

***Communiweb Primer version 1.0***  
*(March 2005 created by Hélène Dickel)*

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## 1. Overview of Communiweb, the website of Community United Church of Christ

Most of the website of Community United Church of Christ, *Communiweb*, is powered by *WebEasel*, a software overlay which makes it easy for the lay person to edit the website without having to know any html. The exception is the photo gallery which is created and edited through the *gallery* software program which is set up to make it easy to upload photos as jpeg or gif files from one's computer to the website and then organize them into photo albums with titles and captions. Finally it is possible for any member of the church to submit an event to the on-line calendar directly from our website; once submitted, the event is viewed and approved by the church staff before being added to the calendar.

Each page of Communiweb has a border around the page with Community United Church at the top and the address and phone number at the bottom. Along the sidebar (and at the bottom of the page) are 6 main menu items – Welcome, Who We Are, Community Involvement, When & Where, Contact Us, and Campus Ministry. To view the submenus (with their links) under each of these main categories, click on the Search button and it will take you to Search/Site Index page.

Members of the church who have logins and passwords for Communiweb are able to edit and add to the website.

### URLs for

Communiweb = <http://www.community-ucc.org>

WebEasel = <http://www.webeasel.net>

Photo Gallery = <http://www.community-ucc.org/gallery>

Members only = [http://www.community-ucc.org/member\\_area/index.html](http://www.community-ucc.org/member_area/index.html)

This *Primer* is intended for those who are unfamiliar with the *Communiweb* and *WebEasel* or who have forgotten some of the editing features. The illustrative examples were created during the writing of the *Primer* to assure its accuracy.

## 2. Logins and passwords

Each member of the Communiweb group is given a login and password to the various sections of the site. Individuals are given individual logins and passwords to WebEasel. There is only one login/password for *gallery* and another for the *members only* area. If you need a login/password for WebEasel or to the other areas, please contact the website manager who is David Gerstenecker (2005).

### 3. Overview of WebEasel

#### a. Logging in

To edit the church website, you first need to go to WebEasel and log in.  
<http://www.webeasel.net>

This will bring up the WebEasel home page. From the options on the right side, choose (click on) **LOGIN TO WEBEASEL**.

This brings you to the Welcome to WebEasel page where you will find the login box. Enter your login and password and click the **log in** button.

#### b. Layout of WebEasel page

Now you are on the cucc section of WebEasel. It looks like the **Welcome** (home) page of our Community United Church of Christ except that there is an extra list of menu tabs at the top. You maneuver around this WebEasel cucc site the same way you would our normal cucc site. For example, if you click on the **Who We Are** text on the left panel, it will take you to that page. Click on **Welcome** menu (or just go “Back”) to return to the Welcome page. Because the *Photo Gallery* is run with the *gallery* software, you cannot reach it (or edit it) within WebEasel.

#### First row of menu tabs at the top of a WebEasel Page

The first row of tabs includes

**Edit site** – which is lit when you enter WebEasel and shows you a replica of cucc site

**Contents** – which is a tabular list of all the pages and subpages

**Publish** – which is where you go when you are ready to *Publish* your revised page

**Live site** – allows you to look at our live site (from WebEasel) to check whether the revised page looks OK

**Help** – which is as its name implies

**Prefs** – which you can generally ignore

**Log out** – which is what you do at the end of your WebEasel session.

#### Second row of menu tabs – when the *Edit site* page is up

Page and

**Template** – which tell you the location of the current page and which template is used.

**Status – Draft/Approved** - use *Draft* when you are creating or editing a page and change to *Approved* before *Publishing* the page to our website.

**Done** and

**Cancel changes** – which apply to the entire page. You click on one of these when you are finished editing.

**Edit entire page** – which is useful when there are lots of things you wish to change there.

### c. Templates

After you log in to WebEasel, the first page that is shown is the Welcome home page. In the second row of labels described above, to the left are

**Page** e.g. Page:/home/index.html and under it

**Template** e.g. Template: cucc\_complex..

The simplest template is **simple** which allows nearly everything one might desire to do except for tables. Suppose you like the setup of a particular page which has some photos or tables. You could check which template was used and then request that one when setting up your new page.

