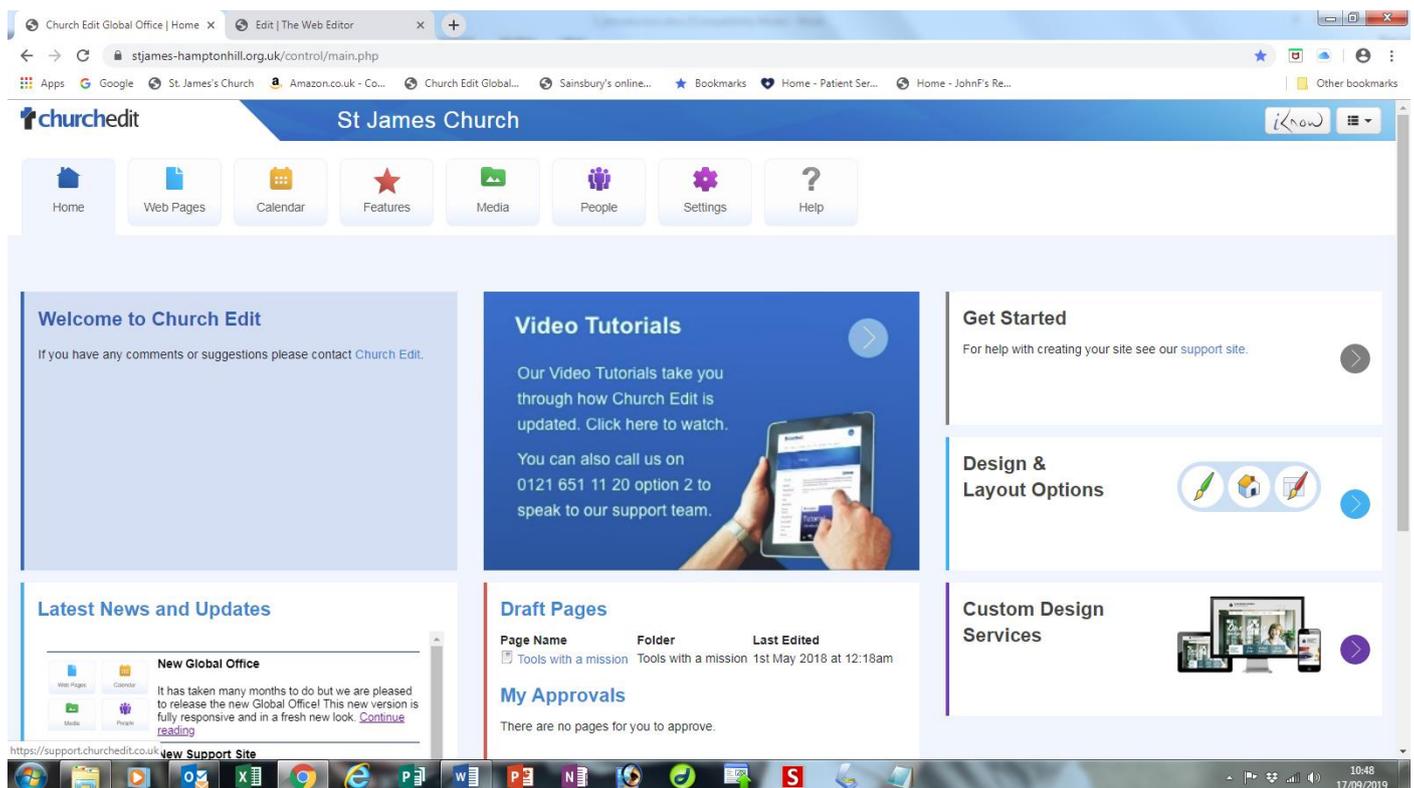


St James's Church Website - Church Edit Guide

Introduction

Logging in

1. **Either** Go to Church Edit Global Office: <http://www.stjames-hamptonhill.org.uk/control/login.php>
Or Go to 'In touch' > [ChurchEdit members login](#) > [log in from this page](#)
2. Log in using your username and password.
3. You will now be in the Church Edit Global Office Homepage (shown below).



