



Working with WordPress

Welcome to the world of WordPress. I have prepared this guide to help you to manage DestinoMovement.com.

Getting Started

Open up your favorite Web browser (Firefox, Safari, Internet Explorer, etc.) and go to <http://destinomovement.com/wp-login.php>. You should see a screen similar to the one below.



Figure 1 - WordPress Login Screen

Enter your Username and Password. Your username will be *firstname.lastname*. If you have forgotten your password, you can reset it by choosing **Lost your password?** at the bottom of the login box.

Congratulations. You should now be logged into the WordPress Control Panel.



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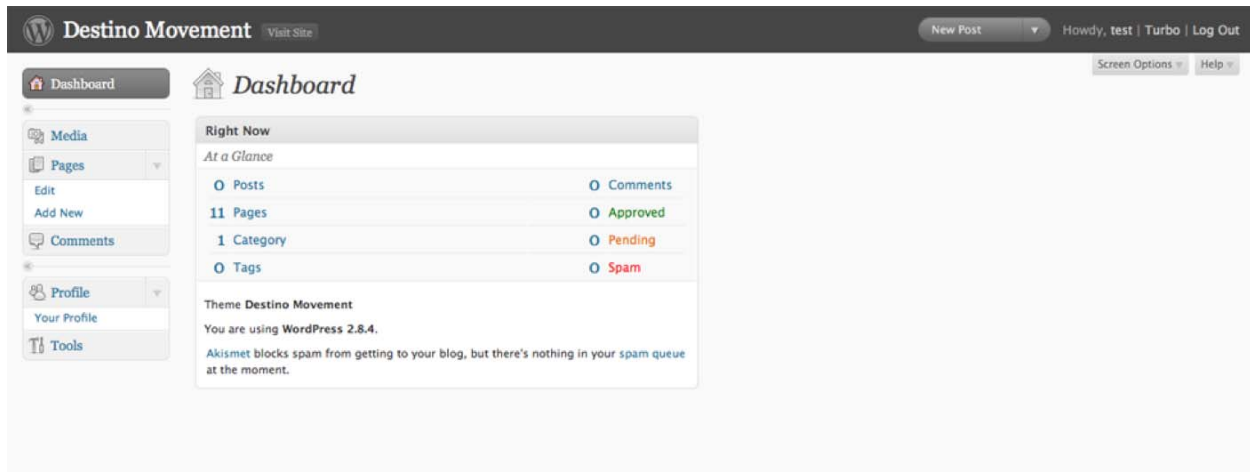


Figure 2 - WordPress Dashboard

The Dashboard

The dashboard for your installation of WordPress has been made very simple. You are only going to be utilizing a portion of the functionality of WordPress so I have paired down your view of the dashboard so that you can easily use what you need and not have to worry about things you will not be using.

One of the features that you will not be using is posts. Posts are short articles that are usually displayed in a menu in chronological order in descending order from the most recently written post. At this point, DestinoMovement.com is not using posts so you do not need to worry about or click the **Posts** link in the **Right Now** box on the Dashboard.

Comments is another item on the dashboard that we are going to ignore. Commenting is most often used with blogging. Unfortunately I could not hide Comments on the menu bar on the left hand side of the page.

The part of the page that we need to use is the **Pages** section on the left hand side of the page. As you can see, there are two options available in this section, **Edit** and **Add New**. You will be using **Edit** most often to edit and update current content already in place.



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The first thing that I am going to show you is how to edit an existing page using the WordPress control panel.