Here is a list of possible templates and some pages that use them:

<i>Template</i>	<i>Location – sample page</i>	<i>Title</i>
• cucc_complex	home/index.html	Welcome
• cucc_submenu	home/whoweare.html	Who We Are
• cucc_submenu	member_area/index.html	Members & Friends Area
• cucc_simple	music/index.html	Music
• cucc_simple	activities/rally.html	Rally Day 2004
• cucc_simple	youth_groups/index.html	Youth Groups
• cucc_simple_acrobat	[ ?? ]	
• cucc_events_list	music/recentmusic.html	Special Musical Programs
• cucc_complex	education/index.html	Religious Education
• cucc_search	search/index.html	Search/Site Index
• cucc_special_location	location/index.html	Location & Layout
• cucc_pic_paragraph_line	staff/index.html	Staff
• cucc_pic_paragraph_noline	history/index.html	History
• cucc_test_template	[ ?? ]	
• redirect	[used internally by WebEasel]	

### d. Status – Draft/Approved

When you are creating or editing a page (and might be interrupted and resume later), you should select **Draft**. When you are finished editing that page, change it back to **Approved - before Publishing**. If you or someone else who might be working on WebEasel decides to *publish*, any *Approved* pages will get published on the church website, and any *draft* pages will not be published, that is, the previous version will remain on our website.. If, at that time, you were editing a page whose status you forgot to change to *draft*, then that unfinished page will unfortunately also be published.

### e. WebEasel editing boxes

The little *WebEasel icons* next to the text and photos indicate that you may edit these. Try clicking on one of these icons, such as the one next to *Welcome to Community United Church of Christ* on the home page. The page will reopen and a window appears with this particular text in it. You could change, add to, or delete parts of this text, after which you would click on the *done* tab at the top of the box. Try it – delete the “to” within this window, but now click on the *cancel changes* tab so that we don’t mess up the page.

### f. Publishing

When you are finished editing on WebEasel and are ready for these changes to appear on the Community UCC website, then click on the *Publish* button at the top of the page. This brings up another page at the bottom of which has a *Publish now* button. When you click on this button, it starts the *Publishing* which is a 4-part process. The first steps go quickly but the 4<sup>th</sup> step (publishing remotely to our church website) can take more time. Refer to *Example of Publishing* below.

When the publishing report finally says *Done*, then there are two ways to check if you were successful: click on the *Live site* tab above and examine your revised pages or [logout and] go directly to our church website and look at the pages there. Using the *Live site* is handy if this is just an intermediate publish and you have more editing to do.

#### *Example of Publishing...*

Started to publish...

Got the site and pages...

Step 1/4...10%..20%..30%..40%..50%..60%..70%..80%..90%..100%..

Step 2/4...10%..20%..30%..40%..50%..60%..70%..80%..90%..100%..

Publishing remotely...

Step 4/4...10%..20%..30%..40%..50%..60%..70%..80%..90%..100%..

Done. Click Live site to see the site.

Done.

## 4. Editing an existing page

### a. Finding/getting to the page

There are three ways to find an existing page that you want to edit.

- **Search/ Site Index** (click on this choice in the list of links at the very **bottom** of the page; the *Search* link under the left menu panel does not work in WebEasel, only on the actual church website.)
- **Contents** (click on menu tab at top of the page)
- **Edit site** (click on menu tab at top of the page)

Let us use as our *example*, the *Education* page.

This is an important page so its folder is labeled with a similar name such as *education* and the page itself is a file called *index.html*. Similarly, the *Music* page is a file called *index.html* in a folder labeled *music*.

When you log in to WebEasel, the *Welcome* (home) page shows up first and the *Edit site* menu tab is lit. If you know where to find the *Education* page, you can just use the menu panel to the left and navigate to it. However, if you do not know under which folder the *Education* page is located, then click on either the *Search/Site Index* link at the bottom of the page or on the *Contents* menu tab at the top and follow the instructions below.

#### ***Search/ Site Index***

Clicking on this link will take you to the list of main menu items. Who We Are, Community Involvement, and When & Where have a list of submenus. At the moment, *Education* is the second item listed under *Who We Are*. Just click on *Education* to get to the *Education* page. [**Warning** – use single click; double clicking confuses WebEasel.]

#### ***Contents***

Clicking on this menu tab will bring you to the page where the *Contents* tab is lit. Initially the *All contents* menu tab in the second row is lit and all the folders are shown. You may be more selective and just see the *Contents* for just one of the following categories:

*Drafts Pages Images Documents Calendars*

As you scroll down the list of folders under *Contents*, you will find one called *education*. Click on the word *education*. The screen will blink and reopen and when you scroll down to the *education* folder, you will see that it now open and shows its contents. You

will see a list of about 10 files which includes the file for *heifer\_project.html*. The last entry is the *index.html* file. On that same row to the right is a box which says *Edit* and an arrow pointing down indicating that this is a pull down menu. Put the cursor on the arrow and hold it down – the popup menu includes 4 choices:

*Edit*    *Rename*    *Move (to another folder)*    *Delete*

Leave it on *Edit* and click on the *Go* button next to it and it will take you to the *Education* page.

### ***Edit site***

The third way to get to the *Education* page is to click on the *Who We Are* menu item to the left. This brings you to that page where you will find the third entry is *Education*. Click on the word *Education* (**not** the little WebEasel icon) to get to the *Education* page.

