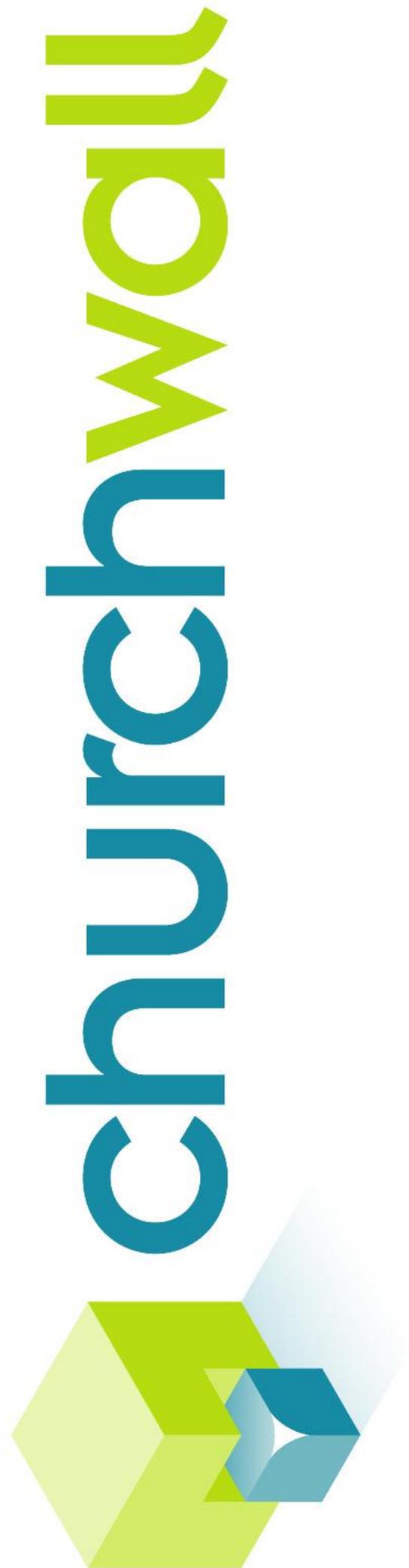


# User guide

by Jon-Yngve Skjeltorp Bakke  
2010-04-08



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## Get started with a Churchwall account



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← Prev Next →  
Several local churches within the Church of Norway

### Simple. Scalable. Cost Effective.

Churchwall, the global provider of information solutions for Christians, Churches, Missions & Ministries for connecting members, families, their activities & groups.

**SIGN UP NOW**

«As you come to Him, the living Stone - rejected by men but chosen by God and precious to Him - you also, like living stones, are being built into a spiritual house»

1 Pet 2:4-5a (NIV)

«See, I lay a stone in Zion, a tested stone, a precious cornerstone for a sure foundation; the one who trusts will never be dismayed.»

Isaiah 28:16b (NIV)

How to get my **Church or Ministry** on Churchwall

To get a personal Churchwall account go to <http://churchwall.com/signup>.



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### Simple. Scalable. Cost Effective.

Churchwall, the global provider of information solutions for Christians, Churches, Missions & Ministries for connecting members, families, their activities & groups.

**SIGN UP NOW**

#### Personal information

First Name  Middle Name  Last Name

Gender  
 Male  Female

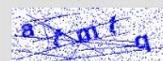
Email address

#### Username and password

Username  Password

Your personal website:  
<username>.churchwall.com Re-type password

To make sure that this form is being filled by a human being, we have to ask you to type the characters below correctly before the form will be accepted.



Characters

The website churchwall.com is part of the global Churchwall network of websites - enabling you to have only one userid, but still logging in with every website of the network and remain logged in.

**Sign up** ▶

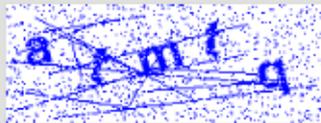
### Personal information

First Name	Middle Name	Last Name
<input type="text" value="Demo"/>	<input type="text" value="N."/>	<input type="text" value="Person"/>
Gender		
<input checked="" type="radio"/> Male <input type="radio"/> Female		
Email address		
<input type="text" value="demoperson@churchwall.com"/>		

### Username and password

Username	Password
<input type="text" value="demoperson"/>	<input type="password" value="••••••"/>
Your personal website:	Re-type password
<input type="text" value="demoperson.churchwall.com"/>	<input type="password" value="••••••"/>

To make sure that this form is being filled by a human being, we have to ask you to type the characters below correctly before the form will be accepted.



Characters

The website churchwall.com is part of the global Churchwall network of websites - enabling you to have only one userid, but still logging in with every website of the network and remain logged in.

[Sign up ▶](#)

Fill out the personal registration details. When you choose your username be aware that this also will be the url for your new personal home on churchwall.com. Example: johndoe.churchwall.com. If any errors, you will be notified. When ready, press “sign up”.

[About](#) | [Vision](#) | [Support](#) | [Sign up](#)



**Welcome to Churchwall**  
In a few minutes you will receive an email to tutorialuser@churchwall.com. Please follow the link provided in the email to confirm your registration.

If all went well, you will be forwarded to a confirmation screen like the one on your left.

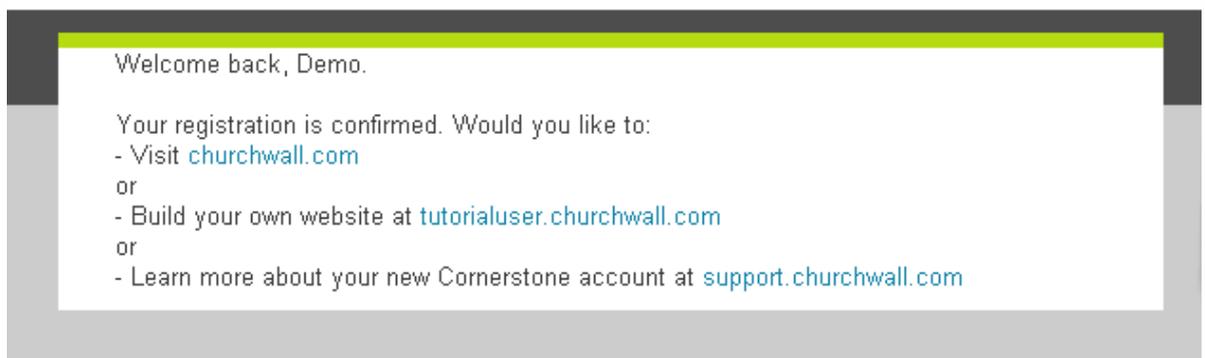
You can then go to your email account to find the confirmation email with the confirmation code.



Open it and click the confirmation link.



Your user will be activated and your website created as specified in the registration form and you will receive a confirmation message.



Click on the link to your website to begin customizing and adding content or read tutorials or see videos on how to use the system at [support.churchwall.com](http://support.churchwall.com).

## Getting started with your new website

The first time you go to your new Churchwall website, you will see something like the picture below.



I am very interested in your comments.  
Please post all of your ideas and thoughts. I would love to hear from you!

[Comments \(0\)](#) [Edit post](#)



Welcome to my new site.  
It only took five minutes to set up! You should set one up for yourself!

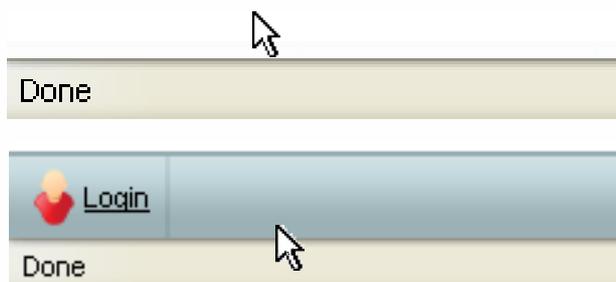
[Comments \(0\)](#) [Edit post](#)

**Blog archive**  
[September, 2009 \(2\)](#)

The actual look and content of the web page may vary, depending on the website theme (the design) and what website template you chose to start of with. The procedure, however, is the same.

### Logging in

Before you can do anything at all to your new website you will need to log in to the Churchwall network. Whenever you are on a webpage that is part of the Churchwall network, you can bring up a handy little toolbar at the bottom of the screen, containing your user information and website related shortcuts.



 To bring up the toolbar, move your mouse pointer to the bottom of the web browser window **while pressing the ctrl key on your keyboard.**

On some pages you can also see a small cube –  the cornerstone – in the lower left or right corner of the browser. Click it. The toolbar will pop up and you can press the login link to log in.

