of the illustration is the caption.

Illustration

No file chosen

Displayed image size is 426 (W) x 284 (H) pixels. Larger images will be scaled and cropped to fit.
Files must be less than **8 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be larger than **100x100** pixels.

Illustration



candles.jpg (15.82 KB)

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

Displayed image size is 426 (W) x 284 (H) pixels. Larger images will be scaled and cropped to fit.

Enter the text which describes the event (optional)

Body (Edit summary)

Source

B **I** **U** **S**

Normal

We celebrated a birthday party for etc. etc.

body p

Switch to plain text editor

Text format Full HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Enter the Slideshow Date Range (optional)

SLIDESHOW DATE RANGE

If these values are set, this item will be included in the headline slideshow throughout this date range.
(Note: item also requires an illustration in order to be included.)

Date

E.g., 12/02/2014

to:

Date

E.g., 12/02/2014

Check the appropriate **Tags** (for further explanation, see [What are Tags?](#) on page 29).

Tags

- Baptism
- Capital Campaign
- Child Care
- Children & Youth
- Choirs
- Communications
- Confirmation
- Contact
- Family Eucharist
- Fellowship
- Healing
- Membership

Check the appropriate **Publishing options** (for further explanation, see [Publishing Options](#) on page 32).

Change Publication Status state

- Draft
- Submit for Review
- Published
- Archived / Not Visible

Click “Save”

This is the published Event:

Birthday party

[View](#) [Edit](#) [Revisions](#) [Workflow](#)

- [Clone content](#)

Wednesday, December 3, 2014 - 3:00pm

We celebrated a birthday party for etc. etc. etc. etc. etc. etc.
etc. etc. etc. etc. etc. etc. etc. etc. etc. etc. etc.



Happy birthday!

Tags: Fellowship

 Share

Example: Event tagged “Outreach”
 “Show end date” is not needed for this event

Title *
 Coat Drive

WHEN *

Show End Date

Date **Time**
 11/02/2014 10:00am
 E.g., 10/29/2014 E.g., 03:55pm

Outreach

Coat Drive

[View](#) [Edit](#) [Workflow](#)

- [Clone content](#)

Sunday, November 2, 2014 - 10:00am

Please bring gently used coats to church

Tags: [Outreach](#)

Since this event was tagged for Outreach, it will appear on the Calendar and the Outreach page

Sun	Mon
26	
2	
10:00 am Coat Drive	
10:30 am Holy Eucharist	
9	

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[Who We Are](#) [What We Do](#) [Calendar](#) [Worship](#) [News](#) [For Visitors](#)

Outreach

[View](#) [Edit](#) [Revisions](#) [Workflow](#)

- [Clone content](#)

Upcoming Events

Sunday, November 2:
Coat Drive
 Please bring gently used coats to church [Read more](#)

Note: Events with the “worship” tag will appear on the calendar, the worship page and the home page (it will appear on the home page (“Worship this Week”) for one week prior to the date of the event)

Example: Event tagged “Worship”

- 1) Create the event

Holy Eucharist

[View](#) [Edit](#) [Workflow](#)

- [Clone content](#)

Sunday, November 2, 2014 - 10:30am

Tags: [Worship](#)

- 2) It will appear on the Calendar



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Month **Week** Day Year

Saturday, November 1, 2014 [« Prev](#) [Next »](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2 10:00 am Coat Drive 10:30 am Holy Eucharist	3	4	5	6	7	8
9	10	11	12	13	14	15

3) It will appear on the Worship page as an upcoming event

Worship Schedule

Our services are Holy Communion according to the traditional use of the Book of Common Prayer. We use a variety of Eucharistic Prayers taken from the Book of Common Prayer, Enriching Our Worship and the New Zealand Prayer Book.

Sunday Mornings

Childcare available in our Nursery downstairs (not in summer)

Regular Schedule

8:00 a.m. Holy Eucharist
10:25 a.m. Children's Chapel & Sunday School
Not in summer
10:30 a.m. Choral Eucharist

Second Sunday of the Month

8:00 a.m. Holy Eucharist
9:15 a.m. Family Eucharist
10:30 a.m. Choral Eucharist

Weekdays

Wednesdays at 7:30 p.m. - Healing Services

Our regular Wednesday evening service at 7:30 p.m. is a Eucharist, or occasionally Evening Prayer, with healing prayers included in the context of the service. It's beautiful, quiet and perfect for prayer support.

Upcoming Events

Sunday, November 2:
Holy Eucharist

[More upcoming events](#)

4) It will appear on the home page under "Worship this Week"



St. Swithin's in the Swamp

search this site

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Welcome to St. Swithin's!

[View](#) [Edit](#) [Revisions](#) [Workflow](#)

- [Clone content](#)

This is where to put your welcome text.

Subscribe to our e-newsletter

enter email and click GO

[e-Newsletter archive >>](#)

[Follow us on Facebook](#)

Worship this Week

Sunday, Nov 2 - 10:30 am:
Holy Eucharist

Media

Fill out the information on this page to create photo albums and videos.

Note:
Audio files are not currently supported

Give the media a name by entering a **Title**.

You can add an image that will be used in the thumbnail listings by uploading an **Illustration**.