### **b. Finding and editing the text (in a box)**

Now that you have found the *Education* page, scroll down until you come to the item you wish to edit. Suppose that there is an error in the first name of the Nursey staff person; for example, suppose her name is really spelled with a K, not a C.

We will show you how to make this correction (and then change it back again). Scroll down to title *Nursery Care* and click on the WebEasel icon that is next to “Our paid ...”. This will refresh the screen and a *WebEasel box* will be open. Move the cursor next to the *C* of Catherine, delete it and type in a *K*. Now click on the *Done* menu tab at the top of the box. This will refresh the screen, the box will be closed, and the text will show the change. However, the change is not made to the church website until you *Publish*. [Hold it – don’t do that yet ☺] Now repeat the above steps but this time change the *K* back to *C*.

[Do **not** click on *Delete* or the contents of the whole box will vanish! **Whoops –help!** To recover from such a mistake- do **not** *Publish*, but rather, open another window for the church website and browse to the *Education* page. Find the paragraph (that you mistakenly deleted in WebEasel) and highlight the text that you want to copy over to WebEasel; then in your Browser menu (Edit), select *Copy*. Now return to the WebEasel page. At the location where you deleted the text, you will notice a little box with *Rich Text* inside and an arrow next to it. Click on the nearby *Insert* button. This will refresh the screen and open up a new text box. Put your cursor within the box, go up to the Browser *Edit* pull-down menu and select *Paste*. The text should now be restored. Just click on the *Done* menu tab at the top of the box. The screen will be refreshed and deleted text should now appear as it had been. **Phew!!**]

### c. Editing an entire page

If you have a lot of editing to do, then it is wise to first change the *Status* from *Approved* to *Draft*. This way, if someone else *Publishes*, your half-done changes will not appear on our church website. The *Status* box is one of those pull-down menus near the top of each WebEasel page.

Secondly, if you have lots of editing, it is more efficient to click on the *Edit entire page* menu tab at the far right. This will refresh the page with all the possible WebEasel editing boxes left *open*. *Try it!*

Now just as we did in the previous section (b.), you can scroll down to a box with the text you wish to edit. Put the cursor into the box at the spot where you want to make changes and do so. It is not necessary to click *Done* each time, but rather you can systematically go down the page and make the needed changes. When you are all finished, then you click on the *Done* menu tab at the top right of the page (which is close to the [unlit] *Edit entire page* menu tab). The screen is refreshed and all the WebEasel boxes are closed but the revised text is there to review.

When you are finished editing this page to your satisfaction, then change the *Status* box back to *Approved* so that the next time you *Publish*, these changes will appear in the *Education* page on the church website.

## 5. Creating a new page

In this section, we will outline the steps for creating a new page and illustrate them with an example which will cover such topics as Title, Header, paragraphs, including an image, creating a list, and providing a link. We will assume that you have already logged in to WebEasel and the *Welcome* page is in view. The *Edit site* tab is lit. Click on the *Contents* tab that is next to it.

After the *Contents* page opens, scroll down to the *communiweb* folder and click on it. The screen will refresh and the *communiweb* folder will be open, showing the various files that exist in it.

The creation of the *tutorial.html* will be our example. If you wish, you may follow along and create your own *name\_test.html* page (and later delete it).

### a. Create a new page

On the *Contents* near the top is a line of choices that begins with *Drafts*; The ***All Contents*** should be lit, if not click on it. A second line of menu choices starts with *Open all*. At the far right of this line are two menu items: *New page* and *New upload*. Click on the ***New page*** tab.

This reopens the *Contents* with

#### ***Pick a Template***

It asks you to *Pick a template for your new page*. Beneath that is a box which currently has the *cucc\_complex* template listed. With the cursor, hold down the arrow that is to the right of the box to see the other alternatives and move the cursor down to your desired choice, which in our case is ***cucc\_simple***. When *cucc\_simple* is highlighted, click on it (and release the cursor).

Now follow the instructions and click on

#### ***Next: Name this page***

On the *Name the page*, it asks you to Enter a file name for your new page. There are 2 boxes – one for the *Filename:* and one for *In Directory: /*

In our example, we typed in the ***Filename:*** box ***tutorial*** (WebEasel will add the *.html* automatically). You would type in the desired name for your page.

In many instances, you would not need to fill in the *In Directory* box because this would be a top-level page. However, in our case we wish to put it under the *communiweb* folder. You can either just type in *communiweb* after the */* or you may scroll down to the entry using the pull-down arrow to the right. With the cursor, hold down the arrow and then move the cursor down until ***/communiweb*** is highlighted, click and release.

Now follow the instructions and click on ***Next: Enter page contents***

### b. Entering contents for the new page

The new page looks like the skeleton of any other page with the Community United Church of Christ banner at the top and the *Welcome*, etc. menu items along the left.

The first item of business is to **change the Status:** from *Approved* to *Draft* (e.g. in the box located in the middle of the banner just above the Community United Church of Christ banner).

