

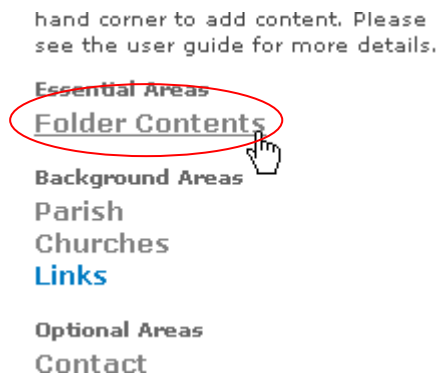
Parish Website Scheme – Supplement 1, September 2008

Moving Folders

Many users have requested how one can move a folder from one location to another. I'm afraid that it is not quite as simple to do as one might find themselves doing in Microsoft Windows, or other Website Content Management Systems. However – if you follow this supplement below, you should have little problem moving your folder from one place to another. For simplicity reasons when following this supplement, I have split it into three sections – moving sub-folders (folders which reside in other folders) to an Optional Area, working around the disallowed error, and reviewing your changes.

Part 1 – Moving a Sub-Folder to another Folder, or Root Location.

1. Log into your Parish Website as normal.
2. Click “Folder Contents” from the left hand side of your Administrative Control



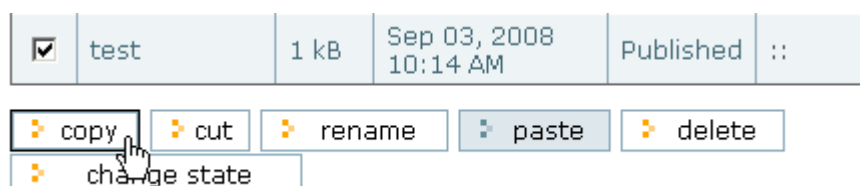
3. Navigate to the location on your website where the folder you wish to move is located. In this first instance, we shall move a folder called “Test”, which exists in a folder in a folder called “Daily Bible Readings”. This, in turn, exists in the ‘root’ directory. (The root directory is the folder on your website in which everything else resides.)

DAILY BIBLE READINGS

Up one level
Bible readings for the month

select: all					
	title	size	modified	state	order
<input type="checkbox"/>	September 2008	2.1 kB	Aug 31, 2008 03:31 PM	Published	::
<input type="checkbox"/>	test	1 kB	Sep 03, 2008 10:14 AM	Published	::

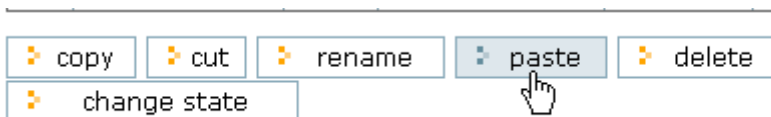
4. Click the check box next to the folder you wish to move, in this instance “test”.



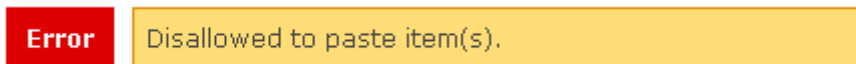
- Click "Copy". (You can click cut, which lessens the amount of steps you need to take, however, if a technical error with ones internet connection or computer occurs, you may loose your folder, thus, I advise clicking 'Copy'). A message will appear at the top of the screen saying "Info: 1 item(s) copied."



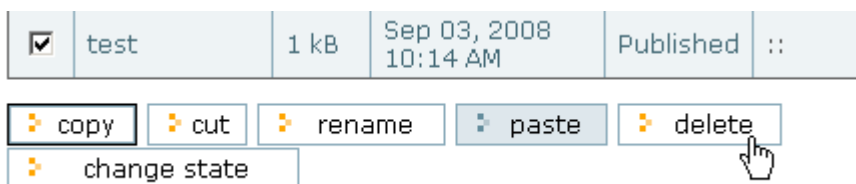
- Now navigate to the location to which you would like the folder to be move – this might be the Root Directory or an Optional Area. If you create/move an item to the Root Directory, it will not show on your website. (This facility exists for this reason – so you can link to files in such folders without that folder itself being visible).
- Once you're at your destination, in this case, inside the Root Folder, simply click "Paste"



- Your Folder will appear in the listing and the message "Info: 1 Item(s) Copied".
- If the message "Error: Disallowed to paste item(s)" appears, then the folder is not compatible you are trying to paste is not compatible with the folder you are trying to paste into. If this is the case, then see Part two of this guide.



- After the folder has been pasted, you need to delete the original so the folder is only showing on one part of your website. Navigate to the original folder.
- Click its check box and choose "Delete".



- The message "Info: Item(s) deleted" appears.