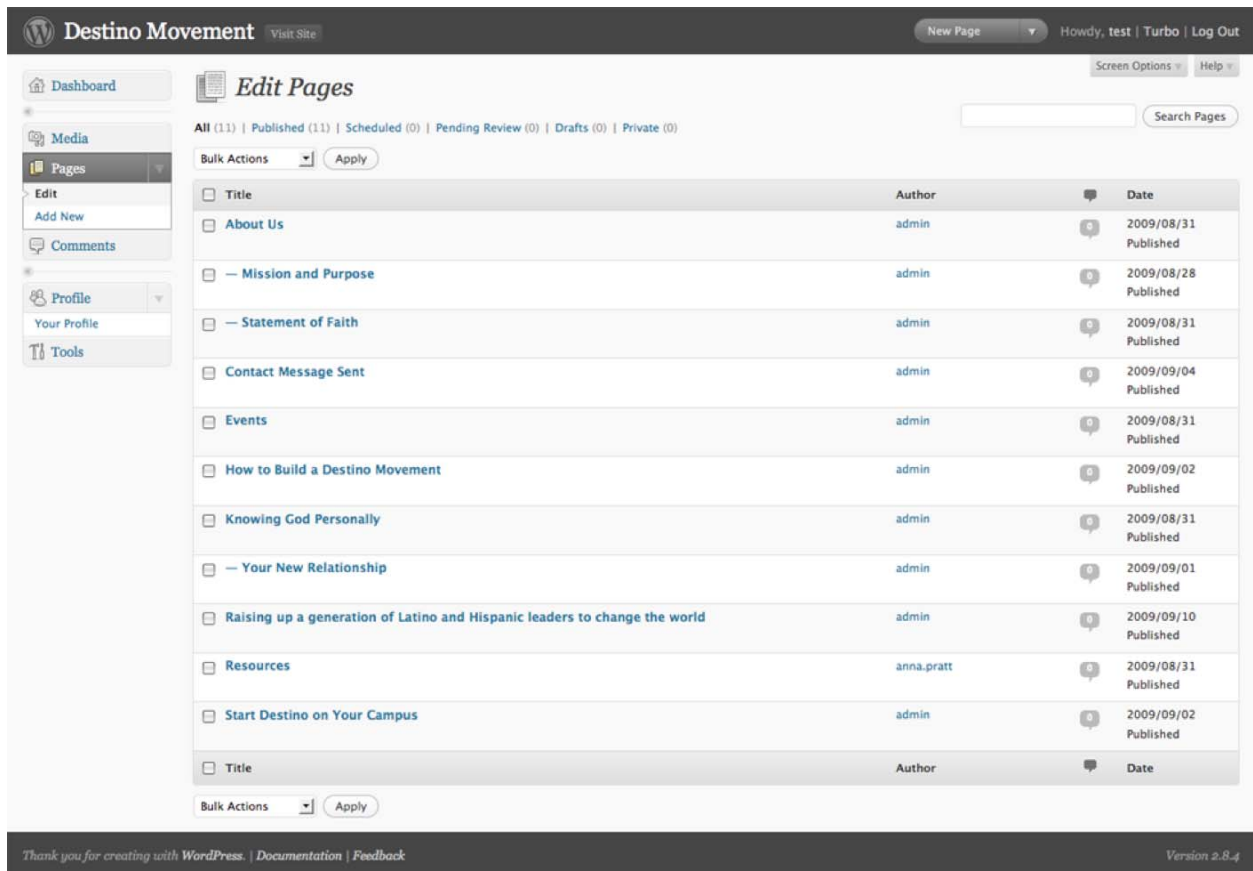


Figure 3 - Edit Pages Screen

Editing an existing page - Step-by-Step

1. Choose **Edit** from under **Pages** on the left hand side of the screen.
2. You should now see a screen similar to the one in Figure 3. This is a listing of all the pages in DestinoMovement.com.
3. Click on the title of the page you want to edit.



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Editing Pages (other than the Homepage)

Using WordPress to edit your page is pretty intuitive. The homepage is a little more complicated because there are more than one content region to edit. You will find instructions on how to edit the homepage on page 8 of this guide.

The screenshot displays the WordPress 'Edit Page' interface for a page titled "About Us". The interface is divided into several sections:

- Header:** Shows the site name "Destino Movement" and user information "Howdy, test | Turbo | Log Out".
- Left Sidebar:** Contains navigation options like "Dashboard", "Media", "Pages", "Comments", "Profile", and "Tools".
- Main Content Area:** Features a rich text editor with a toolbar and a text area. The text area contains the following content:
 - Title:** "About Us" (highlighted with a red box)
 - Permalink:** "http://destinomovement.com/about-us/"
 - Text:** "What we're all about" (highlighted with a red box), followed by "We're all about raising up a generation of leaders from the Latino and Hispanic community to change the world."
 - Text:** "What we believe" (highlighted with a red box), followed by "Our beliefs are based on what God has said in the Bible, both Old and New Testaments. We believe the Bible is the main way God continues to communicate with us."
 - Path:** "Path:"
 - Word count:** "Word count: 80"
 - Last edited:** "Last edited by test on October 5, 2009 at 12:04 pm"
- Right Sidebar:** Contains publishing and attributes options:
 - Publish:** "Preview Changes", "Delete", "Update Page"
 - Attributes:** "Parent", "Main Page (no parent)", "Template", "Order", "Page Image" (highlighted with a red box)

Figure 4 - Editing a page



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As you can see from figure 4, there are only a couple of content regions that you can edit, the title, the main content, and the page image. To keep things simple, we are only going to cover the title and content region for now. Page images will be discussed in the advance section of this user guide.

Editing Text

To edit any of the text fields, click inside the field or select the text that you want to edit. It's that simple. Once you are done editing, choose "Update Page" on the right hand side of the page. (See Figure 12)

Adding Headings within your content

Many of the articles on the Destino site use headings within the content. (Figure 5)

A screenshot of a WordPress page titled "Mission and Purpose". The page content is highlighted in a light yellow box. It features three level 3 headings, each with a red arrow pointing to it from the right. The first heading is "Our Mission" with the subtext "Raising up a generation of leaders from the Latino and Hispanic community to change the world." The second heading is "Our Purpose" with a detailed paragraph of text below it. The third heading is "Who are we?" with the subtext "DESTINO is the U.S. Hispanic ministry of Campus Crusade".

Mission and Purpose

Our Mission ←— Heading
"Raising up a generation of leaders from the Latino and Hispanic community to change the world."

Our Purpose ←— Heading
The DESTINO movement exists to help build personal, professional, moral and spiritual leadership within the Hispanic community. True life change and achieving excellence in character and leadership is achieved through following Jesus Christ and knowing Him personally. It is our vision to see a self-sustaining, multiplying campus community that is run by students, guided by local church volunteers and coached by staff. A movement that celebrates cultural diversity, practices biblical unity and promotes Christian compassion to influence others to have a heart for God, a heart for each other, a heart for the lost, and a heart for the world.

Who are we? ←— Heading
DESTINO is the U.S. Hispanic ministry of Campus Crusade

Figure 5 - Headings

The headings shown in this example are level 3 headings. You can add headings to your content using the toolbar just above the main content region. (Figure 6)



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Figure 6 - Content Editing Toolbar


You will need click the  on the right hand side of the toolbar in order to show more buttons. (Figure 7)



Figure 7 - Hidden row of toolbar buttons now exposed.

To make your text a level 3 heading, highlight your text and choose “Heading 3” from the dropdown menu on the left hand side of the second row. It will probably say “paragraph” or “format” before you make your selection.

Suggestions on Using the Formatting Toolbar

As you can see from Figures 6 and 7, there are a lot of different buttons to editing content. I would suggest that you only use a select few. Using other formatting buttons will can break the visual design and not fit in with the styles programmed by Jeff.

