WF5 Unit 02 - Website Construction.docx

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Chapter 1. Creating your account

A. Introduction

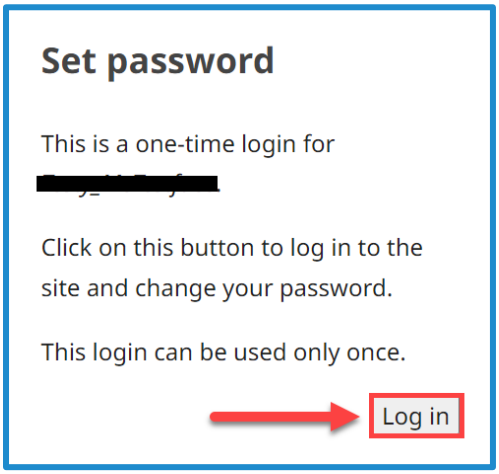
1. Your website manager user account will be created by Kalaam Media staff. When your account is created, you will receive an automated email from our system that will give you access to your website.

2. Please check your spam folder if the email is not in your inbox.

B. Log in

1. Click on the first link contained in the email.

2. The link takes you directly to your website. Click the link to set a new password.

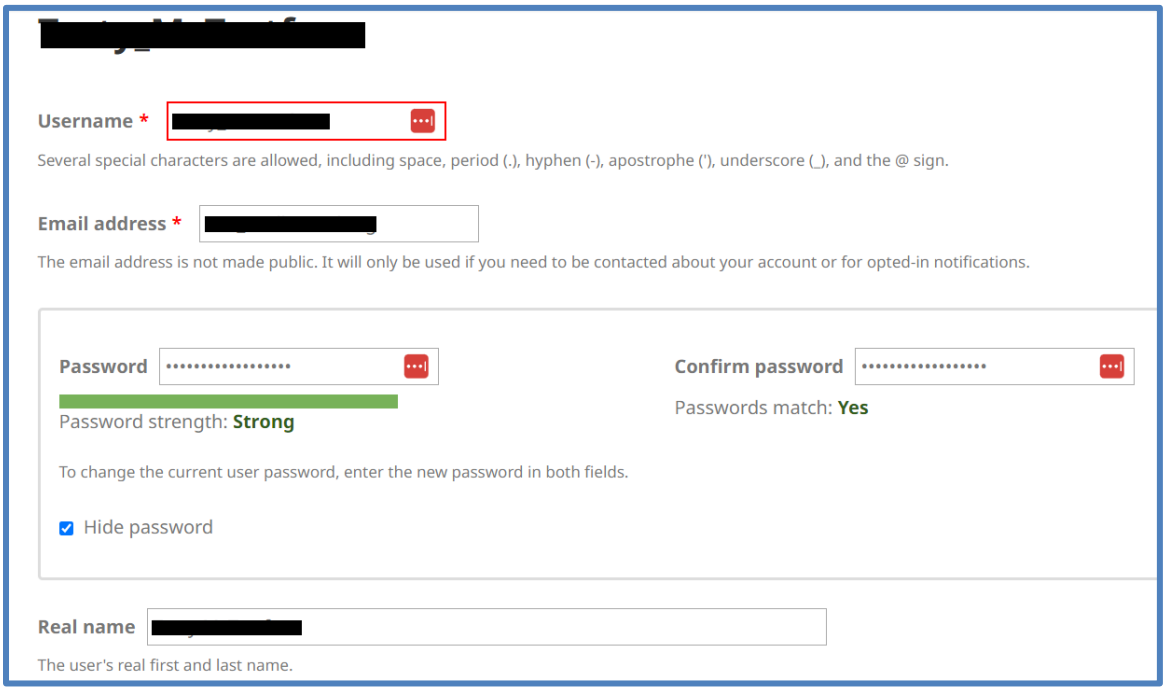


3. Make sure that the username you received in your email (and which appears in the dialog box above) is in the *Username* field. If you change your email address, please inform your Digital Publishing Manager. Choose a password, keeping in mind the following recommendations:

   a) Make it at least 12 characters (recommended 20 characters).

   b) Use a combination of several words.

   c) Add lowercase letters, uppercase letters, numbers, and punctuation.



4. Click the **Save** button.

Chapter 2. Logging in

A. Blank website

1. You may have been given a blank website on which to build your *Wildfire* website.

    a) The website will have no content at all.

    b) You will need to create every page and add all content for the website.

B. Template website

1. You may have been given a template website on which to build your *Wildfire* website.

    a) The template website will have several starter pages with sample text, images, and other website content.

    b) You will want to change the website content to your own, and you will most likely want to add pages and content to the template website.

C. Go to the website

1. Open your Internet browser (*Wildfire* works best with Chrome or Firefox).

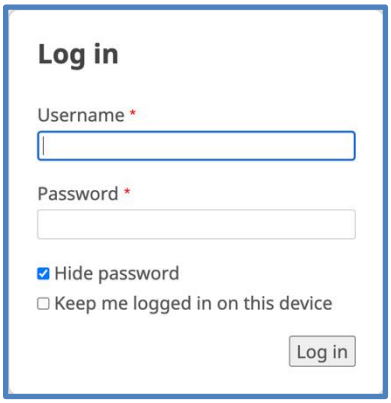
2. If the website has not yet been launched, enter the provisional domain name provided by your Digital Publishing Manager.

3. If the public domain name has been assigned to the website, enter the public domain name.

D. Log in to the website

1. Click on the link to log in.

2. The Log in screen opens.



3. Enter the *Username* you were provided and the *Password* you selected.

E. Next steps

1. If you are working on a blank or template website, continue to Chapter 4: Initial Setup Guide.

2. If you are continuing to work on an existing website, go to a later chapter, as appropriate. See the Table of Contents (click here) for assistance in selecting the chapter.

Chapter 3. Initial Setup Guide

A. Introduction

1. The *Initial Setup Guide* configures some of the basic elements of your website. In some cases, a Kalaam Media staff member will have already run the *Initial Setup Guide* on your behalf. In other cases, you will need to run it yourself. Either way, you may proceed through the *Initial Setup Guide*, even if it's been already done. You may return to it at any time to change your configuration.

2. IMPORTANT: In a workshop, while all team members can participate in making decisions, only one team member should work through these steps on the website.

3. Some of the steps in the *Initial Setup Guide* are required; others are optional and have a button to **Skip this step**.

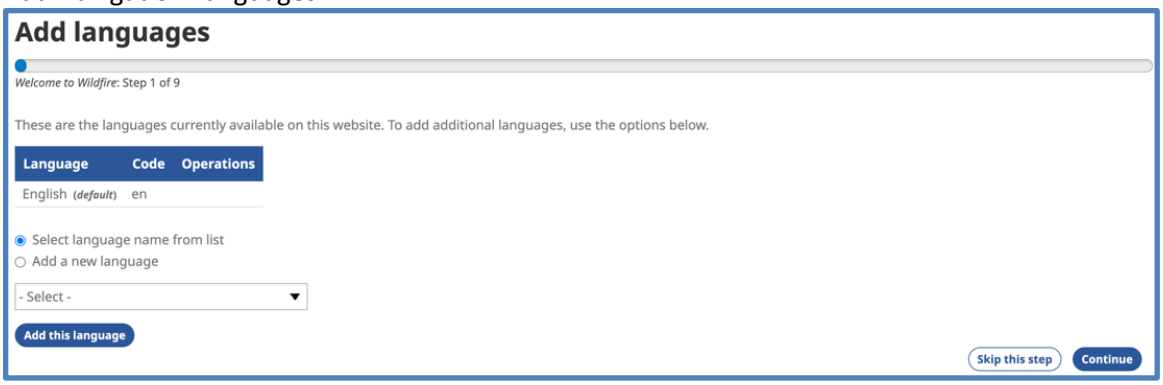
4. All choices made in the *Initial Setup Guide* can later be changed.

B. Begin the *Initial Setup Guide*

1. Click on the menu item *Setup*. You will return to the *Welcome* screen.

2. Click on the **Start** button to begin the *Initial Setup Guide*. If it has already been run for your website, you will not see a **Start** button, but rather a drop-down arrow labeled *Details*. Click that and select any items you want to reconfigure.