Home » Add content

Create Media

Title *

Illustration

The image uploaded here will be used for the thumbnail in listings. It won't be included in photo albums unless it is uploaded in that field as well.
Files must be less than **8 MB**.
Allowed file types: **png gif jpg jpeg**.

Note:
Photos do not always need a title

Locate the image on your computer by clicking the **Browse** button, then click **Upload**.

Provide a description of this image in the **Alternate Text** and **Title** sections

Illustration



 [swithens-camera.jpg](#) (8.18 KB)

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

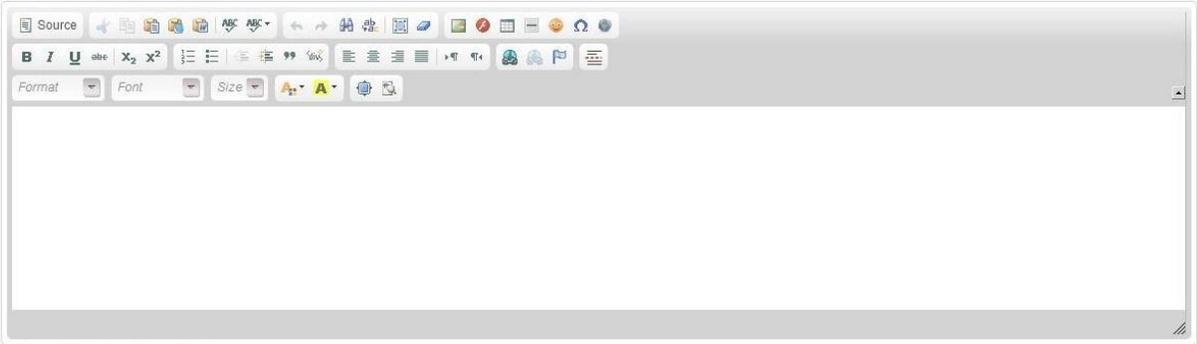
Title

The title is used as a tool tip when the user hovers the mouse over the image.

The image uploaded here will be used for the thumbnail in listings. It won't be included in photo albums unless it is uploaded in that field as well.

Enter information about you are uploading in the **Description** section. You can use the same formatting as if you were creating a Word document

Description (Edit summary)



Switch to plain text editor

Locate the images on your computer by clicking the **Browse** button, then click **Upload**.

Provide a description of this image in the **Alternate Text** and **Title** sections

PHOTOS

The first photo uploaded will be used as the "album cover" in all lists of photo albums. [Show row weights](#)

FILE INFORMATION	OPERATIONS
<div style="display: flex; align-items: center;">+</div> <p> Koala.jpg (762.53 KB)</p> <p>Alternate text</p> <input type="text"/> <p><small>This text will be used by screen readers, search engines, or when the image cannot be loaded.</small></p> <p>Title</p> <input type="text"/> <p><small>The title is used as a tool tip when the user hovers the mouse over the image.</small></p>	<input type="button" value="Remove"/>

To add more images, click on **Browse** in the **Add a new file** section

Add a new file

Files must be less than **8 MB**.
Allowed file types: **png gif jpg jpeg**.

Note:

Photos must be less than then 8MB and uploaded one at a time

If you would like this media entry to appear on the Slideshow of the front page of your web site, enter dates in the **Slideshow Date Range** to specify how long it should appear.

SLIDESHOW DATE RANGE

If these values are set, this item will be included in the headline slideshow throughout this date range. (Note: item also requires an illustration in order to be included.)

Date

E.g., 08/15/2012

to:

Date

E.g., 08/15/2012

Check the appropriate **Tags** (for further explanation, see [What are Tags?](#) on page 29).

Check the appropriate **Publishing options** (for further explanation, see [Publishing Options](#) on page 32).

Example: Creating a photo album

Add Title, Illustration and Description

Title *

Illustration

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

The image uploaded here will be used for the thumbnail in listings. It won't be included in photo albums unless it is uploaded in that field as well.

Description (Edit summary)



Celebrating Jane's birthday

Add Photos

PHOTOS

FILE INFORMATION

Alternate text

This text will be used by screen readers, search engines, or when the image can

Title

The title is used as a tool tip when the user hovers the mouse over the image.

	<p>MP900406861[1].jpg (271.47 KB)</p> <p>Alternate text</p> <input type="text" value="dog"/> <small>This text will be used by screen readers, search engines, or when the image cannot be loaded.</small> <p>Title</p> <input type="text"/> <small>The title is used as a tool tip when the user hovers the mouse over the image.</small>
	<p>MP900313827[1].jpg (83.34 KB)</p> <p>Alternate text</p> <input type="text" value="cake"/> <small>This text will be used by screen readers, search engines, or when the image cannot be loaded.</small> <p>Title</p> <input type="text"/> <small>The title is used as a tool tip when the user hovers the mouse over the image.</small>

Add tag(s). This step is optional. In this example, the “Fellowship” tag was selected
 Publish.

The album will appear on the “Photos & Video” and “Fellowship” pages.