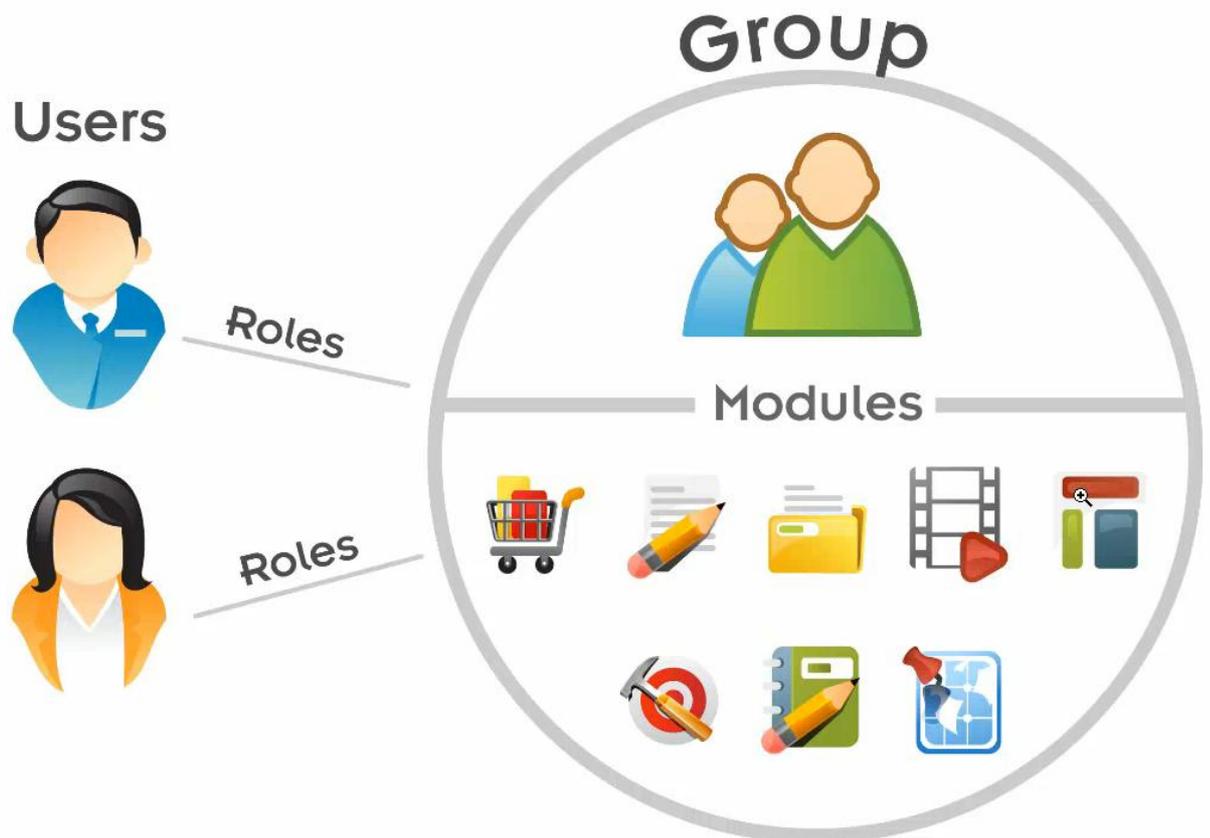


## Working with groups

Groups are the foundation of the Churchwall network. Any website or other module in the system belongs to a group. It is through groups that you manage users, permissions and installation of modules. When you made your personal website, you were given a group named like your username.

### The conceptual model

In churchwall we operate with several core terms, namely users, roles, groups and modules. The relationship between them is as follows.



All persons have a **user**. A user cannot be anything but a physical person. A user is given access through the use of roles.

*Roles*

**Roles** are sets of permissions that control the level of access to a group and its modules.



A **group** owns one or more modules.



**Modules** are specific pieces of software that offer functionality. Some of the common modules are website, article, image, video or map.

Personal



- My account
- My groups**
- My friends

Change

Sign out

Demo Person demoperson

## My groups

Click the My groups link in the personal menu to see what groups you are a member of.

You will get a quick overview on how many members the group has, what your role is, the group status and options to edit or delete the group.

Name	Members	Invited	My role	Status	
 demoperson	1	0	Owner	Activated	 Properties  Delete

If you click the group name, you will open the group page.

### demoperson (demoperson) websites

Name

Demo Person website	http://demoperson.churchwall.com
---------------------	----------------------------------

Create website

Group: demoperson

Domain:

Sub-directory:

Main title:

Add main title to page title in the end:

Template:

Submit

 Invite members

Name	Role	Status	Since
Person, Demo N. Stratton	Owner	Activated	2009-09-08 10:57:46

In the group page you can see what website modules that are created for the group. If you want more than one website you can add it in the Create website form.

## Creating a website

Name

Demo Person website

http://demoperson.churchwall.com

Create website

Group: demoperson

Domain: demoperson.churchwall

URL is changed to be supported format.

Sub-directory: /subwebsite

Main title: Sub website

Add main title to page title in the end:

Template:  

Either register a new domain or make a sub-directory under the current domain. If you type something invalid, your text will be changed to a supported format. Either make it an empty website or choose a template, like you did when you first registered your account, then press submit.

Name

Demo Person website

http://demoperson.churchwall.com

Create website

Group: demoperson

Website

'http://demoperson.churchwall.com

/subwebsite' is successfully created.

Your new website will be confirmed. If you refresh your page you will now have two websites in your list.

## Invite someone to your group

If you are the owner of a group, or you have been awarded the appropriate permissions, you can invite users to join your group. Click the invite users button and you will be presented with the Find users and Invite users forms.

### Find users

Find users

Fill in at least one of these fields

First name:  Email:

Last name:

 Find

If the user you want to invite is already on the Churchwall network, you can try to find that person by searching for either first and last name or email address.

Find users | Invite users

Fill in at least one of these fields

First name:  Email:

Last name:

1 users found

 **Jon-Yngve Skjeltorp Bakke** Invite

Any matches will be listed and you can click their name to go to their page if you are unsure if that is the right person. If you want to invite the person to your group, click the invite button.

 **Jon-Yngve Skjeltorp Bakke** Invite

**Add personal message**  
(optional)

Roles

\*Group guest

\*Friend

Cancel Invite

Optionally, fill out a little message to the person you are inviting. Click on the desired role your new member will have and click the invite button to send the invite.

**Group invitation** Innboks | X

☆ **Person, Demo N. Stration** til meg vis detaljer 10.18 (For 0 minutter siden)

Person, Demo N. Stration invited you to the group demoperson.

You can accept or reject the invitation by following the link below:  
[http://demoperson.churchwall.com/\\_module/system/\\_service/system/answer\\_invitation](http://demoperson.churchwall.com/_module/system/_service/system/answer_invitation)

Cornerstone Team.

Hello Jon.  
Do you want to join my demo group?

The invited person will receive an email with the invite. The email contains a link that needs to be clicked in order to accept or reject the invitation.

## Members

Name	From	Is owner	State
Bakke, Jon-Yngve Skjeltop	2009-09-09 10:18:31	no	Invited
Person, Demo N. Stration	2009-09-08 10:57:46	yes	Activated

Until a reply has been given, the member will be listed as invited in your group's members list.

## Invite new users

If you want to invite someone who is not already part of the Churchwall network you can use the Invite users form.

Find users **Invite users**

---

To:

Separate by commas

Message:

Roles:  Owner  
 \*Group guest  
 \*Friend

**Invite**

More than one user can be invited at once. Simply fill out the email addresses for the people you would like to invite in the To field. Separate the addresses with a comma. Then write a little message and click the appropriate role you want the new members to have.

Find users **Invite users**

---

To: dette\_er\_et\_ran@hotmail.com, jonyngve@ecclesia.no

Separate by commas

Message: Hello. I have found this great site on churchwall.com that I would like you to join!

Roles:  Owner  
 \*Group guest  
 \*Friend

**Invite**

Note that if you want to invite people with different role settings you need to do those invites separately.

Find users **Invite users**

---

1 Invitation(s) were successfully sent There is already a member of this group with email address: dette\_er\_et\_ran@hotmail.com

Click the invite button to send the invites. If any of the emails are already registered in the system you will be notified. Then you can find the user with the Find user form instead.

## Managing users

Inside the My groups page you will see the following menu at the top.



If you click the User option you will find a list of all the members of the group with their access level and member state.