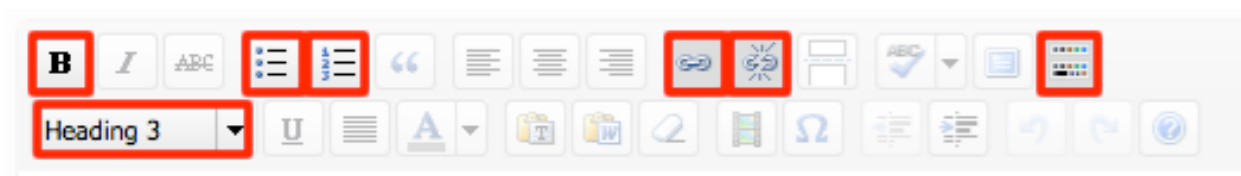


Figure 8 - Suggested Buttons to use in editing



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- Bold
- Unordered list
- Ordered list
- Link and Unlink
- Show/hide Kitchen Sink (shows or hides second level of formatting buttons)
- Format dropdown menu (only for changing text into a Heading 3 as discussed in the last section)

Those are the basics of editing text for all of your secondary content pages. Now we are going to turn our attention to editing the homepage.



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Editing the Homepage

The screenshot shows the WordPress 'Edit Homepage' interface for the 'Destino Movement' site. The main content area is titled 'Raising up a generation of Latino and Hispanic leaders to char' and contains the following text: 'The world is a pretty messed up place. You don't need anybody to prove that. Wars. Disease. Poverty. Divorce. Addictions. Tragedies and injustice all around us. A lot of people want to change the world, but sometimes it's hard enough to even change our own lives. We think Jesus was on to something when he said, "Apart from Me you can do nothing." Destino is a movement of college students that wants to change the world, one life at a time, with the only One who can do it.' Below this text is a 'First Conference or Event' section with the title 'Fall Retreat on the Coast' and the content: 'Join Destino for a weekend on the coast to relax, get away from school, make new friends, and grow closer to God.' The interface includes a sidebar with navigation options like 'Dashboard', 'Media', 'Pages', 'Comments', 'Profile', and 'Tools'. The top navigation bar shows 'Destino Movement', 'Visit Site', 'New Post', 'Howdy, test | Turbo | Log Out', 'Screen Options', and 'Help'. The right sidebar contains 'Publish' and 'Page Image' sections.

Figure 9 - Edit Homepage Screen

The home page is most complicated of the pages to edit because there is more than one content region that you can edit and update.

The home page is named **Raising up a generation of Latino and Hispanic Leaders to change the world**. It is named this because the home page is using the title field to generate the tag line on the page that you see in Figure 10.



Destino

About Locations Events Resources Cor

Raising up a generation of Latino and Hispanic leaders to change the world

The world is a pretty messed up place. You don't need anybody to prove that. Wars. Disease. Poverty. Divorce. Addictions. Tragedies and injustice all around us. A lot of people want to change the world, but sometimes it's hard



Figure 10 - Tag line on the home page

These are the different content regions that you can edit on the Destino Movement home page:

- The tag line (title of the page)
- The image that is displayed to the right of the tag line
- The paragraphs under the tag line
- Each conference listing
- Each Summer Project listing

Let's take a look at each one of these individually.



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Tagline

As already mentioned, the tagline is also the title of this specific page. To edit the tagline, click inside the box or select the text you want to change. Then type in your changes. See Figure 11.

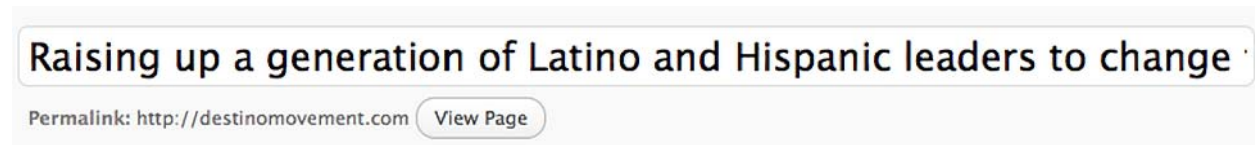


Figure 11 - The Title Box on Edit Page Screen

If that is the only change you are making to the page, you can click the **Update Page** button on the right hand side and the changes you made are saved and the page content is updated. (Figure 12)



Figure 12 - Publish Button

The Page Image Field

Each page on the Destino site has an image. Your WordPress installation has been set up so that you can change the images in the future. On the Page Edit page, this is done



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by specifying the file name of the image that you want to display on a given page (Figure 13).