C. Add Navigation Languages



1. You can review an explanation of Publication and Navigation Languages in *Unit 01, Chapter 4, Section B*.

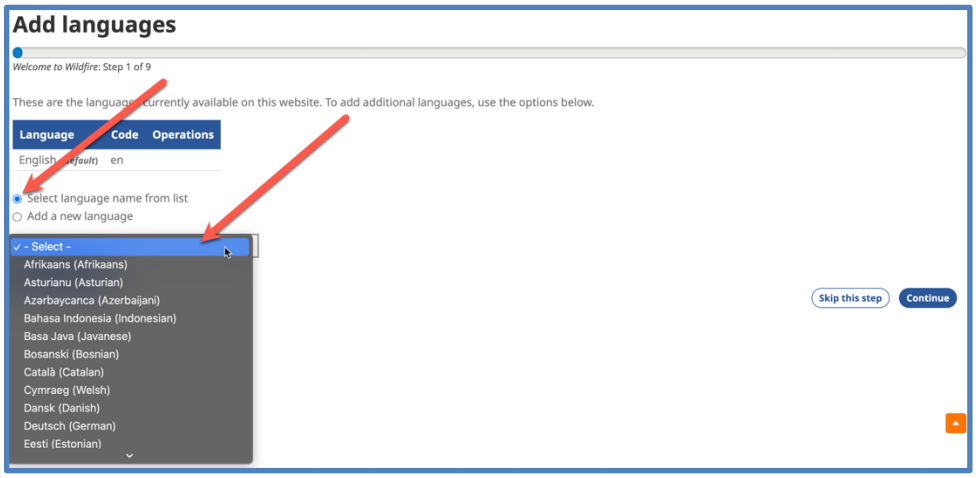
2. Each *Wildfire* website is created with English as a Navigation Language. If you will not be using English on your website, ask your Digital Publishing Manager for help.

3. Add a language already in *Wildfire*.

    a) Select the radio button *Select language name from list*.

    b) Click on the drop-down menu and scroll through the list of languages already in the *Wildfire* system. If your language is not listed, go to Step 4 below.

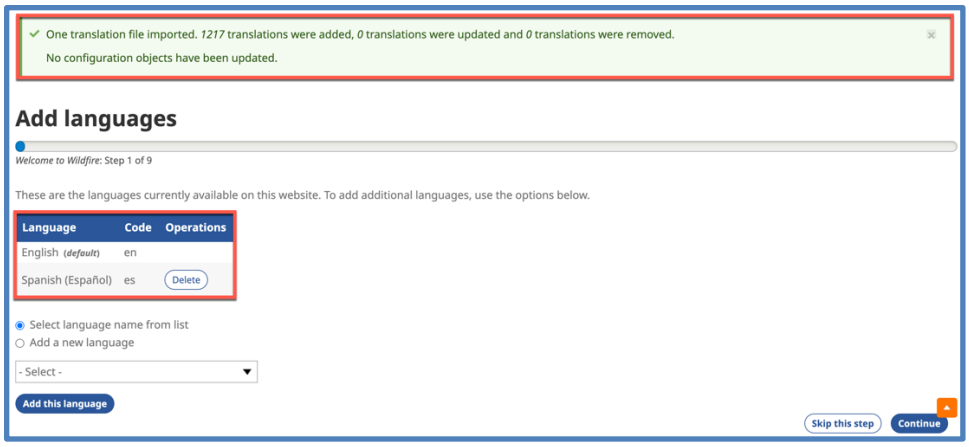
(Note that languages are listed in alphabetical order **by their native names**. For example, German is listed as *Deutsch*, and Spanish is listed as *Español*.)



    c) Select your desired language, then click on the **Add this language** button at the bottom of the screen.

    d) It may take a few minutes for the system to import interface translations, and then you will be returned to the *Add languages* screen.

A confirmation message appears at the top, and you will now see the new Navigation Language listed on the language chart.



Note that the number of translations may be different for the language(s) that you add.

4. Add a language not currently in *Wildfire*.

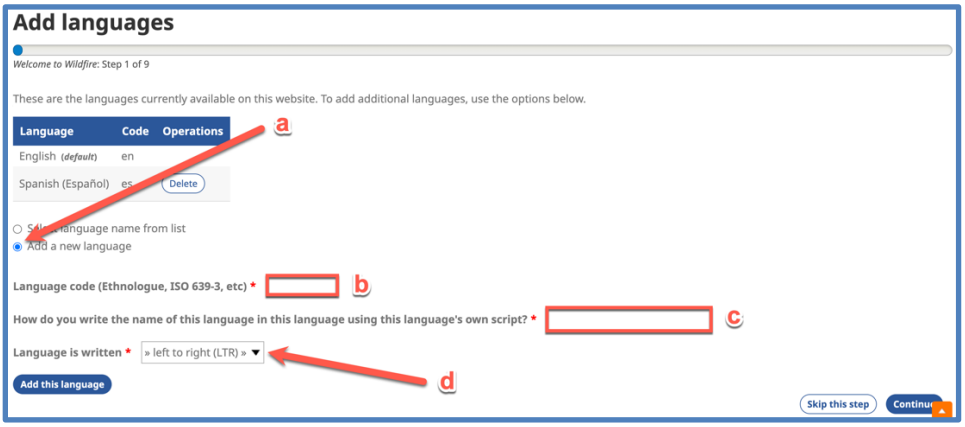
   a) Select the radio button **Add a new language**.

   b) Fill in the 3-letter language code.

   c) Write what this language is called in the language itself, using the script in which the language is written.

   d) Select if the language is written left-to-right or right-to-left.

   e) Click on the **Add this language** button.



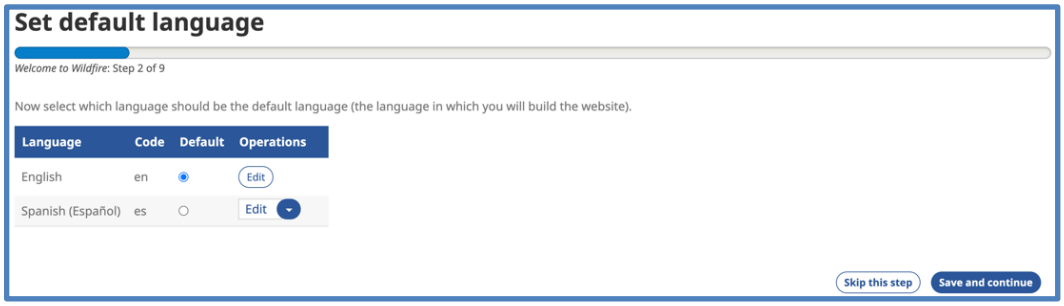
5. To add additional languages, repeat the appropriate steps above.

6. If you find that you have added the wrong language by mistake, you will be able to delete it on the next screen.

7. When finished, click on the **Continue** button at the bottom right.

D. Set default language

1. A chart appears listing all the Navigation Languages for your website.



a) In the column labeled *Default*, select the Navigation Language that you want to work in to build the website. This may or may not be your Publication Language.

b) **IMPORTANT**: Choose the language you are most comfortable using to build the website. All the pages in the other Navigation Languages will be translations of this one. You can still set one of the other languages to be the first one that website visitors see when they go to your website. Ask your Digital Publishing Manager if you need help with this.

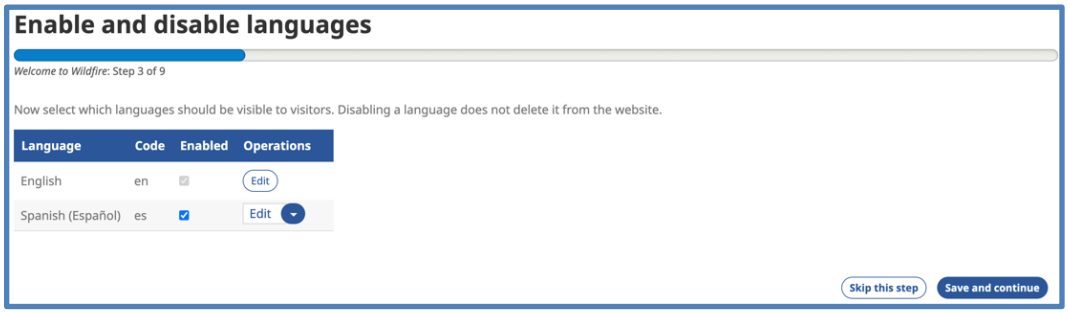
2. If you added the wrong language by mistake in the previous step, remove it here by clicking on the drop-down list *Edit* on the appropriate row of the chart, then selecting *Delete*.

3. If you need to return to the screen *Add languages*, use your browser's **Back** button.

4. Click on the **Save and continue** button at the bottom right.

E. Enable and disable languages

1. A chart appears listing all the Navigation Languages for your website.



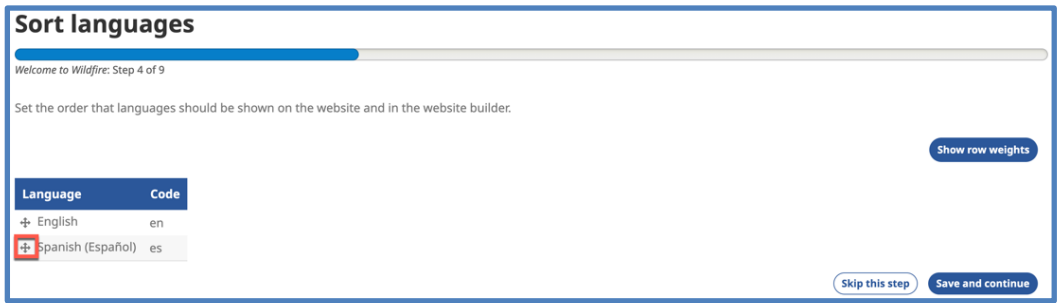
2. In the column titled *Enabled*, click on the checkbox to disable a language (if already checked) or enable a language (if not checked).

a) The *Default language* (selected in the previous step) is grayed out and cannot be disabled.