### ***i) Add a Title for your page***

Under the *Community UCC* banner and above the horizontal *line* and to the far right end is a *WebEasel icon*: click on the *icon* to open the box where you can type in your title.

The page is refreshed with an open box which says *SHORTTEXT*. Put the cursor within the box and type your title. In our example, we typed

*Tutorial for creating a page in WebEasel*

and then clicked on the ***Done*** button. The screen refreshes and the title appears. You can see why a short title is best if you don't want it to wrap around!

### ***ii) Rich Text entry box & Insert button***

Under the *Title* and horizontal *line* is a box which shows *Rich Text* inside, a pull-down menu *arrow* next to it followed by an *Insert* button. The ***general procedure*** when creating contents is to use the *arrow* to scroll down to the desired menu item in the box and the click on the *Insert* button to open the box. Then you type in your contents, etc. When you do this, you will discover that when you are done, there are new *Rich Text* entry boxes above and below the one you just filled in. You can then repeat the process to add more content to the web page.

Try using the arrow next to the *Rich Text* entry box to see the various options: namely,

*Header Image Link Rich Text*

### ***iii) Add a Header***

**Select *Header*** and click on ***Insert***. The screen will refresh and a *Header* box will open. There are menu items across the top of this box. Next to ***Style*** is a box with choices for the style of *Header*. Use the *arrow* to highlight the size *Header* to use – e.g. select *Header MedLarge (H2)* and then start typing in the main box. In our example, we will type *Sample (MedLarge H2) Header*. Then click on ***Done*** which closes the box and refreshes the screen with the new *Header* in place.

#### *iv) Add content within RichText box*

**In the next Rich Text** entry box, click on *Insert*. This opens a new editing box with the typical row of menu items *Done, Cancel changes, and Delete*, below which are located some standard editing functions. If your cursor hovers over one of these editing symbols, it will tell you what they do, i.e. from left to right: *Cut, Copy, Paste, Undoes and Redoes your last action, adds Bold, Italics, Underline to text*. You can also make an *Ordered or Bulleted List, Increase or Decrease Indent, Insert Web Link, and Insert/Modify Image*.

#### **Example**

We will begin by adding a sentence, followed by a return (Enter Key). Next we write something in **Bold** (then click bold again to deactivate it) and hit return. Let's click on the **Ordered List** and type a few lines, using the **increase indent** and **decrease indent** options. When we are finished with the list and are on a new line (which will have a 3. by it), we click on the Ordered List to deactivate it (and the 3. disappears).

**[unknown** – at this point, I have not successfully inserted a *Link* from within the *RichText* box – so we will do so later from outside of it.]

To add an **image** from the Web, you need to know the full web address. You cannot browse our site for photos unless you already know the web address, such as [http://www.community-ucc.org/images/easter/Easter\\_center\\_piece.jpg](http://www.community-ucc.org/images/easter/Easter_center_piece.jpg). Click on the **image** symbol on the menu list. It opens a box where you can type in the URL of the photo (as in the above). Then you can click on the **Preview** button to see what the image looks like. There are *alignment* options with which to position the image within the *RichText* box. Click on *OK* to insert the image. If you left the *alignment* as *baseline*, it will just drop the image into the *Rich Text* box. You can use the *Cut* to put the image on the clipboard and then you can move the cursor to where you want the image to be located and *Paste* it in. Try experimenting with the *alignment* options in the image box *before* clicking on the *OK* to see what they do.

#### *v) Add an image (from outside of the RichText box)*

The other option for inserting an image is to select **Image** from the choices within the *Rich Text* small entry box with the arrow and then click on *Insert*. There are two options for obtaining the image: **1) Choose Image From This List** where you use the *arrow* to scroll down our Communiweb-site for the image you desire **or 2) Upload Image** which allows you to *Browse* the computer from which you are operating. You can crudely position the image on the page but not easily change its size.

We will **Choose Image** from our the church website – in particular, the image of Mike Mulberry from the images for the Staff page [/images/staff/mikemulberry.jpg]. We'll choose **Align: Right** and then click on **Done** at the top of the WebEasel box. That inserted the image on the right side and there are two *Rich Text* entry boxes at this point; one for *before* the image and one for *after* the image. We will use the second one to add a *Link* (in next section).

**vi) Add a Link** (from outside of the *RichText* box)

First I used a *RichText* box to add some text next to Mike's photo before providing a link-described below:

In the *Rich Text* entry box, **select Link** and click on **Insert**. This opens up a WebEasel *Link* box. In the blank next to **Label:** enter *the Staff page*. To find the **Link:** use the right hand arrow to *Select Destination*. Browse until you find the */staff/index.html*, highlight this with the cursor and click to enter it into the box. Leave the *Open Link in New Browser Window* blank because this is on our own website; if you were providing a link to some different website, then you might click this box. For this example, put a check in (click on) the box for **Let Link Flow in Text** so that the *Label* of the link will complete the sentence. Now click on **Done**. To avoid problems when you later want to add a new paragraph separate from the link, it is wise to open another *Rich Text* entry box and put a period in it.

