

Volume

1

SWIFT CREEK BAPTIST CHURCH

Website Committee

Website Usage and Policy Guide

SCBC WEBSITE COMMITTEE

Website Usage and Policy Guide

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Table of Contents

| | |
|----------------------------------|---|
| I N T R O D U C T I O N | |
| Your Quick Reference Information | 2 |
| Web Committee Contact | 2 |
| Your Account | 2 |
| C H A P T E R 1 | |
| Before You Begin | 1 |
| Install Kompozer | 1 |
| Setup Kompozer | 2 |
| Setup Dreamweaver | 3 |
| Setup FrontPage | 7 |
| C H A P T E R 2 | |
| Style | 8 |
| Organization | 8 |
| Image Policy | 9 |

Introduction

The purpose of this guide is to provide you with the ability to create and edit web pages and to give you guidelines to follow to ensure that all pages on Swift Creek's website are quality appropriately represent the church.

Web publishing is just as simple as creating and editing any other computer document. This guide will walk you through the basics of web publishing and define the do and do-nots while creating your webpage or sub-site.

| I C O N K E Y | |
|---|----------------------|
|  | Valuable information |
|  | Computer exercise |
|  | Help may be required |

This guide uses icons to denote specific passages. Valuable information is very valuable and it is highly recommended that you note these for later. Exercises are available for those who learn by doing. For items marked help may be required or for any other reason please feel free to contact your web committee me

Your Quick Reference Information

Web Committee Contact

Name: _____

E-Mail: _____

Phone: _____

Your Account

User Name: _____

Password: _____

HTTP Address: <http://swiftcreekbaptist.org/> _____

Setup Your HTML Editor

An HTML editor such as Adobe Dreamweaver™, Microsoft FrontPage™, Microsoft Expressions™ or Nvu Kompozer can be used to edit a webpage just like you would edit any other computer document.

This setup guide will cover setup of Adobe Dreamweaver, Microsoft FrontPage, and freeware Nvu Kompozer.

Kompozer is free software and available to anyone. Although Kompozer is less advanced than its commercial counterparts, it meets the needs for the typical web author at Swift Creek. Unless you have purchased a commercial web editor Kompozer is the Web Committees recommendation.

Before You Begin

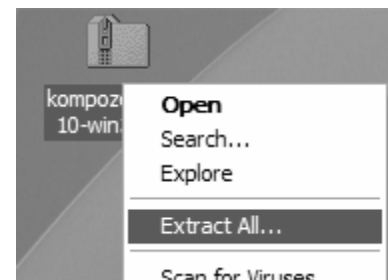
Your account info should be given to you in the Quick Reference Information Section (ii)

Before we start setting up your editor you need to make sure you have your account information, software disk, and license information. Please note that a software disk and license is not required if you use Kompozer.

Install Kompozer

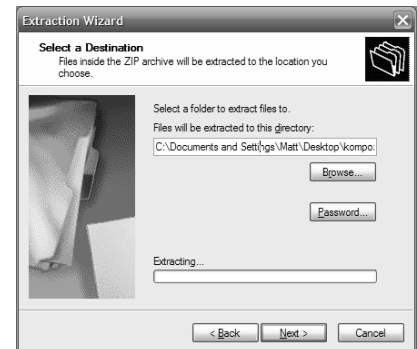
Skip this section if you plan to install a different HTML editor..

The first step is to download Kompozer from <http://www.kompozer.net/>. Once you download the installer right click the file and select Extract All as seen on the right.. If you are running Microsoft Windows Vista you may be required to agree to several security prompts through out the installation, agree to all of them.

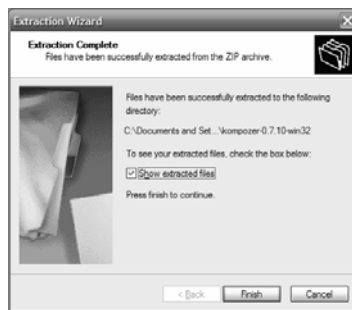




After clicking extract all, you will be presented with a wizard like the one on the left. Click Next.