St. Swithin's in the Swamp

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Photos & Video



Birthday Party
 Celebrating Jane's birthday [View](#)



St. Swithin's in the Swamp

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- A + search this site

Who We Are ▾ What We Do ▾ Calendar ▾ Worship ▾ News ▾ For Visitors ▾ Resources ▾ Contact Us ▾ Directions

Fellowship

[View](#) [Edit](#) [Revisions](#) [Workflow](#)

- Clone content

Subscribe to our e-newsletter

[e-Newsletter archive >>](#)
 [Follow us on Facebook](#)

Related Features



[Birthday Party](#)

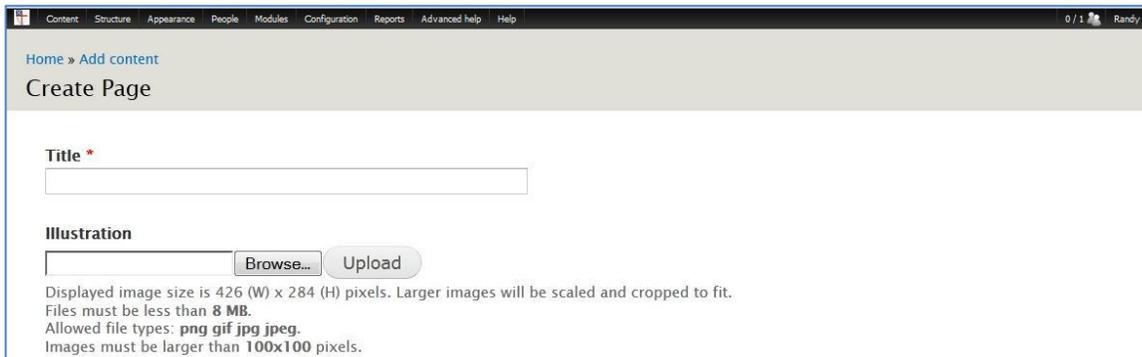
Tag = Fellowship

Page

Fill out the information on this page to create static content, such as an 'About us' page.

Give the page a name by entering a **Title**.

You can add a graphic the blog entry by uploading an **Illustration**.



Home » Add content

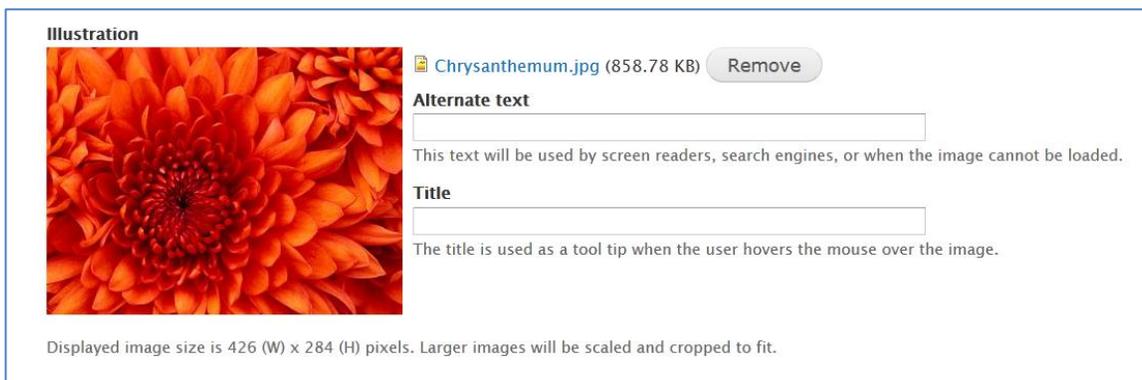
Create Page

Title *

Illustration

Displayed image size is 426 (W) x 284 (H) pixels. Larger images will be scaled and cropped to fit.
Files must be less than **8 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be larger than **100x100** pixels.

Provide **Alternate Text** and a **Title** for the illustration you upload



Illustration



 Chrysanthemum.jpg (858.78 KB)

Alternate text

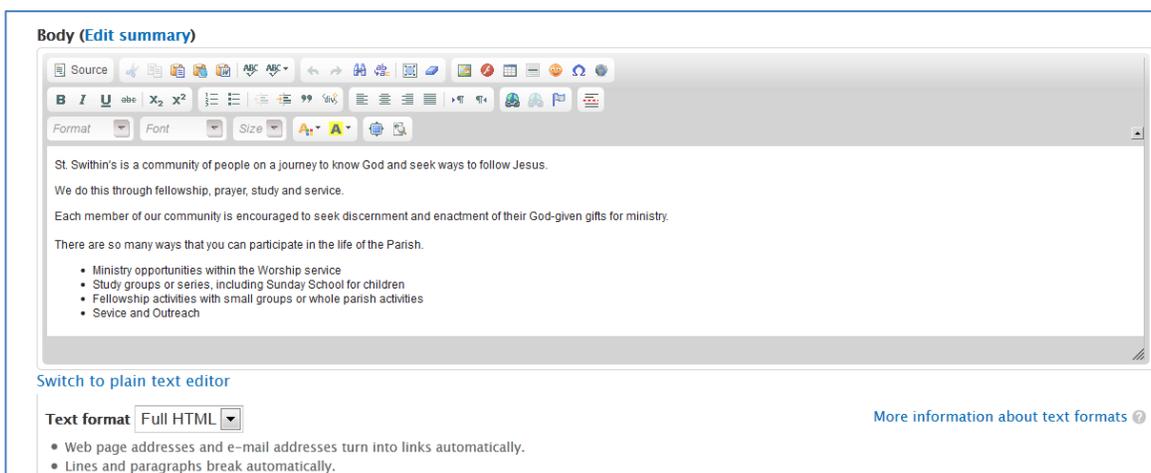
This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

Displayed image size is 426 (W) x 284 (H) pixels. Larger images will be scaled and cropped to fit.