### Members

Name	From	Is owner	State
Bakke, Jon-Yngve Skjeltop	2009-09-09 10:18:31	no	Invited
person, test	2009-09-09 10:28:41	no	Invited
Person, Demo N. Stration	2009-09-08 10:57:46	yes	Activated

Register group member

Last name:

First name:

Middle name:

Username:

Password:

Confirm password:

Email address:

Group owner:

Roles:  \*Friend

**Submit**

Invite user to group

Group: demoperson

Username or email:

**Search**

In addition, you will find a third option to add users that allows you to add a user directly by filling out user information and permission level for them. This option is most handy for corporate websites with a number of employees being added to the system. You can also invite a user to your group from this window by entering username or email. That was a quick overview on the users page, but let's go back to the membership list and see how you can change a user's membership.

### Changing a user's membership

Group Member

Group: demoperson

Member name: Bakke, Jon-Yngve Skjeltop

From: 2009-09-09 10:18:31

State: Invited

Is owner:

Role:  \*Friend

**Submit**

By clicking a member's name in the members list you will get that user's group membership page. In the Group member box you can set the member to owner or change the role.

Remove Membership

Group: demoperson  
Member name: Bakke, Jon-Yngve Skjeltorp  
From: 2009-09-09 10:18:31  
State: Invited  
Is owner: no  
Role (not active): \*Friend

[Remove](#)

If you wish to remove the user from the group you can click the Remove button. The user will then be removed from the group and no longer have access to anything else than what is defined in the Guest role settings which brings us over to the next option on this page, namely access.

## Managing roles

The access to the system is managed through roles. Roles are sets of permissions that controls the level of access to all the content within a group.

### List of Roles

Role name

\*Group guest

\*Friend

Create New Role

Group: demoperson

Role name:

[Submit](#)

By clicking the Access option at the top of the screen the first thing you will see is the list of roles for your group. Default roles are \*Group guest and \*Friend. The guest role is special in the sense that it is the role that is automatically given to any person that is visiting your group without being logged in. The friend role is the role controlling what your friends can see, given that you have actually given them this role when invited. For the sake of this demonstration, let us make a new role that we want to give to a member that is going to help us publish content somewhere in our group, but not administer it. That will require some custom permissions, so let us start by creating a new role.

### Creating roles

Create New Role

Group: demoperson

Role name:

[Submit](#)

Start with filling out a name for your new role in the Create new role form and press submit.

Create New Role

Group: demoperson

New role 'Publisher' is created.

Role name:

[Submit](#)

Your new role will be created.

Role name

\*Group guest

\*Friend

Publisher

Reload the page to update the role list, then click your newly created role.

Role name: <input type="text" value="Publisher"/> in demoperson group	
<input type="checkbox"/>  System	<a href="#">Change</a>
<input type="checkbox"/>  Social	<a href="#">Change</a>
<input type="checkbox"/>  demoperson.churchwall.com	<a href="#">Change</a>
<input type="checkbox"/>  Articles	<a href="#">Change</a>
<input type="checkbox"/>  Images	<a href="#">Change</a>
<input type="checkbox"/>  Blog	<a href="#">Change</a>
<input type="checkbox"/>  Map	<a href="#">Change</a>
<input type="checkbox"/>  Sub website	<a href="#">Change</a>
<input type="checkbox"/> Rights to invite	<a href="#">Change</a>

[Save](#) [Cancel](#)

Inside the roles settings page you will see a list of all the currently installed modules. The permission system is one of the great strengths of this application. Although very detailed, it has been constructed in such a manner that it should be easy to manage. Let's take a look at the different options you have when setting permissions.

### Turn modules on or off

The first thing we need to do to give someone access to a module is to activate that module for the role.

Role name: <input type="text" value="Publisher"/> in demoperson group	
<input type="checkbox"/>  System	
<input type="checkbox"/>  Social	
<input type="checkbox"/>  demoperson.churchwall.com	
<input checked="" type="checkbox"/>  Articles	

Simply check of the box adjacent to the module you want to activate and you will see that it changes appearance from grey to black to indicate that it has been activated. Now, doing just that is just the start. Now, we need to set the permission level we want that role to have for that module.

 Articles

[Change](#)

Click the Change link.

 Articles [Hide](#)

- Reader**  
readerRoleDescription
- Writer**  
writerRoleDescription
- Editor**  
editorRoleDescription
- Admin**  
adminRoleDescription

[Show advanced customization](#)

Clicking the Change link opens the permission settings for that module. Above we have clicked the Article module to give our Publisher role permissions to publish articles. Each module has a set of predefined permissions to cover the most regular cases. In this case we have the permission set of Reader, Writer, Editor and Admin. To give the publisher role permission to write articles we therefore check the Writer permission set. Now, what really happened?

[Show advanced customization](#)

To see how permissions are applied and how to customize even further, click the Show advanced customization link.

Detailed access rights You have 1 module role and 0 custom access rights selected

---

Apply settings from selected module roles without attaching to them: Reader [Apply](#)

Module Views

Group select

Place on page  Use  Edit properties  Delete from page

 Article - Display a single article

Place on page  Use  Edit properties  Delete from page

 Article list - Display a list of articles

Place on page  Use  Edit properties  Delete from page

 Related links - Links related to the article

Place on page  Use  Edit properties  Delete from page

What is next can definitely be a daunting sight, but have no fear – it’s easier than it looks! The long list you are currently seeing is a list of all the different windows the module is offering (a window is simply a term for a module’s display of different information, like the article module displaying an article or an article list, but more on that later).

You have 1 module role and 0 custom access rights selected

The first thing you can notice is that at the top you can see to what degree the current permission set is customized. This gives you an idea just how much the permissions deviate from the standard ones.

Apply settings from selected module roles without attaching to them: Reader  

Underneath, there is an option to apply permission sets from the predefined sets without actually using that set. Complicated? It means that you can i. e. give someone the exact setup of the Reader role without actually making them Reader. This can be used as a starting point for making your own customizations and if any changes were to be done to the predefined role it wouldn’t affect your custom role.

### Module window permission

The permission list is divided into two sections, the first controlling the permissions regarding the windows. There are four types of permissions to give in this section.

Place on page

The role allows placing the selected window on a page.

Use

The role allows seeing the window.

Edit properties

The role allows editing the properties of the window (more on window properties later).

Delete from page

The role allows deleting the window from a page.

By clicking the grey checkboxes at the top of the list, you will check/uncheck that permission for all the items in the list.



Article - Display a single article



Place on page



Use



Edit properties



Delete from page

A predefined permission is marked in orange, while a custom permission is not. In this example the role allows the user to place an article window on a page and see the window. There is a difference between the window itself and the content of a window, which brings us to the next section of the list.

## Giving permission to content

Under the Objects heading you will find permission settings for the content the module has to offer.

Objects

---

Group select

Create  Read  Update  Delete

articleObject

Create  Read  Update  Delete

---

articleAuthorObject

Create  Read  Update  Delete

---

articleListObject

Create  Read  Update  Delete

As for the other section, click the grey checkbox at the top to check/uncheck all items in the list.

articleObject

Create  Read  Update  Delete

Let's take an article as an example. What we are giving permission to here is the permission to create, read, update or delete an article text.

For a publisher role we might for instance set that the permissions allow creation, reading, updating and editing of content, but not anything else than the use permission for the module windows. This ensures that the publisher does not add or remove windows and change the layout of the application when, in fact, those tasks are reserved for another role.

## Right to invite

Rights to invite Hide

\*Group guest  
 \*Friend  
 Publisher

At the very bottom of the role settings list you will find invitation settings. This permission decides if the role is allowed to invite other users to the group and what roles that can be assigned to the invitees.

## Remove role

Remove role

Group: demoperson (demoperson)  
 Role name: Publisher

Lastly, if you wish to remove a role you need to go into the role settings and click the delete button at the very bottom of the page.

## The toolbar

You already met the toolbar the first time you logged in to your new website, as well as when you used your personal menu to upload a profile picture, manage your group or searched for friends.



The toolbar will adapt to where you are. Its purpose is to aid and give you quick and easy access to functions and information.

### Fixed icons

Although the toolbar is changing there are some fixed icons that you will always see, given the context is right (like being logged in and having the appropriate permissions).

#### The group icon



The first icon you will see, apart from the user icon, which we have already covered, is the group icon. To the right of the icon you can see the name of the group you are currently viewing. If you open the group menu by hovering over it with your mouse, you will see your role in this group and shortcuts to the user and access pages.

#### The mode icon



Next up is the mode icon. Clicking this icon enables you to switch between live and design mode. How these modes work will be described later in this guide.

