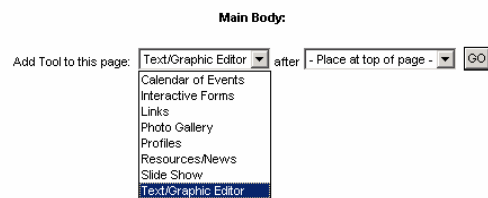


## PAGE DETAIL – TEXT / GRAPHIC EDITOR

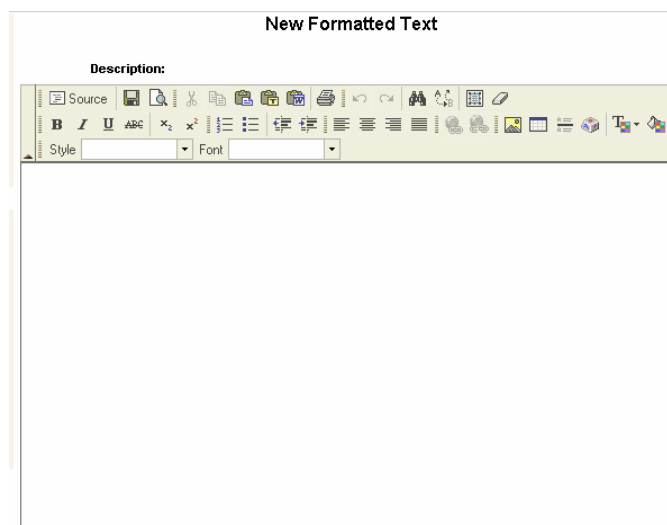
Once a page has been created, a Text/Editor tool can be added to the page. This is the tool that you will use for a large majority of your Web site pages. This tool allows you to add text, links, bulleted lists, horizontal lines, graphics and other items found on a typical Web site page.

### ADD A TEXT / GRAPHIC EDITOR TOOL TO A PAGE:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to add the Text / Graphic Editor tool. Click the Detail link for this page. The Page Detail page will appear.



- 3) Choose Text / Graphic Editor from the tools drop-down box and click the Go button. A Text / Graphic Editor page will appear. (Note: This Text / Graphic Editor detail item can be added to a page that already contains content.)



- 4) Use the supplied editor to enter your copy onto this page. Note: This editor works best with Internet Explorer on a Windows machine and Firefox on a MAC.

- a. Source: Click on this button see the HTML view of your copy. More advanced Web site administrators can use this to work with the HTML code. Click this button again to go back to regular text view.
- b. Save icon: You can click on this to save the copy entered. It is recommended that you click on the Add button at the bottom of the page instead.
- c. Preview icon: By clicking on this, this page will open in a new browser window.
- d. Cut / Copy / Paste icons: These icons work the same way they do in any other program. You can also use the short cut keys of Control X, Control C and Control V.
- e. Paste as plain text icon: Use this icon to paste text from another program without taking on any of the formatting. That is, if copy bold text from Word or another program and click on this icon, they text will appear without the bolding.
- f. Paste from Word icon: Use this icon to paste text that is coming from Microsoft Word. This will maintain the formatting given to it in Word. If you use a normal paste instead of this icon, the text copied may be different than what you saw in Word.
- g. Print icon: This will print the contents entered in the editor.
- h. Undo / Redo icons: These tools do not work properly with the current version of this editor.
- i. Find icon: Use this to find a desired string of text.
- j. Select All icon: Use this to select all the text in the editor.
- k. Remove Format icon: Use this to remove all formatting from the highlighted text.
- l. B / I / U icons: Use these to bold, italicize or Underline the highlighted text.
- m. Strike Through / Subscript / Superscript icons: Use these to format the highlighted text accordingly.
- n. Numbered / Bulleted List icon: Use this icon to create a bulleted or numbered list.
- o. Indent Right / Indent Left icons: Use these to indent text to the right or left.
- p. Left / Center / Right / Block Justification icons: Use these icons to specify the justification for text.
- q. Insert / Edit Image icon: It is recommended that you do NOT use this icon. Another graphic tool is described below.
- r. Insert / Edit table icon: Use this to create and edit an HTML table.
- s. Insert Horizontal Line icon: Use this to enter a horizontal line. This is helpful when separating text.
- t. Insert Special Characters icon: Use this to enter special characters.
- u. Text Color icon: Use this to change the color of the highlighted text.
- v. Background Color icon: Use this to change the color behind the highlighted text.
- w. Style drop down: Use this to change the size of the text.