Enter the full text of the page in the **Body** section. You can use the same formatting as if you were creating a Word document.



Body (Edit summary)

Source                    

Format Font Size  

St. Swithin's is a community of people on a journey to know God and seek ways to follow Jesus.

We do this through fellowship, prayer, study and service.

Each member of our community is encouraged to seek discernment and enactment of their God-given gifts for ministry.

There are so many ways that you can participate in the life of the Parish.

- Ministry opportunities within the Worship service
- Study groups or series, including Sunday School for children
- Fellowship activities with small groups or whole parish activities
- Service and Outreach

[Switch to plain text editor](#)

Text format [More information about text formats](#)

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

If you would like this page to appear on the Slideshow of the front page of your web site, enter dates in the **Slideshow Date Range** to specify how long it should appear. *Note: most often, this option is not selected.*

SLIDESHOW DATE RANGE

If these values are set, this item will be included in the headline slideshow throughout this date range.
(Note: item also requires an illustration in order to be included.)

Date

E.g., 08/15/2012

to:

Date

E.g., 08/15/2012

Check the appropriate **Tags** (for further explanation, see [What are Tags?](#) on page 29).

Check the appropriate **Publishing options** (for further explanation, see [Publishing Options](#) on page 32).

People

Use “people” for clergy, staff, lay leaders and other people (these categories can be expanded) who work for the church. You should include contact information and a photo.

> People

Create People

Name *

Portrait

Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.

Position

The person's position with the church. Examples: Rector, Priest-in-Charge, Parish Administrator, Church Secretary, Sexton, Warden, Vestry, [name of ministry] Director.

PHONE Show row weights

+ ext

EMAIL Show row weights

+

Note:
You can add multiple phone numbers and email addresses

About (Edit summary)

Use this section to give information about the person and their position

body p

[Switch to plain text editor](#)

Text format [More information about text formats](#)

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

People Category *

Clergy

Staff

Warden

Vestry

Other

Note:
This is the sort order

Indicate in which category this person belongs, for display purposes.

Check the appropriate **Tags** (for further explanation, see [What are Tags?](#) on page 29).

Tags

Social Justice

Tags indicate this person is the official contact for the related website content. Use with caution. *Only tag the person if you want them to be contacted about the category/topic.*

Check the appropriate **Publishing options** (for further explanation, see [Publishing Options](#) on page 32).

This person will appear on the “Clergy, Staff & Leaders page

The screenshot shows the website for St. Swithin's in the Swamp. The header includes the church logo and the text "St. Swithin's in the Swamp" with the tagline "The Episcopal Church welcomes you". A search bar is located in the top right. A navigation menu contains links for "Who We Are", "What We Do", "Calendar", "Worship", "News", "For Visitors", "Resources", "Contact Us", and "Directions". A green banner indicates the site is "Operating in maintenance mode. Go online." The main content area is titled "Clergy, Staff & Leaders" and includes a "View" button, "Edit", "Revisions", and "Workflow" options. A "Clone content" link is present. On the right, there is a "Subscribe to our e-newsletter" form with a "GO" button and a link to the "e-Newsletter archive >>". Below that is a "Follow us on Facebook" button. The "Staff" section features a portrait of George Washington, identified as "George Washington, Church Secretary", with contact information: "(973) 555-0000" and "george@email.com".

And any pages for which they were tagged

The screenshot shows the website for St. Swithin's in the Swamp. The header is identical to the previous screenshot. The navigation menu is the same. The main content area is titled "Social Justice" and includes "View", "Edit", "Revisions", and "Workflow" options, along with a "Clone content" link. On the right, the "Subscribe to our e-newsletter" form and "Follow us on Facebook" button are present. Below these is a "Questions? Contact:" section featuring a portrait of George Washington, identified as "George Washington, Church Secretary", with contact information: "(973) 555-0000" and "email".

Example: A resource tagged “Communications”



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November 2014 Newsletter

View Edit Workflow

- Clone content

Download:

 2014-11 Newsletter

Tags: **Communications**

Posted on October 30, 2014

Subscribe to our e-newsletter

[e-Newsletter archive >>](#)

 [Follow us on Facebook](#)

Resources

- [Listserv Subscription](#)
- [Send News](#)



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Communications

View Edit Revisions Workflow

- Clone content

tag = communications

Subscribe to our e-newsletter

[e-Newsletter archive >>](#)

 [Follow us on Facebook](#)

Resources

- [Listserv Subscription](#)
- [November 2014 Newsletter](#)
- [Send News](#)

Publishing Options

Publishing your content is a two-step process. First select the appropriate Publication Status then the Publishing Options.

Publication Status

Change Publication Status state

Draft

Submit for Review

Published

Archived / Not Visible

Change the publication status.

