

# *Website User Guide*

GraceFirstLutheran.org

version 1.3

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## Roles

The following roles may be referenced throughout these procedures. Their capabilities are as follows.

<p>Author:</p>	<p>An <i>author</i> may create and update only posts that they own, add images or documents, and may publish their posts directly to the website.</p> <p>The author's dashboard menu looks similar to that shown on the right.</p>	
<p>Editor:</p>	<p>An <i>editor</i> may create and updates posts and pages regardless of ownership, add images or documents, and may publish directly to the website.</p> <p>The <i>editor's</i> dashboard menu looks similar to that shown on the right.</p>	
<p>Administrator:</p>	<p>In addition to all that the <i>editor</i> can do, the <i>administrator</i> can update menus, widgets, and plugins, and can style the look of the website.</p>	

## Categories

Posts are assigned to one or more categories when they are created. The category is used to group or display similar posts together.

<b>Category Name</b>	<b>Description</b>
News	Posts assigned this category will appear on the NEWS web page.
Newsletters	There is only one post in this category. It should be routinely updated with the latest Newsletter and it will appear on the NEWSLETTERS web page.
Pastor	Posts may be assigned this category by the pastor and are intended for the congregation. These posts appear on the NOTES FROM OUR PASTOR web page.
Welcome Message	Posts may be assigned this category by the pastor and are intended for new visitors to the website. These posts appear on the WELCOME MESSAGE web page.

## To Login

1. Open your browser and go to the website: [gracefirstlutheran.org](http://gracefirstlutheran.org).
2. Scroll to the bottom of any page and click on the **Admin** button. The login page will be displayed.
3. Enter your username and password, and click on **Log In**.

## To Change Your Password

Your administrator will assign a userid and initial password to you when your access is established. You will receive your login information in an email. Be sure to change your password when you log in for the first time to one known only by you.

1. Login.
2. Click on *Profile* from the *Dashboard* menu.
3. Scroll to the bottom of the page and enter your new password (twice).
4. Click on the *Update Profile* button.

## To Create a Post

1. Login.
2. Select **Posts -> Add New** on the *Dashboard* menu, or click on the **Add New** link located next to the *Posts* page title.
  - a. The *Add New Post* screen is displayed.
3. Enter an appropriate *Title* for the post.
4. Select the appropriate *Category* for this post from those available in the Category box on the right sidebar. Ensure all other categories are unselected. See the *Categories* section for more information.
5. Go to *Continue* in the procedure *To Update a Post*.

## To Update a Post

**Note:** It is highly recommended that new or updated posts or pages should always be reviewed by a separate individual for appropriateness, appearance, and proper grammar, spelling, etc.

1. Login.
2. Click on **Posts** from the *Dashboard* menu.
  - a. The Post screen is displayed showing the posts available to you to be viewed or edited.
3. Move the cursor over each post to see if the post may be edited or just viewed by you.
4. If editable, click on the post title or **edit** to open the post for editing.

### Continue

5. Ensure the **Visual** tab is selected, not the **Text** tab.
6. Enter the textual content in the Visual editor text box.
7. Use the formatting icons in the formatting toolbar above the text box to format the content.
  - a. Hovering over an icon will display its function.
  - b. The icon on the far right will show/hide more formatting options.
8. Editing tips:
  - a. Use **<CTRL>Z** to back out one edit step. Multiple uses of **<CTRL>Z** will backup multiple steps. **<Shift+CTRL>Z** will restore one edit step.
  - b. If your editing errors are beyond repair, simply exit the editor by going to any other page, then begin again.
9. Click on the **Add Media** link located above the formatting toolbar to add images or documents to the post.
10. You may click on the **Preview** button in the Publish box at the top of the right sidebar to see what the post will look like on the web page before actually publishing it.
11. When you are satisfied with the Post click on the **Publish** (for new posts) or the **Update** (for updated posts).
12. **Authors:** Inform your *editor* that the post has been published.

## To Add an Image or Document to a Post

For images, check the size of the image in pixels. *Do not* use an image file that is smaller than would be displayed on the web page as enlarging images for display results in a very poor display quality. Always use an image that is equal to or larger than will be displayed.