**vii) Add a link to this new page**

When you are finished creating the page, you need to provide a link to it. In the example of *tutorial.html* the link will go on the *Communiweb Group* page. To locate this page, we use the **Search/Site Index** tab which is found at the bottom of any page. On this new page, scroll down the *Who We Are* list and click on *Communiweb Group*.

Next, we decide where we want to put the *Link* and how we wish to introduce it. This will be done within a section to be called *Changes during 2005*. In the first *Rich Text* entry box located after the *Title* and before the photo, **select Header** and click **Insert**. Next., under the **Style:** select **Header MedLarge (H2)** and then type in `<i> Changes during 2005 </i>` [for italics] and click **Done**. Click on **Insert** by the next *Rich Text* entry box and type in an introductory and then click **Done**.

Now **select Link** in the next *Rich Text* entry box and click on **Insert**. Use the **Link arrow** to *Select Destination* from files existing on the cucc area of WebEasel; e.g. scroll down to */communiweb/tutorial.html* and highlight/click on it to choose it and then click on **Done**.

Sometimes you will find that the links run together; to separate them in adjacent *RichText* boxes, insert one or more blanks. You can also put a check (click) on the **Let Link Flow in Text** box. [Sometimes, WebEasel will put “?” where you put the blank but

when you publish, it will be a blank not a “?”. You just have to persist to get it to look the way you wish.]

### **viii) Provide an entry on the Search/Site Index page**

#### ***Major or minor page?***

First you have to decide whether your page is a major or minor page. Our sample *Tutorial...* page is considered a minor page because it is linked from a major page, namely the *Communiweb Group*. Similarly, any page linked from the *Bulletin Board* would not be listed on the *Search/Site Index* page. However, if you add a page such as *Our Faith/Our Vote* that is under *Community Involvement*, you should provide an entry on the *Search/Site Index* page; similarly for something like the *Whirlwind Project for 2005* which have been entered under the *When & Where* page.

#### ***Appropriate location in the Index?***

Whenever you create a major new page, please include it in the *Search/Site Index*. To bring up that page, click on the *Search/Site Index* menu entry at the bottom of any page. (Next, remember to change *Status* to Draft.) Now figure out under which main menu, your page should be located. We will use the *Whirlwind Project for 2005* as our example; it is located under *When & Where*.

#### ***Example of adding to a bullet list***

When the *Whirlwind Project for 2005* page. was created, a link was provided as follows: we scrolled down and clicked on the WebEasel icon next to the list of *When & Where* list (series of bullets). Since *Whirlwind Project for 2005* was to be put after the 6<sup>th</sup> item on the *When & Where* page, we scrolled down to the **next** bullet = the 7<sup>th</sup> slot which was *Jesus Seminar ...*, and used the arrow next to the *List Item* in that 7<sup>th</sup> slot to selected *Link* and then clicked on the *Add* button. This inserted a new *List Item* box (for a link) in which to provide the *Title of the page (Whirlwind ...)* into the blank entry line below. To enter the *Link*, we scrolled down the possibilities with the right hand *arrow* next to the *Select Destination..* Finally, we went to the very top of the List of items and clicked on the *Done* button. This refreshed the *Search/Site Index* page with the new entry inserted. When satisfied, remember to change the *Status* back to *Approved*.

#### ***If you goof up which is very easy to do – Do\* not\* publish***

Instead, open a new browser window for Community UCC website and click on the *Search/Site Index* tab; scroll down to the bullet list of interest so you know what is supposed to be there and in what order. You are going to try to replicate this (but with your new entry included).

The **problem** usually occurs when the place for your new entry is out of order and you try to delete or add a new entry; or the entry is for a item in a list but you want the “link” possibility. **Go to the bullet List Item** slot which is **after** the bullet slot causing the problem. It is here where you make the changes – to **Delete** the previous **List Item** box or to **Add** a new one in this spot but remember **before** you click on **Add**, first select **Link** if that is what you want.

#### **ix) Now Publish the page**

##### **Remember:**

**change the Status from Draft to Approved for each edited page before Publishing**

To publish the page, click on the **Publish** and then **Publish now** buttons.

When the **Publishing** is **Done**, use the **Live site** tab in the menu at the top to view the results. At the bottom of the page, click on **Search/Site Index**. On this new page find and click on the **Communiweb Group**. This will bring you to the **Communiweb Group** page where you can then click on the **Link** for the **Tutorial**. You could also just **Log out** and go directly to <http://www.community-ucc.org/communiweb/index.html> or <http://www.community-ucc.org/communiweb/tutorial.html>

## **6. Uploading files and images**

You will need to have an image available on your computer and some other document that is either a pdf file or a txt file if you wish to try the **upload** directions. In the example below, we upload to the **cucc** area of WebEasel: **sample\_upload.txt** from **My Documents** and **sample\_image\_upload.jpg** from **My Pictures** on Lanie’s pc computer.