3. Click on the **Save and continue** button at the bottom right.

F. Sort languages

1. Another chart appears, allowing you to change the order of the Navigation Languages. This determines the position of the languages on certain working screens and in the language switcher buttons on the website.



2. To change the position of a language on the chart:

   a) Move the mouse cursor over the four-pointed arrow to the left of that language name.

   b) Click and hold, then move the cursor up or down to the desired position.

   c) Release the click. A message appears, prompting you to save your changes.

3. When you have made all the desired changes in language order, click on the **Save and continue** button at the bottom right.

G. Choose a theme

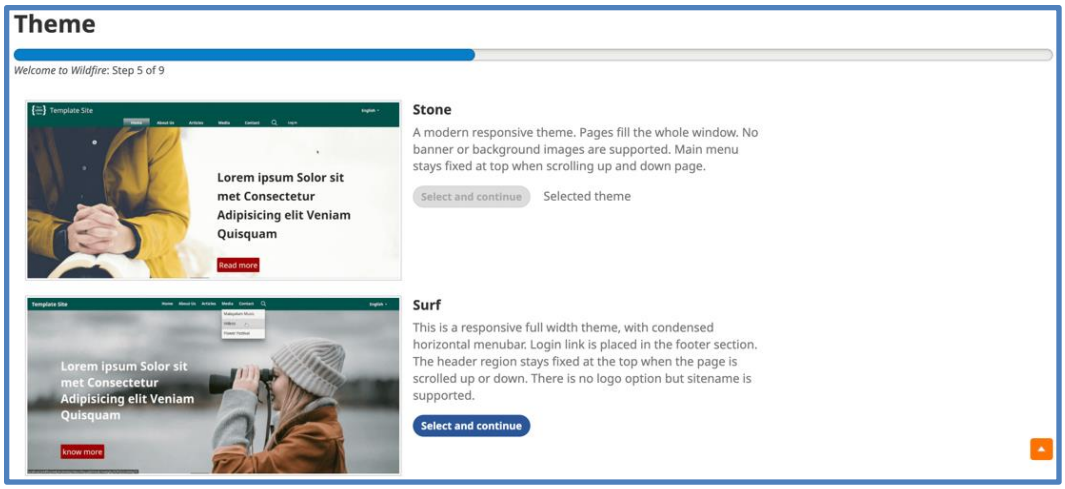
1. There are currently four choices on the *Theme* screen.

   a) *Stone* – The horizontal menu remains fixed at the top of the screen when scrolling up and down website pages.

   b) *Surf* – A condensed horizontal menu remains fixed at the top of the screen. Website logo is not supported. Log-in link moves to the website footer section.

   c) *Tide* – The menu hides when you scroll down a website page and returns when you scroll back to the top.

   d) *Tower* – A sidebar (vertical) menu pops out on the left when you click on the "hamburger" icon at the top left of the screen. Log-in link and search field are also in the pop-out.



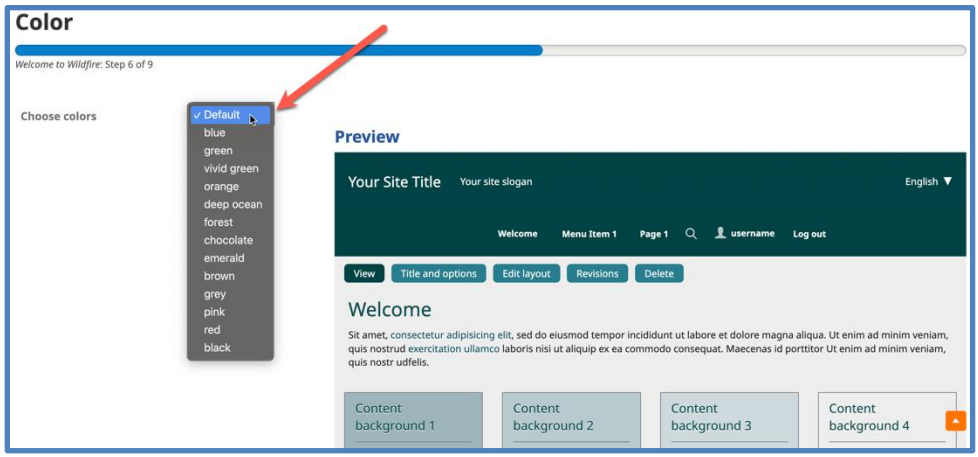
2. Leave the default setting (*Stone*) or click on the blue **Select and Continue** button next to another theme to select it instead.

3. Click on the **Continue** button at the bottom right if you are not choosing a different theme.

H. Choose a color scheme

1. Each theme has a default color scheme, as shown in the preview image on this screen. You may change the color scheme by selecting from the options.

   (You may **Skip this step** by clicking on the button at the bottom right and come back to it later.)



   a) Click on the drop-down list.

   b) Click on a color scheme. The preview image changes.

2. After making your selection, click on the **Save and continue** button at the bottom right.

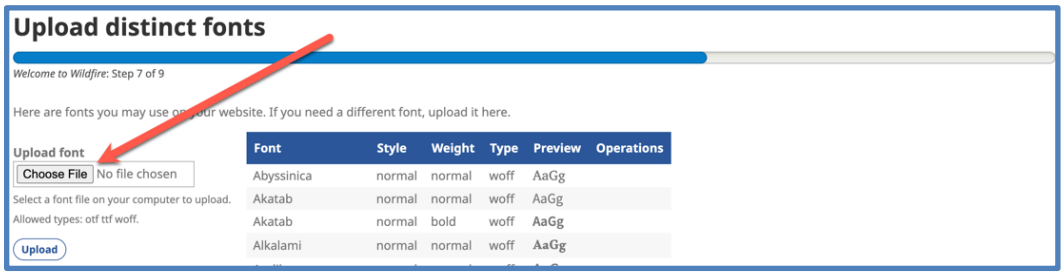
3. NOTE: Each color scheme follows a theme. If you change your theme, double-check that your preferred color scheme is selected.

I. Upload distinct fonts

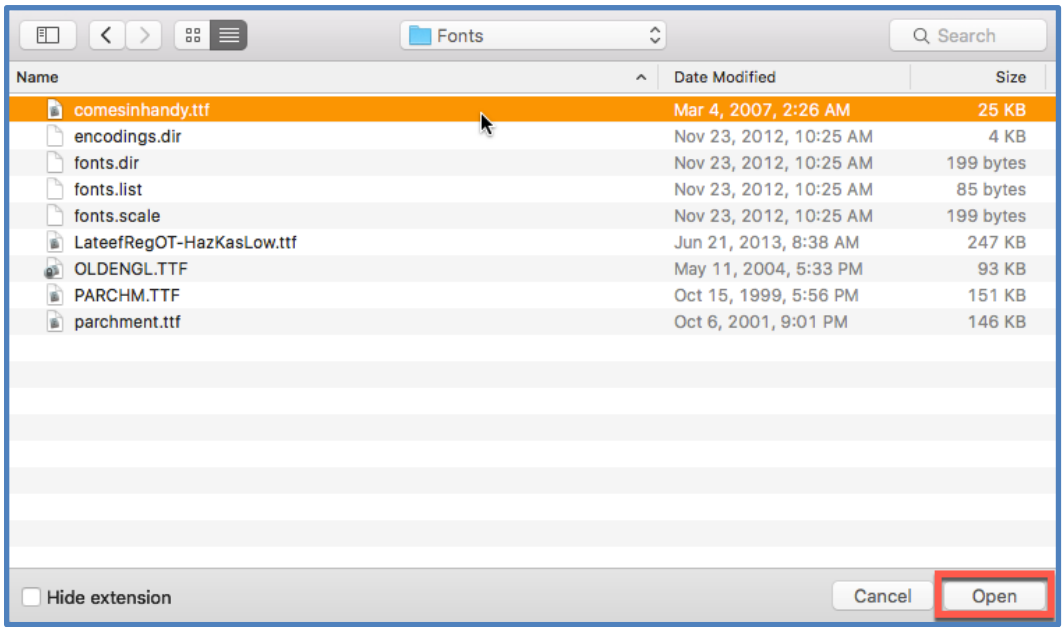
1. You may require a specific (distinct) font for your language to display correctly on the website.

   (You may **Skip this step** by clicking on the button at the bottom right and come back to it later.)