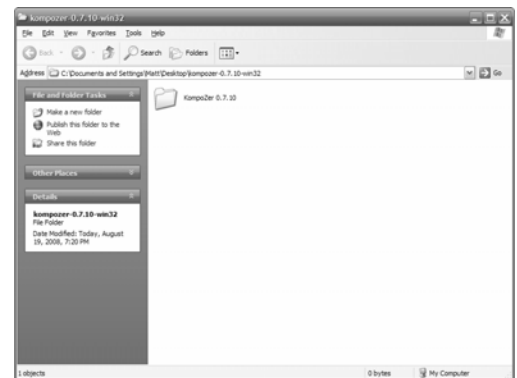


After clicking next you will see a window similar to the one to the right. Type “%ProgramFiles%”, with the percent signs and without the quotes, into the box that reads “Files will be extracted to this directory”.



Once the files are extracted you will be presented with a wizard like the one to the left. Make sure the “Show extracted files” checkbox is checked and click finish.


Once you click finish a window similar to the one on the right, but usually contains more items. Open on the folder that starts with the word KompoZer. After doing so you will find a file named kompozer.exe.

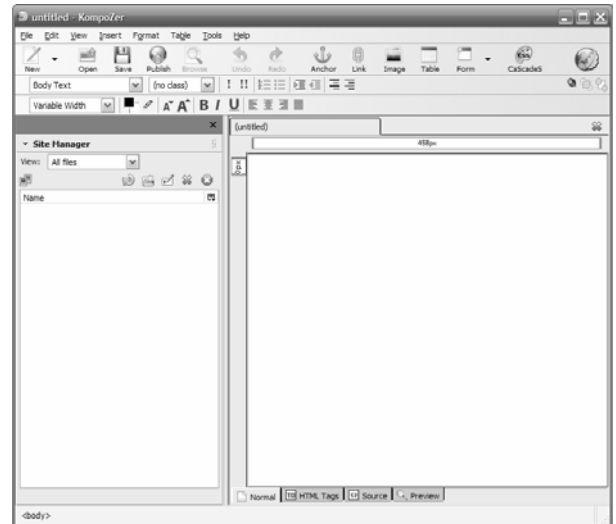


This is the program itself. If you would like a shortcut on your desktop, drag this file there with the right mouse button and select “Create shortcut here”. This is recommended since Kompozer does not install a shortcut in the start menu. Once you have created this shortcut you can double-click it to start Kompozer any time you like.

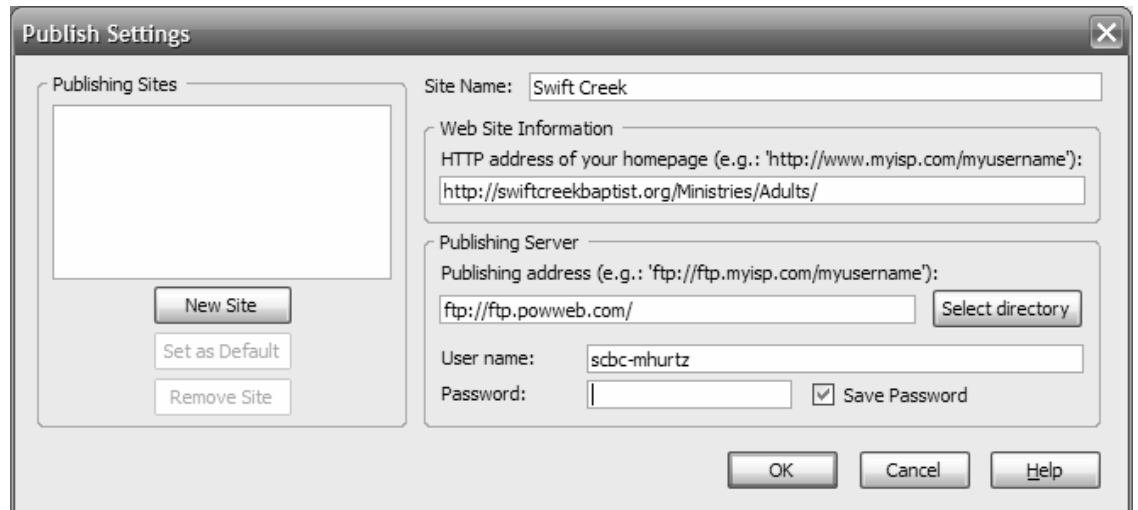
Setup Kompozer

Start KomoZer. The first time you start Kompozer you will be presented with a tips window. Tips can be a useful source of information, but only if you read them. If you don't feel like you'll read them; turn them off so they don't bug you.

The first thing you need to do is setup access to the Swift Creek website. To do this click the “Edit Sites” button which is on the far left side of the main window and looks like this .