If not already on the **Contents** part of WebEasel, click on the **Contents** tab.

Next scroll down to until you find the **communiweb** folder (and optional - click on it to open the folder to see its contents). Over to the right, click on the middle tab called **New upload** which will refresh the window and provide instructions re uploading an image or file. We will upload the **sample\_upload.txt** first. We will **Upload to folder:** with **/communiweb** which is already there so we need not do anything. [Note: had we used the **New Upload** tab at very top, far right of the entire **Contents** page, then we would have had to browse to get to the desired folder.] Next, **click** on the **Browse** button at the right end of line with **File to upload:** to browse your computer for the relevant file to upload, which in the example is **sample\_upload.txt**. This opens a new **Choose file** window. Browse the folders to get the proper one and then within it look for the desired file. Click on the desired file (**sample\_upload.txt**) which will then load it into the **File name:** entry box below. Click on the **Open** button at the right. That closes the **Choose file** window and inserts the path to the **File to upload:** . Now if that is the only file to upload, you would click on the **Done** button but we have a second file to upload so we will click on the **Upload another file** button. We repeat the above process to upload the next file. We

find the *My Pictures* folder via the *Browse* button and then we click on the image of the *sample\_image\_upload.jpg* to insert it into the *File name:* box and click the *Open* button. Finally we click on the middle ***Done*** button at the bottom of the *Upload a file*. This returns us to the *Contents* again and we can check that the two files are listed in the *communiweb* folder.

Now let's ***add a link*** to the pdf file ***and image*** for the jpeg file on the *Tutorial* page. Because *tutorial.html* is right in view under the two *sample..* files on the *Contents* page, the easiest way to open this *tutorial* file is just to click on the ***Go*** button at the far right next to the pull-down ***Edit*** menu (yes, leave it as *Edit*). Remember to change *Status* to *Draft*. At the bottom of the *Tutorial* page, add an *Header (H3)*, using the *Rich Text* entry box (with *Header* and then click *Insert*). Follow this with a paragraph (*Rich Text* and *Insert*) and then add two files (select the *Link* option in the *Rich Text* entry box for the pdf file and *Insert*; then select the *image* option for the image file, align left, etc.) Change *Status* back to *Approved* and then *Publish*.

## 7. Menus with “loops” (ex: *cucc\_submenu* template)

Several templates involve menu ***loops***, either as *submenu\_*, *fancy\_*, or *pic\_paragraph\_loops*; they are *cucc\_submenu*, *cucc\_complex*, and *cucc\_pic\_paragraph\_line* (and *\_noline*).

Among the pages which use such menu *loops* are the main menus, *Who We Are*, *Community Involvement*, and *When & Where*. Pages which use *loops* include *Staff*, *Bulletin Board*, and *Education*..

When a page contains loops, if all you want to do is edit some item, then you do that in the normal way – find the image, text, link, etc. that needs changing; click on the WebEasel icon to open that section and make the changes and finish with *Done*.

### ***Add a loop***

For our example, we will use the *When & Where* page. To ***add a loop***, go to the upper right corner of that page, *click* the ***Edit entire page*** tab. This will refresh the screen and *open* all the *loop* boxes. Scroll down to the loop, after which you wish to add a new loop and either underneath or next to it (to the right) you will find the following: *Delete this submenu\_loop* and *Add new submenu\_loop* with a box next to it with an *arrow* so you can select the number of loops you wish to insert.

## **Example**

Our example shows how the *Whirlwind Project for 2005* was added as the 6<sup>th</sup> item in the list on the *When & Where* page. On the *Where & When* page, We first changed the *Status* from *Approved* to *Draft*. Next, *click* the ***Edit entire page*** to open all the loops. Use the bar at the bottom of the page to allow you to see the right hand side of the screen so you can view the *Add new submenu\_loop* button. There is a blank *submenu\_loop* near the top (before the Tsunami relief one) in case you want to *Add new submenu\_loop* which will provide a second blank loop in which you can add your information. However, in our example, we scrolled down to the 5<sup>th</sup> loop (*New Members' Class*) and *clicked* on ***Add new submenu\_loop*** there. The screen refreshed and a new loop was inserted. In the left hand box of this new loop, we typed in *Whirlwind Project for 2005* for the ***Label:*** and we used the right-and *arrow* at the other end of the *Link:* entry box to browse, find, and insert the ***Link*** to the file. To enter the text to the right, we first had to get out of the *Edit entire page* by clicking on ***Done*** at the far top right of the page. We scrolled down to the *Whirlwind Project ..* entry and *clicked* ***Insert*** next to the *Rich Text* entry box and *clicked* ***Done*** in that box when finished. Once there is information typed into a *Rich Text* box, you can edit that text by clicking on the WebEasel icon; you do **not** have to be in the *Edit entire page* mode to do this.

