Themes & Layouts

Introduction

The **themes and layouts** area allows you to change the appearance of your web site to create a complete visual style which reflects the life of your church. As well as defining how your home page will look, this powerful new tool allows you to create completely different styles for sub-groups within the church. For example, you may wish to give a charitable trust associated with your church a completely different appearance to distinguish it from other groups.

This document explains how **themes** and **layouts** are combined to create a visually appealing web site that welcomes both visitors and regular members.

We'll begin by defining what these terms mean:

➲ **Themes** are the colours, fonts, and background images making up the style of your web site. You can pick from a range of themes available in the **churchinsight** gallery and, if required, modify them to suit your requirements.

➲ A **layout** is the arrangement of the various elements making up a web page. For example, your homepage may feature recent contributions to the discussion forums, a list of new articles, and a calendar of upcoming events whereas the "about us" section of your web site may contain just one article on each page. Each of these elements is represented by a *component*, and the arrangement of these components may vary from group to group.

Both themes and layouts can be applied to your entire web site or just a small part of it. More information on this subject is given below.

Applying a new theme or layout

➲ If you haven't logged into the web site already, do so now. Click the **Login** link at the top of the home page and enter the login name and password as supplied.

➲ Once you have successfully logged in click the **web office** link at the top of the home page.

➲ Click on the **Settings** tab in the **task** pane at the top of the window.

➲ Select the **Themes and Layouts** option.

> **Settings area not available?** You must have one of the settings permissions in order to access this area; see you local web site administrator for more information.

The navigation pane on the left hand side of the window shows where existing themes and layouts have been applied:

The symbol indicates that this group has a theme applied, the symbol indicates that a layout has been applied. So for example the root group, **my church**, has both a theme and layout applied, whereas the **church life** group has a layout only.

The **Womens Conference** group is a mini-site with a different graphical style; the theme applied to this group creates a colour-coded area in the navigation pane to illustrate that the groups below have a different appearance.

The following example shows how to change the theme used by the **root group**.

To apply a new theme

➲ Click on the root group, (**My church** in the example above) to see the themes and layout settings for this group.

The theme in current use is highlighted as illustrated below:

To apply a different theme:

➲ Click the **Add a new theme** button to display the themes gallery:

The **theme park** is divided into two areas: a collection of styles available in the **church**insight **gallery**, and the styles you currently have created for your own church web site.

➲ Click on a theme in the gallery to copy it to your church web site.

➲ The new theme will appear in your list of available themes as illustrated below:

Before applying the new theme you can preview how the site will look by clicking on the 🔍 button next to the new theme.

➲ To apply the theme to your web site click the button ⬤ in the appropriate row, then click **OK** to confirm your choice.
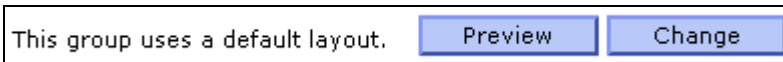
The new theme will automatically be applied to every group below the current one – in the example given above the entire web site will be given the selected theme.
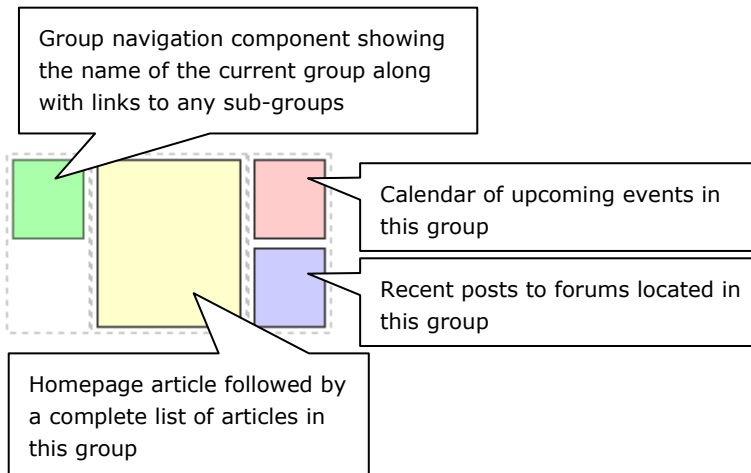
To apply a new layout

The following example explains how to apply a different layout to one of the groups in your web site:

➲ Click one of the groups in the navigation pane.

The layout currently in use is indicated in the **layouts** area as illustrated below:

| This group uses a default layout. | Preview | Change |

The default layout for a group is illustrated below:

Group navigation component showing the name of the current group along with links to any sub-groups

Calendar of upcoming events in this group

Recent posts to forums located in this group

Homepage article followed by a complete list of articles in this group

Note: if you have already selected a layout for your group the **layouts** area will indicate this. You will need to **remove** the existing layout before you can select a new one.

