AGCMCC WEB SITE AUTHORING & MAINTENANCE
General Information

- Web site URL: http://www.agcmcc.org
- Microsoft FrontPage 2000 or better is used for all authoring and maintenance functions. Files should never be ftp'd directly to the site, since this can corrupt the FrontPage software extensions installed on the server.
- There is a user login and password for each person maintaining the web site. Certain rights are associated with each login, if you are unable to do something then most likely your login permissions need to be modified. Only power users have permission to alter the menu's and overall structure of the web site.
- A check in / check out system is used. Before working on a page you must check it out, and then check it back in when done. If you do not check the page back in, the original page will remain published. Checking a page out prevents someone else from making changes to the same page at the same time. The system will tell you if a page you want to edit is already checked out and who has it.
- Please follow the naming conventions currently being used. All lowercase for file names with underscores between words.
- Please place files in the appropriate folder:

\	all pages
\images	all pictures and icons
\stream	all streaming video and audio
\sermons_2003	Sermons from 2003
\sermons_2004	Sermons from 2004
\old_pages	Pages not currently used
\old_images	Images not currently used
\pending	Pages being worked or requiring review
\photogallery	** Do not use – system folder **
\admin	** Do not use – system folder **
_private	** Do not use – system folder **
_borders	** Do not use – system folder **

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Basic Procedure

1. To open the web using FrontPage
   a. Click on File \ Open Web…
   b. Enter: http:\\www.agcmcc.org
   c. User Name: *your login name*
   d. Password: *your password*
2. Select the page you want to edit by double-clicking on it.
3. The system will ask if you want to check it out. Answer Yes if you want to edit the page, or No if you just want to look.
4. Make your changes making sure you follow existing styles of text size, color, font, headings, etc. See the Style Sheet.
5. Hit the Save icon occasionally to save your work in case something happens.
6. If you are happy with the changes and want to publish the page, then close it and go back to the folders view. Find the page you just edited and right click on it. Check In to commit the changes. Selected Undo Check Out if you want to discard your work.
7. If you are creating a new page or are not sure if you are ready to publish a page, save it to the \pending folder.
8. If someone else needs to work on the page, then you can assign it to them. Right click on the page again and select Properties. Then select the Workgroup tab. Assign the page to one of the available Names and select one of the Statuses.
9. We will eventually use the Tasks view to coordinate everyone's work.
10. When done test your new and modified pages in a web browser outside of FrontPage to make sure everything looks OK. Make sure navigation buttons and everything still works. Do not trust the Preview feature inside of FrontPage, it is not very accurate.

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Style Guide

PAGES

- Overall width: 780 pixels (slightly less then SVGA display)
- Reserved left margin for menus: 164 pixels
- Content width: 616 pixels
- All elements must be in tables; we use a fixed width layout

TEXT

- Body
  - Usage: All text on the page other than headings
  - Font Family: Verdana, Arial, Helvetica
  - Font Style: Normal
  - Font: Size: 10 pt.
- Heading 1
  - Usage: Huge headlines – rarely used
  - Font Family: Verdana, Arial, Helvetica
  - Font Style: Bold
  - Font: Size: 24 pt.
- Heading 2
  - Usage: Headlines – rarely used
  - Font Family: Verdana, Arial, Helvetica
  - Font Style: Normal
  - Font: Size: 18 pt.
- Heading 3
  - Usage: Main headings on each page
  - Font Family: Verdana, Arial, Helvetica
  - Font Style: Normal
  - Font: Size: 14 pt.
- Heading 4
  - Usage: Secondary headings on each page
  - Font Family: Verdana, Arial, Helvetica
  - Font Style: Normal
  - Font: Size: 12 pt.