2. Click on the **Choose file** or **Browse…** button.

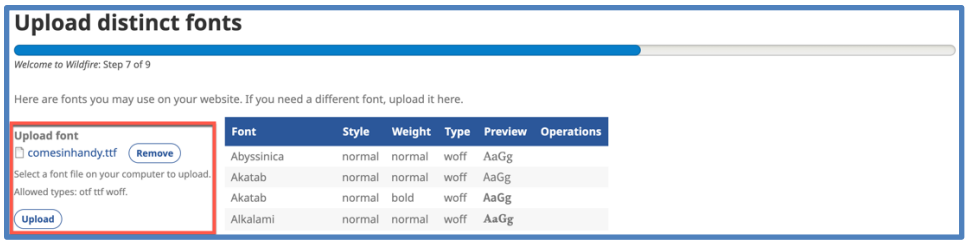


3. A new window opens which allows you to search for the font file on your computer.



   a) Select the desired file (allowed file types are **.otf**, **.ttf** and **.woff**).

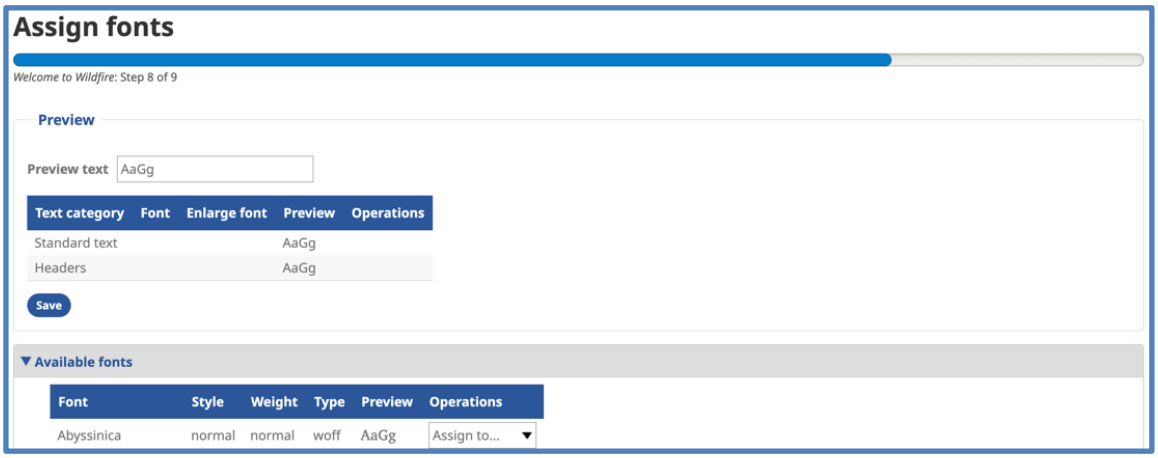
   b) Click on the **Open** button. The filename will replace the **Choose file** or **Browse…** button.



c) Click on the **Upload** button. Your font will now be listed in the chart, and you will see a sample of it in the column labeled **Preview**.

4. Click on the **Continue** button at the bottom right.

J. Assign fonts



1. The default *Wildfire* font is called “Noto”. You may change the font.

   (You may **Skip this step** by clicking on the button at the bottom right and come back to it later.)

2. You are allowed to select two font styles, one each for different elements of the website.

   a) *Standard text*: This is the “normal” text on web pages; it is the text in the language selector buttons; it is the text in the footer section; it is the text in the account and login/logout links; and it is the text used for the “breadcrumbs”.

b) *Header*: This is the text for page titles; it is the text for the website title in the banner; and it is the text in the "Heading" category of the text editor.

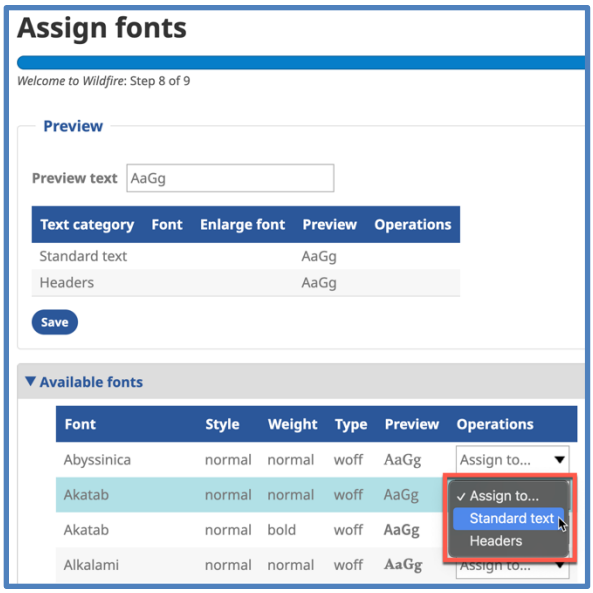
3. Many font choices are listed in the chart *Available fonts*, including any distinct fonts that you uploaded on the previous screen.

4. Review the font options and make your selection for *Standard Text*.

   a) Scroll through the list of fonts shown in the chart *Available fonts* to find the one you want.

   b) Click on the drop-down menu *Assign to…* in the column *Operations* to assign this font.

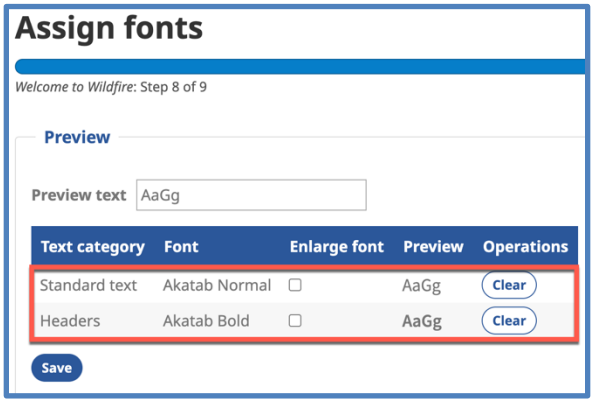
   c) Select *Standard text*.



d) To save your choice and stay on this screen, click on the **Save** button at the bottom left of the *Assign fonts* screen. This allows you to try different fonts before moving off this screen.

e) Repeat step 3 to select a font for Headers. You may choose the same font for both *Standard text* and *Headers*, or you may choose different fonts for each.

5. Your font choices appear in the preview chart at the top of the screen.



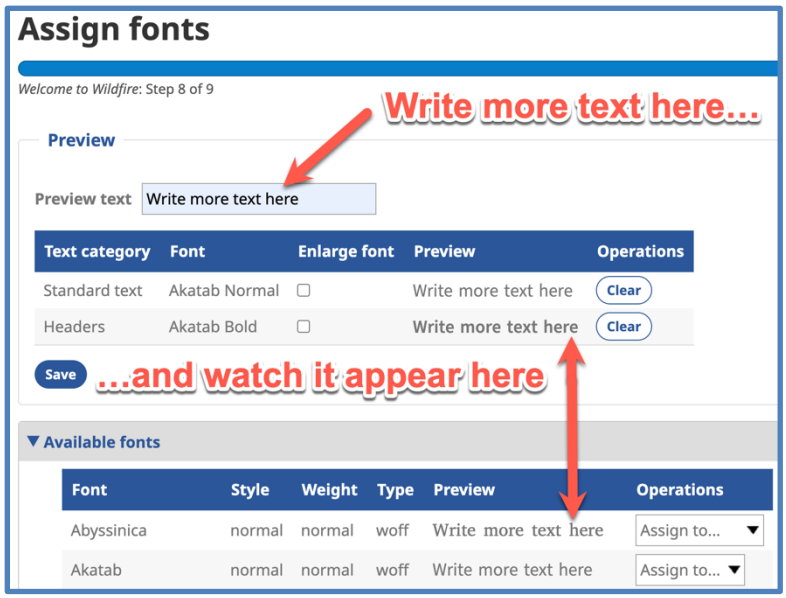
6. Your language may need a distinct font to display text properly on your website. If so, you uploaded a distinct font in the previous step of the *Initial Setup Guide*. Now let's make sure text is displaying properly in that font.

a) Near the top of the *Font* screen, in the section titled *Preview*, there is a field titled *Preview text*.

b) The default *Preview text* is *AaGg*. This is repeated next to each font in both the *Preview* section and the larger font chart below.

c) The letters *AaGg* most likely will not adequately display the features of the distinct font that you have uploaded and selected for your website.

d) Type a longer text in the *Preview text* field, being sure to include characters that use the full features of your distinct font.



e) The font charts will immediately show each font using the new preview text.

7. If you decide that you prefer the default theme font, simply click on the **Clear** button in the font preview chart.

8. If you make any changes in the *Preview* section, click on the **Save** button at bottom left.

9. When you have completed your font selections, click on the **Save and continue** button at the bottom right.

K. Create a website name and slogan

1. Enter a website name (title) in each of the Navigation Languages.

   This may be the domain name for your website, or it may be another name of your choice.

