

A Wordpress Users Guide for Maine Congregations

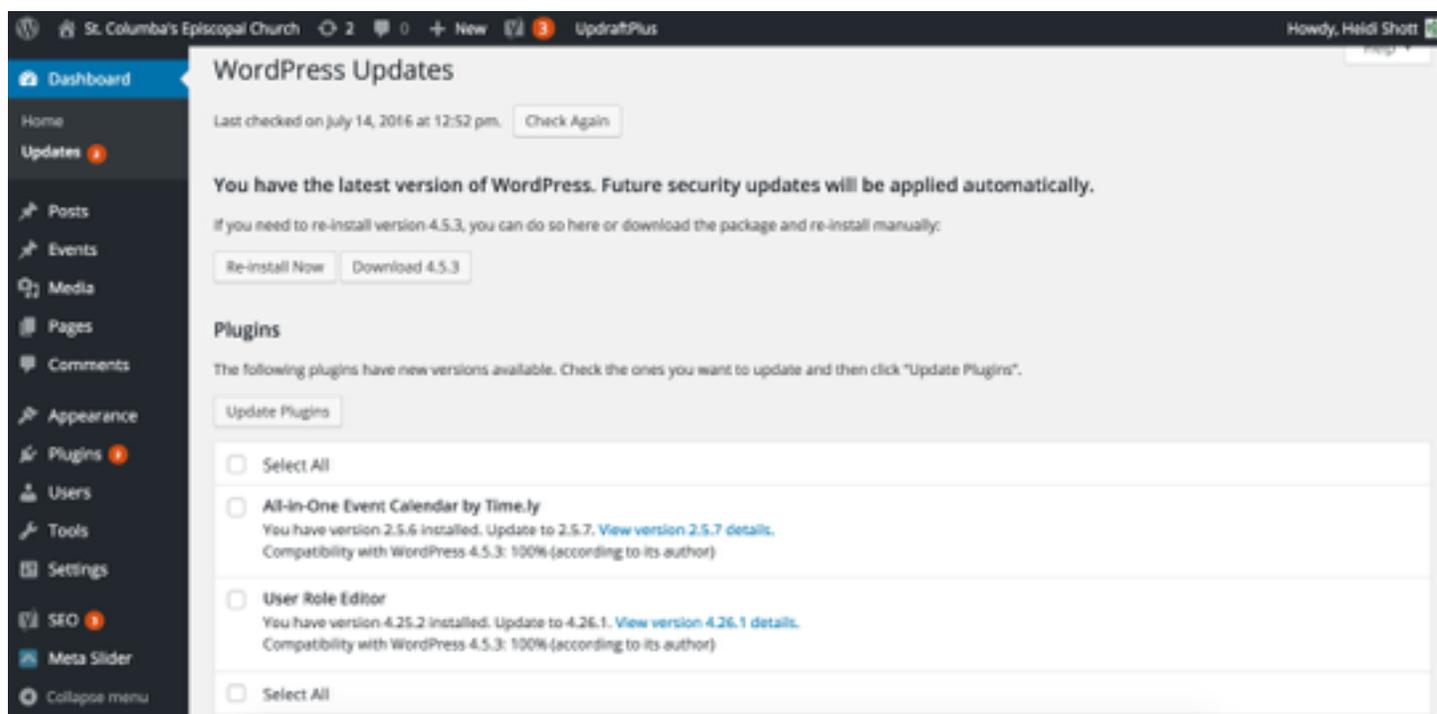
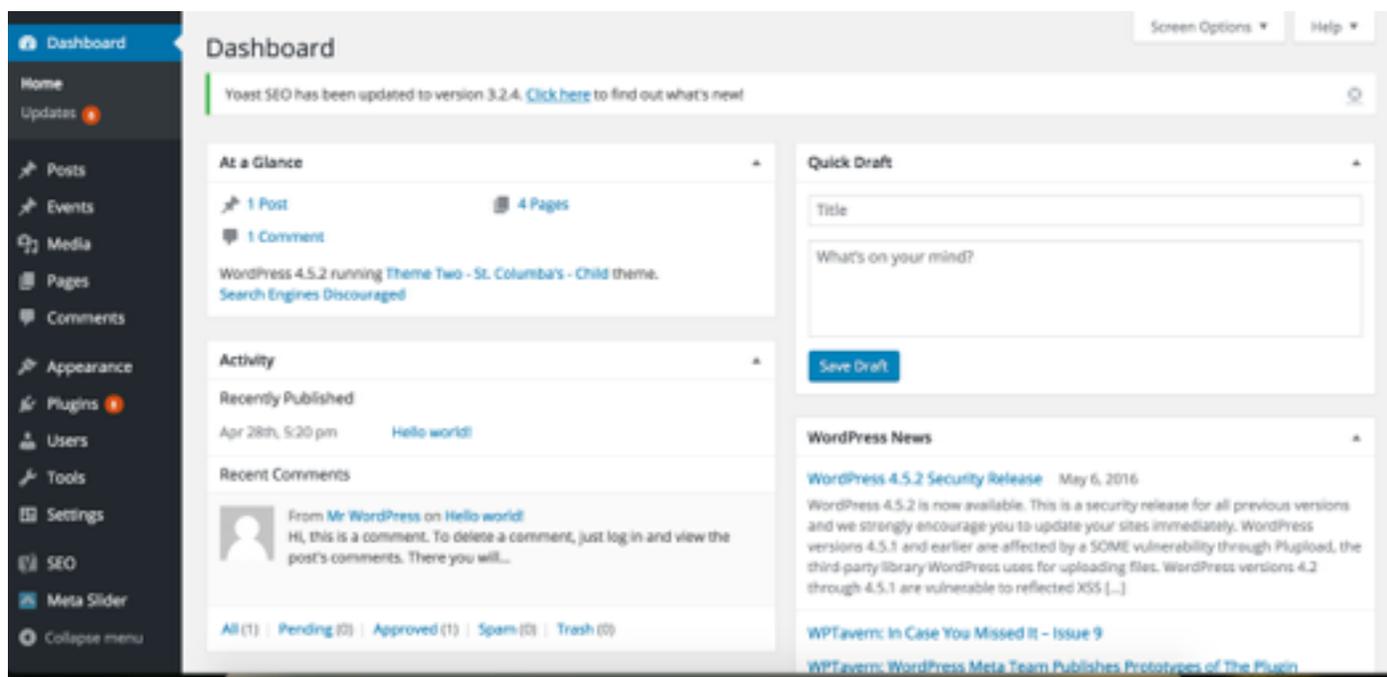
LOGGING IN: Once your WP site has been pointed to your church's domain name, you may log in by going to your web address and adding /wp-admin - e.g. www.stmikesmilo.org/wp-admin