- x. Font drop down: Use this to change the font style of the text.
- 5) Other notes about this editor:
- Click Shift and Enter together to enter a line break. This will bring you to the next line of the editor.
  - Click the Enter key to enter a paragraph break. This will put in a blank line.
  - To enter a link to a Web address, simply type in the full Web address.
  - To enter a link to an email address, simply type in the full email address.

**Graphic Upload:**    
(Your photo must be a .jpg or .gif file)

**Graphic Size/Justification:**  Small/Left     Large/Above  
 Small/Right     Large/Below

**Large Graphics:** If your photo is wider than 450 pixels it will be scaled down accordingly. After being scaled, your photo's file size cannot be larger than 45,000 bytes.

**Small Graphics:** If your photo is wider than 250 pixels it will be scaled down accordingly. After being scaled, your photo's file size cannot be larger than 25,000 bytes.

**Link Graphic To:**   
(don't forget the http://)

**Graphic Link Type:**  Opens in New Browser Window  
 Opens in Existing Browser Window

- 6) **Graphic Upload:** Each Text / Graphic item can include one graphic. (If you want more than one graphic in the body of this page, you will simply add a new Text / Editor item for each graphic needed.)
- Click the Browse button to find the desired graphic on your computer.
  - When uploading the graphic, the editor will automatically resize and optimize the graphic for you.
- 7) **Graphic / Size Justification**
- Graphics can be either small or large.
    - Small graphics will take approximately 33% of the body in the horizontal direction.
    - Large graphics will take approximately 80% of the body in the horizontal direction.
  - Small graphics can be left or right justified with the text appropriately being wrapped around the graphic.
  - With large graphics, there is no room for the text to wrap around the graphic. Therefore, large graphics will be centered and text will be either above or below the graphic.
- 8) **Link Graphic To:** This allows you to make your uploaded graphic a hot link to a Web address. This is optional. Be sure to include the full destination Web address.
- 9) **Graphic Link Type:** If you choose to link your graphic to a Web site, you will need to choose whether the resulting page will open in a window or in the existing window.

- 10) Click the Add button at the bottom of the page to save all your text and to upload your graphic. The resulting Text / Graphic Detail will appear.

**Our Mission Statement** [← Back to Pages](#) [Right Side Bar](#)


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**Main Body:**

Add Tool to this page:  after

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**1. Text/Graphic Editor**



We are a member church in a denomination called The Christian Reformed Church (CRC). This is a denomination that has about 300,000 members in about 1,000 congregations across the United States and Canada.

**We believe that** the Holy Bible is God's infallible written Word contained in the 66 books of the Old and New Testaments. We believe that the Bible was verbally inspired by the Holy Spirit. As such it is the supreme and final authority for all of life. We also subscribe to the following Reformed Confessions: The Belgic Confession, The Canons of Dort, and The Heidelberg Catechism. In addition we hold to the following Ecumenical or Universal Creeds: The Apostles' Creed, The Athanasian Creed, and the Nicene Creed.

**We call ourselves "Christian"** because we belong to Jesus Christ and want to be his followers. We recognize as fellow-Christians all people who accept the teachings of the Bible as summarized in the Apostle's Creed.

**We call ourselves "Reformed"** because we're part of that historic branch of the Christian church that arose from the Protestant Reformation. We follow the teachings of 16th-century reformer, John Calvin. John Calvin sought to apply faith to all of life, and struggled to return Christianity to its biblical roots.

**We call ourselves "Church"** because God has called us to be a fellowship of his people in the world.

[Update Text/Graphic Editor](#) [Preview](#) [Delete](#)

- 11) To add additional Text / Graphic items to this page, repeat steps 3-10.

### UPDATE A TEXT / GRAPHIC ITEM:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to edit the Text / Graphic item. Click the Detail link for this page.
- 3) Locate the Text / Graphic Editor Detail item.
- 4) Links related to this detail item include:
  - a. Update Text / Graphic Editor: Click on this link to update any of the text or graphics on this page.
  - b. Preview: Click on this link to open the user side of this page. This is helpful for verifying your work. (Note: Each Editor Detail item has its own anchor. You can use this if you want to create a target link to a specific location on a page with a lot of text.)
  - c. Delete: Click on this link to delete this detail item.