

## Seminar Leader

Jack Robinson has been involved with computers and computer technology for over forty years. Prior to entering the ministry in 1962 he worked as a Systems Analyst and Main Frame Programmer.

Jack has written microcomputer software for managing the visitation ministry of churches, a leadership management and mailing system and a double entry bookkeeping system for associations and churches. Since 1997 he has been involved in designing, hosting and managing Web Sites.

Jack currently serves as associational missionary of Anson Baptist Association, Anson County NC. Prior to associational ministries he served as Minister of Education in North Carolina, Louisiana and South Carolina.

Training experience includes seminars for...

- Congregational Services Group, Baptist State Convention of North Carolina.
- Savannah Baptist Association, Savannah, Ga.
- New Port News Baptist Association, New Port News, VA.
- Green River Baptist Association, Rutherfordton, N. C
- Pee Dee Baptist Association Rockingham, NC

- Anson Baptist Association, Wadesboro, NC
- Piedmont Baptist Association Greensboro, NC.



## How to Schedule

Contact Pat Robinson, 910.2202049 or email [pat@toolsofministry.com](mailto:pat@toolsofministry.com)

## An Affordable Bargain!

The total cost for the one-day hand-on (IBM Laptops) is only \$75.00 for each participant. Included in the cost is access to online support, workshop handouts and break snacks. (Maximum of 10).

## Satisfaction is guaranteed!

If a workshop participant is not satisfied with the outcome of the workshop reasonable one-on-one follow-up consultation will be provided by means of phone and e-mail.

## Who Should Attend

This workshop is for anyone who wants to quickly build skills and gain expertise in planning, designing, creating and maintaining a website, including....

- Pastors
- Ministers of Education
- Secretaries.
- Other Staff Members.
- Prospective Web Masters
- Anyone interested in using the power of the Internet to enhance ministries

# Tools of Ministry

Using Twenty-First Century Technology to Enhance Ministry



## How to Create and Manage a Web Site

A one-day hands on workshop, where each participant works on a laptop computer to build a Website using FrontPage 2003.

Attendance to the workshop will prepare participants to create a local web, design a homepage and add, change and delete pages to the local web created.

By managing their own website an organization can have greater control of their site.



## What you will learn

- How Web design impacts your visitors and why that experience is so critical.
- The importance of establishing specific objectives before launching a Web site.
- Critical content for every Web site
- When linking with other sites will make your site more valuable in the eyes of visitors.
- Why you should test with more than one Browser.
- All about fonts and the Web, what you see is not necessarily what they see.
- Tools you can use to help a reader see more fonts, even if they're not loaded on the reader's computer.
- How the size of the site impacts both the initial load and maneuverability within it, and hence, visitors satisfaction.
- Learn why it is important to use a Graphics editor in designing the site
- How big is too big when it comes to graphics.
- How to get the site published.

The first two hours will be spent covering the basics of Web Sites. Learn what the pros say most beginners are guilty of doing.

During the working lunch, participants will spend time planning their site on paper

Since attendance in the seminar is continuing education for participants, many of the churches would probably pay the cost for their ministers and/or support personnel.



Learn how to create a local Web. Only a copy of the finished Web is published on the WWW, through some hosting service. All future modification is done on the local web with the variations being published on the WWW. Discover more about obtaining free hosting service for a Website.



Discover the difference between Templates and original design. Work with text, art, and files; format lists; position objects; design a feedback form; make a photo gallery; and create a homepage. Add frames to pages; insert page banners; apply graphical theme; check spelling and replace text across the web; sort and organize files and folders; view web reports; and preview the finished web.



Learn how shared borders appear consistently throughout the pages in your web. Borders can contain page banners and navigation bars. Some pages can have borders unique for that given page. Site Borders displays the masthead of the site on each page. Borders can be set to display on all four sides of a page.

The most common use of borders are those that contain navigation bars, which are graphic or text hyperlinks to other pages in the current web or external links to other WWW Sites.



Learn how to use tables to broaden the use of basic HTML. Gain knowledge of how to manipulate tables to design navigation buttons and placement of text/graphics on a page.



Explore the use of Graphic Editors to enhance web pages. Learn how to use fonts that may not be on the end users computer.

Preview and test the web, and then prepare the web for publication on the World Wide Web. Discover how Java scripting and Java can be used to add to the basic features of HTML without being a Java Programmer.



Hosting is an ISP that is connected to the World Wide Web twenty-four hours a day. Since the Web will be created on a local computer an ISP, who offers Hosting will be needed. Publishing the Web on a Hosting ISP will be demonstrated through FrontPage and File Transfer Protocol. Knowing the default used by your hosting provider for recognizing the opening page of your Web is necessary for the site to open correctly

Tools of Ministry can provide hosting for a nominal rate.

Friday or Saturday 9:00-3:00 are suggested days and time. Other days can be arranged.