Viewing your page on the website

1. In Global Office Homepage click 'Web Pages' tab (second tab) and navigate to your page.
2. When working on your page(s) it is a good idea to have one browser window open with your page showing in the main site and a second browser window open for Church Edit Global Office.

Notes on style for pages

Fonts

Page text colour: black, 000000 - automatic, you don't have to worry about it!

Links colour: purple, 990066 – automatic, you don't have to worry about it!

Page text type and size: Open Sans small - automatic, you don't have to worry about it!

Main page titles: blue, 1A5A9F - automatic, you don't have to worry about it!

Page sub titles: bold, italic, blue, 1A5A9F and then Heading 3 (look at the editing bar and go to format)

Sub titles: bold italic

Image captions (below the image): blue, 1A5A9F

Quotes: Within inverted commas, italic

Latin or other language: italic

If needed anywhere, light blue: F0F8FF

Table colours

Main colour: blue, 1A5A9F

Secondary colours: light or dark blue or grey

Page layout

Most pages are laid out in the same, or very similar, way to provide consistency and integrity to the site.

1. Page banner at the very top.
2. Underneath that some text.
3. Then an image appropriate to each page on the right of the next bit of text (if there is enough room).
4. At the bottom of the page extra sections if required:
 - 4a. **Find out more** - these can be links to photo albums, documents (word, pdf), articles, other pages on the site and external websites. Add next to each what it is (unless it is a page on the same site), eg:
[Parish giving scheme](#) (external website)
[Giving as you shop online](#)
[Giving in grace](#) (document)
 - 4b. **Contact(s)** - names and contact details.
5. Usually a page is finished off with 3 (or occasionally 4 or...) images displayed across the page.

Editing your page

1. Log on and then in Global Office Homepage click 'Web Pages' tab (second tab at the top of the page) you will see the section folder where your page(s) are located. Find that folder and open it by clicking on it.
2. Your page will be inside that folder – click on it.
3. Inside the folder you will see your page title (ignore Articles - this actually means Pages!!)

churchcredit St James Church

Home Web Pages Calendar Features Media People Settings Help

Web Pages Images Files

Folders Add Folder Children

Homepage About us New here Sundays Life events Children Families Worker

New Page New Form

Articles

Title	Last Updated	Version	Status
Children	4th September 2019 at 03:10:14 PM by office	99	★

4. Click the little pencil.
5. You will now see a box with buttons underneath the tables Page title and Page summary, a bit like Word. This is where you can do lots of things like insert links, photos, tables, etc. etc. if you want to! Do not worry if the font looks different on the edit page as it should look OK on the website – all the font is automatically Open sans, small. See the Church Edit guide [Web Editor](#). You can add pictures and links (see the other Guides to do this).
6. When you have finished editing, please check your work for typos, etc. and then click 'Save' at the bottom of the page. This will save your edited page and publish it to the web. Please note: trying to save your work in any other way (eg Ctrl+S) will not save it!
7. If you want to save your work without making it live on the site straight away (e.g. if you run out of time before you've finished or you're not sure about it), select Save in drafts before clicking Save.
8. *If you make a complete mess of your page DO NOT WORRY!! Just hit the back button which will take you out of the page without saving!!*

Image sizes on both PC and mobile sites (width in px x height in px)

Homepage (Webmaster only)

Top banner: 1850 x 168

Rotator: 1500 x 400

Link pics: 657 x 248

Diocese of London 95 x 40

Social media: 25 x 25

Pages

500 wide if landscape or 500 high if portrait. Add to the page at 25 - 30% for landscape and 15 -20% for portrait. Check the page to see if it looks right and change if necessary.

Page Banners at the top of each page

1500 x 400 (or as near as possible)

Photo Album

2000 x 600 – 800.....