From that window, enter your username and password to arrive at your dashboard.

THE DASHBOARD is the screen from which you will work on your website. You know that you are properly logged in if it says, "Howdy, Your Name" on the upper right just above "Screen Options."

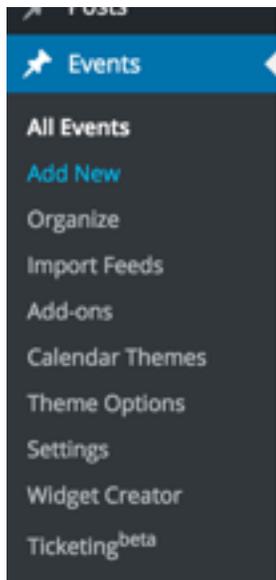
The name of your site will appear on the upper left directly above "Dashboard." If you place your cursor on the church name, it will reveal a link that says, "Visit Site." When you are on your site you may return to your dashboard by hovering over your church name.

This users guide will go through all of the functions listed on the left sidebar in turn.



HOME: When you log in, you will sometimes see the link for “Updates” with a red circle and a number in it. Always click “Updates” and then check “Select All” and click the “Update Plugin” button above it. You may have to wait a bit for the updates to process, but nothing else is usually required in updating the site.

POSTS: We’re not going to worry about posts right now. Posts may be used by churches that would like to post sermons or reflections as a section of their website. We will revisit posts at the end for those interested.



EVENTS: Most churches are using the Wordpress calendar. If you are not, please disregard this section.

There is a long list of feature when you click on “Events,” but you don’t have to deal with any but “All Events” and “Add New.”

All Events: This is a listing of all the events currently posted on your calendar. If you would like to edit an event or add information once it’s posted, go to this page, select the event and have at it.

NOTE: If it is a recurring event (like a weekly worship service) and you would like to **edit just one occurrence** of the event (e.g. add a guest preacher’s name for a particular week), you must do the following while logged in as an administrator.