➲ Click the **change** button to display a gallery of pre-defined layouts.

➲ Click on a thumbnail to select a new layout for the group.

Once the new layout has been selected you will be taken to the layout editor to make further changes if required. For more information on using the layout editor see *Modifying a layout* below.

➲ Click the **Save** button to apply the layout to your group.

You can apply the new layout to any sub-groups by checking the **apply to sub-groups** option in the layout area.

Modifying a theme

You can customise a theme to produce a new graphical style using the **theme editor**. Each theme is made up of a large number of elements such as background images, fonts, colours, and margins; to reduce the amount of time you spend creating your own graphical style you should select a theme from the **gallery** which closely matches your requirements then make any necessary modifications as follows:

To modify the colour scheme of a theme

The following example explains how to modify the palette of a theme to create a new colour scheme.

➲ Click on the group where you wish to apply the new theme.

➲ If this group does not already have a theme applied click the **change** button in the **themes** area to display theme options.

The themes currently in use on your web site will be displayed alongside the groups where they have been used:

	▼ Name	Details	Where used	Preview	Edit	Delete
🔴	**Chrome**	Chrome menu structure and headers (Added 01/09/2004 by Jim Graves)	My Church	🔍	📝	✖
⚪	Maple	Autumn colour theme (Added 01/09/2004 by Mick Jones)		🔍	📝	✖

➲ Click the **Add a new theme** button to display the theme park.

➲ Click on the theme you wish to copy; this may be a theme from the **church**insight gallery or the gallery from your own church.

The new theme will be added to the list (with a "(2)" appended to the title if this name has already been taken). To edit this theme:

➲ Click the 📝 button to display the theme editor.

➲ The colour palette on the left-hand side of the screen shows the colours used by this theme:

Changing any of the colours in this palette will replace the corresponding colours on all pages which use this theme.

➲ Click on a colour to display the colour selector; pick a new colour either by clicking on the colour map, or by entering a colour value in the space provided.

➲ Once you have selected a new colour the preview pane will be updated accordingly. Repeat this process for the other colours in the palette if required.

➲ Click the **Save** button to commit any changes.

See **applying a new theme or layout** above for more information on applying the modified theme to your web site.

To modify the style elements of a theme

The following example explains how to change other aspects of a theme to customise the look of your web site. You may wish to amend a copy of an existing theme using the method described above to retain the old version for future reference.

↻   Click the 📝 button next to the theme you wish to modify.

The **Styles** area of the theme editor is made up of a large number of elements contributing to the appearance of your web site. Many of these elements are grouped together. For example, under the **content** group the **text** element controls the appearance of text in this theme:

Inside the **text** group other elements describe the appearance of specific types of text, for example, the appearance of headings and hyperlinks. Properties for each of these elements are *cascading*; this means that if you select, for example, the **verdana** font for the **text** element all elements below will also use the verdana font unless another font is specifically selected.

The properties for each element are displayed on the right-hand side whenever an element is selected. The **text** element, for example, has the following properties:
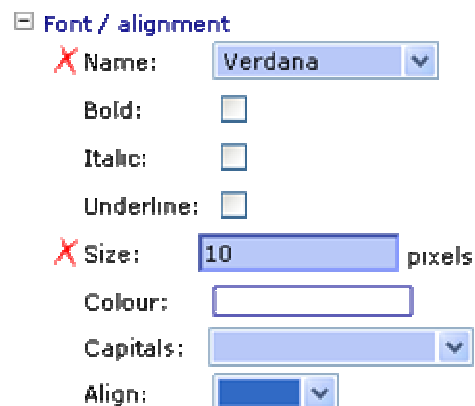
indicating that all elements below will use the verdana font and will be 10 pixels high (unless they have been altered specifically). Properties which have been set for this element can be removed by clicking the ✗ button.

In many cases you can locate a particular element for editing by clicking on the item in the **preview pane**. For example to change the size of the text at the top of each component:

➲ Click on the header as illustrated below:

Latest Articles

The **Middle** element of the **title bar** group will be selected automatically.

➲ In the **font/alignment** properties enter a new font size:

✗ Size: [12] pixels

➲ The **preview pane** will be updated shortly afterwards. By turning off the **capture clicks** feature you can navigate throughout the web site to see the effect of the changes you have made if necessary.

➲ Once you have made the appropriate changes to your theme click the **save** button. See the **applying a new theme or layout** chapter above for more information on applying this theme to your web site.