- Draft: will save your content so it will only be available to you and the web site administrators
- Submit for Review: Notifies the person who will review and publish your work
- Published: makes content available to the public
- Archived / Not Visible: will effectively remove content from public view but you will be able to retrieve it

Publishing Options

Publishing options

Published

There several options available when you are ready to publish the content you have been working on

Published

Promoted to front page

Sticky at top of lists

Note: The default setting is “Published”

Published must be checked for your content to be “written” to the web site. *Note: It is a good practice to uncheck “Published” when you select the “Archived” publishing option. This makes it easier to find in the “My content summary” menu.*

Your work may be saved as “review”. This Depends upon the authorities that are associated with your username

Promoted to front page will show your content on the home page.

For a worship event to be promoted to the front page, it must also be included in a “slideshow”

Sticky at top of lists will override the normal sorting order and place your content at the top of

Click **Save** to complete your changes or **Preview** to review them.

How do I do that?

Add items to Slideshow on the front page

Three types of content can be added to the slideshow that is on the home page of the web site

- Event
- Page
- Content

The content must have an **Illustration**, **slideshow date** and be **promoted to front page**

Illustration

No file selected.

Displayed image size is 426 (W) x 284 (H) pixels. Larger images will be scaled and cropped to fit.
Files must be less than **8 MB**.
Allowed file types: **png gif jpg jpeg**.
Images must be larger than **100x100** pixels.

For an event, supply the **Slideshow Start Date**. It will automatically “roll off” the slideshow when the date of the event passes.

SLIDESHOW DATE START

Date

E.g., 09/29/2014

If this value is set, this event will be included in the headline slideshow beginning on this date, until midnight on the event end date.
(Note: event also requires an illustration in order to be included.)

For Page or Content, supply the beginning and ending dates.

SLIDESHOW DATE RANGE

If these values are set, this item will be included in the headline slideshow throughout this date range.
(Note: item also requires an illustration in order to be included.)

Date

E.g., 09/29/2014

to:

Date

E.g., 09/29/2014

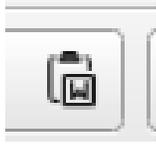


You must select “Promoted to Front Page” under **publishing options**

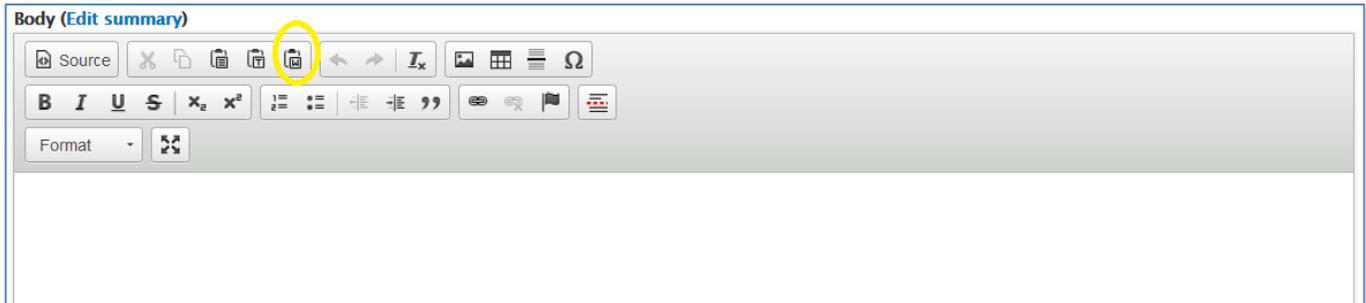
URL path settings Automatic alias	<input checked="" type="checkbox"/> Published
Revision information New revision	<input checked="" type="checkbox"/> Promoted to front page 
Printer, email and PDF versions	<input type="checkbox"/> Sticky at top of lists
Comment settings Closed	
Authoring information By Randy Johnson	
Publishing options Published, Promoted to front page	

Paste items from a Word document

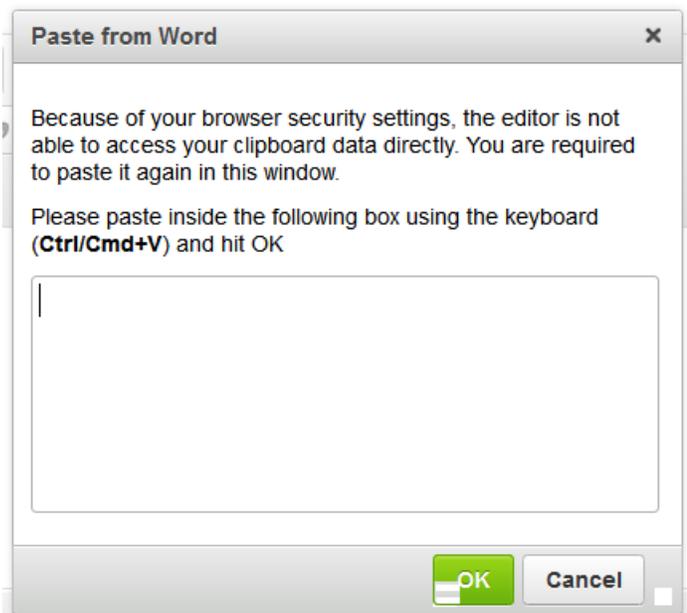
To retain the formatting of your information from a Word document (and convert it to Drupal Format),



click on the icon that has the “W”,



and follow the prompts to paste your data in the window that will pop up.