For very large image files, reduce the image size before loading to the website. A photograph that measures 2560 by 1920 pixels or more may have a file size of 3 megabytes or more. If the largest it would be displayed on a web page is 600 by 450 pixels, then it should be reduced to this size before loading. Use Photoshop or an online utility such as <http://www.imageoptimizer.net/> to accomplish this. The reduced file might be just 150 kilobytes, about 1/20th the original size. This dramatically reduces web server storage requirements, page load times, and backup run times.

**Note:** When reducing image size, always create a copy of the original file and modify the copy. Keep the original unmodified file and always start with it if making another copy in the future.

To add an image or document to a post,

1. Edit the post (see the procedure *To Update a Post*).
2. Place the cursor in the post at the location you want the image to appear, and before any text that is to appear next to it.
3. Click on the **Add Media** link located above the formatting toolbar to add images or documents to your post.
  - a. The Add Media screen will be displayed.
4. Check to if the image or document is already in the media library.
  - a. Click on the **Media Library** link at the top of the page.
  - b. Look through the available images to see if your image or document is already in the media library.
  - c. If so, select the image and skip to Step 7. Otherwise continue.
5. Click on the **Upload File** link at the top of the page.
6. Click the **Select Files** button to select the file from your computer. Locate the file on your computer and open or select the file.
7. The Attachment Details appear on the right of your screen. For image files --
  - a. Make sure that the image has an appropriate Title. The title will display on the web page whenever one hovers over the image.
  - b. The **Caption**, **Alt Text**, **Description**, and **Destination URL** boxes may be left blank.



- c. Select the appropriate alignment for the image.
  - d. Set the *Link To* selection to *None*.
  - e. Select the desired image *Size* to display from the available options.
8. Click on **Insert into Post**.

## To Add Images to the Media Library

The list of images in the media library has the potential to be very long, making it difficult to find any particular image when you need it. The list of images in the media library can be sorted for display according to a number of criteria, but sorting by file name is perhaps the only one that is useful. Therefore, **before** you load images to the media library, **change their file names** giving each a prefix that can serve to group similar images together when sorted, thus making them easier to locate in the list of images.

Feel free to change the names of files that have already been uploaded to the media library. While you can not actually change the file name, you can change the *Title*, and it is the title by which files are actually sorted in the media library.

To add one or more images directly to the media library without necessarily adding them to a page or post at this time, update their file names as described above, then...

1. Click on *Media* from the Dashboard.
2. Click on *Add New*.
3. Click on the *Select Files* button.
4. Locate and select each of the files on your computer.
5. Click on *Open* to upload the files to the media library.

## To Add a Newsletter

1. Ensure a copy of the newsletter PDF file is available on your computer.
2. Use the procedure *To Update a Post* to edit the *Newsletters* post.
3. Ensure the **Visual** editor tab is selected, not the **Text** tab.
4. Ensure that two lines of formatting icons are shown on the toolbar above the text box. Click on the *Kitchen Sink* (right-most) icon if only one line is present.
5. Place your cursor at the end of the first sentence after the colon in the text box and press the enter or return key to bump all newsletters down one line.
6. Tap the *Indent* icon until the cursor is lined up above the start of the name of the previous newsletter.

7. Click on the **Add Media** button located above the formatting toolbar.
8. Click on the **Upload Files** link to display the *Select Files* button.
9. Click on the *Select Files* button to select the PDF file from your computer, and open or select the file to upload it.
10. Change the title if necessary to be consist with all other newsletters.
11. Leave the *Caption*, *Description*, and *Destination URL* boxes empty.
12. Click on the **Link To** drop-down menu and select *Media File* to generate the proper link to the document.
13. Click on **Insert into Post**.
14. Click on **Preview** to see what the post will look like on the web page.
15. When you are satisfied with the post click on the **Update** button on the right.
16. Inform your *editor* that the post has been published.

## To Add or Update the Pastor's Posts

1. Logon as the Pastor.
2. If updating an existing post --
  - a. Use the procedure *To Update a Post* to edit an existing post.
  - b. To display on the *Welcome Message* web page , set the category to *Welcome Message*.
  - c. To display on the *Notes from Our Pastor* web page, set the category to *Pastor*.
  - d. Edit the **Published on** date given in the **Publish** box on the right. Setting it to the current date will ensure that it is displayed at the top of the web page.
3. If creating a new post --
  - a. Use the procedure *To Create a Post* to create a new post.
  - b. To display on the *Welcome Message* web page , set the category to *Welcome Message*.
  - c. To display on the *Notes from Our Pastor* web page, set the category to *Pastor*.
  - d. Enter all text that the post is to contain before adding images.
  - e. Add the pastor's image --
    - (1) Place the cursor before the first character of all text.
    - (2) Use the procedure *To Add an Image or Document to a Post* to add the pastor's image.
    - (3) When selecting from the alignment options, select to *right-align* the image.
    - (4) Click on **Insert into Post**.
  - f. Add the pastor's signature --
    - (1) Place the cursor before the pastor's name at the bottom of the text.

