

How to access the green fuse celebrant's web site and add text and images

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Log in

To edit your web site you need to Log in.

- We will have provided you with a link
- Alternatively, a few of you will have a 'Log in' link at the bottom of your website (in the footer)



of

- Enter your username and password (and we suggest you tick the 'Remember me')

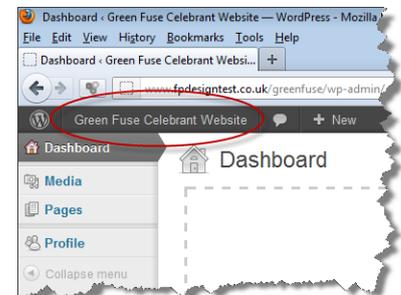


The Dashboard

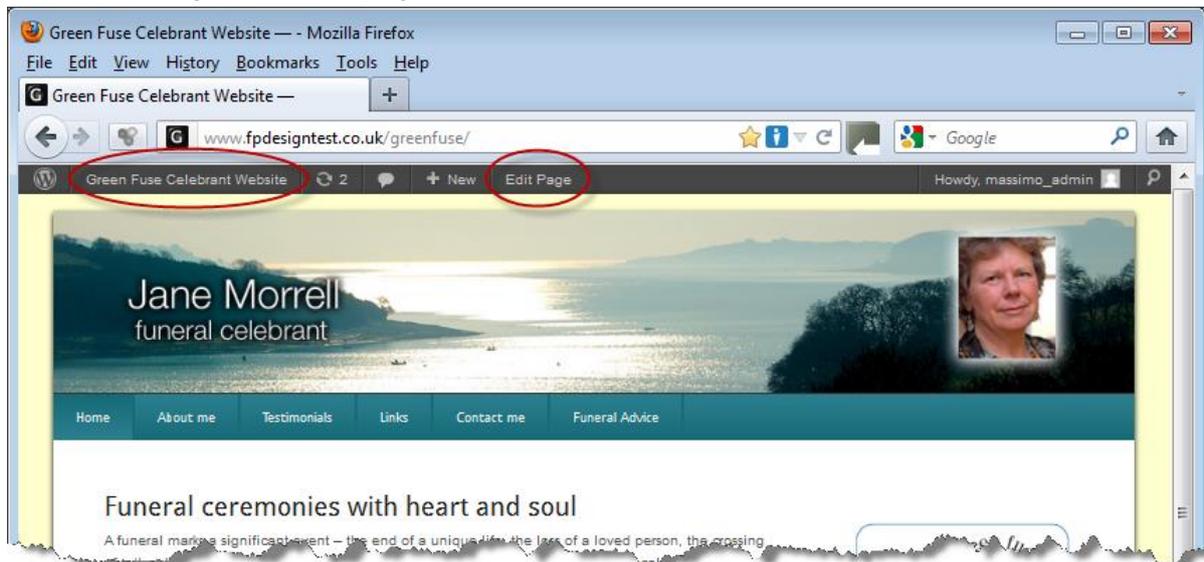
You will then see the 'Dashboard' (see picture).

Towards the top, in the dark grey bar, you'll see the name of your web site/your name.

- Click on this and you'll be taken back to your web site, but with the extra dark grey bar across the top (see below)