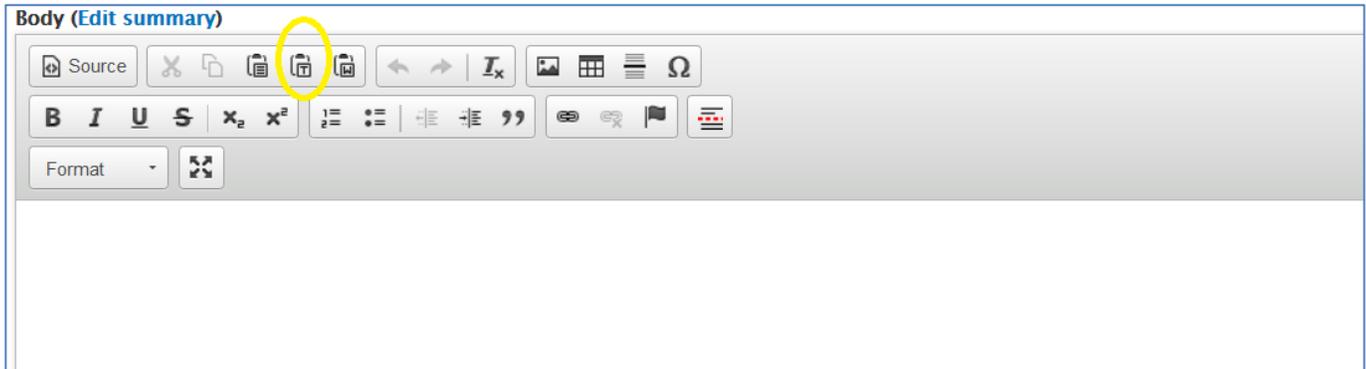


Paste items as plain text

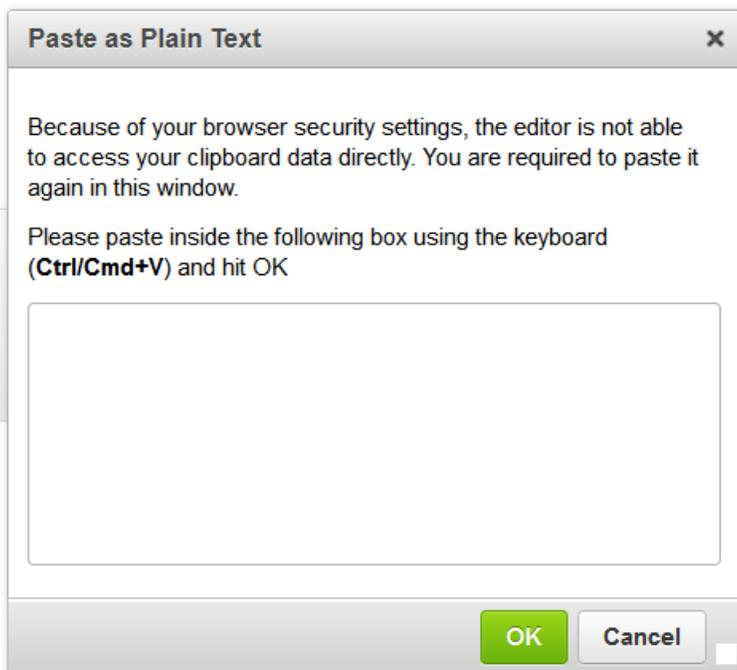
To eliminate the formatting properties of the information you have copied (and convert it to Drupal Format),



click on the icon that has the “T”,



and follow the prompts to paste your data in the window that will pop up.



Archive Content

Archive content that you want to remove from the website but still have it available for you to edit or re-publish at a later time.

Locate the content you wish to archive and select “edit”

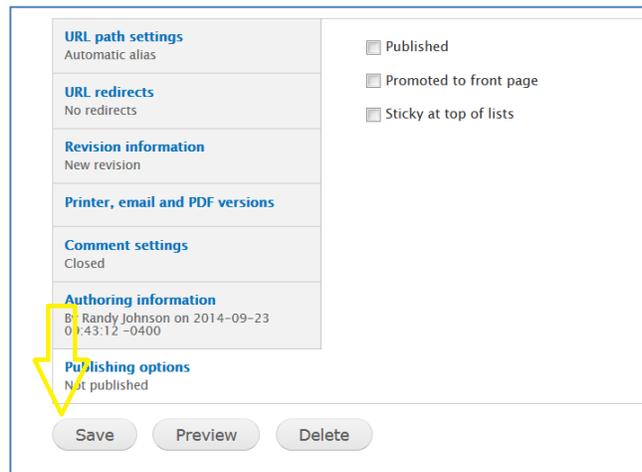
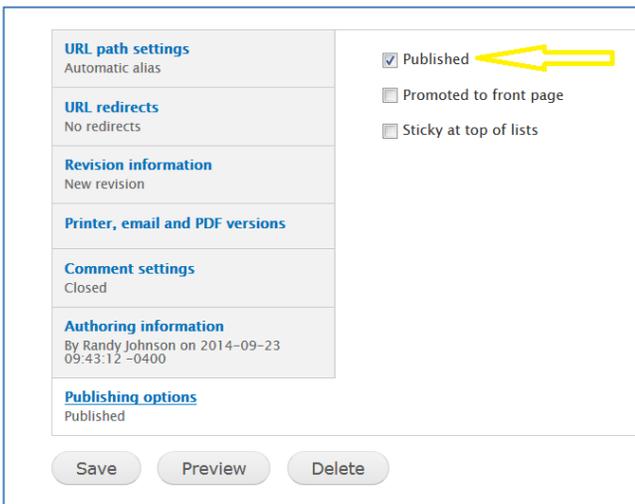