   (You may **Skip this step** by clicking on the button at the bottom left and come back to it later.)

a) Leave the box checked next to *Show website name at the top of website pages.*

b) Type the website name in the appropriate field for each Navigation Language.

The website name should mean the same thing in all the Navigation Languages, translating the words as needed.

2. You may also display a website slogan. This is a short phrase that appears beneath the website name and tells visitors more about your website. The slogan is optional.

a) Check the box next to *Show website slogan at the top of website pages.*

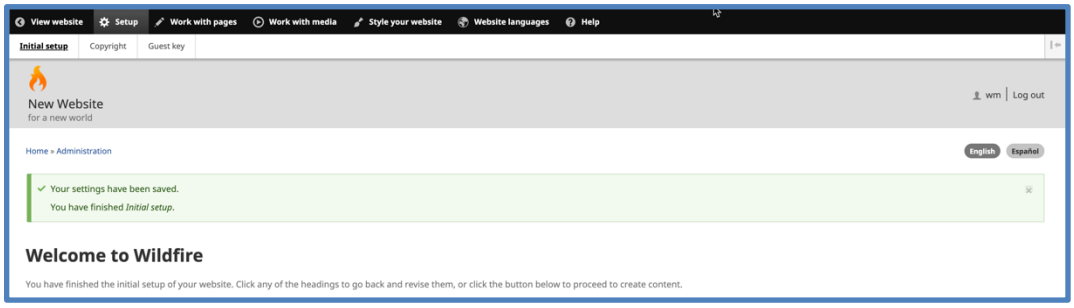
b) Type the slogan in the appropriate field for each Navigation Language.

The website slogan should mean the same thing in all the Navigation Languages, translating the words as needed.

3. Click on the **Save and continue** button at the bottom right.

L. End of *Initial Setup Guide*

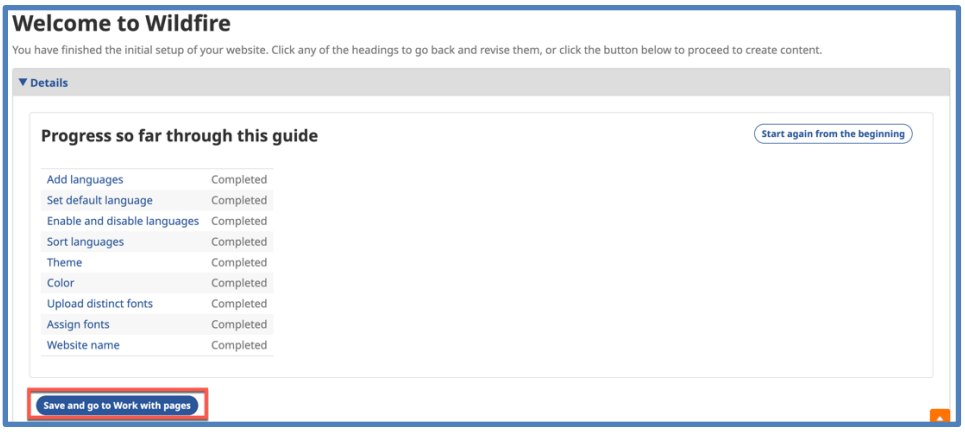
1. You have now completed (or chosen to skip) the steps in the *Wildfire Initial Setup Guide*.



2. You have three choices at this point.

a) You may go back through the entire *Initial Setup Guide* by clicking on the button **Start again from the beginning**. (This is rarely needed.)

b) You may move on to create website content by clicking on the button **Save and go to Work with pages** at the bottom right. (Normal option)

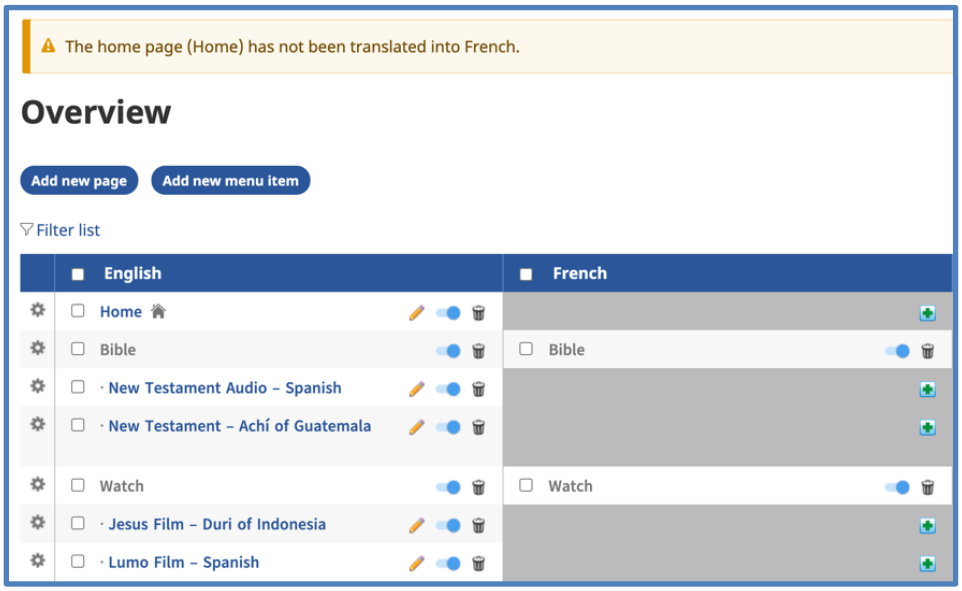


c) You may go back to a specific step of the *Initial Setup Guide* by clicking on the title of that step written in blue text.

(If you skipped a step while using the guide, the chart will show "Skipped" instead of "Completed".)

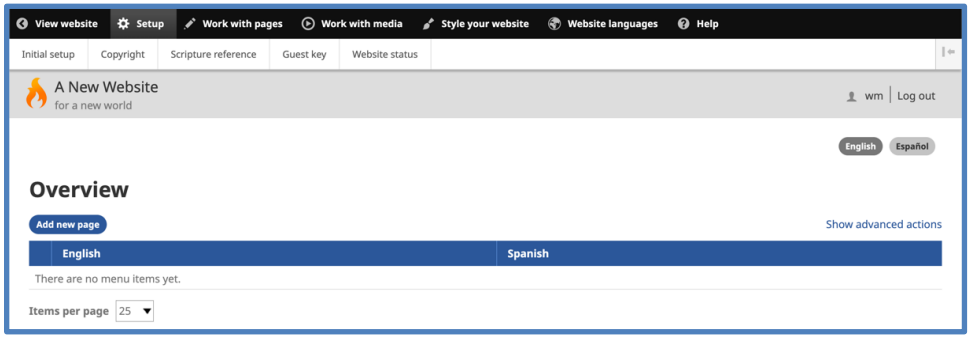
3. After clicking on the button **Save and go to Work with pages**, you will arrive at the website *Overview* screen.

a) If you started with a template website, the *Overview* screen will already show several pages on the website.



(1) If you added a new Navigation Language in the *Initial Setup Guide*, you will see a column for that language with no page titles listed.

b) If you started with a blank website, the *Overview* screen will not yet show any pages.



(1) You will see that the topmost, black bar now has various menu items; that is the *Wildfire* Menu. We will learn about that in Chapter 4.

Chapter 4. The *Wildfire* Menu

A. Introduction

1. Let's look more closely at the two-row *Wildfire* Menu. This is the top-most menu of system functions.

2. We will start at the left and proceed to the right, one function at a time.

B. *View website*

Any time you wish to see how the website looks to the public, click on menu item *View website*.

1. Note: This menu item does not appear if you are already seeing the website in *View* mode.

2. A preview of the website appears with the page showing that was last viewed.

3. You may navigate around the website in this preview mode.

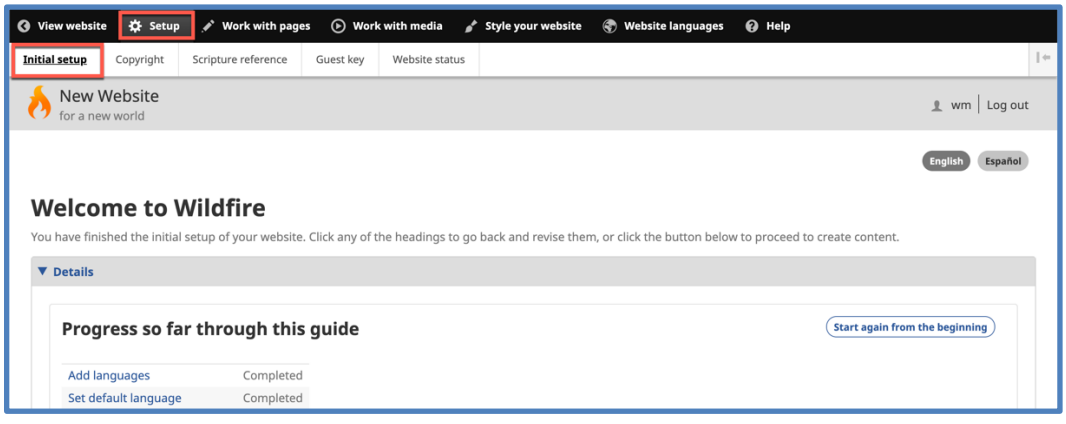
4. From the preview screen, you may return to any part of the *Wildfire* system via the *Wildfire* Menu.