You will then be presented with a window that looks like the one below. Fill in the information as seen in the image including “Save Password”, but replace HTTP address, User Name, and Password with your information. When you are done click “New Site” to save your information then click OK.



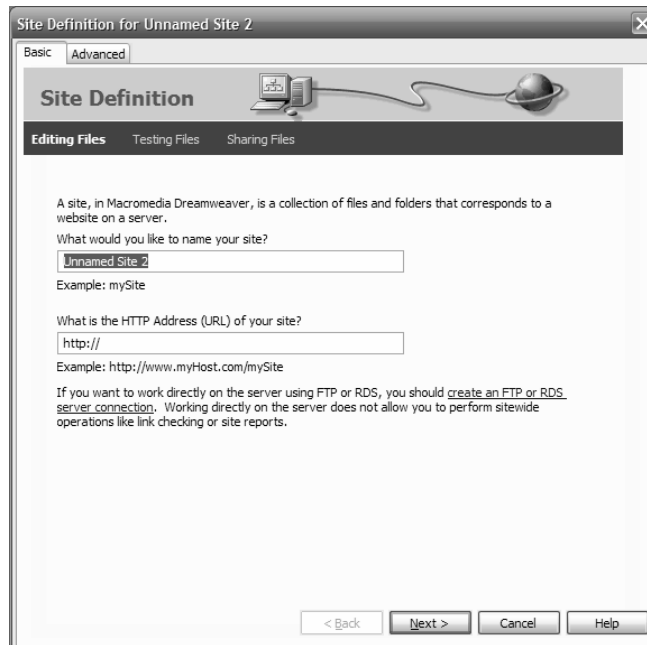
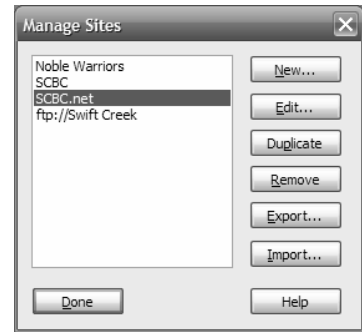
Note: The file panel.htm is displayed on the left side of all pages in that directory.

That’s it you’re done. You can now view the pages from your sub-site from the Site Manager. Double click any page to open it. Make changes like you would in any other computer document and click save. If you have any questions or concerns contact your web committee contact.

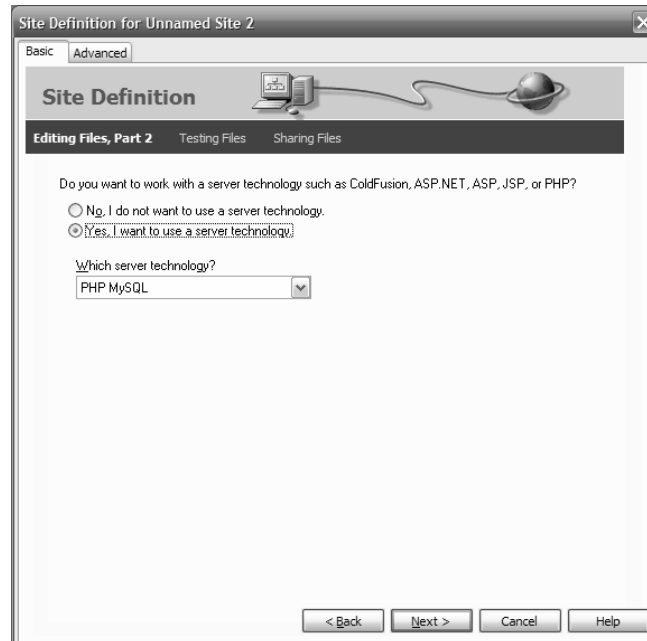
Setup Dreamweaver

This section assumes you already have Dreamweaver installed on your computer. To begin open Dreamweaver. On the left or right side depending on what version and design style you chose during setup you will find the files pane. This pane has a drop down that lists all your local drives and other sites you may have setup. The last option in this list is “Manage Sites...” Click this to open a new dialog window.

A screenshot of this window is on the right. Click New and then Site to open the site configuration dialog box.



Make sure the Basic tab is selected at the top. Type in Swift Creek Baptist Church for the site name and the http address provided to you on the introduction page. Click Next when you are done.



On the next Dialog select “Yes, I want to use a server technology”, then select “PHP mySQL” as the technology.