Part 2 – Working around the Disallowed Error Message

If you see the message "Error: Disallowed to paste item(s)", then you'll need a work around so you can still move your folder. In this example we'll move the "Daily Bible Readings" folder from its current location in the root directory to its new destination in the 'Church Life' folder. This will allow the users of a website to see the folder and browse its contents, as we shall see at the end of this section.

- Log into your Parish Website as normal.
- Click "Folder Contents" from the left hand side of your Administrative Control

hand corner to add content. Please see the user guide for more details.

Essential Areas

Folder Contents

Background Areas

Parish
Churches

Links

Optional Areas

Contact

3. Navigate to the location on your website where the folder you wish to move is located. In this instance, the folder called “Daily Bible Readings” resides in the root directory of the website. *(If you try to copy the folder from the root directory to the Church Life Folder, you will see that it results in an error message.)*
4. Enter your folder by clicking its name.
5. Inside the folder, click “All” at the top of the table.

DAILY BIBLE READINGS

Up one level

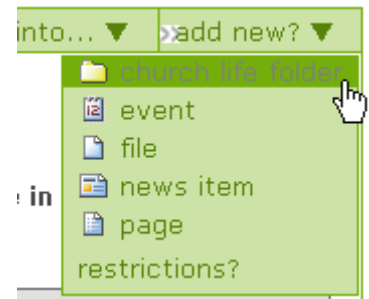
Bible readings for the month

select: all			
	title	size	mo

6. You will notice that all the documents in the directory have a tick placed in their check box, and they highlight yellow.

all 2 items in this folder are selected. clear selection					
	title	size	modified	state	order
<input checked="" type="checkbox"/>	September 2008	2.1 kB	Aug 31, 2008 03:31 PM	Published	▲ ▼
<input checked="" type="checkbox"/>	A Test Page	0 kB	Sep 03, 2008 11:26 AM	Published	▲ ▼

7. Click “Copy” below your table. The information bar will appear telling you the items have been copied.
8. Move to the destination folder – in this case, the Church Life Folder.
9. Once inside the destination folder, click “Add New” and choose the type of folder you wish to add.



ADD CHURCH LIFE FOLDER

Special folder for details of church life to be stored in

Title ■

Description

A short summary of the content.

Please find your Daily Bible Readings below.

10. Enter the same “Title” as the original folder, and if necessary a Description of the folder.
11. Then click save.

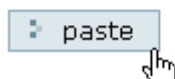
12. By default you enter this folder once it has been made so just click “Folder Contents” from your left hand side “Admin Control”.
13. Click the ‘Paste’ button.

DAILY BIBLE READINGS

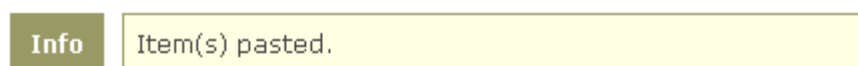
Up one level

Please find your Daily Bible Readings below.

This folder has no visible items. To add content, press the add button, or paste content from another location.



14. The Information bar displays the message “Info: Item(s) pasted”, and the items from the original folder appear in the table below.



DAILY BIBLE READINGS

Up one level

Please find your Daily Bible Readings below.

select: all					
	title	size	modified	state	order
<input type="checkbox"/>	September 2008	2.1 kB	Aug 31, 2008 03:31 PM	Published	::
<input type="checkbox"/>	A Test Page	0 kB	Sep 03, 2008 11:26 AM	Published	::

15. After the contents have been pasted you need to delete the original so the folder is only showing on one part of your website. Navigate to the original folder.
16. Click its check box and choose “Delete”.
17. The message “Info: Item(s) deleted” appears.

Part 3 – Reviewing your Changes.

I recommend checking your changes once you’ve made them – this way you can check the folder has been successfully moved. I also recommend checking this change outside of Parish Control.

1. Click “Log Out” on the left hand side under the words “Admin Control”.
2. When the message “You are now logged out” appears, click on the name of your parish in the top left corner of the screen. Your website will appear.
3. Click the folder name to which you moved your files from the links at the top of the page -



in our case “Church Life”.

4. The folder contents will appear as items users can see.

CHURCH LIFE

News and Items of interest relating to life in the Parish of
Shotton

[BINGO @ St Andrew's](#)

[The Reredos](#)

[Daily Bible Readings](#)



5. Click the link to the folder you moved – in our case “Daily Bible Readings”
6. Inside the folder you will see the files and pages you’ve added.

DAILY BIBLE READINGS

Please find your Daily Bible Readings below.

[September 2008](#)

[A Test Page](#)

So that’s how you can move your folders around the Parish Website Scheme System.

If you have any questions about this Walkthrough Supplement, then please contact Samuel Helkvist, Creative Resources Officer on 02920 348 251, or webmaster@churchinwales.org.uk, stating the title of this Supplement in both cases.