- (2) Use the procedure *To Add an Image or Document to a Post* to add the pastor's signature.
  - (3) When selecting from the alignment options, select to right-align the image.
  - (4) After you have clicked on *Insert Into Post*, you are returned to the editor. Click on the image to select it, and then click on the **Edit Image** icon.
  - (5) Select the **Advanced Settings** tab.
  - (6) Under *Advanced Image Setting*, in the **CSS Class** field, add the class "no-shadow" (without quotes).
  - (7) Click on the **Update** button.
4. Go to *Continue* in the procedure *To Create a Post*.

## To Edit a Page

**Note:** Updates to posts or pages should always be reviewed by a separate individual for appropriateness, appearance, and proper grammar, spelling, etc.

New *Pages* may be created or edited by an *editor* much like a post, however, many pages have a special purpose that may not be apparent. Some may have galleries or forms that should not be tampered with, or special HTML coding that could be corrupted.

As of January 2013, the following pages *should not* be edited as indicated. Pages that can be edited are those that use the simple WordPress editing techniques as described elsewhere in this document. Pages that should not be edited are reserved pages, and pages that contain custom HTML code for which specific documentation has not been made available.

## Do Not Edit Page Table

Page	Reason
A Message from the Pastor	Reserved.
Blog	Reserved.
Calendar	Custom coded.
Contact	Custom coded.
Fellowships	Custom coded.
G+ Galleries	Reserved.
Lefse Poster	Custom coded.
Ministries	Custom coded.
News	Reserved.
Our Facility	Custom coded.
Our Pastor	Custom coded.
Our Programs	Custom coded.
Reverse Offering	See Edit Page - Reverse Offering
Support & Fellowship	Custom coded.
The People	Custom coded.
Web Doc	Reserved.
Welcome Message	Reserved.
Youth Education	Custom coded.

## To Restore a Page

Occasionally an attempt to edit a page will go array resulting in a page that looks nothing like what it should, and with you having no idea how to put things right. In this event it may be best to restore the page to a previous revision. Generally Wordpress will keep 5 or more of the most recent revisions. These revisions are listed just below the

text editor box on the same page that you use to edit the page. Click on the link for any revision to open it. An HTML coded version of the page content is displayed.

You may compare any two versions of the page by selecting one *old* and one *new* version to compare, and then clicking on the **Compare Revisions** button. The contents of the old and new pages will be displayed side-by-side for comparison. To restore the web page to a prior revision, click on the **Restore** link on the far right of the revision to be restored.

Keep in mind that a new revision is saved every time you click on the Publish button, so frequent publishing will create many revisions with fewer changes from one to the next.

## To Edit Specific Pages

When editing a page, two tabs are located above the top right corner of the text window. These are labeled *Visual* and *Text* to indicate the Visual editor and the plain Text editor respectively. You should always check to be sure you are using the Visual editor unless the Text editor is specifically called for.

### The Reverse Offering Page

You may edit any part of the Reverse Offering page using the Visual editor except for the table. When using the Text editor to modify the table, you will see that the table consists of the following HTML code.

Code	Description
<pre>&lt;table&gt;   &lt;tr&gt;     &lt;td&gt;       . . .     &lt;/td&gt;     &lt;td&gt;       . . .     &lt;/td&gt;   &lt;/tr&gt;   . . .   . . . &lt;/table&gt;</pre>	<ul style="list-style-type: none"> <li>• defines the start of the table</li> <li>• defines the start of one table row</li> <li>• defines the start of one table cell</li> <li>• cell text</li> <li>• defines the end of the cell</li> <li>• defines the start of one table cell</li> <li>• cell text</li> <li>• defines the end of the cell</li> <li>• defines the end of the row</li> <li>• the row definition (from &lt;tr&gt; to &lt;/tr&gt;) is repeated for each table row</li> <li>• defines the end of the table</li> </ul>

#### Add a row to a table

1. Select the Text editor tab.
2. Select and copy one row including the delimiting HTML ( <tr> ... </tr> ) and all text in between.
3. Paste the row at an insertion point immediately before any row, or before the end of the table.