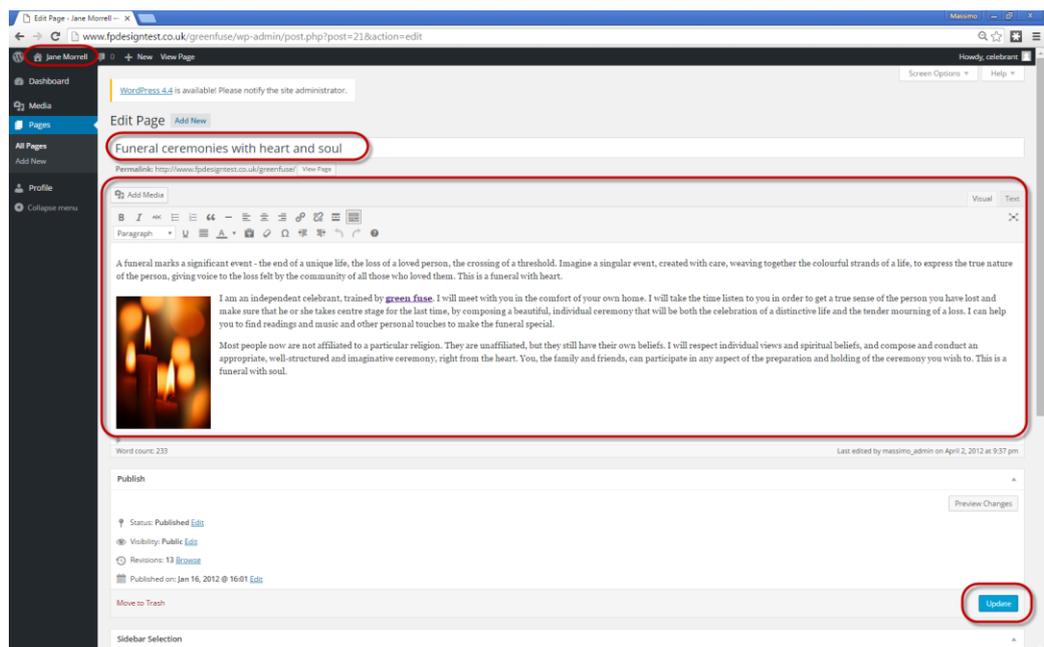


This bar (displayed whenever you are logged in) lets you switch between viewing your web site and editing the current page ...

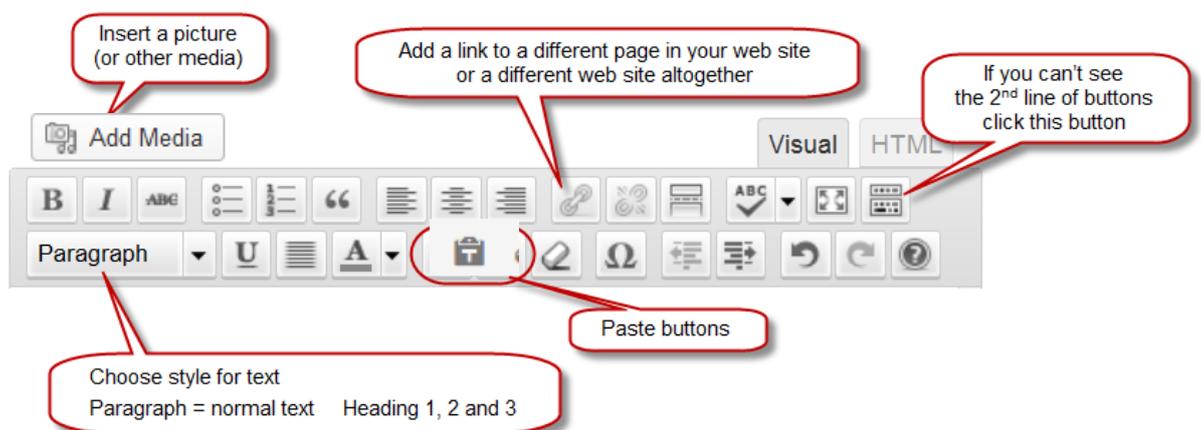


Editing a page

- Move to the page and then click the **'Edit Page'** button on the dark bar at the top.
- The title of the page is in a separate box at the top and this is displayed on the page like a heading. Most pages you'll probably use the name of the page as it appears on the menu (i.e. About me, Testimonials etc). However you can change this, in particular, for the Home page.
- Edit the text normally (very like Word) and use the toolbar buttons to add formatting where required
- When you have finished click the blue **Update** button (below the text)
- Finally you can click the name of your web site on the dark bar at the top to view the page (towards the top left)



The toolbar



Extra tips

To get lines closer together (like in an address) use **Shift+Enter** rather than just **Enter**

Line 1
Line 2
Line 3

Line 1
Line 2
Line 3

Using Pictures and Picture Testimonials

Picture Preparation

- Make sure that the picture is in a file and on your computer
- Generally try to use pictures of the right size – too big and the page will take too long to load – too small and they'll be blurred or 'pixallated' (see picture).
The ideal size would be about 400 to 500 pixels wide (you can right-click on a picture file and choose properties to see its size).
- If you reduce a picture you may want to keep a copy at the original size/resolution.



Insert a NEW picture into the web site

- Edit the page and click where you want the picture to appear
- Use the **Add Media** button above the toolbar
- Choose the **'Upload Files'** button
- Select your picture (either drag it to the screen or click Select Files button)



Picture settings

Alt Text: enter some simple description of the picture ¹

Alignment: choose **Left** or **Right**

Link To: with **'Media file'** when user clicks on picture it will open just the picture - so it's probably better to choose **None** ²

Size: change this from thumbnail – usually Medium should be fine

- Click on **Insert into Page** button bottom right
- You can then resize it by dragging the handles

ATTACHMENT DETAILS

 P10206063.jpg
January 14, 2013
2048 × 1536
[Edit Image](#)
[Delete Permanently](#)

Title P1020606

Caption

Alt Text Picture of candles

Description

ATTACHMENT DISPLAY SETTINGS

Alignment Right

Link To Media File
<http://www.naturalceremonie>

Size Medium – 300 × 225

Reuse an EXISTING picture in the web site

For example, if you are using a picture on more than one page, for the first page you'd follow the instructions above, and for the second page you'd follow these instructions.