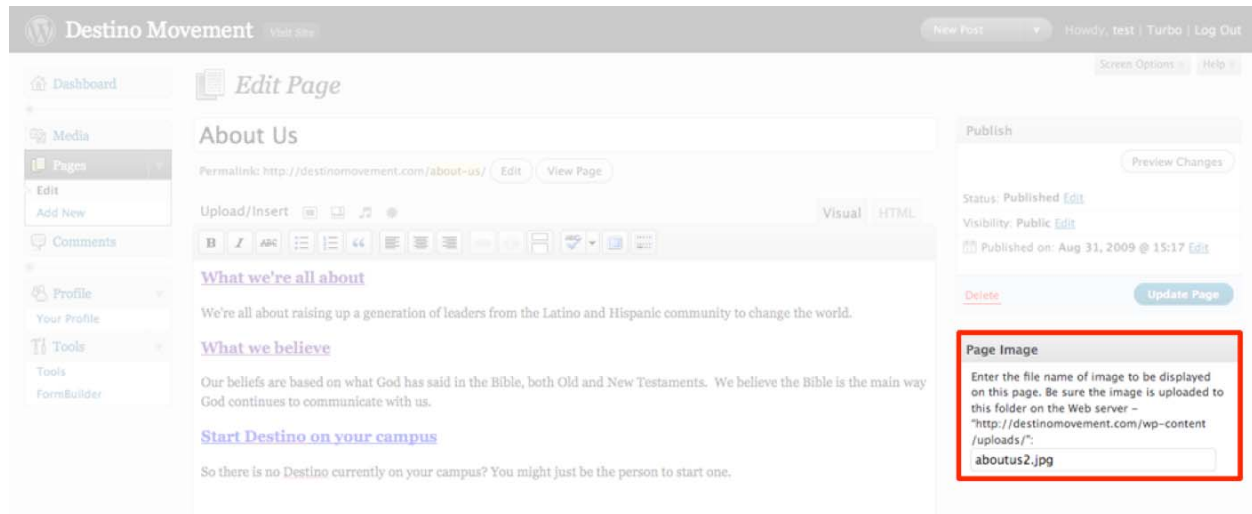


Figure 13 - Page Image Box on Edit Page screen

Your WordPress installation is set up to look for the image files in this folder on your server, `destinomovement.com/wp-content/uploads/`. So all you have to do is to add your pictures to this directory using a built-in WordPress function and then type in the name of the file like `aboutus.jpg` or `homeshot.jpg`.

I will be discussing how to upload a new picture to your site a little bit later. What I want you to understand right now is that you can change the image that is displayed on any of the pages of DestinoMovement.com.

Paragraph(s) Under The Tag line

The paragraph under the tag line uses the same main content region that we discussed for all other secondary pages of the site. (Figure 14)



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As I mentioned before, your WordPress installation is set up to look for the image files in this folder on your server, `destinomovement.com/wp-content/uploads/`. So all you have to do is to add your pictures to this directory using a built-in WordPress function and then type in the name of the file like *aboutus.jpg* or *homeshot.jpg*. We will cover how to upload a picture to use in your Web site in the Advanced section on page XX.

- **Link to a Web site for more information.** It might also be a link to a page that you create in WordPress .
- **Position of the image (Summer Project Listings only).** The design of the conference/event and summer project listing is to have the image and content of the list alternate position down the page. (Figure 15) The design is set up to start left and then alternate from there. Because the number of conference listings can vary, I decided to allow you to control the project listings manually by using the radio buttons provided in the additional field.

DESTINO TREK MORE >>
Maybe it's time to step up and lead. Take a week with Destino staff and grow in your ability to lead others spiritually. Oh, yeah, we'll have fun, too!

DESTINO FILM PROJECT
We had a blast making our first film last summer called "Jalapenos". If you've ever thought you should use your filmmaking skills for God, check us out. For more information, email tom.allen@uscm.org.

NORTH AFRICA
So...this is where we get serious about changing the world. This summer we're going to North Africa. We will be pioneering there for the first time. For more information, contact destinoeric@uscm.org.

Figure 15 - Alternate image and content positions for Summer Project listings on the home page



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Advanced Topics

- Adding an image to the WordPress Image Gallery
- Publishing a new page
- Updating Your User Profile
- The Admin User
- Adding new users
- FormBuilder

Adding an Image to the WordPress Image Gallery

You may have need to add new images to the site in the future. Each page has an image that was purchased from iStockPhoto. The other place that images are used on the homepage for the conference/event and summer project listings. Before I get into how to add images to the site, I want to give some design perspective on the use of images on the site so that you can continue to maintain the professional look established by the original design.

Design Note on Images for DestinoMovement.com

The images used on the site for the upper right hand side of the page are set to a specific dimension to be in proportionate relationship to other design elements on a page. The dimensions of these images are 290 pixels wide by 235 pixels high at 72 dpi resolution (Figure 16).



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Destino

Raising up a generation of Latino and Hispanic leaders to change the world

The world is a pretty messed up place. You don't need anybody to prove that. Wars. Disease. Poverty. Divorce. Addictions. Tragedies and injustices all around us. A lot of

235 pixels tall

290 pixels wide



Figure 16 - Right hand image dimensions

Conference/Event and Summer Project Images

These images are also set to a specific dimension that is hard coded into the design template. The dimensions of these images need to be 217 pixels wide by 163 pixels high with a 72 dpi resolution.

It is important that you edit any new pictures that you would like to add to the site so that they fit the dimensions. Otherwise, when you add them to the site, they may look distorted because the image dimensions are hard coded into the WordPress page templates powering the Web site.

Adding images within the main content area of other Pages

I would strongly recommend not adding any images in the main content area of any of the other pages of the site unless you feel strongly that it adds to the value of the communication. One of the goals of the new design was simplicity. Adding too many images can move away from this goal and add more visual clutter to the page which can lower the value of your communication.



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When the Web site was delivered, there were only 2 pages that had images in the main content area, Knowing God Personally and Resources. On the Knowing God Personally, images/diagrams were used to support the gospel message. On the resources page, a screenshot of GodSquad was included under the listing of GodSquad as an additional resource. In both cases, these images helped support the overall message of the page and were used sparingly.

With that said, let's look at how to add new pictures to the image gallery.