Scroll down to “Change Publication Status state” and select Archived/ Not Visible

Change Publication Status state

- Draft
- Submit for Review
- Published
- Archived / Not Visible

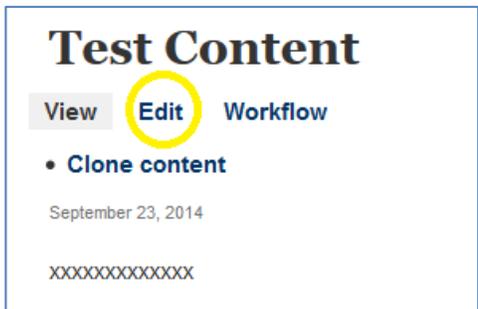
Then go to “Publishing Options” and uncheck “Published” then click “Save”



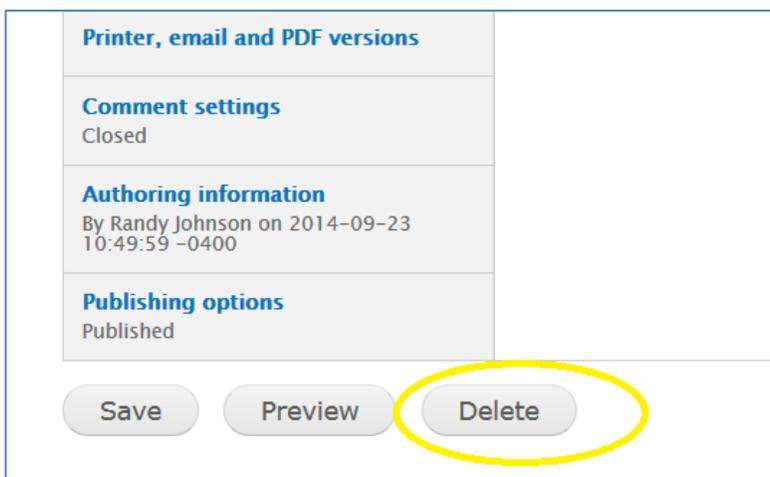
Delete Content

Delete content that you want to *permanently* remove from the website.

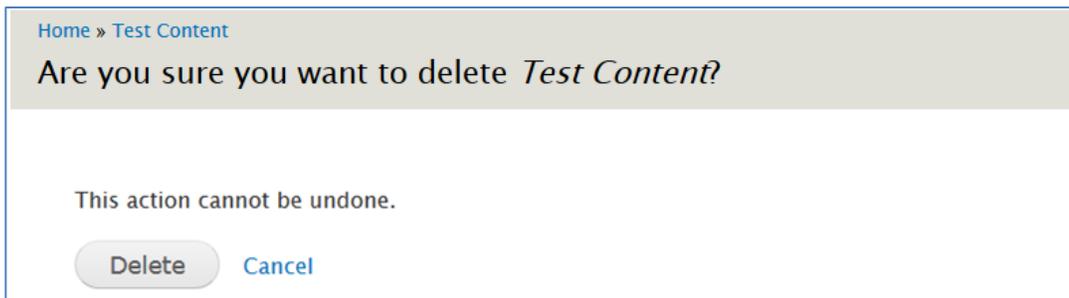
Locate the content you wish to delete and select “edit”



Scroll to the bottom of the page and click “Delete”



You will receive a warning message.



Click “Delete” again

You will receive a confirmation message



Clone Content

It is sometimes useful to clone content that is similar (for example, calendar events that stay the same except for the date) in order to save time (and typing!). *The cloned content will contain the same tags as the original.*

Since most of the content that you will clone are calendar events, that example is shown below.

Click on the content you want to clone, then click “Clone content”

Morning Prayer

[View](#) [Edit](#) [Workflow](#)

- **Clone content**

Saturday, September 13, 2014 - 8:00am

Tags: [Worship](#)

The title of the new event becomes “Clone of”...

