

## Holy Spirit Website

### *How to administer you page*

#### How to login:

1. Click on the Holy Spirit icon located at the very upper right hand corner of the website (to the right of the search box)
2. You will be redirected to the *Fiat* login page. Enter your username and password. If you do not know your username/password or have forgotten either, please contact your website administrator.
3. You are now logged in and you can begin to make changes to your page(s)!

#### How to access to your page(s):

1. To make any changes to your page, click on the *Holy Spirit Parish* tab at the very top of the page. If you hover your cursor over the *Holy Spirit Parish* tab, a dropdown menu will appear that says *Dashboard*. Clicking on *Dashboard* will take you to the same page.
2. You should now be on a new page which says *Dashboard* at the top of the page.
3. Look to the left hand side of the page and you will see a side bar. Click on the tab that says *Pages*.
4. You should now see all of your page(s) listed. If you do not see your page(s), please contact your website administrator.
5. To edit your page(s), hover your cursor over your page's name and you will see the following options: ***Edit | Quick Edit | Trash***. Click on *Edit*.
6. You will now be directed to your page and you may start editing!

#### Editing and updating your pages:

Let's look at the important things on your page before we get into changes. Most users will not need to use much else then the following sections:

- **The General Title of your page:** This cannot be changed except by an administrator. If there is a problem with your page's title, please contact your website administrator.
- **The Body of your Page:** All of the content on your page(s) is displayed in this section. Any edits, updates or additions will be done in this section. You may start in putting your content and use the formatting toolbar at the top to help you.
- **Publishing your changes:** This blue box to the right of your screen is entitled *Publish*. The most important tabs you will need to know for now are the *Preview Changes* tab and the *Update* tab. Everything else will be addressed later.

#### Inserting Links:

**Two types of links:** There are two types of links you can put into your page. Internal Links are links that direct you to another page within the website, and external links are links that direct you a completely different site on the internet.

##### Add an External Link:

1. Highlight the word or words you want to serve as your link.
2. In the toolbar above, click the small icon that looks like a chain.
3. A small window will pop up with a field where you can enter the web address. Be sure to begin your website address with *http://* or it will not work.
4. When you are done, click *Add Link*. The word you highlighted should now be underlined and in blue.
5. To test the link, click on the *Preview Changes* tab and try your new link!
6. If you are satisfied with it then click the *Update* tab to make your change go live.

### **Add and Internal Link:**

1. All of the steps above are the same except for number step number 3.
2. After you highlight your word or words and click on the link icon in your tool bar, the same window will pop up as before. Look to the bottom of the window and you will see a small arrow that says *Or link to existing content*. Click on that arrow.
3. You will see the various website pages you can link to. Find the one you want to link to, click on it.
4. Follow steps 4-6 above to test and publish your change.

### **Inserting Files:**

There are basically two types of files you can upload onto your page. There is a Word type Document which is something the user will have to download and a PDF is the type of file they can simply view and then choose whether or not to download. Either one can be used depending on what it is you want your page visitor to have.

1. Make sure your cursor is where you want your file to end up.
2. Click on the *Add Media* button.
3. Click on *Upload Files* at the top of the window and then click the button that says *Select Files* in the middle of the window.
4. Open the file you want to upload
5. When you are back to the *Insert Media* window, make sure the file you want to insert is checked. On the right side of the window, you will see a box that gives you a field that says *Title*. Whatever you put in this field will show up on your page.
6. Once your picture is checked and the title is as you want it, then click the *Insert into page* button.

### **Inserting live e-mail addresses:**

You can add an e-mail address which is also a live link. This process is exactly the same as adding a link. The only difference is that in the URL field, you must type: <mailto:email@emailaddress.com>. There are NO spaces at all in this.

### **Inserting Pictures:**

To upload a picture, follow these steps:

1. Remember, wherever you place your cursor, that is where your picture will end up.
2. Go to your *Add Media* button and upload a picture just as you would upload a file and insert it in your page.
3. Once you have inserted your picture, you can change its size, spacing, justification and add a caption.
4. To do any of those things, click on the picture you have inserted once and you should see two small icons- one is a small photo and one is a red circle with a line through it. Click on the small photo icon.
5. This will take you to a new window where you can add a caption, justify your photo, or make it smaller.
6. At the top of the window you will see a tab for *Advanced Settings*. Click that.
7. The most important fields here are the ones under *Image properties*. You can add a border to your picture and increase the spacing between your picture and words. There is no set number for this so start by putting 5 in the border field, 10 in the vertical field and 10 in the horizontal field. This will give you a good idea of what each field does. You can adjust your numbers from there.
8. Once you are satisfied with how your picture looks, click the *Update* tab at the bottom of the window.

### **Lost Data?**

If you accidentally delete everything or make a big change you wish you didn't make- no problem! Nothing is ever really lost! Here is how to retrieve your old stuff:

1. When you are on your *Edit Page* page, find the side bar that says *Publish* on the right hand side.

2. You should see *Revisions: Browse*. Click on *Browse*.
3. You will now be taken to a new window entitled *Compare Revisions*. You should see two buttons on either side of the page which say *Previous* and *Next*. Using these buttons you can scroll through the timeline of changes you have made .
4. If you find the version you want to restore, click the *Restore this session* button.
5. Please note that this page shows your web content in html format so it may look a little different than you are used to seeing it.

## Preview Changes and Update

Remember that you can always preview the changes you've made as many times as you want before you officially update your page.

The screenshot shows the WordPress admin interface for editing a page titled "Youth". The browser address bar shows the URL: `holyspiritchurch.us/wp-admin/post.php?post=258&action=edit`. The WordPress dashboard sidebar is visible on the left, with "Pages" selected. The main content area shows the "Youth" page with a red warning box at the top: "There is an autosave of this post that is more recent than the version below. [View the autosave](#)". Below the warning, the page title "Youth" is displayed, along with a "Permalink" and buttons for "Edit", "View Page", and "Get Shortlink". The content editor shows the text: "Holy Spirit's Youth Ministry Program is committed to the future of our Church, which lies in the hearts of the Youth. John Paul II had this to say about the Youth in his Papal inaugural address: *'You are the hope of the Church and of the world. You are my hope.'* Our goal for the entire program is to build a community of happy, healthy, holy youth and assist them on their journey to a deeper relationship with Christ in today's world. We have a vibrant and active Middle School and High School Youth Program open to anyone who wishes to join us. Please click on the specific tabs for more information on the two programs and their activities." Below the text are two links: "Middle School" and "High School". The footer of the page content says "Meet Lambie Renner". The right sidebar contains the "Publish" section with a "Preview Changes" button, status "Published", visibility "Public", and 21 revisions. The "Page Attributes" section shows "Parent" as "Ministries" and "Template" as "Full Width Page". The bottom status bar indicates "Draft saved at 9:40:13 pm. Last edited by Kate Kelly on October 24, 2013 at 5:30 pm".