C. *Setup*

Click on menu item *Setup* to enter background data and make basic choices about the website.

There are five sub-menu items.

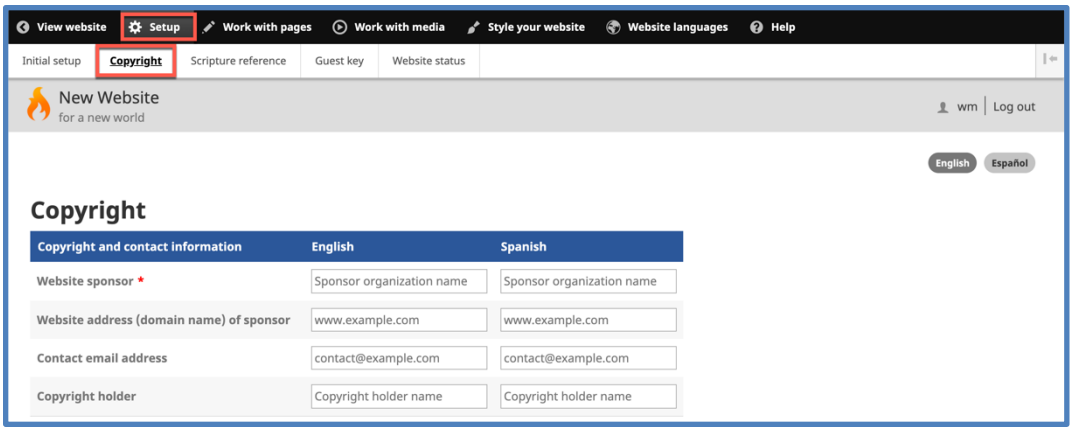
1. *Initial setup* – This returns you to the *Initial Setup Guide* (see Chapter 3).



2. *Copyright* – Enter various details about the ownership of the website and its contents.

   These details will be displayed to the public on the *Contact* page.

   It is necessary to fill in this information prior to launching the website.



a) *Website sponsor* (**required**) – Enter the name of the sponsoring organization or sponsoring person.

This is **not** ***Kalaam Media***. If you are not sure who your sponsoring organization is, ask your Digital Publishing Manager or workshop facilitator for help.

b) *Website address (domain name) of sponsor* – The website sponsor may have another website of their own. If so, that domain name can go here.

c) *Contact email address* – This could be an email address for the sponsoring organization or an email address for the Website Manager. The email address could be your own or one supplied by ***Kalaam Media*** related to the website domain name. (For information about an email address supplied by ***Kalaam Media***, ask your Digital Publishing Manager.)

d) *Copyright holder* – This gives the name of the copyright holder for most of the materials on the website.

e) *Message translation* – Translate each of the short phrases into the Navigation Languages of the website, following the instructions on the screen.

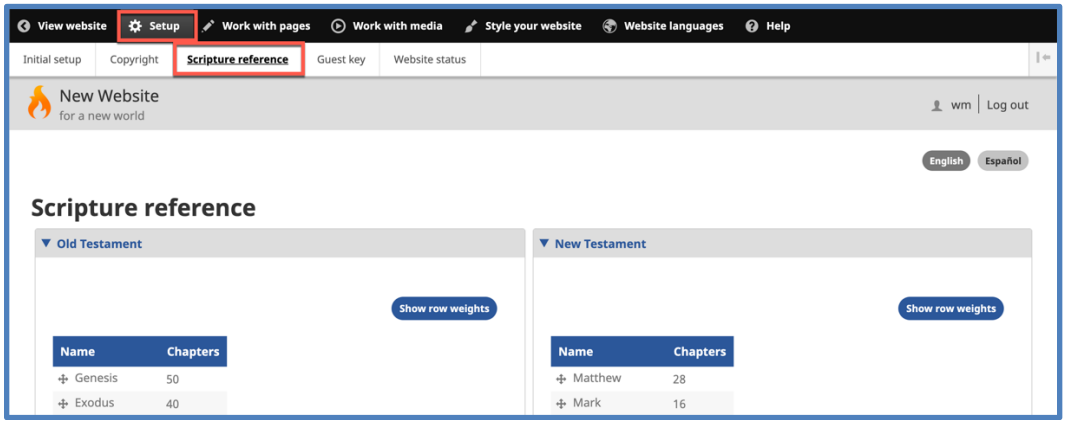
f) *Other information* – Enter information about media items on the website whose copyright is owned by others not covered by previous statements.

(1) It is very important to properly acknowledge the copyright holder (owner) of all materials published on a website.

(2) Write this information in each Navigation Language by clicking on the language selector links at the left.

g) Click on the **Save** button at the bottom left of the screen.

3. *Scripture reference*



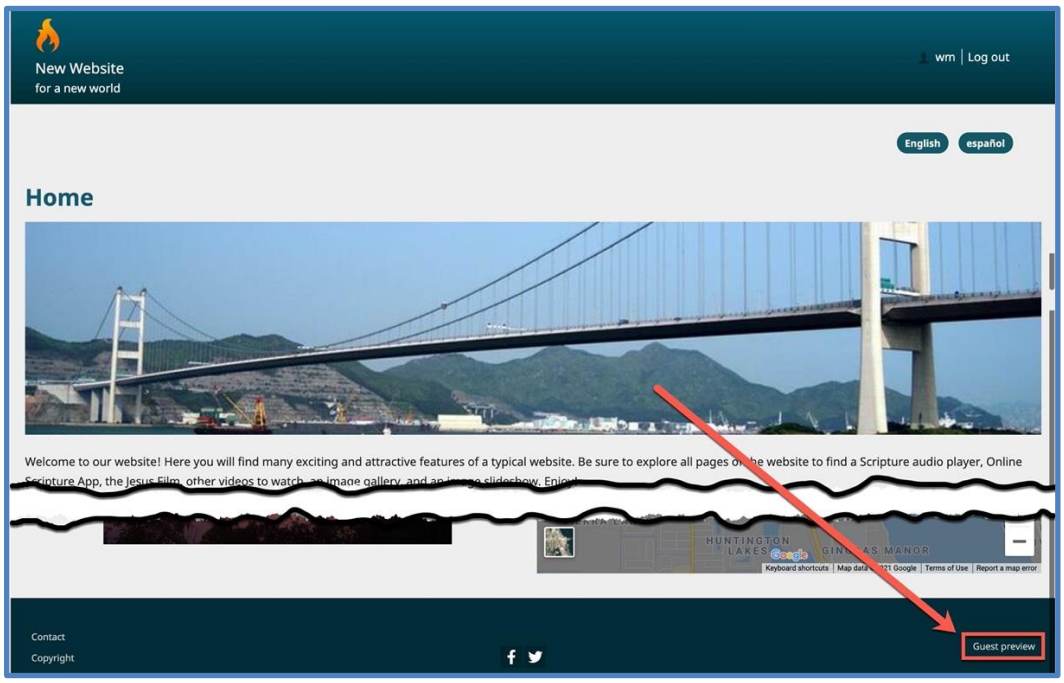
Information only – no action is needed on this screen.

4. *Guest key*

You may issue temporary access to a guest to preview your website before it is publicly launched – for example, to allow your director to audit the website or to allow a copyright holder to see how his material is presented on the website.

a) Open in preview mode the web page where you want the guest to first see the website.

b) Click on the link *Guest preview* at the lower right of the preview screen.



c) A pop-up window opens, showing a highlighted URL.

d) Press *CTRL-C* on your keyboard to copy the URL.

e) Click on the *X* at the upper right to close the pop-up window.

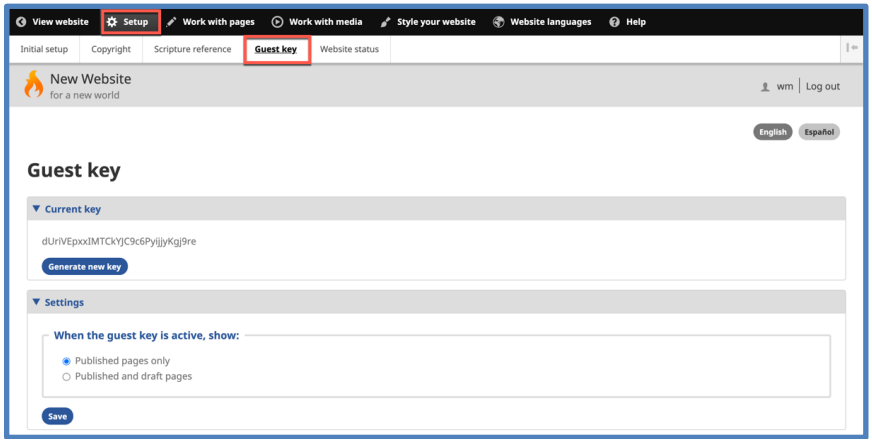
f) Write an email to the guest to invite him or her to preview the website.

g) In the body of the email, press *CTRL-V* to paste the URL that you copied above. The URL will allow the guest to preview the website without having to log in, as long as the current *Guest key* is unchanged.

h) The *Guest key* may be changed via the *Wildfire* menu.

