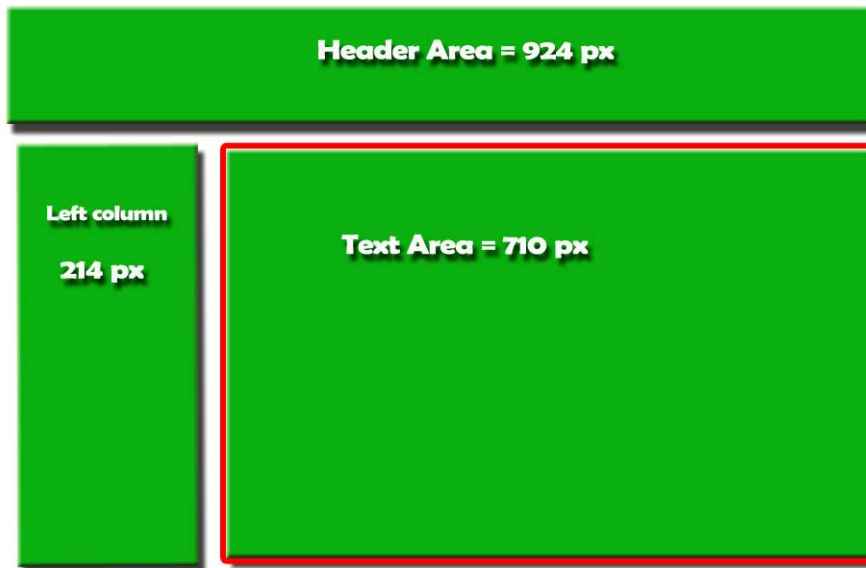


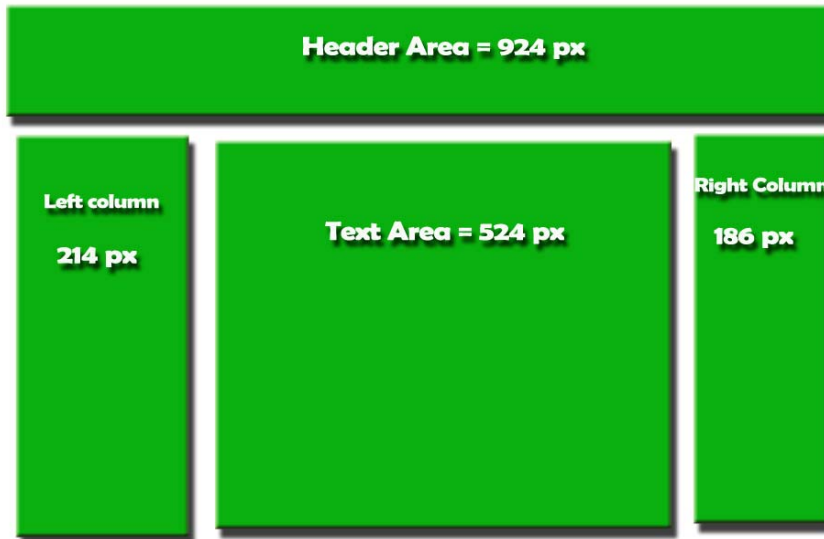
Two Column Templates (The Episcopal Template)



The Two Column Template is set up as follows:

- You have access to the text area, which is accessed through your Content Management System. All content is added using the Content Editor.
- You can also access the Descriptive Information which will give you access page by page to make changes in the header area and left column.
- All global changes must be done through the help desk.
- The header area is for a banner that highlights your parish/group. It can be done as an image or a combination of image and text. In some dioceses, the header is broken into 3 parts of 214px, 524px, 186px.
- The left column is where the navigation is placed. Other content and links can be added below the navigation area using HTML code.

Three Column Templates



This template is used in the majority of are website designs. In most areas the header area is one long banner. In other areas it is broken into 3 parts similar to the 3 columns below it; 214 px., 524 px., and 186 px.

How it works:

- The **Header area** is used mainly for an “image” banner depicting in “broad” creative strokes in a way to draw the visitor into you parish and giving them a warm, positive feeling of what your represent.
- The **Left Column** is where the web site’s navigation is located. The Navigation Menu gives your site visitors access to the other pages in your web site. You also can add images and other links through the use of html code.
- The **Text Area** is where the majority of you content will be placed. This is done through the Content Editor which works similar to any other word processing software. (i.e.; Word, Works, etc.).
- The **Right Column** is used for items such as “latest events”, “upcoming events”, images, links, etc. all using html code.

The user can make changes to any of these areas on a page by page basis by accessing the text area via your Content Management System and use of the Content Area. The header and both columns can be changed via the Content Management System and use of the Descriptive Information Area.