#### Hover menu icon (the cornerstone)



The hover menu is used for interacting with windows. Clicking this icon will hide the hover menu for cases where you don't want or need it to be present.

### Contextual icons



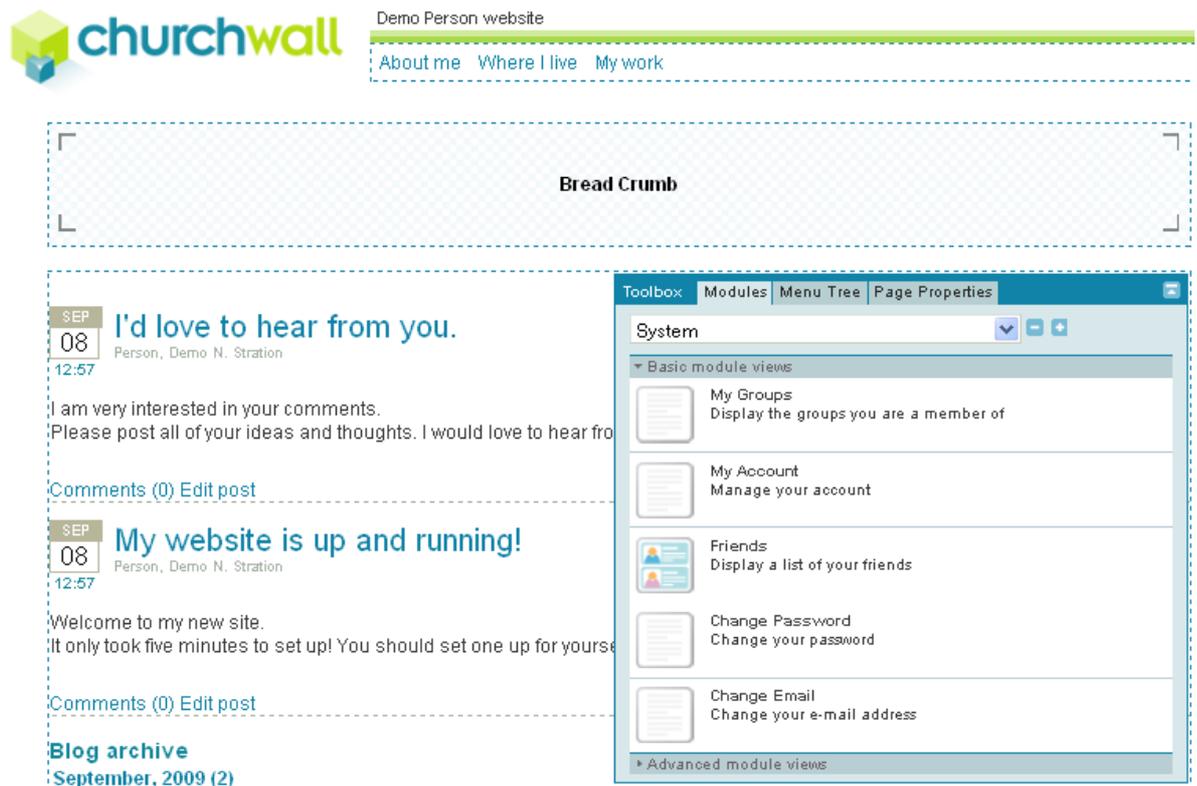
The rest of the icons are modules that will only show if the module is installed, and your permission settings allow you to see it.

**Bring up the toolbar by pressing ctrl + move your mouse to the bottom of the browser.**

## Design mode

Your website can appear in two different modes, namely live and design mode. These modes have different purposes and in this part of the guide we will look at how they are used, starting with design mode.

To see what mode you are currently in, hold the mouse pointer over the mode icon (🔧) in the toolbar. If it says Enter design mode, click it.



When your website is in design mode, you can clearly see it. All the zones (areas where you can place content on your page) are surrounded by a dotted frame. Also, you will have a hovering blue toolbox on the screen.

### When do I use design mode?

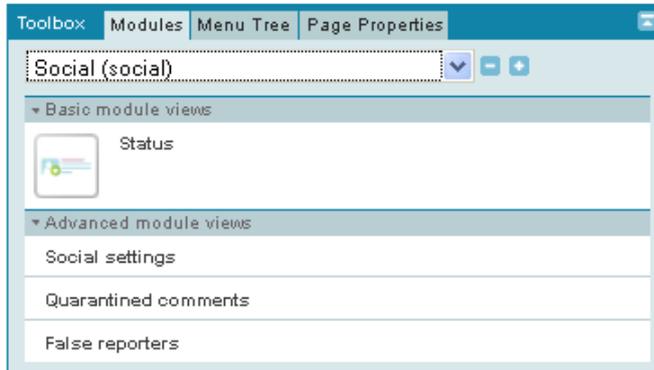
As the name implies, design mode is the mode you work in when you want to design your website. Tasks like making and ordering pages, installing modules or placing and configuring windows are all tasks that belong to design mode. When working in design mode you will be using the toolbox quite frequently. Let us start by taking a closer look at what you will find here.

### The toolbox

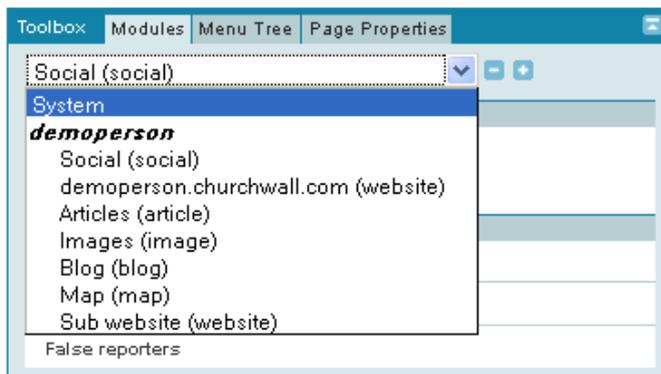


The toolbox is the blue hovering box that is only visible in design mode. It is divided into three different tabs: Modules, Menu tree and Page properties. To the far right there is a hide/show button to minimize the toolbox when you're not using it.

## The modules tab



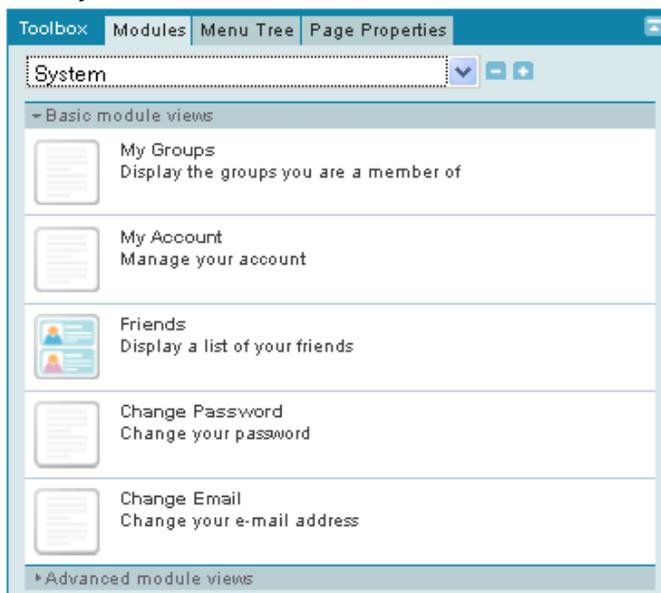
In the Modules tab you will find a list of your installed modules and their respective windows. Click the drop-down list to see what modules are currently installed.



In this picture you can see the system module at the top. The system module is always installed. Underneath you will find what other modules are installed for your group, which is written in bold letters.

Selecting a module from the module list will bring up the module windows that group has to offer.

## The system module



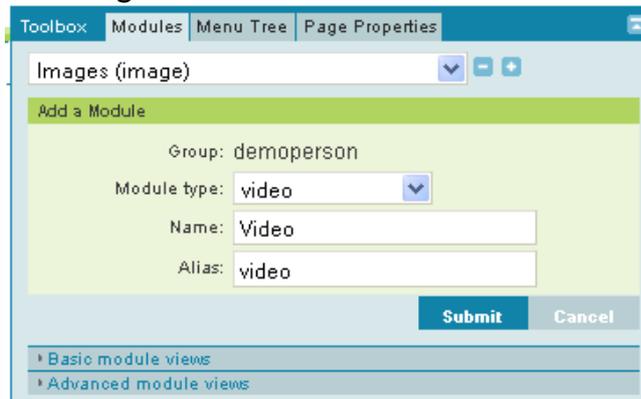
The system module contains the module windows for much of the functionality that we have already covered in the previous sections of this guide, like My Groups, My Account, Friends and so on. The module windows are divided into two groups: basic module windows and advanced module windows.