1. From your website (rather than from the Dashboard) navigate to the calendar and click on the event you want to edit.
2. Click on that event.
3. Click on the edit icon (little pencil). It will look like the following screenshot:

Sunday Worship

WHEN:

July 3, 2016 @ 8:00 am

COST:

Free

Edit this occurrence (Jul 3)

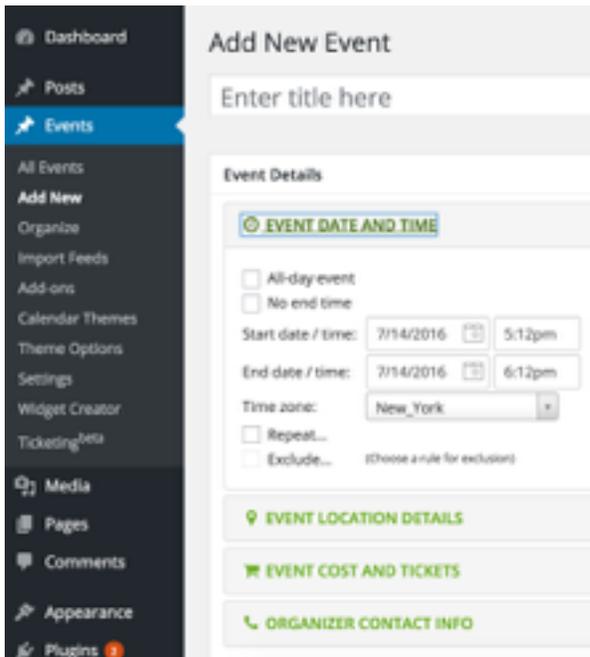
Repeats

Join us at 8:00 for Rite II Holy Eucharist

4. When you click on the pencil, it will take you back to the event edit window. Edit the entry for that occurrence and save.

Add New: When you click on “Add New” under “Events” a new window will open up. You have lots of options here to customize each event:

1. Add a title
2. Click the words “Event Details” and a text window will open up to allow you to put in whatever info about the event you wish to include. You may also add an image or link to an outside website. That text window works just as you would edit a page. Click “Event Details” when you are finished to toggle back to the add the other information.
3. You have four options below “Event Details”:
4. Event Date and Time - Set the time and date and whether there’s an ending time or if it’s an all day event. You can also check the box for it to be a recurrent event. A window will pop up to all you to set if it’s weekly, monthly, or custom (You might set a custom recurrent event if you host something that is the second Tuesday of every month, for example.)



5. Event Location Details - use this if the event will be held someplace other than your church, e.g. an Ecumenical service at a nearby church.
6. Event Cost and Tickets - use this for a concert say. If you choose “External tickets” it will allow you to add a web address where tickets may be purchased or they can find out about ticket information.
7. Organizer Contact Info - fill this out if you want to offer contact info for the organizer.
8. SAVE!

MEDIA:

ADDING AN IMAGE OR PDF OR EMBEDDING A VIDEO:

Above the edit toolbar, click the “Add Media” icon. To add a photo, image, or pdf, click “Upload Files.” In the new window, click “Select Files.” When you click on that, it will open up subdirectories on your computer.

In order to upload a photo or document that someone has emailed, the file you want to insert in the post must already be saved to your computer. So do that a head of time.

In the sidebar to the right, you are offered options to title it (this is important if it’s a PDF because what you title it is what will be highlighted as the link), caption it, provide a description of it (what will pop up if they roll over it with their cursor), align it left/right/center, choose a size and FINALLY, a button at the bottom that says, “Insert Into Post.”

When you click that button, the window will close and you’ll see the photo (or the link...if it’s a document) placed in the middle of your text.

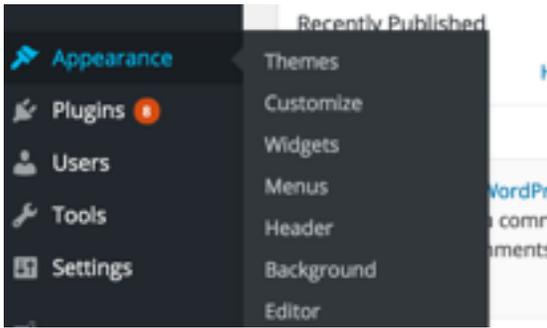
PAGES:

UPDATING PAGES:

To edit the content of any of your pages, simply click on “All Pages” on the left sidebar of your Dashboard. All the pages on your site will be listed. Roll your cursor over any title and the “Edit” link will pop up. From there the process is very much like any word processor. Don’t forget to save!

COMMENTS: All Comments are disabled by default. If you wish to have comments turned on for any part of your website, please be in touch

APPEARANCE:



Themes: Your theme is set.

Customize: If you wish to change the title of your site or the tagline (Your Episcopal Home in the Allagash) in the banner at the top every page, choose “Site Identity” and edit “Site Title” and/or “Tagline.” Don’t forget to SAVE.

