

GREATER CORSHAM AND LACOCK TEAM MINISTRY

CORSHAM AND LACOCK CHURCHES WEBSITE USER GUIDE

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WEBSITE USER GUIDE

This guide is intended to help you add or manage existing content on the Corsham and Lacock churches website.

1. Website Description

- 1.1 The Corsham and Lacock Churches website uses software called “Word Press” which is relatively simple to work with. Information is contained in either Pages or Posts: Pages contain content that is long term, such as the Men’s’ Group programme for the current year, whereas Posts contain information that is short term, like notices or news about a forthcoming event. Text, documents and media such as pictures, slideshows or videos can be added. A high level menu system is fixed but adding pages under the menu system automatically updates it. On entering the site you are presented with a welcome a page containing a welcome message, a slideshow and the latest 2 news items. A High level menu is displayed showing the following topics:
 - Churches – this area has pages for each of our churches and sub-pages for their related information.
 - News – an area intended for news items (usually posts); it currently has sub-pages for our various news publications and for the monthly Rector Writes articles.
 - Services – whilst the main Sunday services are found under the Churches heading this area gives details of Special services, like the Team service or Early Birds, any midweek services and services for Families and Children.
 - Activities – this area lists the many activities and events within the team.
 - Life Events – This area contains details about Baptism, Weddings (including Marriage Information Pack) and funerals.
 - Contact Us – details of how to contact the clergy, the team administrator and the various team church wardens.
 - Useful Links – an area giving links to other related websites and organisations.
 - Fundraising – an area for the major fundraising of St Bart’s to support the upkeep of the building fabric.
 - Users – an area containing user documents and a facility for test pages.

2. What can you do

2.1 As an Editor you are permitted to place or modify content on the website. You can add information in one of two ways: By adding Pages – to display content that is long term, or by adding Posts – to display information that is short term. You can also change or delete any existing information. The manner in which the information is added, changed or deleted is much the same regardless of which type of input, i.e. Pages or Posts, you are using. This will be described in detail the “Add Pages” section and any differences will be highlighted in other sections Adding pages will automatically adjust the sub menus. Please act responsibly and only make changes to pages or topics for which you have content ownership.

2.2 The structure (architecture) of the site is controlled by the St. Bart’s Admin & Comms bubble who will maintain an oversight of the content to ensure standards and the correct operation of the website. If you require any changes which you cannot make with your level of access please send an email with details of your need to admin@corshamandlacockchurches.org.uk. (Referred to from now on as “admin@” – it’s shorter to type!) We will endeavour to reply as soon as possible.

2.3 The website also contains a Google Calendar which can also be changed by users: more on this at the end of this document.

Conventions in this document:

Text in **BOLD TYPE** indicates a field or button on the screen.

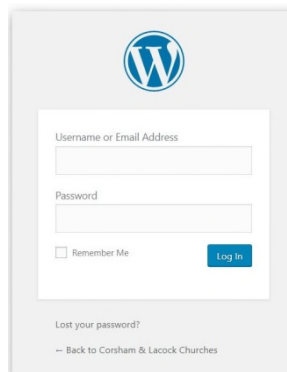
Text in *italics* indicates a mouse or keyboard activity.

Text in blue and underlined – e.g. www.corshamandlacockchurches.org.uk indicates text to be entered.

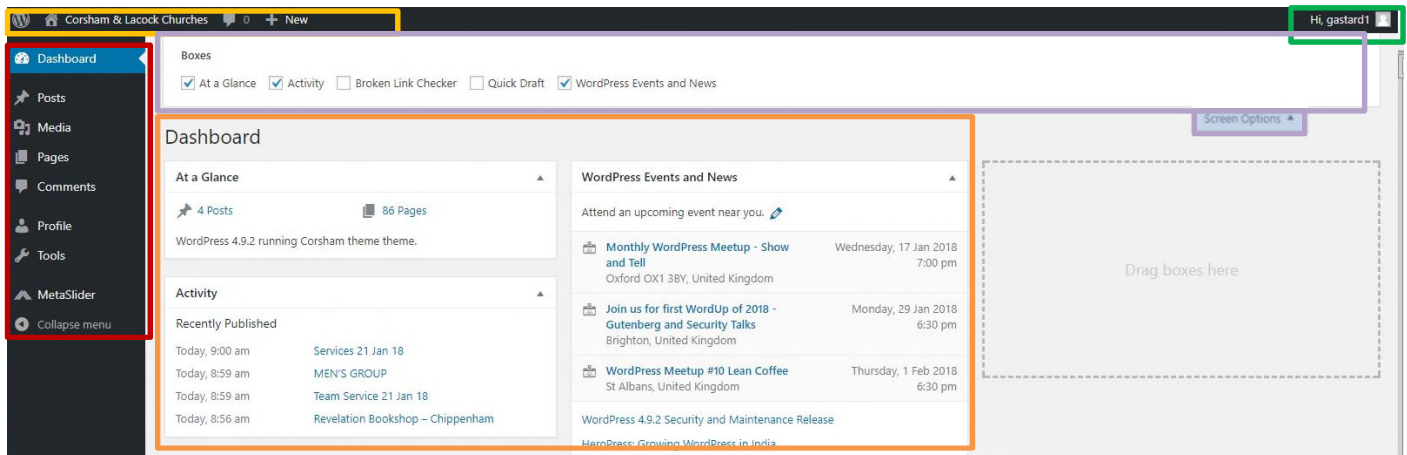
3. Getting Started

3.1 Before you can add or edit content on the website you will need a user name and password – these can be obtained by sending an email to the website administrator at admin@ stating “Website User Access request”.