### *Basic and advanced module windows*

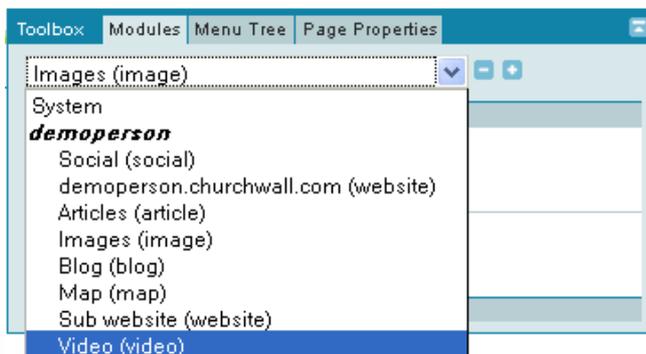
Basic module windows are the windows that you are most likely to use. They offer the most important functionality of the module, like

viewing an article, article list, image or video. The advanced list contains specific and narrow windows, and are normally not needed.

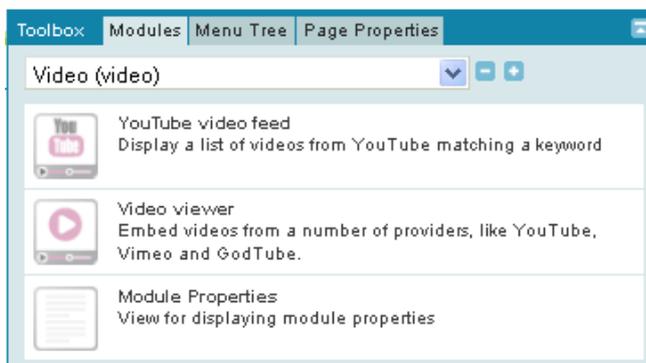
## Installing modules



To install new modules, click the plus symbol to the right of the drop-down box with installed modules. Then, choose desired module from the list of available modules, give it a name and alias (url name) and press submit.



If any warnings were given, please correct the name of alias accordingly, and press submit again. When the new module is added you will then find it in the list of installed modules.

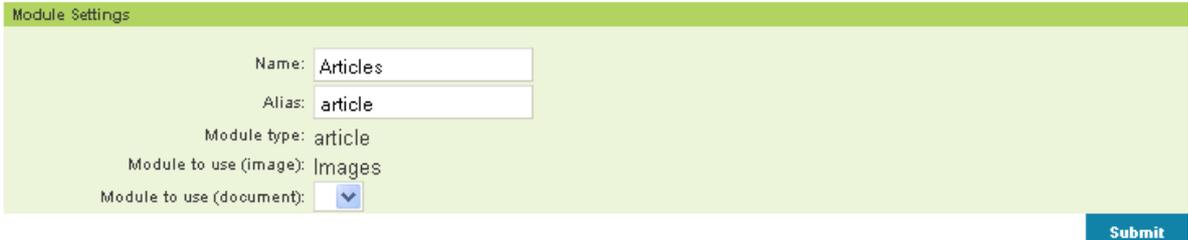


The new module is now installed and ready for use.

## Dependencies between modules



Some modules can be used by other modules. For instance, the article module uses the image module to display images or the document module to display files. After adding modules, you can make connections between the modules in the module settings page. In this example we are looking at the article module settings.



In the module settings form you will see what modules the module can use. Select a module from the drop down list to make the connection. When you have first made a connection, it is not possible to break this connection again! When these settings have been set, the set module's functionality will become available.

## The menu tree tab



The second tab in the toolbox is the Menu Tree. This tab displays all the pages of the current website you are viewing. The pages are listed in the order that they have been arranged by the designer of the web site. The way the pages are arranged here is reflected in for instance the menu windows, so if you want to change how the website menu appears, you have to edit the Menu Tree.

## Page types

If you take a look at the picture of the Menu Tree you will see that each page is listed with an icon to the left of the page name. This icon tells us something about what kind of page we are viewing. We have several kinds of page types.

### *Normal page*



A normal page displays the windows you have placed on it (and sticky windows from parent pages).

### *Template page (display settings - no content)*



A template page is a page that works as a template for other pages. You can for instance place an article window on it and decide how articles using this template should look (where to display pictures, picture sizes, if you want abstract, subtitle, author and so on). By making a template you can save a lot of time and effort by keeping all your display settings in one place.

### *Page using a template (content - no display settings)*



If you have made a template page, then the pages you make can opt to use this template.

### *Jump page*



With this page type you can jump to another page, either inside your own website or to an external site by entering the url.

### *Page displaying another page*



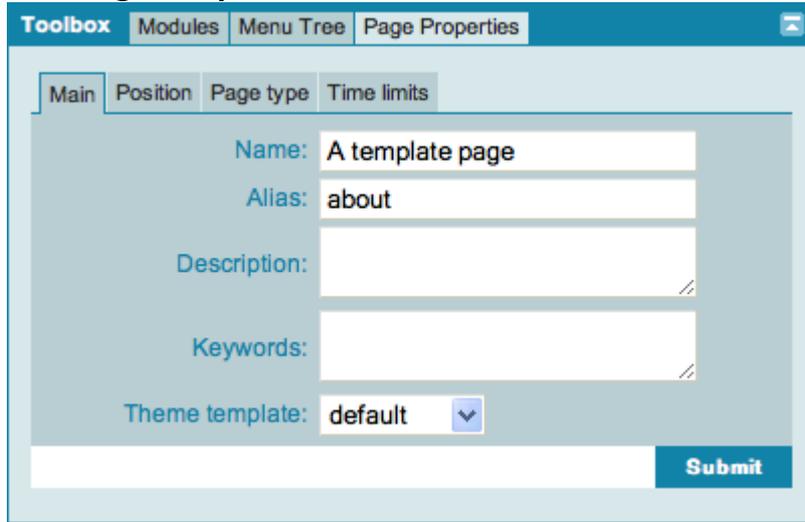
This page type allows you to display the content of another page inside your website.

### **Page icons**

On the right hand side of the page names there are one or more icons.

-  To add a page underneath the current page, click the plus symbol.
-  All pages are inheritly hidden. When you click the eye to an open position, , the page becomes visible to the public.
-  To delete a page, click the x. The page will then be deleted and cannot be recovered again. A page can only be deleted if it does not have subpages.

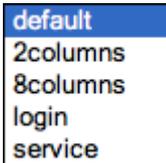
## The Page Properties tab



In the page properties tab you find several subtabs regarding the different properties of a page: Page naming, placement, type and duration/visibility.

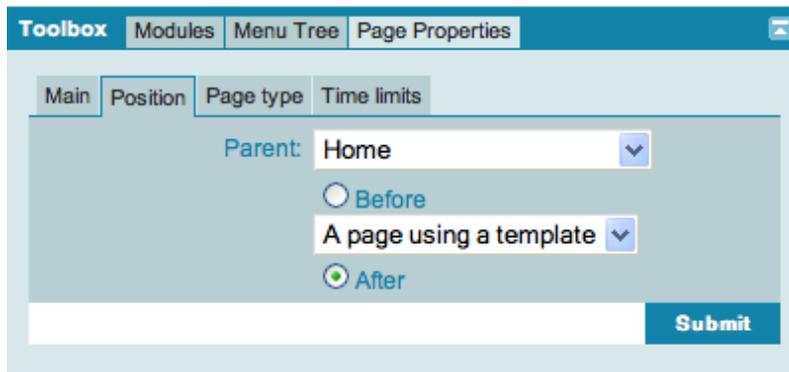
### Main

The page name is the name that will be visible to users surfing the website. The alias is the url name. Example: The page named About me with alias about can be reached at <http://demoperson.churchwall.com/about>. You can also give the page a description and keyword.