Widgets:

Menus:

PLUGINS: Don’t worry about them. Simply update them when prompted above at “Home<Updates”

USERS: This is where you can invite other members of your congregation to contribute to the website. Please remember that if you choose to make a person an “administrator” under page roles, they will have full access to your web site. If you wish for a person to add events to the calendar, you may wish to choose “Event Contributor” when you invite that person.

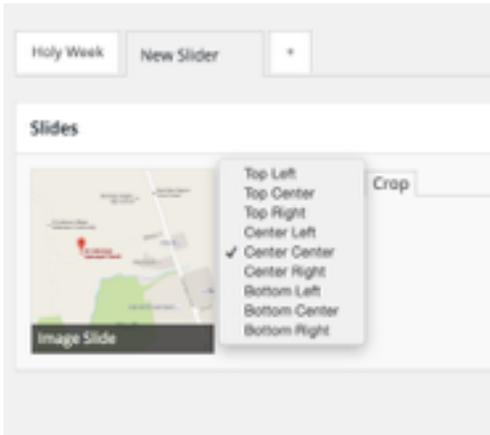
TOOLS: Don’t worry about them.

SEO: This has to do with Search Engine Optimization. That has been installed as a plug-in and has a set it and forget quality. It may turn up as an update but won’t require you to do anything besides update it.

METASLIDER: If you have Theme 1 or Three 3, this is where you control your horizontal images in your home page slider. Recommendations for images is between 800 and 1200 pixels wide and 350 pixels high. If you can crop your image in another program first, that give you more control (because the Metaslider) will autocrop for you.

Slideshows are not just for the home page, however, You can put a slideshow on any page on your site. To do so, follow these steps.

1. In Metaslider, click on the little + sign at the top.
2. Roll your cursor over “New Slider” and you will be able to rename it.
3. Click the “Add Slide” button which will take you to the Media Library. From there you may upload new images from your computer or a flash drive or choose from among photos already in your library. Any text added to the “caption” field will show up on the photo (bottom left) as it appears in the slideshow.
4. Continue to add slides until you don’t want any more slides in your slideshow.
5. SAVE
6. Go back to the page you would like the slideshow to live on, click “Add Slider” button and choose the slideshow you’ve just created.
7. Visit that page to check if all the slides look like you want them. If one or more is presenting oddly, return to Metaslider and select the slideshow.
8. There are three tabs above each slide: “General” “SEO” “Crop”. General is the default. Don’t worry about SEO. Crop is handy, though. Crop will allow you to change which part of the photo shows up. The default is “Center-Center” but your options are myriad, okay, there are nine options.



POSTS/CATEGORIES

SPECIFIC TO THEME 2: When you want to change your featured image at the top of your home page, go to “All Pages”<“Home”<“Featured Image (lower right side). Click the image to edit or update. Follow the prompts and remember to click the lower right blue button, “Set featured image.”

Basic HTML Code for widgets:

As you may recall, the only place on the site that requires you to use HTML code is the text widgets. Here is some handy code to copy into the text widget to customize for the images and links and formatting you may want to do. You can always Google, “HTML code to [whatever you want to do] and it will pop right up. But here’s a list of the most common things you might like to do with those widgets.

HTML code is a set of instructions that is entirely dependent on every character being in the right place. An extra space? A period in the wrong place? Houston, we have a problem, and Tom Hanks doesn’t come home.

Add a photo

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Couple of things about this: Chances are any photo you want to add to a widget lives in your media library. To find the web address that needs to live between the quotes above, click on the image you want to display in the media library. To the right of the photo you’ll see, “URL” and a web address. Copy and paste that address between the quotes in the HTML code above.

Please note: After the end quote, there is a space. I don’t know why it needs to be there, it just does.

If you want to make a photo you’ve added smaller, add this:

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Add a hyperlink to a webpage

```
<a href="http://www.sitetolinkto.com">words you want highlighted on your page</a>
```

Add an email address link

```
<a href="mailto:bishoplane@episcopalmaine.org">Email the Bishop</a>
```

(That isn’t a real email address for the Bishop. It won’t work.”

Centered text

```
<center> all the text or the image link above you want centered </center>
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Bold text

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<b> all the text you want bolded </b>
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Italic text

<i> all the text you want italicized </i>

Underline text - You don't want to underline text, it will look like a link that doesn't work.

QUESTIONS, TROUBLE-SHOOTING?

Feel free to contact Heidi Shott at hshott@episcopalmaine.org or 800-244-6062 x126 or Teresa Pinney at tpinney@episcopalmaine.org 800-244-6062 x132.