> **Note**: you may wish to give the modified theme a different name before saving to help you identify it in future.
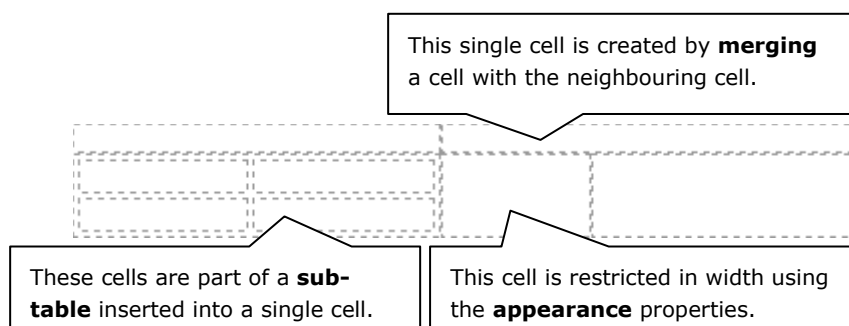
Modifying a layout

Once you have applied a layout to a group you can customise the components and modify the layout as follows:

➲ Click on the group where you wish to modify the layout (an existing layout is indicated by the ▦ symbol).

➲ Click on the **Edit** button to display the layout editor.

The current layout is divided into three areas:

1. **Header** – the header area is displayed at the top of every page in this group – this includes the group homepage, the contents of an article and the contents of a forum. In most cases this area will contain an **image** component containing the logo of your church, the **status bar** component allowing members to login, and the **drop-down menus** component allowing users to navigate around the web site.

2. **Contents** – this area is used to display the selected content. The layout shown in the **layout editor** is used to display the group homepage.

3. **Footer** – as with the header section, this area is displayed at the bottom of every page. You must include the **footer bar** component in this area as it contains links to 'terms and conditions' documents.

Components are inserted into the cells of a table; new cells can be added using the buttons in the **insert** toolbar and removed by merging them with neighbouring cells. For example:

This single cell is created by **merging** a cell with the neighbouring cell.

These cells are part of a **sub-table** inserted into a single cell.

This cell is restricted in width using the **appearance** properties.

The **appearance** toolbar allows you to set a maximum width for any cell by specifying a maximum number of pixels or by specifying a percentage of the table width. You can also allocate a **style** code to a particular cell and set properties for all cells with that code (such as background image and colour) in the **theme.**

The following components can be added to your layout:

Adverts	Displays banner adverts. If this component is added to the web site **home page** it will display adverts from all groups in rotation. If this component is added to a group home page it will display adverts located in that group only. The advert component must be the same size for all groups on your web site.
Article	Displays the contents of a single article. This may be an article already located in your group, the group homepage, or a document produced by HTML code.
Articles list	A component displaying the latest published articles. If this component is added to the web site **home page** it will display the most recent articles with the "Feature on web site front page" option checked. If this component is added to a group home page it will display the most recent articles published in this group.
Calendar	Displays upcoming events. If this component is added to the web site **home page** it will display upcoming events in all groups which are visible to the user. If this component is added to a group home page it will show events located in this group only.
Drop down menus	A component containing the drop-down menus found at the top of most pages to allow you to navigate around the site.
Footer bar	The footer bar appears at the bottom of most web pages and contains copyright notices as well as links to 'terms and conditions' documents.
Forums	A component containing recent additions to forums. If this component is added to the web site **home page** it will display the most recent additions to all forums visible to the user. If this component is added to the a group home page it will display recent additions to forums located in this group.
Group Navigation	The group navigation module displays the title of the current group with links to any sub-groups beneath. This component will not be visible on the web site **home page**.
Image/Flash	Displays a static image, a random image from a collection, or a Macromedia 'Flash' movie file.
Media List	Displays a list of recent recordings added to this group.
RSS Reader	Enables you to feature news from a variety of sources, select from a range of "verse of the day" features, or add your own RSS source to a scrolling or static display.
Polls	Displays voting polls located in the current group.

Search	A component which allows users to search for keywords within the church web site or across the internet (using one of a range of popular search engines). A bible search also allows users to search for a passage or keyword in one of a wide selection of different bible translations.
Status	A component found at the top of most web pages allowing visitors to log in and containing links to the **web office** for administrators.
Weather	Feature a local weather forecast on your home page.

To add a new component to your home page:

⮑ Drag a component from the **components** list into the appropriate cell in the table. You can add more than one component to a single cell if required.

Once the component has been added to your layout you can reposition it at any time by dragging the component to a new location.

⮑ Double click on the component to set additional options for this item. Alternatively click the ▤ button to display the properties window.

At any time you can see the effect of the change you have made by clicking the **Preview** button in the top-right corner. If you wish to delete a component click the ✗ button. Once you have finished making changes to the layout:

⮑ Click the **Save** button.

The changes you have made will be applied to your group; if the **apply this layout to child groups** option is selected it will also be applied to any sub-groups.