Adding New Pictures to Your WordPress Image Gallery

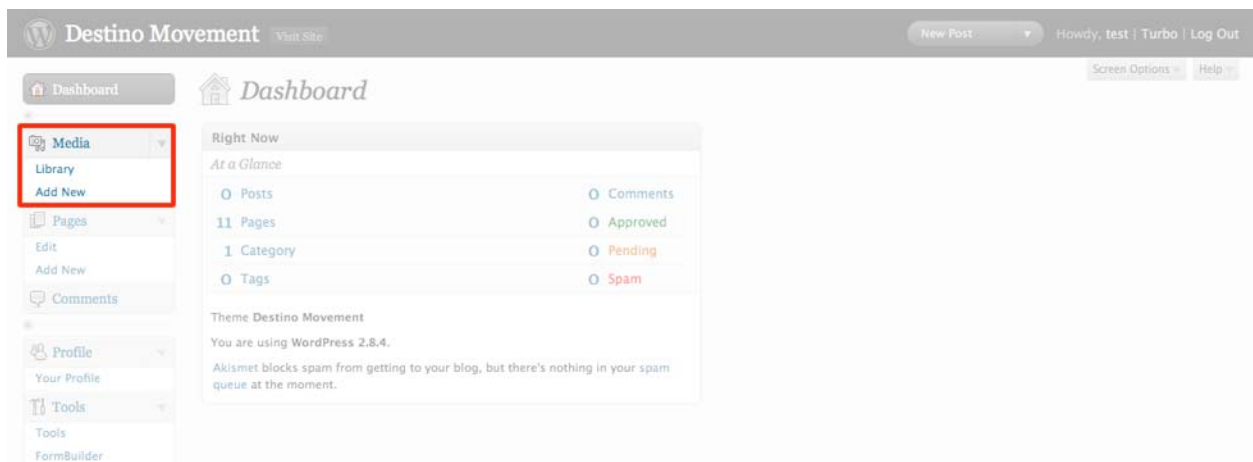


Figure 17 - Media Selections on the left hand navigation menu

To add new pictures, you will want to go "**Media**" on the left hand navigation menu. Click the down arrow and two items will be revealed to you, "**Library**" and "**Add New.**" To add a new picture, choose "**Add New.**" (Figure 17)

You will now be on the **Upload New Media** page. (Figure 18)



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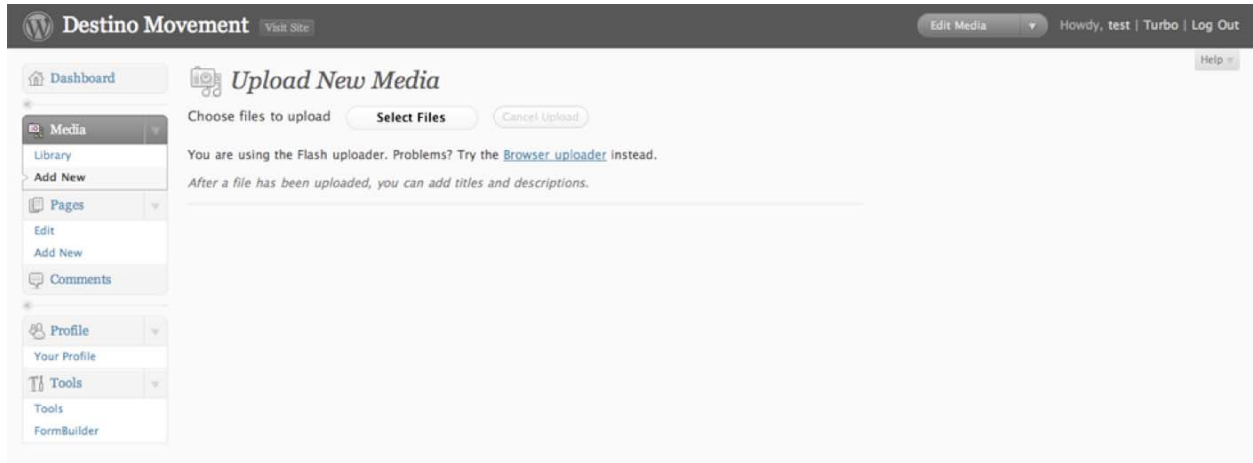


Figure 18 - Upload New Media Screen

Choose the **Select Files** button and navigate to find the image on your computer. Once you choose the file, it will upload to the image gallery. Once the image uploads, you can add titles and descriptions to the photo. You will also see the file url in WordPress. The name of the image will be the same you named the image file on your computer. (Figure 19) In this example, the image file name is "aboutus1.jpg."

When you are finished, choose **Save all changes**.

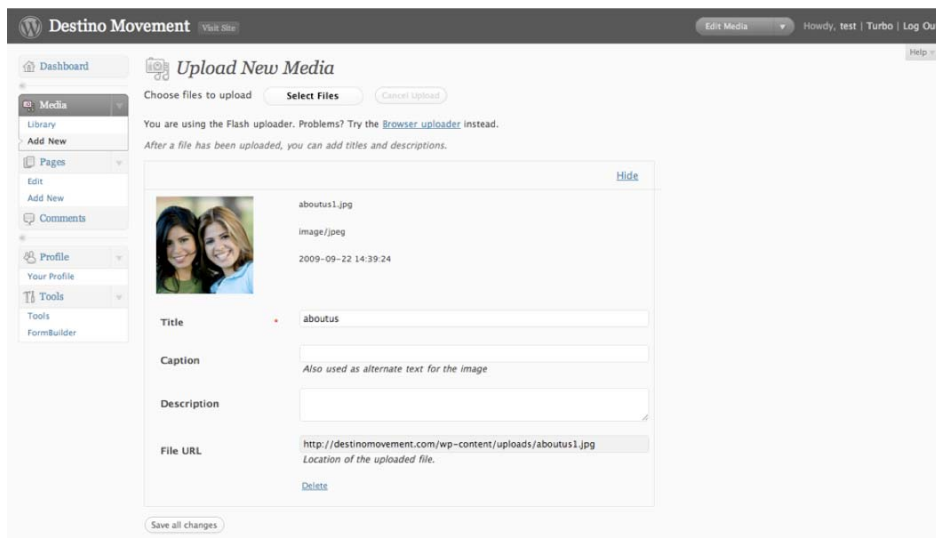


Figure 19 - Add title and descriptions to your image



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Changing the Right Hand Page image

On the Page Edit page, this is done by specifying the file name of the image that you want to display on a given page (Figure 20). Going back to our example in Figure 19, the **File URL** was <http://destinomovement.com/wp-content/uploads/aboutus1.jpg>. All images that are uploaded through the WordPress Control Panel are uploaded to the <http://destinomovement.com/wp-content/uploads/> folder on the site server.