3.2 Once you have received your user name and password you can then log-in to the editing element of the website. Open your normal internet browser and enter www.corshamandlacockchurches.org.uk/wp-admin in the address field. You may also click on the link on the users page. In either case you should be presented with a screen similar to that below; enter your username and password in the appropriate boxes.




3.3 Once you have successfully logged in you should be presented with the Word Press “Dashboard” – similar to the screen shot below – however, this may look slightly different depending upon your browser settings.



3.4 The principle parts of the dashboard you will need to use are described below; If you are unsure what to do at any time please consult the relevant section of this guide or seek assistance from admin@ rather than struggle or risk causing a problem.

4. Dashboard

- The Dashboard menu – outlined in **RED** allows you to select what sort of information you are changing – Posts, Pages, Media, Tools – and for the purpose of this guide this is the area to which you will be directed. There are other ways to perform the same tasks and these will be given in the appropriate sections.
- Screen options - outlined in **LILAC** - this allows customisation of the dashboard to hide those elements you do not wish to see. For example, if you untick the “Wordpress Events and News” box this section will be hidden on the dashboard (in orange). You can also show/hide this bar by clicking on **SCREEN OPTIONS**.
- Activity – this shows how many pages, posts etc. currently make up the website.

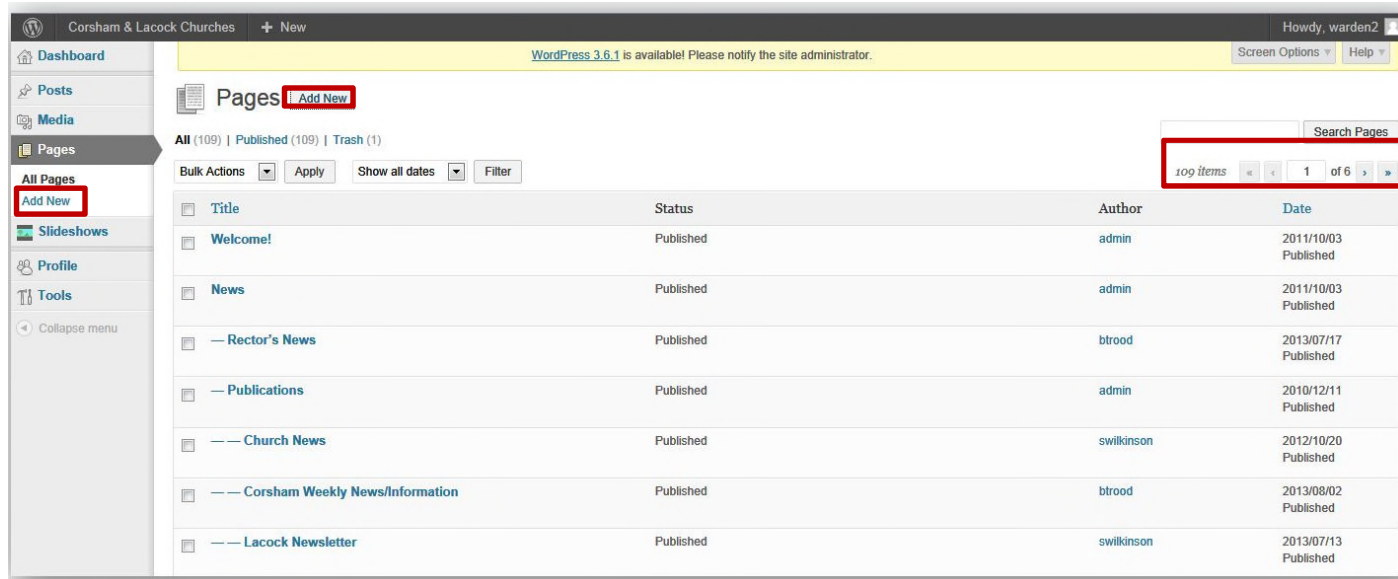
- Word press menu – located in the top right corner and outlined in **YELLOW**
 - this contains additional information on word Press – just *hover* your mouse cursor over the  symbol.
 - A “Corsham and Lacock Churches” label – *clicking* on this will return you to the main website – but still in an edit mode. Use the “back” button on your browser to return to the dashboard.
 - Ignore the Speech bubble – this just indicates which updates have been added.
 - + NEW – this is an alternative means to add new pages etc; *Hover* your mouse cursor over this to select what type of content you are adding.
- “Hi (username)” – highlighted in Green, allows you to edit your profile and to LOG OUT.