This creates a copy of the row. You may now return to the Visual editor to update the contents of the new row.

## Delete a row from a table

1. Select the Text editor tab.
2. Select the row to be deleted including the delimiting HTML ( `<tr> ... </tr>` ) and all text in between.
3. Delete the selected row.

You may now return to the Visual editor to complete your edits.

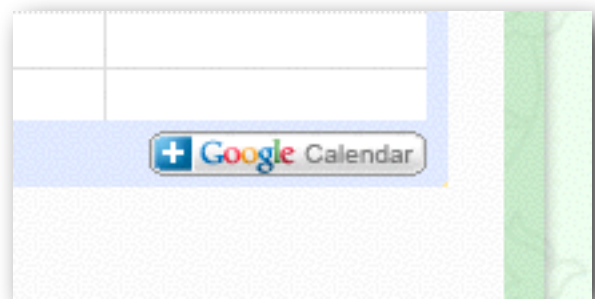
## Modify text in a table

You may modify any information in the table using the Visual editor simply by replacing the information already there.

## To Update the Calendar

The calendar is provided by Google. It is not necessary that you log into the GFLC website to update the calendar. However, you must log into Google. Update the calendar as follows.

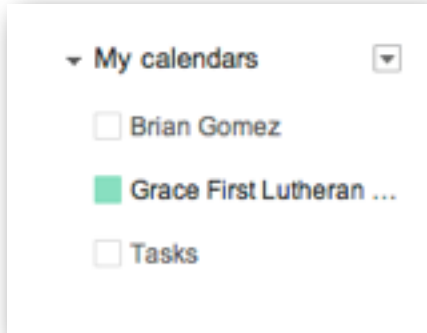
1. Navigate to the calendar page on the GFLC website.
2. Click on the *Google Calendar* button in the lower right hand corner of the calendar page.



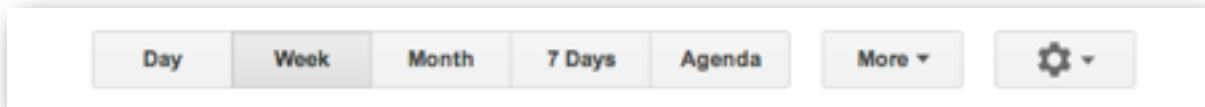
3. If you are not already logged in to Google, you will be shown the Login screen. Login to Google using the [churchsecretary@bendbroadband.com](mailto:churchsecretary@bendbroadband.com) login ID.



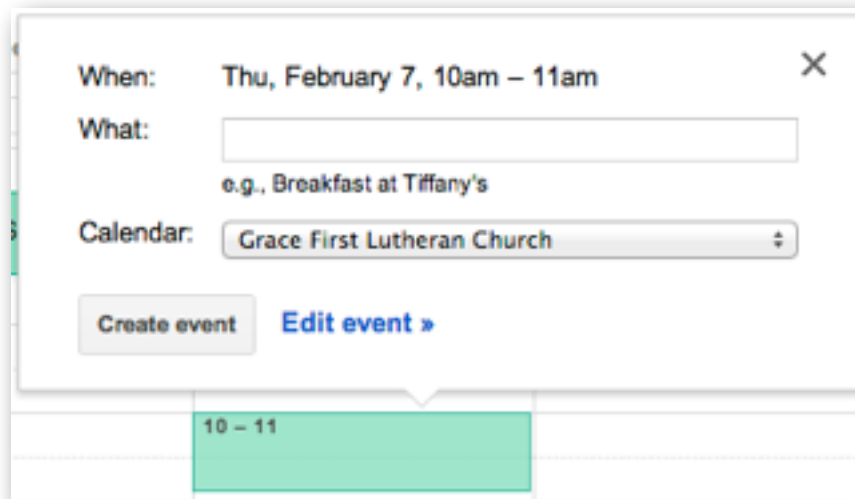
4. On the right-hand side under *My Calendars*, ensure that only the *Grace First Lutheran Church* calendar is selected (checkbox is colored), and that all other calendars are not selected similar to this image. Click on each checkbox to be changed (selected or unselected).