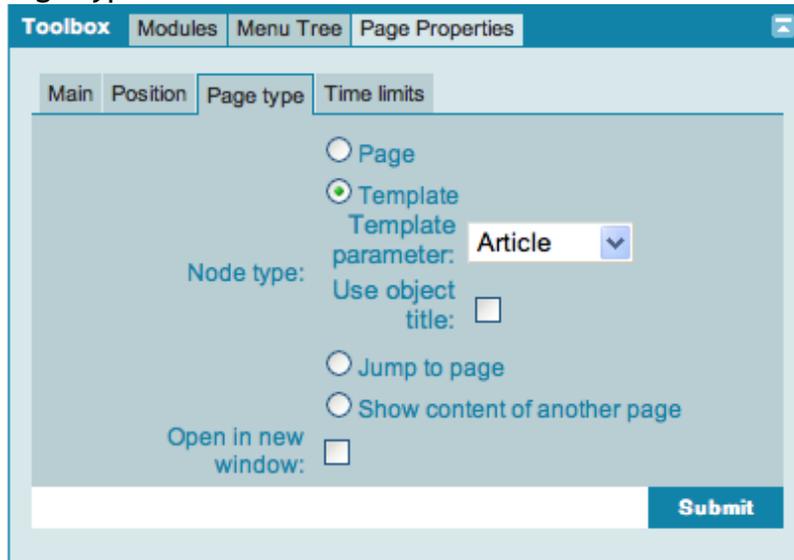
Last, at the very bottom you will find a theme template drop-down menu. A website theme can contain one or more different template pages (pages within the theme with different layout).

### Position



In the position tab you can change the placement of the page by first choosing the parent page then what page your page will be before or after.

## Page type



We have already looked at the different page types. In this tab we choose what page type we want our page to be.

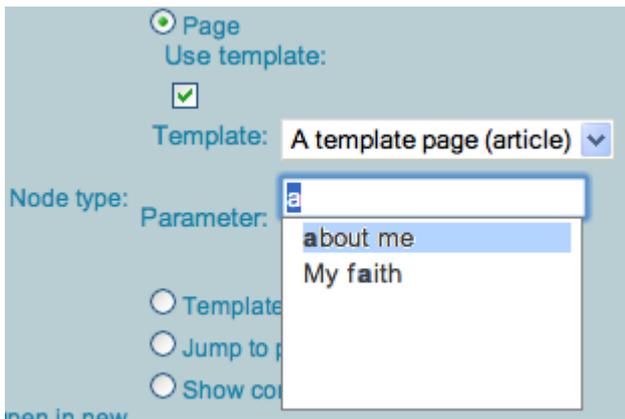
### Normal page

Page The default choice is normal page. No further setup is required.

### Page using template



To make a page using a template, first check the 'Use template option'. Then choose the template page from the drop-down (requires that you have made the template page first). Last, search for the information you would like the page to display.

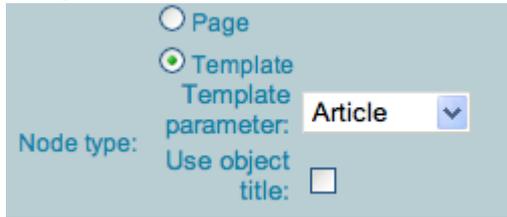


A list of all the hits matching your keyword will be displayed. Choose the one you want either by clicking on it with the mouse pointer or use the arrow keys on your keyboard and press enter.



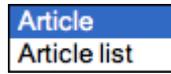
When it has been chosen it will look like this.

## Template



Page  
 **Template**  
 Template parameter: **Article** ▾  
 Node type:  
 Use object title:

To make a template, check the template option. Then, choose a template type from the list of available template types.



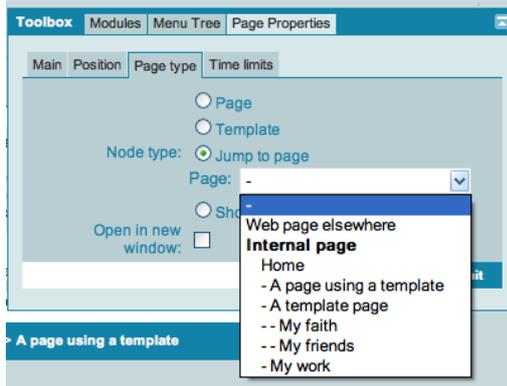
**Article**  
**Article list**

In this case, we have ‘article’ and ‘article list’ to choose from.

Last, check the “use object title”

option if you want the name of the object (e.g. article) to appear together with the title of the page. Example: The article “my faith” under the page “about me” would show as About me – My faith in the browser title.

## Jump to page



Main Position Page type Time limits  
 Page  
 Template  
 **Jump to page**  
 Node type:  
 Page: - ▾  
 Show content of another page  
 Open in new window:

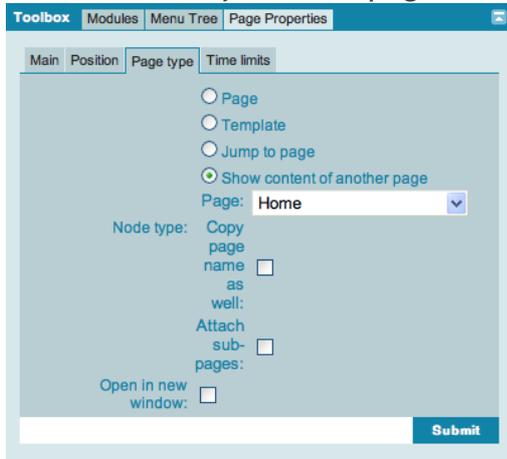
Web page elsewhere  
**Internal page**  
 Home  
 - A page using a template  
 - A template page  
 - - My faith  
 - - My friends  
 - My work

A page using a template

Select “Web page elsewhere” and enter a url in the corresponding field, or choose a page from the list of internal pages.

Note: When you enter an external url you must prefix the url with the protocol as well. Example: <http://www.churchwall.com> (i. e. not just [www.churchwall.com](http://www.churchwall.com)).

## Show content of another page



Main Position Page type Time limits  
 Page  
 Template  
 Jump to page  
 **Show content of another page**  
 Node type:  
 Page: **Home** ▾  
 Copy page name as well:   
 Attach sub-pages:   
 Open in new window:

Submit

Select the page you want to show content from. Check if you want to use the name of the page as well and if you want to attach any subpages that page might have.

In addition to the options mentioned above, all page types can opt for opening in a new window. To enable this, check “open in new window” at the very bottom of the box.

## Building your website

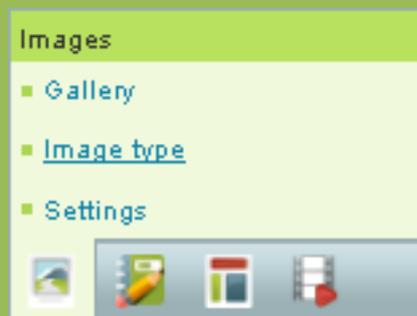
Now that you have familiarized yourself with the toolbar, learned how to go in and out of design mode and looked at the modules tab in the toolbox, you are ready to start building your website.

### Place your first window

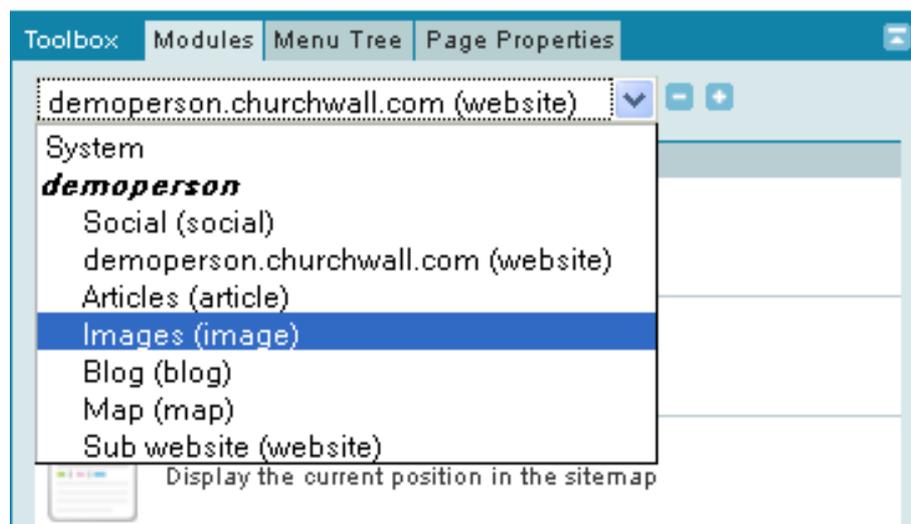
For the sake of this guide, let's say that you want to display a picture on your front page. The image window is not the simplest window in the system. On the contrary, it gives us an opportunity to get to know how to configure windows as well before we can actually use it. This will be very valuable knowledge when working with the system later on.

