

A Quick Guide

This is a quick guide for anyone who wants to learn how to use the Rock's Website Content Management System. It will cover how to log in and edit the content pages, create event pages, inserting images, and other helpful tips.

Step 1: Creating New Pages

Content pages appear in the navigation box on a ministries homepage:

Go to <http://www.therocksandiego.org/admin>

Login to the system with your username and password.

Click on the "Content" tab at the top, and then click "Add Content"



How to fill out the Content form:

Nick: Very short title or "nickname" of your page. Lowercase, and unique (do not reuse on other content pages). **No spaces.** ie. "marriageandfamily"



the nickname affects the url that appears in the address bar.

Title: The name/header of this page.

Status: This determines whether or not it's ready to be on the website. Select "Active" if the content is finished and ready for the web. Select "inactive" if the content still needs some work done (you can save your progress so far).

Description: For your records, to keep track of this content

Text: The actual content of the page.

Step 2: Editing Pages

1. **Click on** the "List Content" tab
2. **Click on** the "Edit" link next to the page you want to edit.

View	Edit	Delete		How to get Involved	Marriage and Family	Info on becoming a marriage mentor
View	Edit	Delete		Marriage & Family Courses/Events	Marriage and Family	opportunities to grow

3. Changing the look of the text:

Try out the different buttons on the WYSIWYG editor toolbar.



To bold text, highlight the text and then press the  button.

4. **Creating a link:** highlight the text, and press the  button in the toolbar. In the popup window enter a web address where it says URL, and click OK.



Step 3: Adding Images

1. **Select** where you would like the image to be placed.
2. **Click** on the  button, and a popup window will appear.
3. **In the popup window**, click on "browse". This will open another popup window. Find the image on your computer and then click "open".
4. **Click** on the "upload" button to copy the image from your computer to the server.
5. **Select the image:** Now that the image is uploaded, you need to find it in the image window and select it, and hit "OK". (the "ok" button might be slightly hidden. Simply expand the window slightly and you will see it)