We remembered to change the *Status* back to *Approved* and to add an entry in the *Search/Site Index* (as described in earlier section 5. viii) before *Publishing*.

## **8. Calendar**

There are two ways to submit an event to the calendar described below – a) within WebEasel and b) directly, using the submit form on the Welcome page of the Communiweb-site. To edit an existing event, it is necessary to be within WebEasel.

For new events, the preferred method is to use the direct submission so that the *Community Life Calendar Person* (Vickie Robertson in 2005) can oversee the content of the *Calendar* and approve valid submissions.

### **a. Editing via WebEasel**

To submit an event or to modify one in the Calendar, *login* to Webeasel and *click* the ***Contents*** tab. At the right end of the tabs on the *Contents* page, *click* the ***Calendars*** tab which will bring up the *Calendar page*. Be sure that the ***Calendar:*** shows as ***Master Calendar***. Under this is ***View: Approved*** is what should appear there. When this was written, there was a message – *There is one unapproved event waiting*. If you wish to look at that, change the *View* to *Pending* and click the *View* button. [This is a test message for Vickie to delete.]

**To edit an existing event**, on the Calendar Contents page, scroll down the list of *Titles* and click on the entry that needs to be revised. For example, *click on Whirlwind Project begins*. The screen will refresh and present you with the **Edit event** form. Just go to the item you wish to change and do so. [If it is in the next month, then click the **Next month >** button first]. When finished, make sure there is a check mark in the **Show event on calendar** at the bottom and then *click the Save event* button. Note that you can also *Delete event*. Changes instantly appear on the church calendar; there is **no** need to *Publish*.

**To submit an event using WebEasel** - at the bottom of the Calendar Contents list is an **Add event** button. Clicking on it will bring up the same **Edit event** form except this time all the entries are blank. You fill in the information. If this event recurs on a regular basis, then click the **Repetition options** button which will bring up various options. A new page opens with *This event occurs ...* with *once* currently filled in. Click on a different option if desired and then *Save* which returns you to the *Edit event* page where you click the **Show event ...** and the **Save event** button.

#### **b. Direct submission of an event**

We encourage church members to use this method to submit an event to the church calendar. To do this, bring up the **Welcome** page of the church website: <http://www.community-ucc.org> ; and click on the **Add an event to our calendar!** link or from the **Current Events Calendar** link on the **When & Where** page click the **Submit an event** link. This brings up a **Submit event** form which looks similar to the *Edit event* form except that there is a place to give repetition information and the submitter is required to provide an email address so that the *Approved* email can be sent once the submission is approved. You finish by *clicking* the **Submit event** button at the bottom.

#### **Approving an event**

Normally the *Community Life Calendar Person* or someone from her task group will receive notification when an event has been submitted. This will alert them to login to WebEasel and enter the *Calendar* to check for a message about an *unapproved event waiting*. If so, that person would *view* the list of *Pending* events and match the one with the title given in the notification email. (S)he would click on it to check it out and if it is acceptable, then click on *Show event on calendar* box and *Save event* (or *Delete event* if this is a bogus event). One can use the (web browser) *Back* button to get back to the previous page if you wish to take no action. Once the event has been *Saved*, an automatic email is sent to the email address of the submitter informing them. If it is deleted, no message is sent.

## 9. Photo Gallery

The link to the *Photo Gallery* may be found under the *Who We Are* page. To upload photos to the *Photo Gallery* or to edit existing text, etc. requires you to use the *gallery* program at <http://community-ucc.org/gallery>. You will need to get the login and password from the WebMaster (David Gertenecker in 2005) to run the program. Normally, the Communiweb *Photo-gallery Maintainers* (Tei and Donald Barnhart in 2005) oversee and update the Photo Gallery. However, we are encouraging Task Groups to create their own albums in the Photo Gallery so we show how the *Test Album* was created to illustrate how this is done.

The gallery program is easy to use. It allows you to create an album with title and summary; upload images of any size which then are automatically resized to our standard size. You may reorder both the albums and the photos within them. You may also change the image which is displayed on the cover of the album.

As an example, we create the *Test* album whose result you may examine by going to our website <http://www.community-ucc.org/gallery>; click on the far right arrowhead and on that last page, you will see the *Test* album. *Click* on the album cover and it will open and display the two photos. If you have some jpeg images on your computer, you may create your own *Name\_Test* album following these instructions.

### a. Creating a new album (ex. *Test*)

After arriving at the *Photo Gallery* page, locate and *click* the small *[login]* in the upper right. In the *Login to Photo Gallery* popup window, *fill in Username* and *Password*. After you *click* the *Login* button at the bottom of the page. The popup window will vanish and *Photo Gallery* page will refresh, revealing edit boxes.