### A word about image types

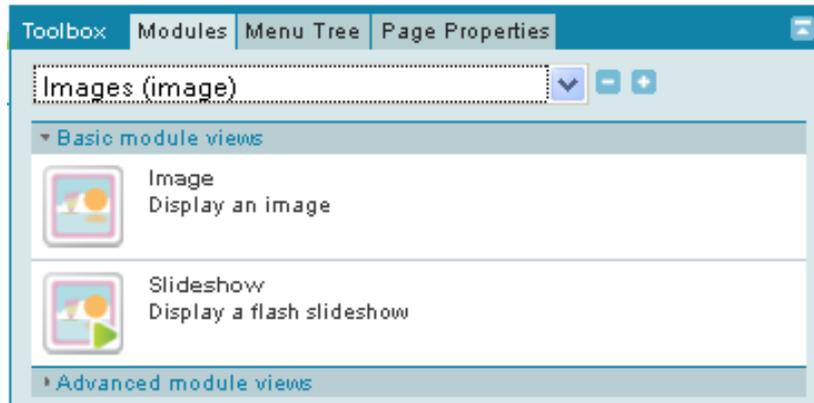
⚠ Not all websites have predefined image types. Before you proceed, click the Image type link in the image module menu in the toolbar, as shown in the picture.



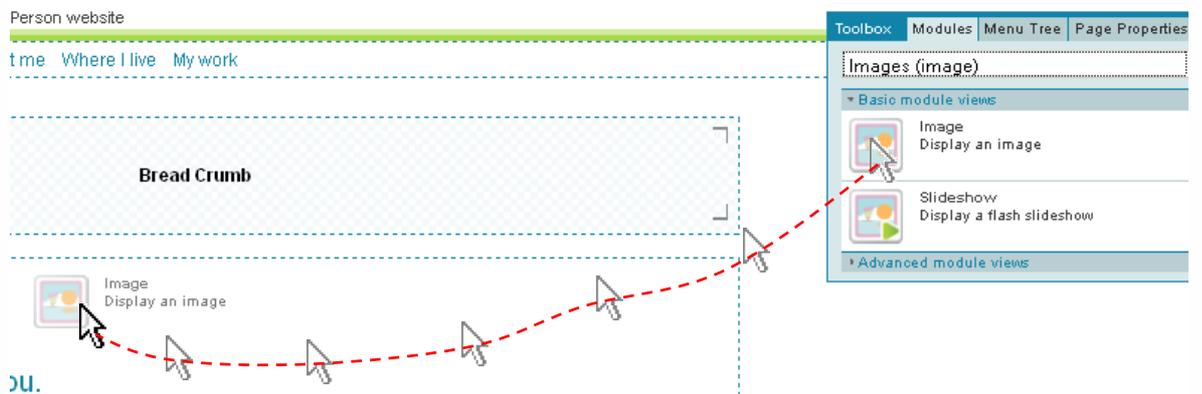
If your list is empty you need to make some image types first. Please go to the section describing this, then come back and continue the guide.



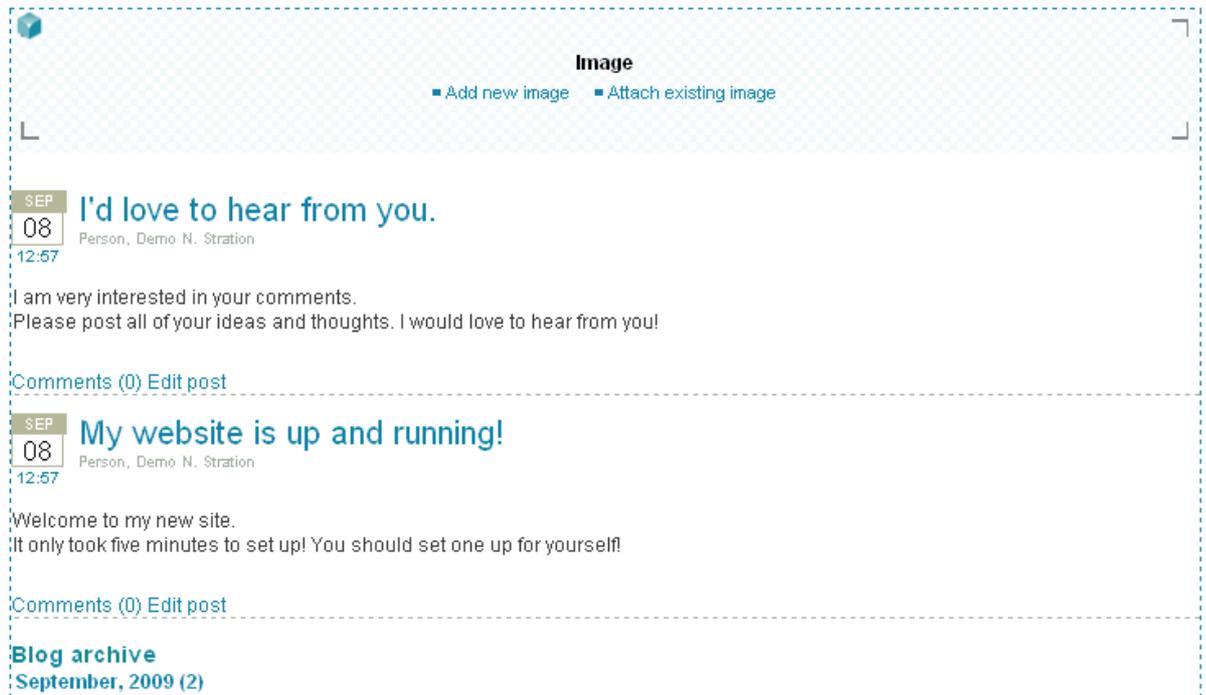
First, choose the image module from the list of installed modules.



You will see two basic windows – Image and Slideshow.

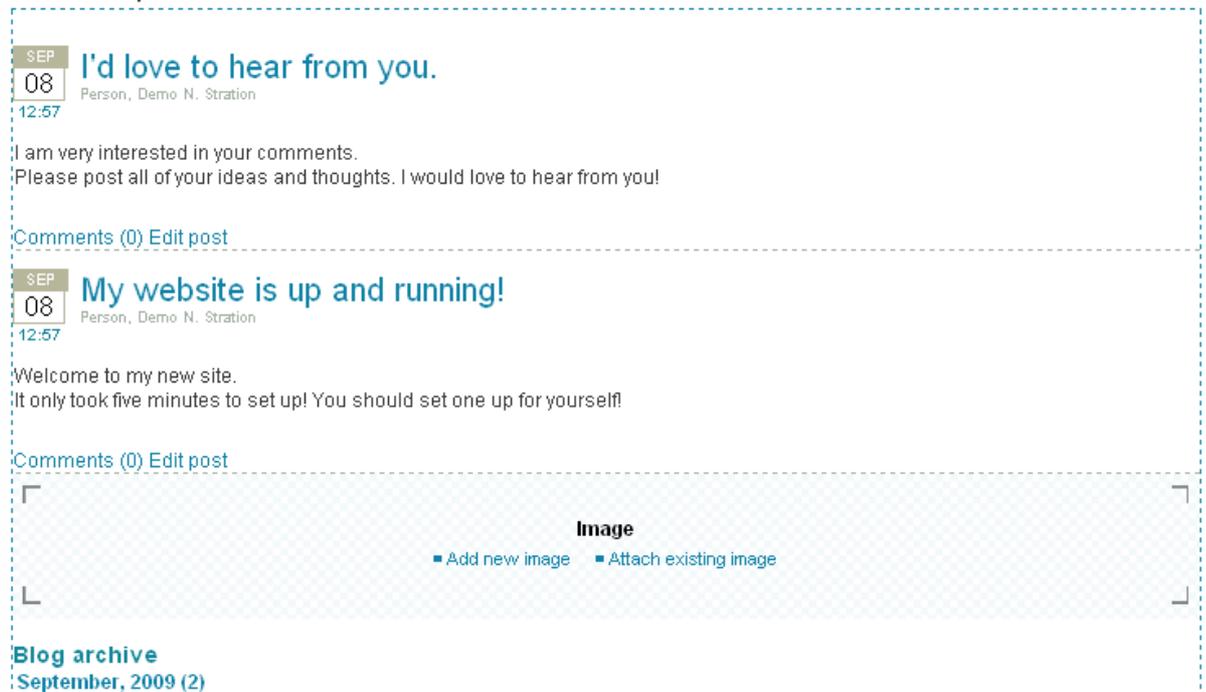


Click on the Image window. While keeping the mouse button pressed, drag the window into one of the zones on the page (the dotted areas) where you want it to appear, then release the mouse button.