5. Select the *Week* view from the choices given at the top of the calendar.



6. To add a calendar event, click once in the location of the day and time of the event. The *Create Event* window is displayed.



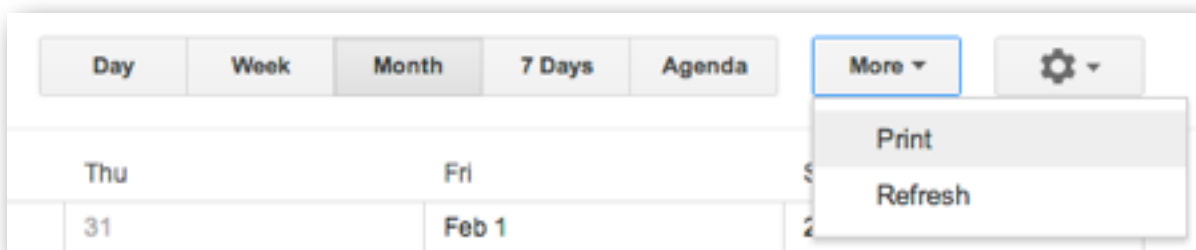
7. Click on the [Edit event](#) link to be shown the complete *Edit Event* page.
  - a. Enter a title for the event.
  - b. Confirm or select the event start date.
  - c. Confirm or select the event starting time.
  - d. Confirm or select the event ending time.
  - e. Confirm or select the event ending date if different from the starting date.
  - f. Check the *All Day* box only if it is an all-day event.

- g. Check the *Repeat* box only if this event is to be repeated.
  - 1) If this is a repeating event, the *Repeat* screen will be shown.
  - 2) Select from the *Repeats* drop-down menu, the repeat interval for this event.
  - 3) Select from the other repeat parameters that will be displayed according to the repeat interval selected above.
  - 4) Click *Done* when finished entering repeat information.
- h. Enter the event location in the field label *Where*.
- i. Confirm the *Calendar* is set to *Grace First Lutheran Church*.
- j. Describe the event further if needed.
- k. Choose the *Event Color* that is to be displayed for this event if other than the default color.
- l. Set *Privacy* to Default or Public if the event is to be shown on the website calendar.
- m. Click on the *Save* button at the top of the screen to save this event.



## To Print the Calendar

- 1. Click on the calendar view that you wish to print at the top of the Google Calendar screen.



- 2. Click on *Print* from the *More* menu at the top of the Google Calendar screen.
- 3. Confirm or modify the date range to be printed, and click on the Print button at the bottom of the window.

## To Add a Post to the Front Page

1. When placing a post on the front page, first create the page to which the post will be linked so that you can create the links to it when you create the post. Display this page in one browser tab for use below.
2. In a separate browser tab, create the post using the procedure **To Create a Post** and give it an appropriate title.
3. Add an image at the top of the post using the procedure **To Add an Image**. Choose the midsize image since the smallest may be too small and the largest too large.
4. Duplicate the post title text immediately after the image.
5. Add any remaining text or images that you want to appear in the limited space available on the front page.
6. It is important to complete these additional steps in order to display the post on the front page and give it the proper appearance and function.
  1. Edit the image.
  2. Return to the browser tab displaying the web page or post created in Step 1, and copy the complete web address (URL) of the page.
  3. Paste the URL into the **Link URL** field of the **Edit Image** window/tab.
  4. Click on the **Advanced Settings** tab of the **Edit Image** window.
  5. In the **Advanced Image Settings** portion of the **Edit Image** window, remove all text from the **CSS Class** field.
  6. In the **Advanced Link Settings** portion of the **Edit Image** window, add "*fp-link*" (without the quotes) to the **CSS Class** field.
  7. Click the **Update** button to save the image settings.
  8. Select the title text that you placed below the image and select **Heading 1** as the format for this title. Note: This is the post title that will appear on the front page. The title given in the post title box will not be displayed since it precedes the image.
  9. Add an anchor to this title and link it to the post or page created in Step 1.
  10. Select the **Front Page** category checkbox and deselect all others.
7. Click the **Update** button to save the post.

Posts are placed on the front page in the order of the Published date such that the newest posts will appear at the top left of the front page posts area. You can edit the Published date of a post if needed to influence this display order.