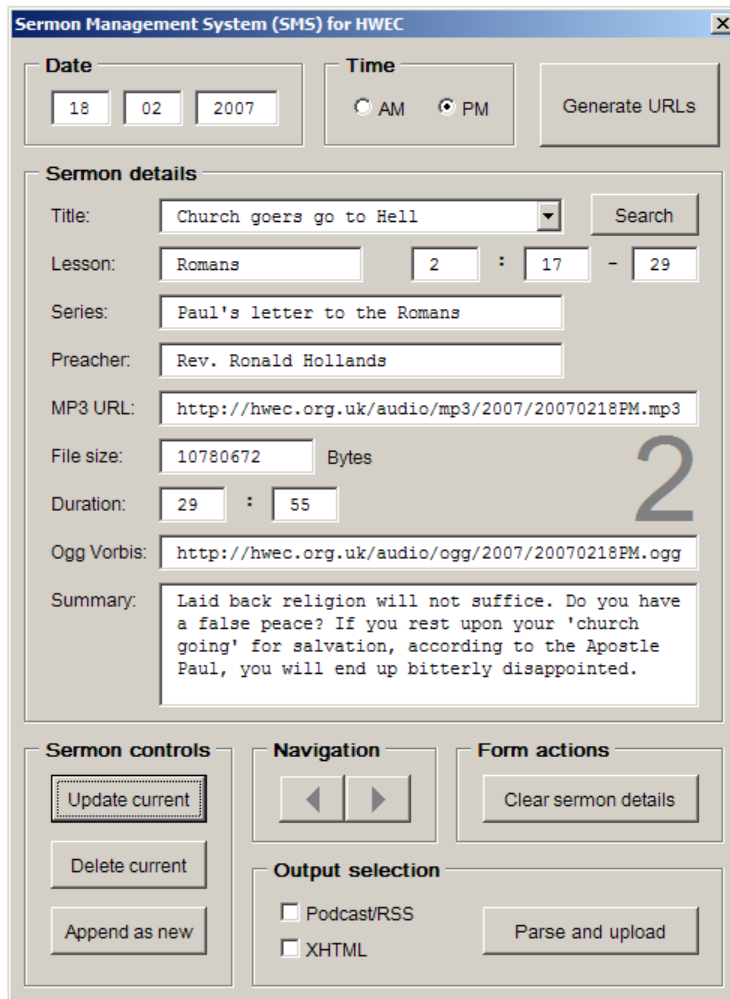


## “Updating & adjusting” guidelines for the HVEC website

### Using the form

Below is snapshot of the sermon management system form:



The screenshot shows a web form titled "Sermon Management System (SMS) for HVEC". The form is organized into several sections:

- Date:** Three input fields for day (18), month (02), and year (2007).
- Time:** Radio buttons for AM and PM (PM is selected), and a "Generate URLs" button.
- Sermon details:**
  - Title:** A dropdown menu showing "Church goers go to Hell" and a "Search" button.
  - Lesson:** A dropdown menu showing "Romans", followed by input fields for chapter (2), verse (17), and range (- 29).
  - Series:** A text input field containing "Paul's letter to the Romans".
  - Preacher:** A text input field containing "Rev. Ronald Hollands".
  - MP3 URL:** A text input field containing "http://hwec.org.uk/audio/mp3/2007/20070218PM.mp3".
  - File size:** A text input field containing "10780672" followed by "Bytes".
  - Duration:** Input fields for minutes (29) and seconds (55).
  - Ogg Vorbis:** A text input field containing "http://hwec.org.uk/audio/ogg/2007/20070218PM.ogg".
  - Summary:** A text area containing the text: "Laid back religion will not suffice. Do you have a false peace? If you rest upon your 'church going' for salvation, according to the Apostle Paul, you will end up bitterly disappointed."
- Sermon controls:** Three buttons: "Update current", "Delete current", and "Append as new".
- Navigation:** Two arrow buttons for navigating between records.
- Form actions:** A button labeled "Clear sermon details".
- Output selection:** Two checkboxes, "Podcast/RSS" and "XHTML", and a button labeled "Parse and upload".

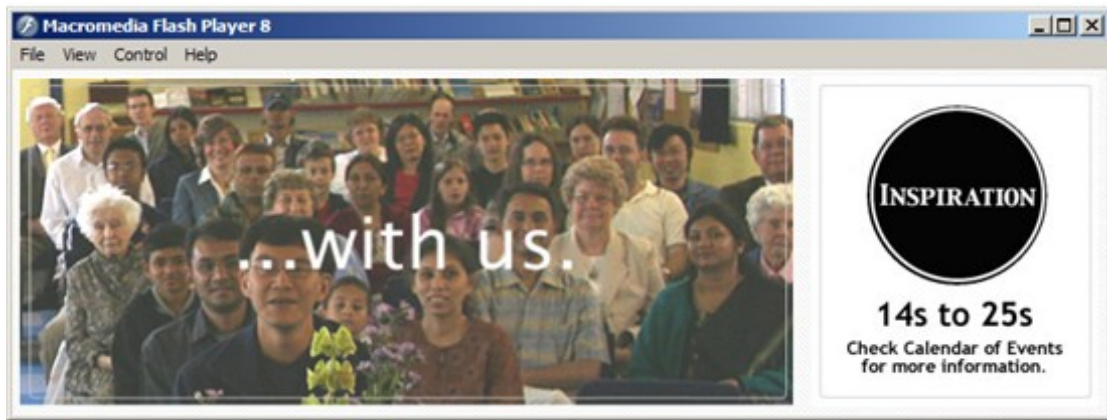
The above form is located in the SMS.DOC supplied by the developer. To make updates to the sermon archive section of the website, instead of going in and coding some extra html you must use this form. It will generate the appropriate html itself as well as keeping the information on the website in sync with the Podcast and RSS feeds.

The form has been designed with clear and easy to understand controls and so shouldn't be a cause of problems for technically minded users. You can search, navigate, append, delete and update information about each sermon stored in the system and then continue to transform and upload the changes to the website.

The developer is of the opinion that the form is self-explanatory.

## Updating the Flash XML slideshow

Below is a picture of the working flash object:



There are two separate XML files associated with this .swf file: images.xml and right-board.xml. They are located in the following directory:

../xml/

Currently they contain the following XML:

(images.xml)

```
<?xml version="1.0" encoding="utf-8" ?>
= <gallery>
= <album title="splash" description="index" lgPath="../gallery/">
  
  
  
  
</album>
</gallery>
```

(right-board.xml)

```
<?xml version="1.0" encoding="utf-8" ?>
= <gallery>
= <album title="splash" description="index" lgPath="../gallery/right/">
  
  
</album>
</gallery>
```

These files contain links to images located in the following directories:

../gallery/ and ../gallery/right/

Create images of the appropriate size, save them to the correct dir and amend the XML to adjust/update the slideshow.