Your zone will now contain an empty image window. In the image above we see a zone with three different windows – our newly placed image window, a blog post list window and a blog archive window.

### *Window placement*

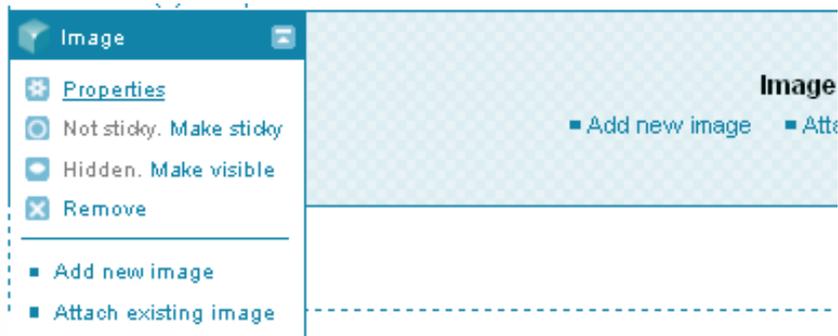


If you want to change the sorting inside a window, you can easily drag and drop the order of the windows. Here we have placed the image window beneath the blog post list window. You can also drag windows from zone to zone.

## Filling the window with content



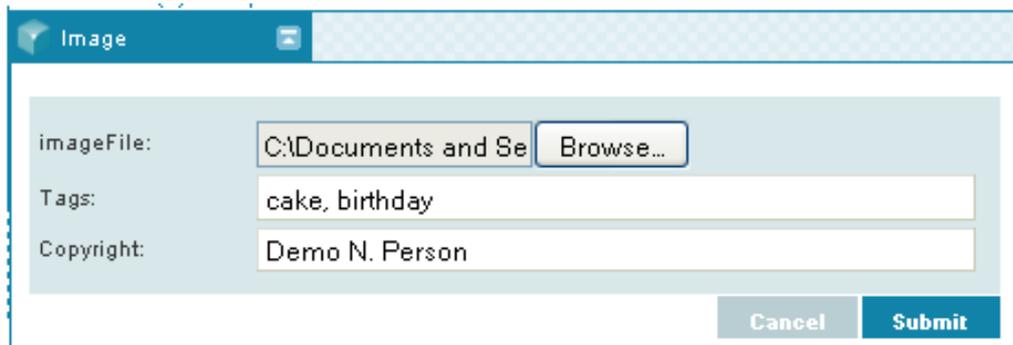
Some empty windows have links to help you quickly add content to them. Either click a link or place your mouse cursor in the top left corner of the window and click the small, blue hovering cube – the cornerstone.



This will reveal a menu that you will soon be very familiar with. All windows will display the cornerstone (as long as you have the appropriate rights AND you haven't by chance turned off the cornerstone in the toolbar).



Either from the empty window link, or the cornerstone menu, click the Add new image link. You will be presented with a form. Browse your computer for an appropriate image.



Optionally, describe the image with some useful tags (will make it possible to search for the image from other places in the program, and use it over and over again without having to re-

upload it) and a copyright. When done click submit. This particular window is now configured to display the image you just uploaded.

### View properties

No image type is selected for this websiteView. Please select this in the settings.

When you look at the image window we just uploaded an image to, you will instead of an image, see a message: “No image type is selected for this window. Please select this in the settings”. What this means, is that the window doesn’t know how we want to display the image. Therefore, we must go into settings and tell it what it needs to know.

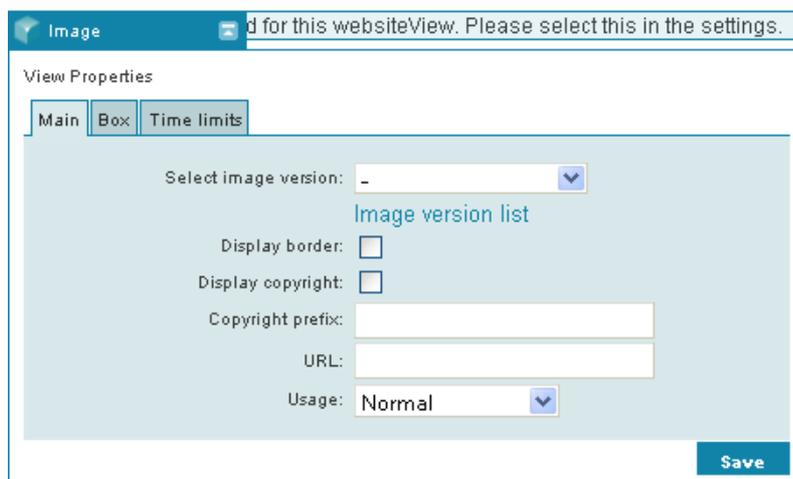
**⚠ Most windows have properties that must or can be configured. These properties decide what and how a window should display its content.**

This is also one of the great strenghts of this program. You can use a piece of information (like an article or blog post) or an image in several places in the system, but how you present it is totally up to you!

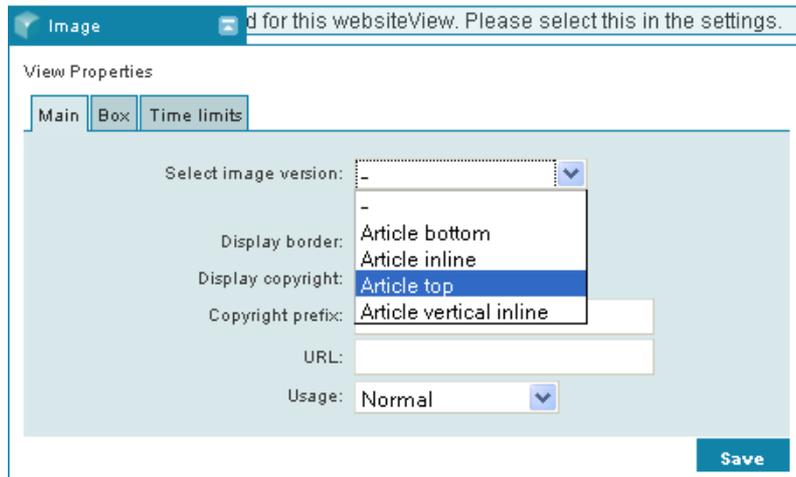


Bring up the window’s cornerstone menu and click the properties option.

The properties window will then open.



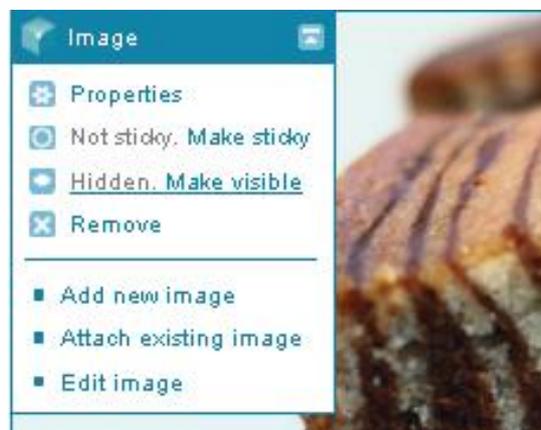
All windows have minimum three tabs: Main, Box and Time limits. There can be additional tabs depending on the window you are editing.



For the case of the image window, press the Select image version drop-down list and select an image type to use for the image.



The image window now displays an image with the chosen image type settings.



If we want to make the window visible in live mode, we have to make it visible from the cornerstone menu, like shown in the picture. In Churchwall, all windows are hidden from the public until you specifically set them to visible. In that way you can safely complete the work you are doing before letting anyone seeing it.



Switch to live mode to verify that the image is displaying correctly.

*Tip: If you do not see anything, it might be that the window is placed on a page that is hidden. To make a page visible, go into menu tree in the toolbox, find the page where you have placed the window and press the eye icon (which is shut if the page is hidden).*

Congratulations on making your first, not so simple window :-)

## Live mode

Now we have seen that design mode is used for adding pages to the website, placing windows, configure layout options and other administrative tasks. Normally though, you will mostly be working in live mode. You can tell that you are in live mode when the mode icon looks like this: .



When you are in live mode, the cornerstone is still available when you hover the mouse over the window. The design mode options (properties, visibility and so on) are gone, but the ones relating to the information of the window are still available.

In this picture we are looking at an article. In this case we can create a new article in place of the old one, attach an existing article, edit article or delete the article. None of this requires design mode.