If this is your first time using Word Press you may practice by creating temporary pages or posts. Please entitle any test pages/posts as “(name)’s Test Page” or “(Name)’s Test Post” and remember to delete them afterwards.

So let’s get started!

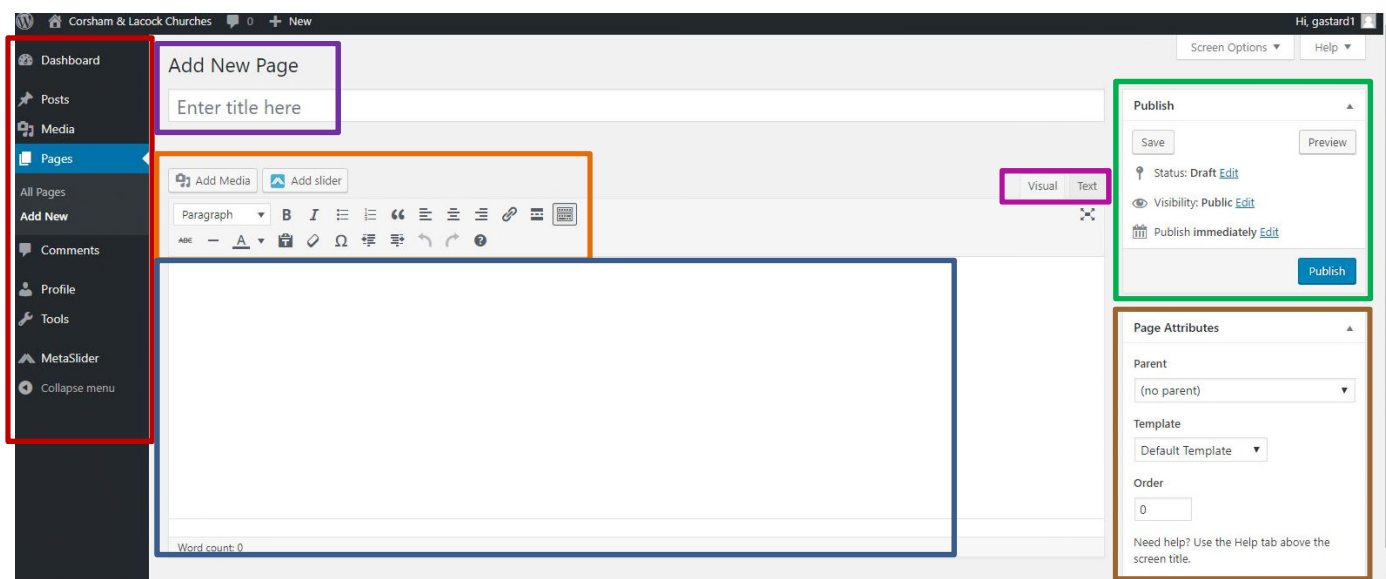
5. Adding a New Page

5.1 To add a new page *left click* on **PAGES** the Dashboard menu and you should be presented with the following screen:



5.2 Some displays may be a continuous list whilst others may split the screen into a number of pages; if the latter use the arrows (top left) to change pages.

5.3 To add a new page either *left click* on **ADD NEW** in the Dashboard menu or on the text beside the Pages title. You should see a screen similar to this:



5.4 The main elements of the Add Page view are described below:

- The Dashboard menu outlined in RED remains visible with PAGES highlighted to indicate where you are.
- Add New Page in PURPLE confirms which part of the pages area you are in and gives the option to enter a page title.
- The ORANGE box contains buttons to allow adding of Media or Slideshows as well as icons similar to most word processing software to allow manipulation of the text. You may see one or two rows depending upon settings. The use of these will be explained more fully a little later.
- The main text entry area is show in BLUE.

- Visual/Text tabs shown in PINK switched the edit view between a user friendly view of what will be seen (Visual) or a coded view (Text). It is recommended you always use the Visual view.
- The publish section outlined in GREEN has two main elements. At the top of the area the status of the page is shown – we are adding a new page so the status shows Draft – if we were editing this would show Published as the page will have been previously made live (published). There is also a **PREVIEW CHANGES** which allows you to view the new page before it is committed to the live website by pressing the big blue **PUBLISH** button.
- Page Attributes, outlined in Brown, provides details of the page itself; in particular the Parent shows to which main page this sub-page is related (e.g. the Publications sub-page is related to the main News Page) and determines how the menus are derived; the Template should always show “default”; and the order determines where in the menu the page appears – by default this is arranged alphabetically but by changing the number this can be overridden, 0= top, 1 = second and so on.