- Edit the page and click where you want the picture to appear
- Use the **Add Media** button above the toolbar
- Choose the **'Media Library'** button
- Click on the picture
- Set the Picture Settings (as described above)

¹ This is used to describe / explain the picture for people with sight difficulties who might not be able to see it

² Optional use: You can insert a small version of a picture and then use this link to allow people to click on the picture and view a larger version

Change size or position of a picture

- Click on the picture
- Use the 'handles' to change the size and shape (the diagonal corner handles retain the picture's proportions)
- Use the Edit button (the pencil) to display other settings that you can change



Delete a picture

- Click on the picture
- Press Delete or click on the cross

Inserting a link to a web page or email address

Links

- Type the text you want to appear on the page.
- Then select the part that is going to be the link
this could be the actual address – Click www.greenfuse.co.uk for more information
or it could be a word or words – Click [here](#) to see what people say about me
- Click on the link button on the toolbar
- Enter the address of the web site
- Enter a **Title** (optional)³
- Choose whether this link will open in a new window or the existing window⁴
- Click **Add Link**

A screenshot of a dialog box titled "Insert/edit link". It has a close button (X) in the top right corner. The dialog contains the following fields and options:

- A label "Enter the destination URL" above a text input field containing "http://www.greenfuse.co.uk".
- A label "Link Text" above a text input field containing "Click here to see the Green Fuse site".
- A checked checkbox labeled "Open link in a new window/tab".
- A dropdown menu labeled "Or link to existing content" with a downward arrow.
- At the bottom, there are two buttons: "Cancel" on the left and "Add Link" on the right.

Note: you can also link to any of your own pages using the 'or link to existing content' button at the bottom left.

Emails

- Same as for Links above, except in the **URL** delete 'http:/' and enter 'mailto:' followed by the email address. E.g. <mailto:massimo@itsorted.org.uk>
Don't miss out the colon after mailto

³ Optional: This pops up when someone hovers over the link

⁴ Recommendation: open in a new window if going to a different web site (leaving your web site still displayed) and open in same window if going to another page on your own web site

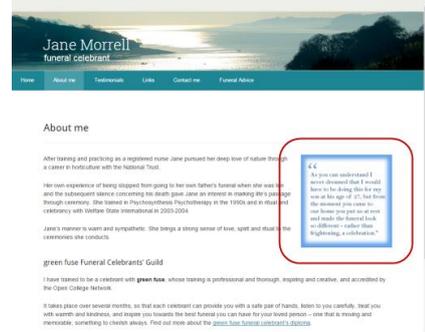
Side Bars

Some pages have a side bar assigned to them (e.g. Home page and Funeral Advice) ...



A side bar stretches the full length of the page no matter how much text is added.

This is not the same as pages with pictures (e.g. About me) ...



A picture just takes up its own space and the text wraps around it and then goes back to full width below it.

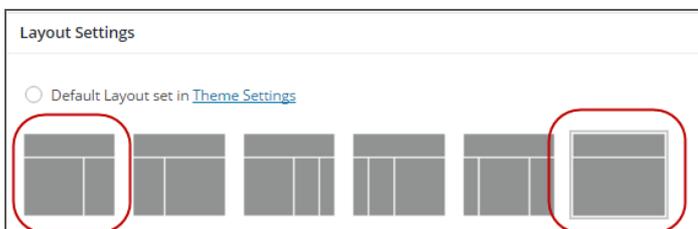
Side bars are set up separate from any page and given distinct names. By default, you will only have a single side bar set up – containing a picture of yourself and the “Green Fuse trained funeral celebrant” picture.



To display this side bar on a page, all you have to do is change the layout of that page.

To start, your Home and Funeral Advice pages will be set to display a side bar.

You'll see 'Layout Settings' further down when you are editing a page. Simply choose the layout you'd like ...



If you'd like us to set up extra side bars to choose from we can do that for an extra cost. See cost of extras.

Changing your password

- Click on the link at top right of your dashboard ...
- Click on “Edit My Profile”
- Scroll down to the bottom of the page and you will see an option for changing your password (the system will auto generate one for you, but you can overwrite this)