The image file now is aboutus1.jpg. If I wanted to change the **Page Image** on this page, I would replace "aboutus2.jpg" with "aboutus1.jpg." Because all the images uploaded to the server through the WordPress control panel go to the same directory, have already specified the directory in the page templates for the site. You only need to specify the specific file name of the image you want to use.

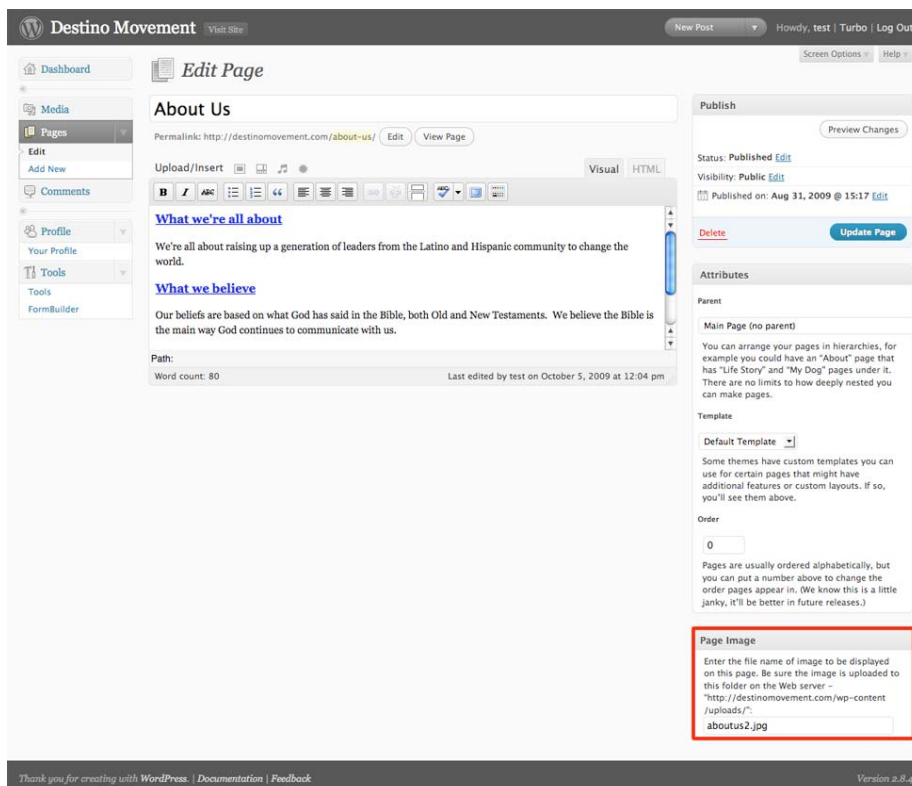


Figure 20 - Page Image Box on Edit Screen



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Editing Conference/Event and Summer Project Listing Images

The procedure for changing these image is much the same as what was discussed above. The only difference is that instead of using the Page Image box, you will look for the Image Field in the listing you are adding or editing. (Figure 21)

First Conference or Event

Name of the conference or event:

Content:

B *I* ABC

Format

Join Destino for a weekend on the coast to relax, get away from school, make new friends, and grow closer to God.

Path:

Image File Name (Be sure the file is located in this folder "<http://destinomovement.com/wp-content/uploads/>" on the server:

Link to Web site for more information:

Figure 22 - Image Field in Conference/Event or Summer Project Listing



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Publishing a New Page

To create a new page, go to the Pages section on the left hand menu. Choose “**Add New.**” (Figure 23) Editing this new page is the same process as other pages and we have already covered that in this guide.