5.5 Adding text:

- Firstly give the page a suitable title – remember if this is a test to name it so.
- Confirm you have selected the **VISUAL** tab.
- Enter your text – the software will automatically word wrap.
- Ensure you have related the page to a parent page.
- *Left Click* on **PREVIEW CHANGES** to see what it will look like when published.
- If no further changes are required – *click* **PUBLISH**

5.6 Modifying the text:

The function of each of the icons in the Text Ribbon is given below; many of these are similar to common word processing software function and icons:

First or only line:

- **B**: Make the text Bold. Just *select* your text by highlighting as you would in your word processor and then *click* on the B icon.
- **I**: Convert the text to italics. Again *select* your text by highlighting as you would in your word processor and then *click* on the I icon.
- Bullets: The next 2 icons are for bulleted or numbered lists
- The **BlockQuotes** icon italicises and centres text on that line.
- Alignment: The next 3 icons deal with positioning of the text, Left, Centred or Right aligned.
- Insert/editLink: This icon allows you to create or remove hyperlinks to other pages or areas on the website – this is explained more fully later.
- Insert more tag: This is used, especially in posts, where you only want a high level short statement to interest the reader and invite them to read on if they wish. This is especially useful in posts.
- Toggle Tool Bar – Hides/Shows second line of functions

Second line (when made visible)

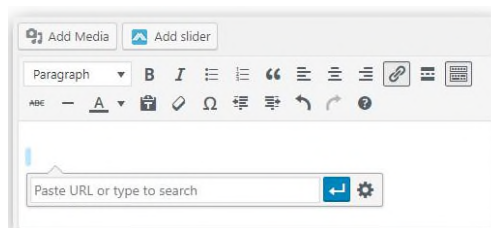
- **ABC**: This icon is used to strikethrough text yet keep it visible.
- Horizontal line: inserts a horizontal line in the text area
- Text Colour: Allows you to enter coloured text or highlight and change colour of existing text
- Paste as plain text: Contents are pasted as plain text until you toggle this option off. If you are looking to paste rich text content from Microsoft Word, try turning this option off. The editor will clean up text pasted from Word automatically.
- Clear Formatting: Reverts contents of Highlighted text to original format.

- Special Character: Similar to Symbols command in Word and allows other characters to be inserted into the text.
- Indent: These 2 icons increase or decrease the indents the text.
- Undo: the previous action can be undone.
- Redo: the previous action can be re-done
- Help.

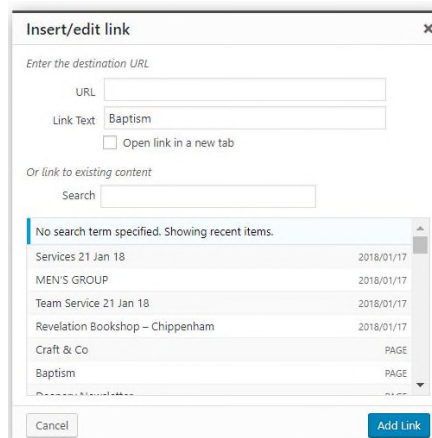
6. Adding Links

6.1 This feature allows you to highlight certain text that, when selected by someone viewing the site, will link them to another part of the website or an external site. For example: on the home page beneath the slideshow is some text giving a welcome and within the paragraph there is some blue text (e.g. Rector’s News) which is a hyperlink that will re-direct the viewer to the page containing the Rector Writes articles.

6.2 To insert a link *select* the text to form the link (or position the cursor where you want the hyperlink to appear) and then press the chain icon. You should see the window below appear in the text area:



6.3 If the link is to an external website you will need to enter the URL (website address) in the box. If the link is to an existing page in this website click on the gear wheel and a further box (RH picture) will appear showing a list of pages within the website will be displayed.



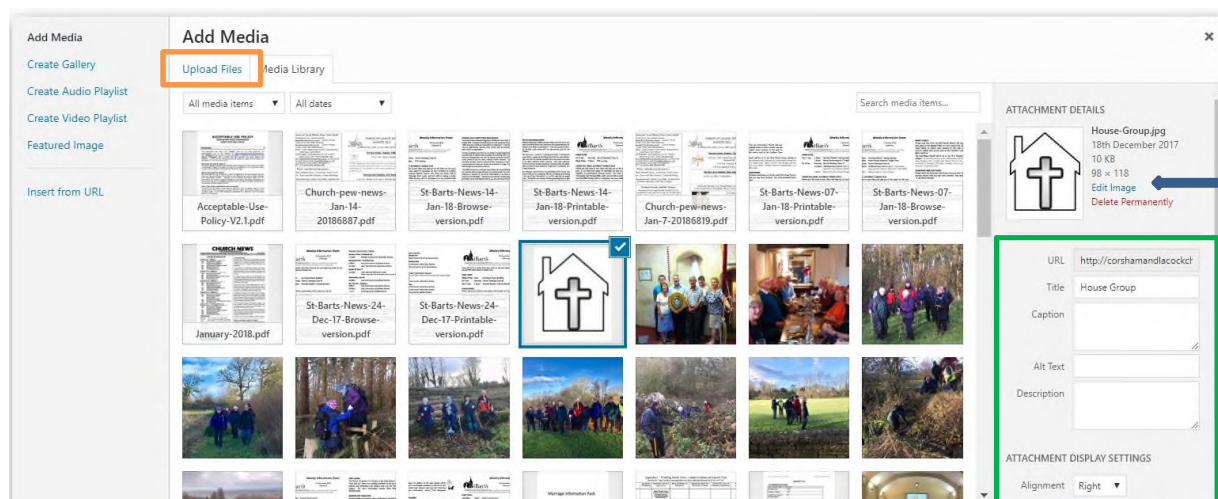
Either select the page required from the list (you may need to scroll down the list of pages) or enter some search parameters. *Click* on the page and it will be entered into the boxes at the top. In the Link Text Box enter the text that will appear as the hyperlink when inserted into the text area (If you highlighted existing text it should be there already). When done *click* **ADD LINK**. You will return to your page and your chosen text will be shown as blue text.