Site Definition for Unnamed Site 2

Basic Advanced

Site Definition

Editing Files, Part 3 Testing Files Sharing Files

How do you want to work with your files during development?

- Edit and test locally (my testing server is on this computer)
- Edit locally, then upload to remote testing server
- Edit directly on remote testing server using local network

Where on your computer do you want to store your files?

ments and Settings\All Users\Documents\My Webs\Unnamed Site 2

< Back Next > Cancel Help

Select Edit Locally, then upload to remote testing server. Then select a location that Dreamweaver can store files before uploading.

Site Definition for Unnamed Site 2

Basic Advanced

Site Definition

Editing Files Testing Files Sharing Files

How do you connect to your testing server?

FTP

What is the hostname or FTP address of your Web server?

ftp.powweb.com

What folder on the testing server do you want to store your files in?

What is your FTP login?

What is your FTP password?

Save

Use Secure FTP (SFTP)

Test Connection

< Back Next > Cancel Help

On the next page you will need to select FTP and type “ftp.powweb.com” in for the ftp hostname. Leave the folder field blank. Then fill out your username and password. Check save and press Next.

Site Definition for Unnamed Site 2

Basic Advanced

Site Definition

Editing Files **Testing Files, Part 2** Sharing Files

Dreamweaver communicates with your testing server using HTTP (just like a browser), so it needs to know the URL of your site's root folder.

What URL would you use to browse to the root of your site?

Example: http://ServerOne/RootFolder/

< Back Next > Cancel Help

Type the HTTP address given to you. Then click next. If prompted about a problem with relative links check don't prompt me again and click okay.

Site Definition for Unnamed Site 2

Basic Advanced

Site Definition

Editing Files Testing Files **Sharing Files**

Do you want to enable checking in and checking out files, to ensure that you and your co-workers cannot edit the same file at the same time?

Yes, enable check in and check out.

No, do not enable check in and check out.

When you open a file that isn't checked out, should Dreamweaver check it out, or do you want to view a read-only copy?

Dreamweaver should check it out.

I want to view a read-only copy.

What is your name?

What is your email address?

< Back Next > Cancel Help

To use Dreamweaver at it's full potential enable check out. Select your preference for how Dreamweaver opens a file, my recommendation is to tell Dreamweaver to check the file out. Then fill out your name and email address. Click Next when you are done.

You will be presented with a summary screen. Review these settings and press done. After that you are ready to go. Select Swift Creek from the drop down on the file pane, then select Remote Site and all the pages in your sub-site should now show up.

Setup FrontPage



Unlike typical web editor's which use a protocol called File Transfer Protocol (FTP) to access the web server, Microsoft decided not to use this standard in FrontPage; instead FrontPage connects to the web server using Microsoft FrontPage Server Extensions. Because of this, the typical account issued is an FTP account rather than a FrontPage account. Don't let this discourage you, just contact your web committee contact with your user name and password and tell them you want a Microsoft FrontPage Account. They will be happy to activate FrontPage Extensions for your account.

Once you have your FrontPage account activated you are ready to continue.

Website Guidelines

The Web Committee at Swift Creek has decided to create guidelines to promote continuity within the website, help keep the website organized, and to protect the church legally.

Style

These guidelines help the overall continuity of the website.

- Although Clipart is easy to use, it looks very unprofessional. The image policy below offers an alternative, Stock Photos. Pictures of real church members may be used as long as a Photography release form is filed with the church office.
- Use Heading 1 for the page title
- Use Headings 2 – 3 for moderately sized sections of text (at least 2 paragraphs)
- Use Heading 4 to place a title on as many paragraphs as possible
- Horizontal rules are designed to separate large sections of web page content, but can become annoying if used to frequently, so use horizontal rules sparingly.

Organization

These guidelines will help keep the website organized and help visitors find the information they are looking for.

- Panel.htm is to have a bulleted list of the pages in that directory. All other links belong elsewhere on your page.
-

Image Policy



Many image that can be found on the Internet and with image search engines like Google Image Search are copyrighted. Use of such images without permission from the copyright holder is illegal and makes the church open to lawsuits. The use of images from the internet is forbidden. Since the use of images is important to the website, a stock image library, or images that we have purchased the rights to use, is made available to you as long as you have your user account and password. To access this library type <http://swiftcreekbaptist.org/StockImages/> into your web browser, and enter your account info when requested.