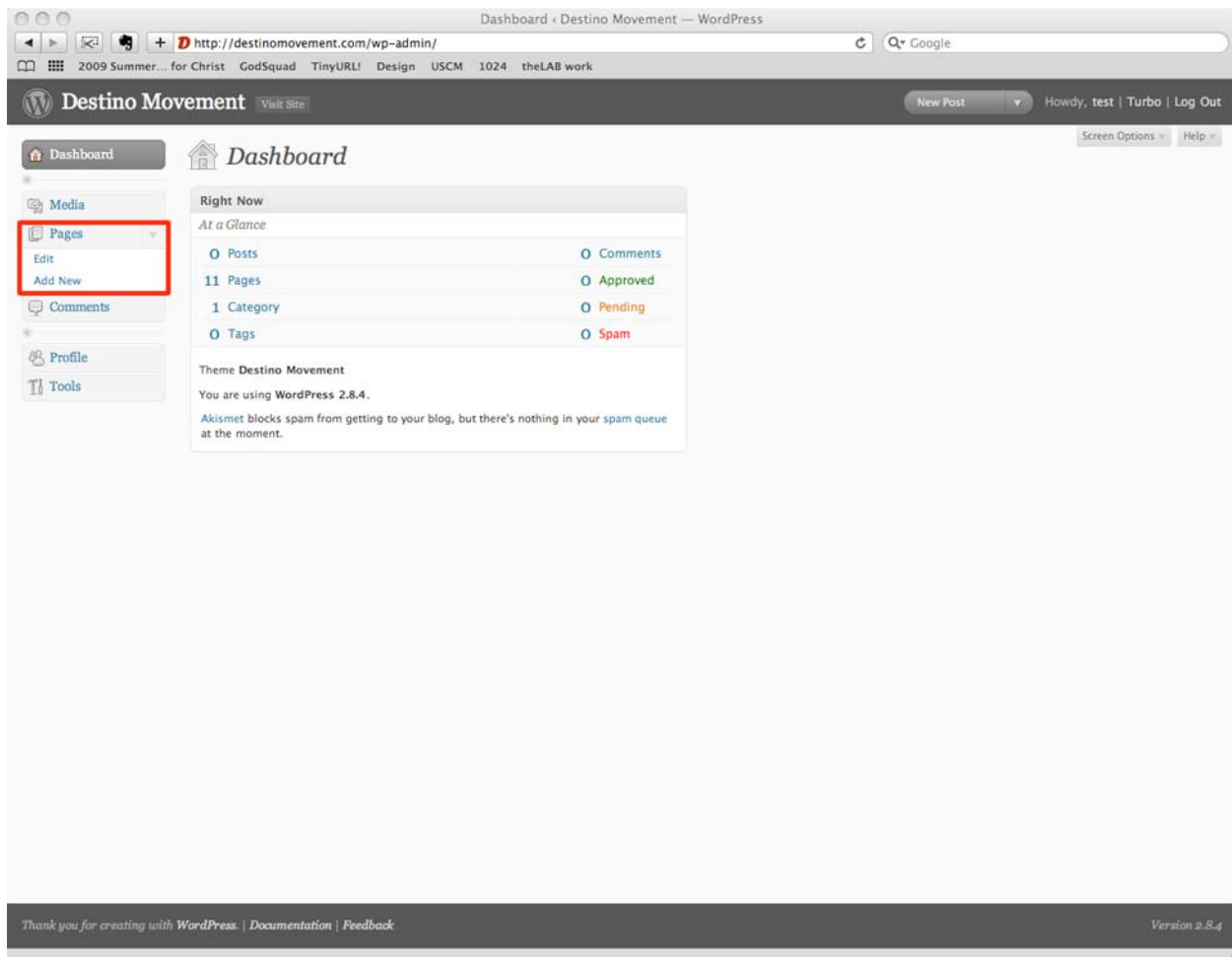


Figure 23 - Add a new page

Your new page is probably going to be part of one of the existing sections on the Web site—about, events, or resources. You can assign your new page to be a “child page” of one of these “parents.” To make your new page a child page, go to the **Attributes** module



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on Edit screen of your new page. (Figure 24) Under Parent, choose the page you want to be a parent page to your new page—About Us, Events, or Resources.

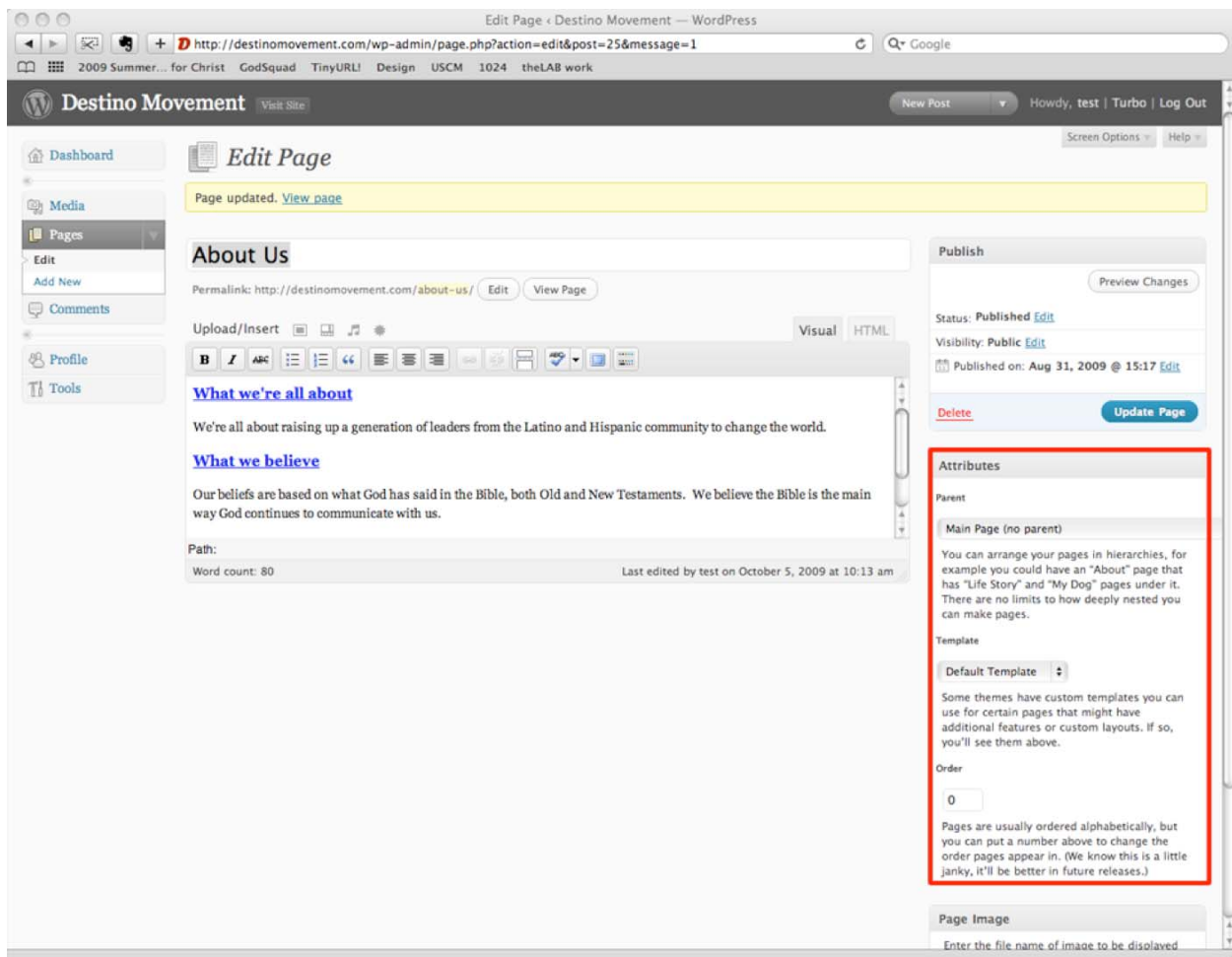



Figure 24 - Attributes Panel

To add a link to your new page on the parent page, you will edit the parent page and add the title linked to your new page. You can add a link to text by highlighting the text you

want to be your link and click on the link icon  on the format toolbar. Then add the link url into the pop-up box. The link to any of your pages is displayed just beneath the page title when you are editing a page. It is labeled **Permalink**.