6.4 Recommendation: Before publishing this page *Left Click* on **PREVIEW CHANGES** (top left) to display the page as it will appear on the live website and click the blue text to make sure the required new page or site appears.

7. Adding Media

7.1 You can upload and insert media (images, audio, documents, etc.) by clicking the Add Media button. You can select from the images and files already uploaded to the Media Library, or upload new media to add to your page or post. If you remove an article containing media please remember to also delete that media from the library.

7.2 If the media required is already on the website *click* the **ADD MEDIA** button to display all the media. You may need to scroll down to find it. Select the media by clicking on the picture – a tick will appear on it in the top RH corner. On the left details about the media will appear. Change as necessary [green box] (including the caption). The standard for pictures on our site is alignment = Left and size = thumbnail (this picture will expand if a viewer clicks on it). The image can also be edited by clicking the [edit image link](#). When satisfied, *click* **INSERT INTO PAGE**.

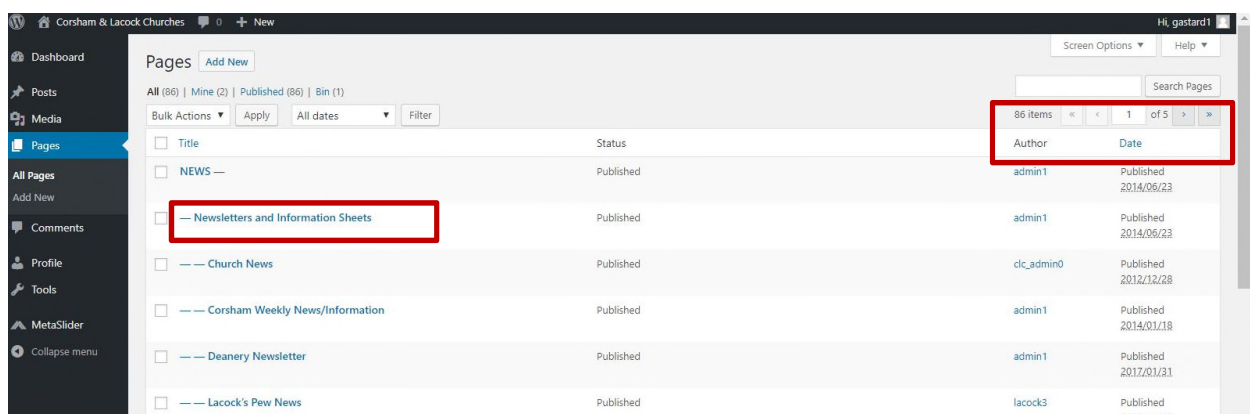


7.3 If the media is NOT already in the library it must be added. If not already showing a “Select Files” box, press Upload files to display this screen. Click on the Upload files box [orange box] (note max size of any one item of media is 8Mb). The software will open a Windows Explorer or file window on your computer. Select the file(s) you wish to upload and click Open or OK. You will then see the media library window displayed with a blue status bar top right. It will take some time to upload the files so be patient until the picture or file content is displayed. If you are uploading a document or a .pdf file this will appear as an icon and a file name and will be inserted as a hyperlink.

7.4 To create a gallery of images specific to a page, select the images to add and click the “Create a new gallery” button. You can select from the images and files already uploaded to the Media Library, or upload new media to add to your page or post.