**Remember to *[logout]*** (located at far right of any page) when you are finished.

In the upper right, *click* on *[new album]*. In the new window, use the upper right, pull-down menu <<*admin option*>> to *select properties*. In that separate menu window called *Album Properties* - do the following:

- *Type an Album Summary*
- *Type the Album Title*
- Leave rest of the entries as is
  
- *Click on Apply values* at the bottom of the form (and *close* that window)

## b. Uploading images

To enter images into an album, under <<**admin options**>> *click add photos*.

If a window with entry boxes for *Caption* and *File* (with a browse on your computer option) does not automatically appear, then *click* the **form** tab at the top to obtain the separate window with the form. Alternatively, you may provide the URL address on the web where the images are located (I have not tried this).

Once the *form* appears, **Select the number of files to upload** and then **Use the Browse button** to select the photo-file (to open) and *provide* a **Caption**. Do this for all the images you wish to upload at one time. At the bottom of that window, find and *click* the **Upload Now** button. Uploading the image files can take a long time, especially if they are large and you are using a slow dialup modem. When done, the window will refresh, giving some information about the uploaded files. Your images should now be in the album.

## c. Editing an album

Return to the main **Photo Gallery** page by *clicking* on **Gallery** of **Gallery:Photo Gallery** near the top right on an album page. Now you are back to the page with all the albums on the left and some editing options on the right. Among other things, you may

- edit title
- rename the album (*e.g.* from *album01* to **Test**)
- edit description (which could be similar or longer than your *summary*)

You maneuver to different albums (or images within them) with the numbers and/or set of arrows at the top of each page. To get to the **Test** album, *click* the far-right arrow.

Once within an album, you have additional options under the <<**admin options**>> pull-down menu at the top right. \* next to the ones you will use often.

### << **admin options** >>

- \*add photos (to add additional photos)
- custom fields
- \*edit captions (all of them at one time)
- new nested album
- permissions
- poll properties
- poll reset
- poll results
- \*properties (where you type the title and summary of the album)
- rebuild thumbs

#### d. Editing Images

Open an album by *clicking* on it. Use the number and/or arrows at the top of the page to move from one set of images to the next within a given album. To view an *enlarged* version of the thumbnail, *click* on the image. The enlarged view includes the *description* as well as the *title* for the image. Return to the *thumbnails* by *clicking* the TEST in the **Album: TEST** which is located at the bottom right of the page. Next to each image is a *title* and a pull-down menu <<**Edit Photo**>>.

<<**Edit Photo**>> menu: use the *arrow* to see the options:

- Edit Text (opens a popup *Edit Caption & Description* window)
- Edit Thumbnail
- Rotate/Flip Photo
- Highlight Photo (to select a different photo for the album cover)
- Move Photo (to a different album)
- Reorder Photo (to new location in current album)
- Copy Photo
- Hide Photo (or Show Photo)
- Delete Photo

#### e. WebEasel link to an album or image

You may insert a *link* within WebEasel on a page to an album or image in the *Photo Gallery* by specifying the complete *URL*. For example, for the *Community-Campfire-2004 Album*, the *link* is:

[http://www.community-ucc.org/gallery/view\\_album.php?set\\_albumName=Community-Campfire-2004](http://www.community-ucc.org/gallery/view_album.php?set_albumName=Community-Campfire-2004)

Similarly for the *Test Album*, the *link* is:

[http://www.community-ucc.org/gallery/view\\_album.php?set\\_albumName=Test](http://www.community-ucc.org/gallery/view_album.php?set_albumName=Test)

Likewise, you may set a *link* to a particular *image* within the *Test* album, *e.g.*

[http://www.community-ucc.org/gallery/view\\_photo.php?set\\_albumName=test&id=106\\_0689\\_IMG](http://www.community-ucc.org/gallery/view_photo.php?set_albumName=test&id=106_0689_IMG)

To figure out what the link should be, go to the album or the image in the *Photo Gallery* and note what the *URL* (web address) and copy it into the entry for the *link*.

For example, go the *Community-Campfire-2004* album and *click* on the *thumbnail* of the *Close-up cooking to perfection*. When the enlarged image comes up, note its *URL* at the top:

[http://www.community-ucc.org/gallery/view\\_photo.php?set\\_albumName=Community-Campfire-2004&id=P7180346](http://www.community-ucc.org/gallery/view_photo.php?set_albumName=Community-Campfire-2004&id=P7180346)

## **10. Tutorial page**

If you downloaded this *Communiweb\_Primer\_version\_1.pdf* file from the Communiweb-site, then also download the *tutorial.html*. If you are looking at a printed copy, then the image of the Tutorial Page will appear on the next page.