Title *

WHEN *

Show End Date

Date	Time
<input type="text" value="09/13/2014"/>	<input type="text" value="08:00am"/>
<small>E.g., 09/29/2014</small>	<small>E.g., 01:15pm</small>

Change the title and the event date/time

Publish

Morning Prayer

[View](#) [Edit](#) [Workflow](#)

- **Clone content**

Sunday, September 14, 2014 - 8:00am

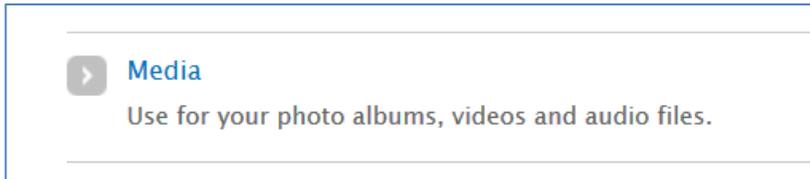
Tags: [Worship](#)

Create a Photo Album

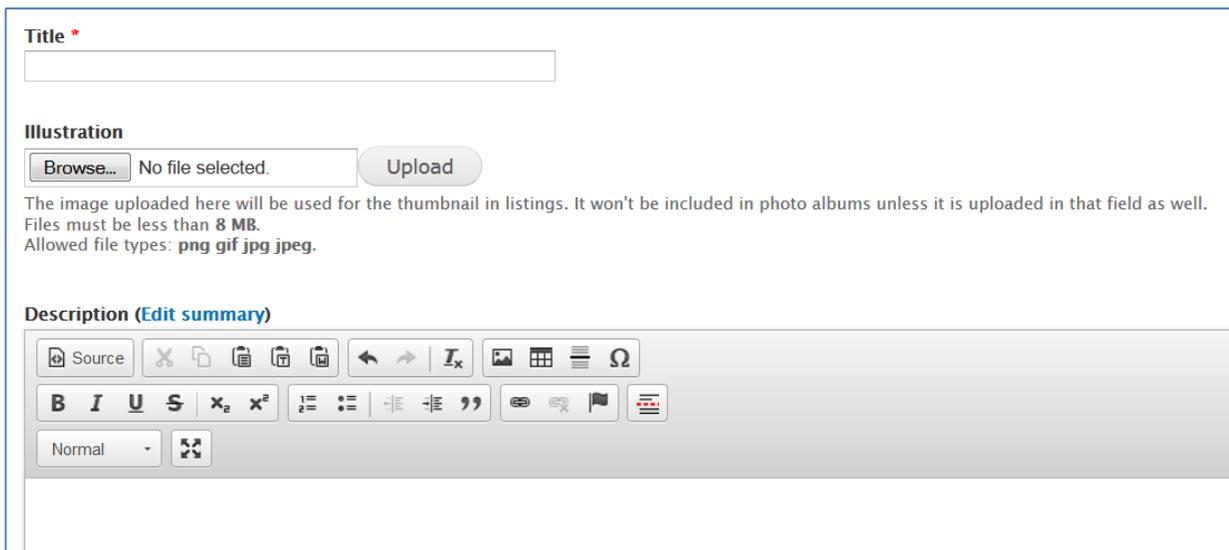
From the User Menu, click “Create content”



Select “Media”



Add the Title, Description and Illustration (both optional). Make sure you fill out the Optional Text for the Illustration (used by screen readers, search engines, or when the image cannot be loaded).



The image shows a content creation form with the following sections:

- Title ***: A text input field.
- Illustration**: A 'Browse...' button, a text field containing 'No file selected.', and an 'Upload' button. Below this, there is explanatory text: 'The image uploaded here will be used for the thumbnail in listings. It won't be included in photo albums unless it is uploaded in that field as well. Files must be less than 8 MB. Allowed file types: png gif jpg jpeg.'
- Description (Edit summary)**: A rich text editor toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted list, Numbered list, Indent, Outdent, Quote, Link, Unlink, and a dropdown menu currently set to 'Normal'.

Add Photos (one at a time)

PHOTOS

Add a new file

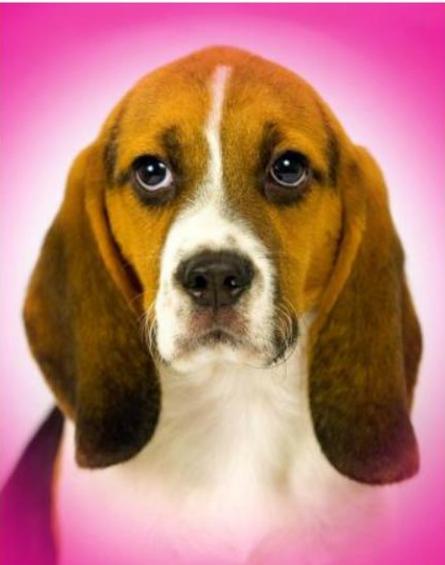
No file selected.

Files must be less than **8 MB**.
Allowed file types: **png gif jpg jpeg**.

Fill out the **Alternate text** and **Title fields**. Both fields are optional but populating Alternate text is encouraged.

PHOTOS

FILE INFORMATION



1.jpg (119.51 KB)

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

Add a new file for each additional photo to be added via the **Browse** and **Upload** buttons

Add a new file

No file selected.

Files must be less than **8 MB**.
Allowed file types: **png gif jpg jpeg**.

Select the appropriate **tag(s)** (for example, “Fellowship”) then **Publish**

Dog photos

View Edit Workflow

- Clone content

This is photo album was created as a test



Posted on September 29, 2014

The album will appear in the **Photos & Video** page, along with the page(s) with the corresponding tag(s)

Photos & Video



Dog photos

This is photo album was created as a test [View](#)

Since this album was tagged with Fellowship it will appear on the Fellowship page



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Fellowship

View Edit Revisions Workflow

- Clone content

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e-Newsletter archive >>
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Related Features



[Dog photos](#)