8. Editing Pages.

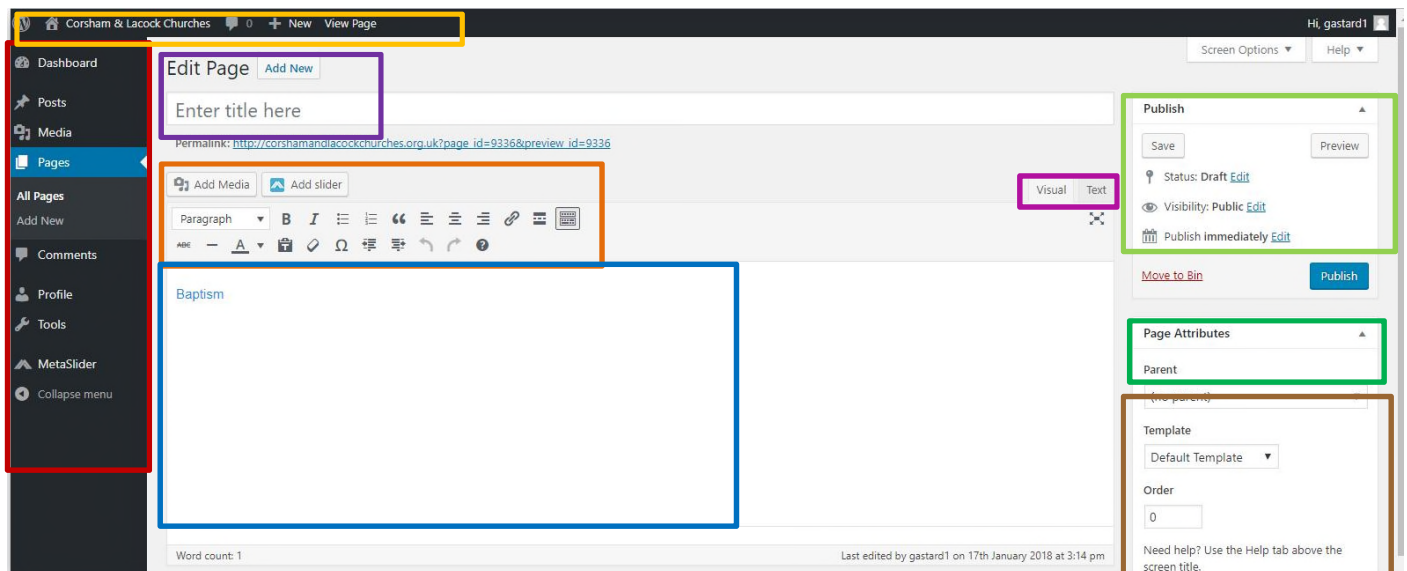
8.1 To edit an existing page left click on PAGES the Dashboard menu and you should be presented with a list of pages similar to that below:



8.2 Some displays may be a continuous list whilst others may split the screen into a number of pages; if the latter use the arrows (top left) to change pages. Select the page you wish to change by *hovering* the mouse cursor over the page title: you should then see some options appear: Edit, Quick Edit, Bin, View.

- EDIT – will give a page display in which you can change information; this will be described in a moment.
- Quick Edit – only allow certain information to be changed like the title but not the actual content. You should not need to use this selection.
- Bin – equivalent to Delete.
- View – allows you to view the page in question as though you were on the main website.

8.3 To edit a page *left click* on **EDIT** in the Dashboard menu; you should see a screen similar to that below. If you have clicked on the View option you will note that at the top of the screen in the Word Press menu area a new item “Edit Page” has appeared as an option. Also at the foot of the text on the page (you may have to scroll down to see it) you should also see an **EDIT** button. *Left Clicking* on either of these will go to the same screen as if you selected **EDIT** from the Dashboard menu.



8.4 The main elements of the Edit Page view are described below:

- The Dashboard menu in RED remains visible with PAGES highlighted.
- The Word Press menu in YELLOW also remains visible but a new option of “View Page” has been added to allow you to see the current information before it is changed.
- Edit Page in PURPLE shows you where you are and also gives the option to add a new page (we’ll deal with adding pages later).
- The Text ribbon in Orange contains icons similar to most word processing software to allow manipulation of the text. You may see one or two rows depending upon settings. These will be explained a little later.
- The main text entry area is show in BLUE.
- Visual/Text tabs shown in PINK switched the edit view between a user friendly view of what will be seen (Visual) or a coded view (Text). It is recommended you always use the Visual view.
- The Publish section in green has two main elements. The area in the lighter green will show the status of the page – we are editing here so the page has been previously published – if it was new the status would show draft. There is also a **PREVIEW CHANGES** which allows you to view the changed page before those changes are committed to the live website by pressing the big blue **UPDATE** button.

- Page Attributes, outlined in Brown, provides details of the page itself; in particular the Parent shows to which main page this page is related (e.g. the Publications page is related to the News Page) and determines how the menus are derived; the Template should always show “default”; and the order determines where in the menu the page appears – by default this is arranged alphabetically but changing the number can override this, 0= top.

8.5 To edit text, add media and change formatting just follow the instructions in the modify text paragraphs of the [Add Pages](#) section.

9. Adding Slideshows

9.1 We don't suggest you use this feature unless you are familiar with Word Press. Please seek assistance from [admin@](#).

10. Posts

10.1 Adding and editing a post is very similar to that for a page. From the dashboard select Posts; a list of existing posts will be displayed. Hovering over a post title you will see the same options as for Pages:

edit|Quick Edit|Bin|View. Additionally you should note that a Post can be assigned a Category and have a Tag – these help with searching.

10.2 Add or edit a post in the same way as you would a page. However before publishing posts to the website consider entering a category and a Tag (you may need to scroll down to see the tags element).

11. Archiving

11.1 We have created a facility to archive posts and pages to make it easier to re-create them; this is very useful for regular events such as annual activities, or periodically repeating notices.

11.2 To archive an item it must already have been published.

- Select your post or page and enter the edit mode.
- In the PUBLISH section against STATUS *click* on **EDIT**.
- Select **ARCHIVED**.
- Then *click* on **PUBLISH**.
- The post/page remains visible in the editing mode but will not appear on the live website. (*for example the Art at St Bart's post is archived and is displayed when a list of posts is shown but its status is given as Archived*).