This allows you to deactivate previously sent *Guest keys*.

(1) On the *Wildfire* menu, click on menu item *Setup*, then click on sub-menu item *Guest key*.



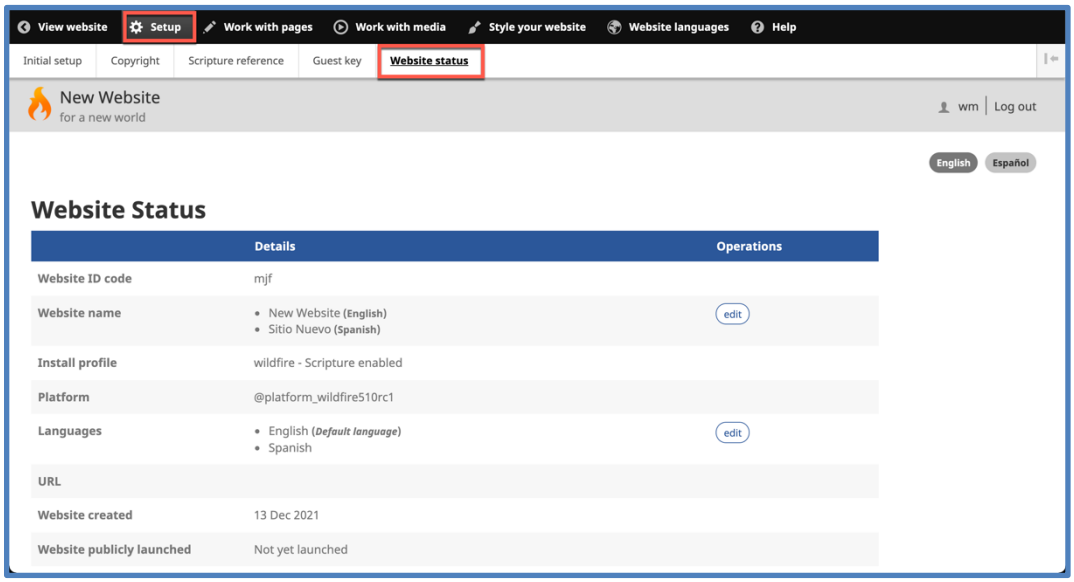
(2) Click on the button **Generate new key**.

When this is done, any *Guest preview* invitations that were previously issued will no longer work.

(3) Select whether you want the guest(s) to see only published pages or both published and draft pages.

(4) Click on the **Save** button at the bottom left.

5. *Website status*



a) This screen gives you the “vital statistics” of the website at a single location, along with several short-cut links to other parts of the *Wildfire* admin interface.

D. *Work with pages*

Click on menu item *Work with pages* to edit existing website pages, add new pages, and to

change the website menu.

There are three sub-menu items.

1. *Overview* – See Chapter 8

2. *Arrange menu links* – See Chapter 8, Section C

3. *Add page* – See Chapter 6

E. *Work with media*

Click on menu item *Work with media* to upload files and prepare them for use on the website.

There are three sub-menu items.

1. *Media library* – Lists all files that have been uploaded for use on your website

   a) *Media* refers to all files uploaded to the website for publication or use on a page:

      (1) Content for listening (audio files)

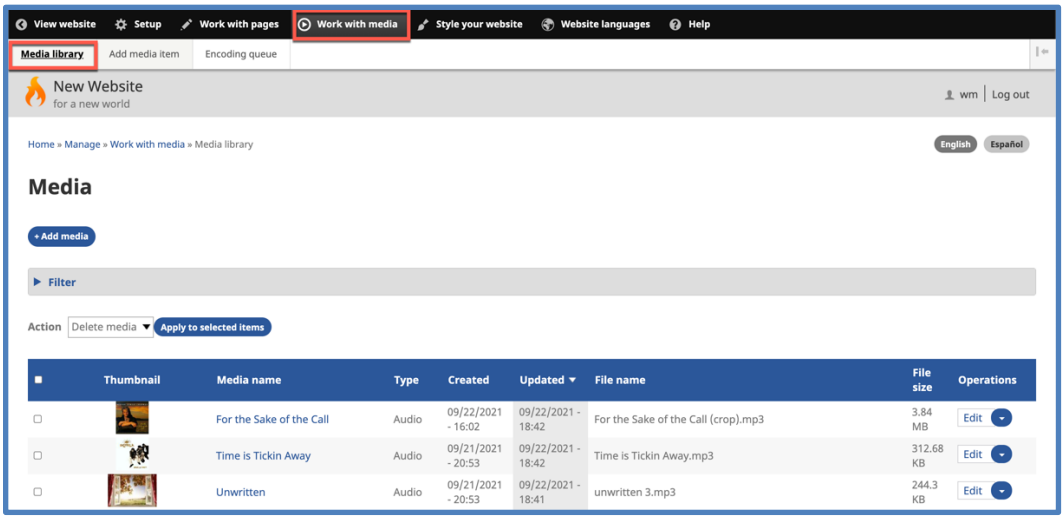
      (2) Content for watching (video files)

      (3) Content for reading (in any format)

      (4) Images (photos and other graphics)

      (5) Apps

      (6) Other file types



   b) If you are just creating your website for the first time, you will either have no items in the *Media Library*, or you will have sample items that most likely should

not be left on your website when ready to launch.

c) We will give full instructions about the *Media Library* in Chapter 5.

F. *Style your website*

Click on menu item *Style your website* to select or change various appearance elements of the website.

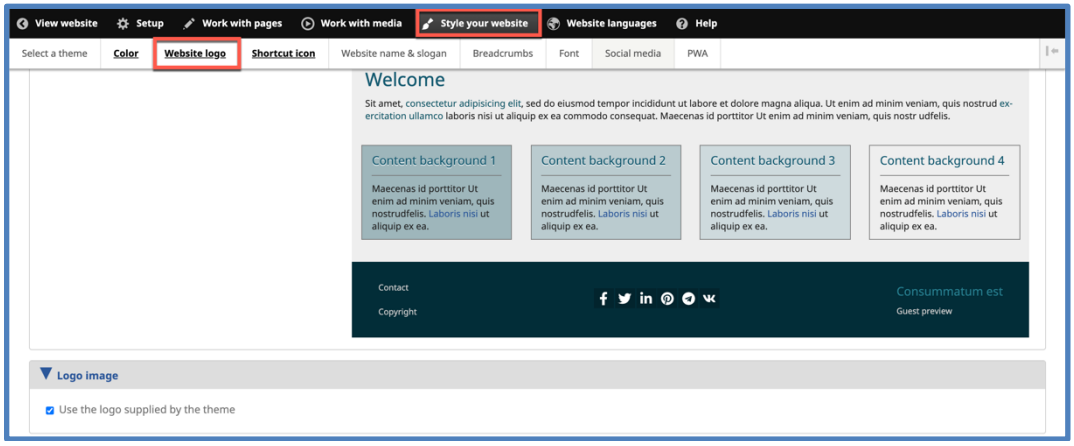
There are eight sub-menu items.

Many of these sub-menu items are dealt with in detail in the *Initial Setup Guide* in Chapter 3, as noted below.

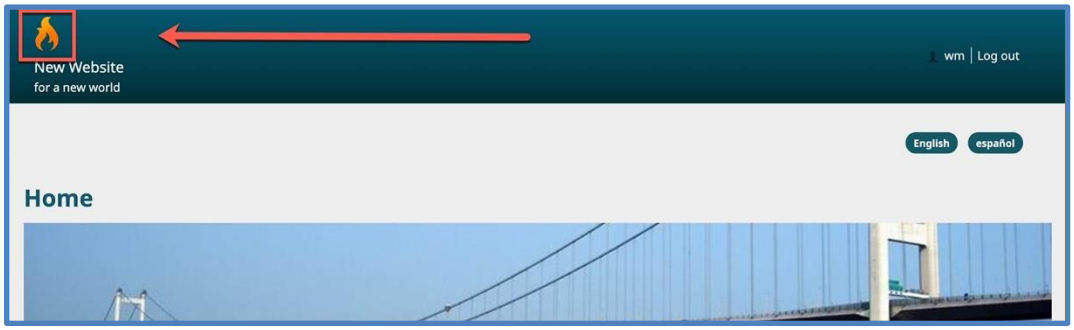
1. *Select a theme* – See Chapter 3, Section F.