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Updating Your Profile

If you would like to change your password, you have that option by updating your profile. Go to Profile on the left hand menu and choose **Your Profile**. (Figure 25)

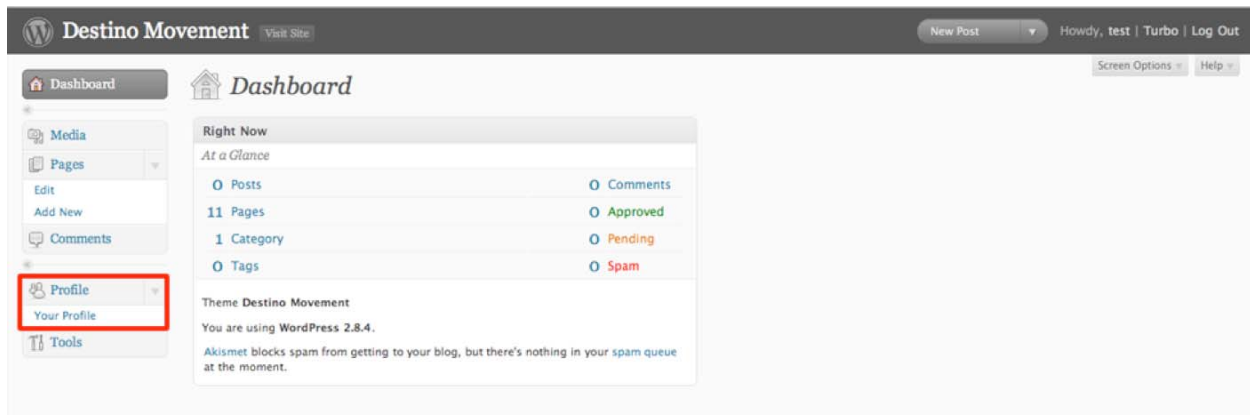


Figure 25 - Profile

This will open up your profile page. You can change your email address and change your password at the bottom of the page. (Figure 26) Enter the new password twice and then click **Update Profile** to save your changes.

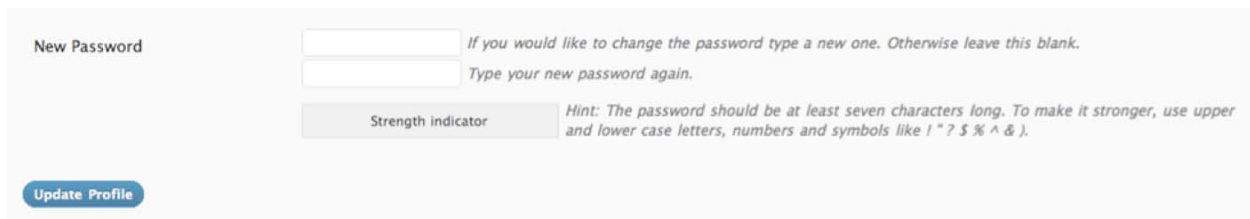


Figure 26 - Changing Your Password

Adding Users

In the future, you may want to add new users who can edit or add content to the site. In order to do that, you will need to login into the Administrative account. The username on the account is *Destino_admin*. Anna Pratt and Jim Sautner have been sent the password information for this account.



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Once you have logged in, you can go under **Users** and select **Add New**. Fill out the form. You will need to set-up a password for the new user. That person can also change it using the instructions for Updating Your Profile.

You can choose whether or not to send an email to the new user with his or her user-name and password information along with a link to the WordPress login screen.

Formbuilder

DestinoMovement.com takes advantage of a plug-in called FormBuilder for form on the Start a Destino on Your Campus page.

If you need to change the email address that the form information is emailed to, you can do that by going to **Tools** on the left hand menu and choose **FormBuilder**.

On the FormBuilder Management page, find the **Start Destino** from in the list and choose **Edit** under the column, **Actions**.

On the next Page (Figure 27), edit the email's Recipient and **Save Form**.

The screenshot shows the WordPress dashboard for Destino Movement. The left sidebar contains navigation menus for Dashboard, Media, Pages, Comments, Profile, and Tools. The Tools menu is expanded, showing FormBuilder. The main content area is titled 'FormBuilder Management (v 0.82)' and displays the 'Form Details' for a form named 'Start Destino'. The form details include fields for NAME, SUBJECT, RECIPIENT, METHOD, ACTION, THANKYOUTEXT, and AUTORESPONSE. The RECIPIENT field is currently set to 'Jim.Sautner@uscm.org'. A 'Save Form' button is visible at the bottom of the form details section.

Form Controls:	
NAME:	Start Destino
SUBJECT:	Start Destino Response from destinomovement.com
RECIPIENT:	Jim.Sautner@uscm.org
METHOD:	POST
ACTION:	Form to Email - Convert the form results to an email.
THANKYOUTEXT:	Thank you for your interest in starting Destino on your campus. We will be in contact with you soon.
AUTORESPONSE:	

Figure 27 - Edit the recipient of the Start Destino form