11.3 To re-publish a post/page

- Select your post or page and enter the edit mode.
- Make any changes in the text for dates etc.
- In the PUBLISH section against STATUS *click* on **EDIT**.
- *Select DRAFT.*
- Still in the PUBLISH Section *click* on **EDIT** against the PUBLISHED ON: item
- Change the date to today's date. *This is important as Posts are displayed in the NEWS section in date order, latest first. If you do not change the date your amended post will appear at the bottom of the current news items.*
- *Left Click* on **PREVIEW CHANGES** to see what it will look like when published.
- If no further changes are required – *click* **PUBLISH**

12. Log Out

Once you have completed your activities please remember to log out:

Hover over the top left where it says “Hi (user name).....” And additional options will appear, the last of which is LOG OUT. Click here and await the confirmation message before closing your browser.

Please ensure that any content placed on the website conforms to the Acceptable Use Policy (*which you can find on the Users page along with the latest version of this guide*).

We hope this guide has been helpful. Please advise us via admin@corshamandlacockchurches.org.uk if you find difficulty in following the guidance or can suggest improvements.

Appendix A - Calendar

The calendar is displayed on the top right of the Home page.

The website contains 7 calendars one for each of the 5 churches, a separate one for the Team and one containing the Lectionary. On entering the website the calendars are combined into a single view but any combination of these calendars can be viewed by *clicking* on the small down arrow on the top right of the calendar display.



Each calendar can be updated without needing to log into the admin area of the website. Simply click on the Google Calendar button.

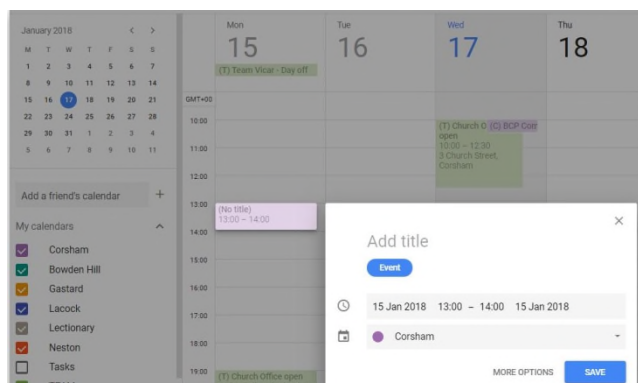
The team are now using the Google calendar embedded in the website as the “Master” for all team events.

A1. Sign into the Calendar.

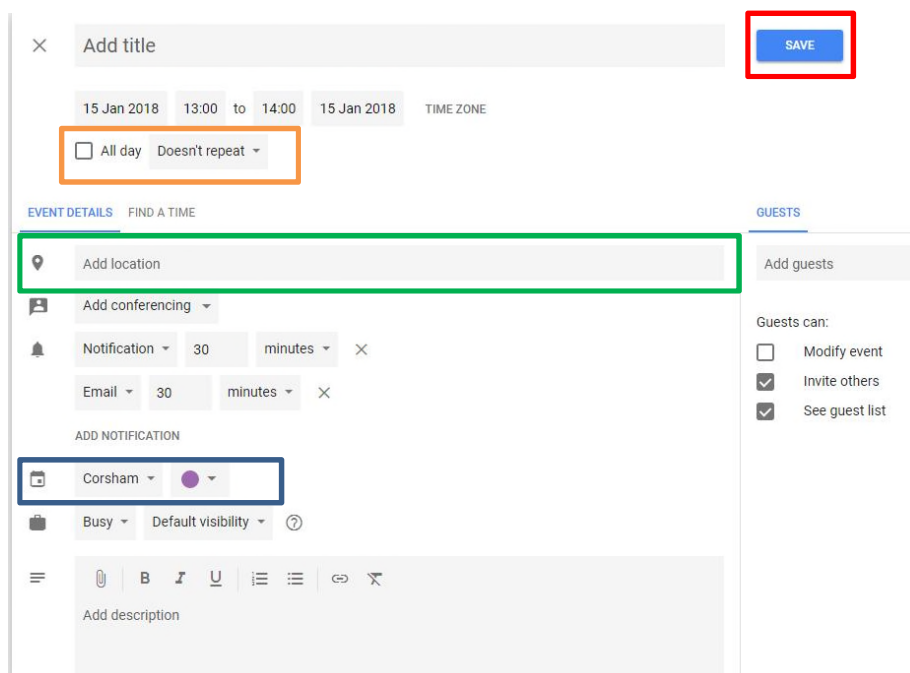
You will be presented with a sign-in screen. The user name is: corshamlacockchurches@gmail.com, (noting there is no AND between Corsham and Lacock) and the password is “solsburyhill99”.

A2. Add a Calendar entry

Select the appropriate month/day and click in an unoccupied space. A box similar to that below will appear:



-- Click on **“MORE OPTIONS”**, the following screen should appear.



-- Give the event a title. *Please add in brackets at the start of the title: (BH) for Bowden Hill, (C) for Corsham, (G) Gastard, (L) Lacock, (N) Neston, (T) Team so that the combined calendar easily identifies the sponsoring parish.*

-- On the next line down enter the correct date and to/from times.

-- Select **All day** or **Doesn't Repeat** (Orange box) as required; selecting **Doesn't Repeat** will bring up a window to select repeat options (see A3 below).

-- Against "Add location" (Green Box) enter the location of venue details using the "Text to Enter" cell in the table below to ensure Google maps correctly identifies the location; *if the location you want is not shown enter the venue name and after saving see where the map directs. Leaving this blank supresses the map option but you can still put the venue in the Brief Description field instead.*

Location	Text to enter
St Anne's Church, Bowden Hill	Bowden Hill, SN15 2PP
Gastard Church	Gastard Church, SN13 9QS
Corsham Church	St Bartholomew's Church, Corsham, SN13 0BY
Church House, Corsham	3 Church Street, Corsham, Wiltshire SN13 0BY
Neston Church	St Philip & St James C of E Church, Church Rise, Corsham SN13 9SX
Lacock Church	St. Cyriac's C of E Church, Church Street, Lacock, SN15 2LB
Corsham Town Hall	Town Hall, 65 High Street, Corsham, Wiltshire SN13 0EZ

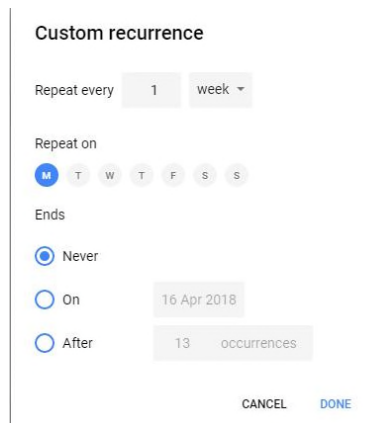
- In "Calendar" (Blue Box) select which Church/Parish the event is for: if a Team event select the team Calendar
- If required enter a short description: *this is displayed when the event is selected.*
- In the same description field add your details as content owner at the end of the description and the date of the entry so that any enquiries or changes can be directed to you.
- The event colour is prepopulated depending upon the calendar you have selected above.
- At the top of the page press **SAVE** in the red box.

A3. Repeat entries.

The calendar allows for events that are repeated on a regular basis: Your choices are:

- Daily.
- Weekly, on the day you initially selected
- Monthly, on the day and week of the month you originally selected
- Yearly, on the date you originally selected.
- Every weekday
- Custom – which will allow you to select your own combination

Selecting **CUSTOM** opens a new box where you can select how you want your repeat to work.



Custom recurrence

Repeat every 1 week

Repeat on

M T W T F S S

Ends

Never

On 16 Apr 2018

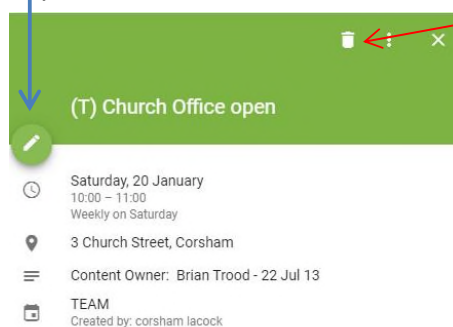
After 13 occurrences

CANCEL DONE

The start date will normally be greyed out as this has already been selected in the previous screen. The end of the event can be “never”, or after a number occurrences or on a specific date. The summary will show you the result of your selections and when correct click on **DONE**; this returns you to the previous screen.

A4. Editing an existing entry

Clicking on an entry should bring up a box containing basic information about the event: Click on The Wastepaper bin to remove the entry, click on the crayon to enter the edit screen.



When you click on the crayon you will be presented with a screen similar to the Create screen. Just change the details as if you were creating a new entry.

- If you make any changes press the **SAVE** button to accept the changes.
- To cancel any changes click the ‘X’ on the top left adjacent to the title
- To find other options click on the **MORE ACTIONS** button to the right of the SAVE box.

Remember to sign out from the calendar when you have completed your entries.

Appendix B - Dropbox

Dropbox is a “cloud” storage facility (a storage space on the internet) where large data items such as photos, docs, videos, and files can be stored. This is especially useful if the item is too large to email. Anything you add to Dropbox will automatically show up on all your computers, phones and even the Dropbox website — so you can access your files from anywhere.

We use the St Bart’s Dropbox facility as a shared space for photos and other media to be loaded onto the website or for use elsewhere, which it would be difficult to send by email because of the size. We can store, for example, all the photos from the Christmas Tree Festival, and then choose which ones to upload.

Dropbox offers easy ways to share files or folders. Shared folders are ideal for groups of people who work on the same files together. When you create a shared folder and add other people to it, its files will appear in their Dropbox just as they do in yours. Any member of the folder can add, delete, or edit files within that folder.

To use Dropbox download and install the application software from www.dropbox.com. Once you have signed up and logged in there is a “getting started” section which will give you the best guidance.

To join the St Bart’s folder send an email to admin@corshamandlacockchurches.org.uk. An Invite will then be sent to you which when you accept will add the folder to your Dropbox shared folders. Now you should be able to access the files.

Note: when new files are added by other people, then next time you log in to Dropbox your computer will take some time to synchronize with the files so please be patient.