2. *Color* – See Chapter 3, Section G.

3. *Website logo* - This is on the lower section of the *Theme settings* screen, below the *Color* section.



a) The website logo appears in the banner section of the website.



b) **Please uncheck** the box next to *Use the logo supplied by the theme*, as this is a sample logo.

c) You may supply a different logo by unchecking the box.

(1) Choose a logo image already uploaded to the website or upload a new logo image.

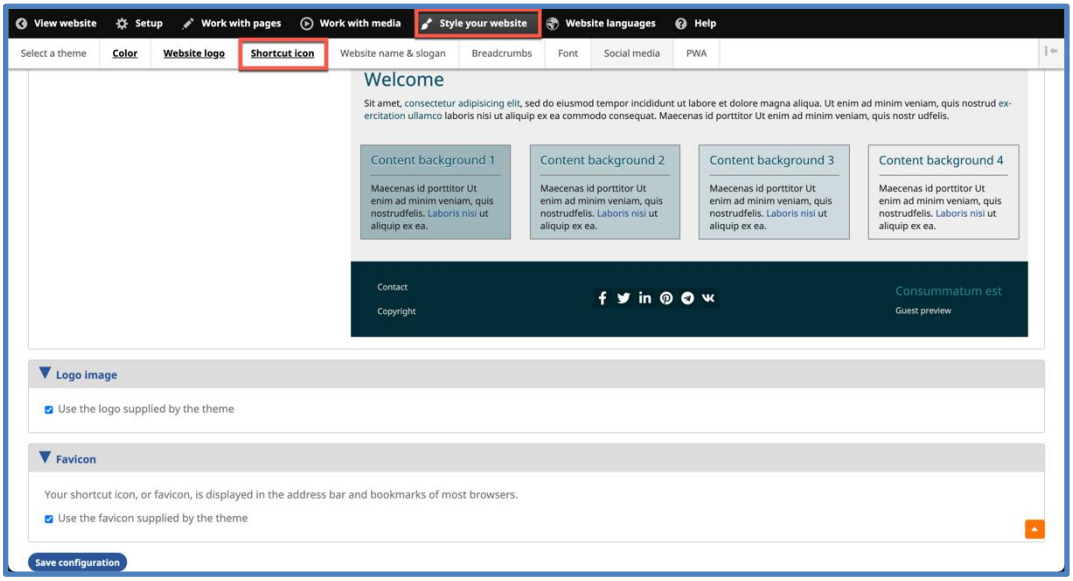
(2) The logo image should measure approximately 120 pixels wide X 70 pixels high.

(3) Accepted file types: **.jpg, .jpeg, .png**

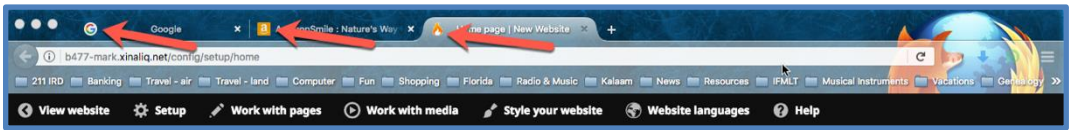
d) To not display a logo at all, uncheck the box but do not select a new image.

e) Click on the **Save configuration** button at the bottom left of the screen.

4. Favicon - This is on the lower section of the *Theme settings* screen, below the *Color* and *Logo image* sections.



a) The favicon appears on a browser tab.



b) **Please uncheck** the box next to *Use the favicon supplied by the theme*, as this is a sample image.

c) You may supply a different favicon by unchecking the box.

(1) Choose an image already uploaded to the website or upload a new image.

(2) The image should measure 32 pixels wide X 32 pixels high.

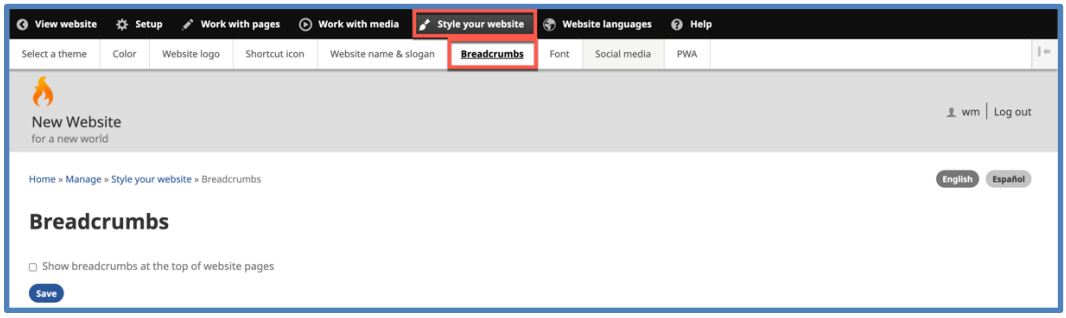
(3) Accepted file types: **.ico, .png**

d) To not display a favicon at all, uncheck the box but do not select a new image.

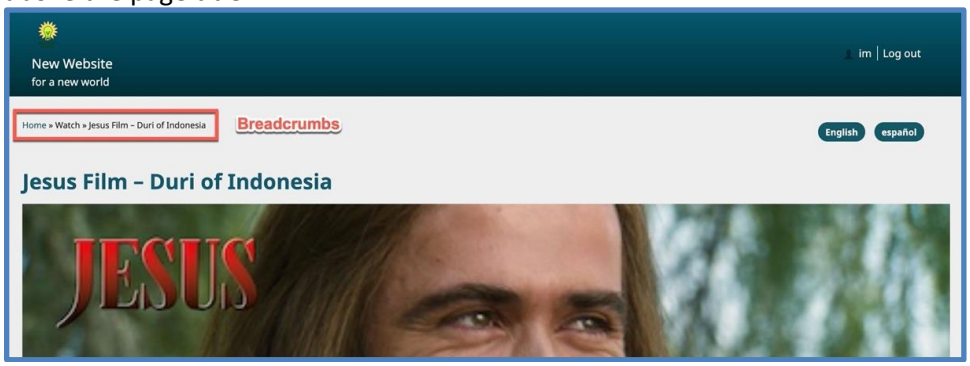
e) Click on the **Save configuration** button at the bottom left of the screen.

5. *Website name & slogan* – See Chapter 3, Section J.

6. *Breadcrumbs*



a) Check the box to show the website menu path ("breadcrumbs") on each page above the page title.



b) Uncheck the box to hide the breadcrumbs.

c) Click on the **Save** button.

7. *Font*

a) For basic instructions about font selection, see Chapter 3, Sections H and I.

b) Font selection may be set as language-specific. This is helpful if one or more of your Navigation Languages needs to be displayed in a distinct font, while others do not.

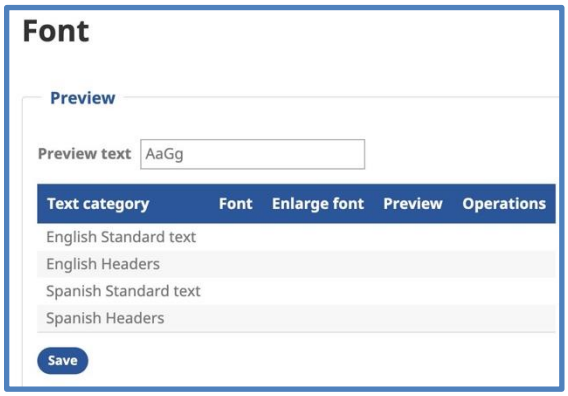
c) Scroll all the way to the bottom of the *Font* screen, then click on the link *Advanced settings*.

(1) The screen section expands, and the default setting indicates that the current font selection is language-neutral.

(2) To change this, click to select the option *Make font selection language-specific*.

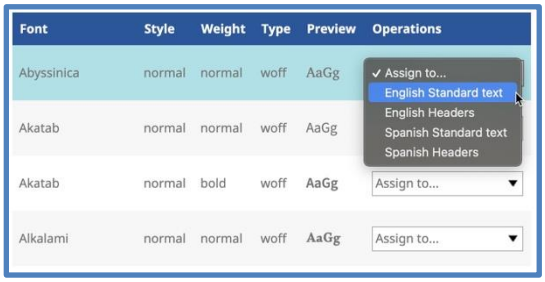
(3) Click on the **Save** button.

d) The browser display jumps back to the top of the *Font* screen, where it now shows an expanded *Preview* area with rows on the chart for *Standard text* and *Headers* in each Navigation Language.



e) To change a font, scroll down to the font selection chart.

(1) The drop-down list *Assign to…* on each row of the font chart now includes a listing for *Standard text* and *Headers* in each Navigation Language.



(2) If desired, you may choose a different font for each type of text in each Navigation Language.

(3) Each time you select a font, click on the **Save** button at the lower right.

This refreshes the font selection chart and allows you to assign the same font to different languages, if you so desire.

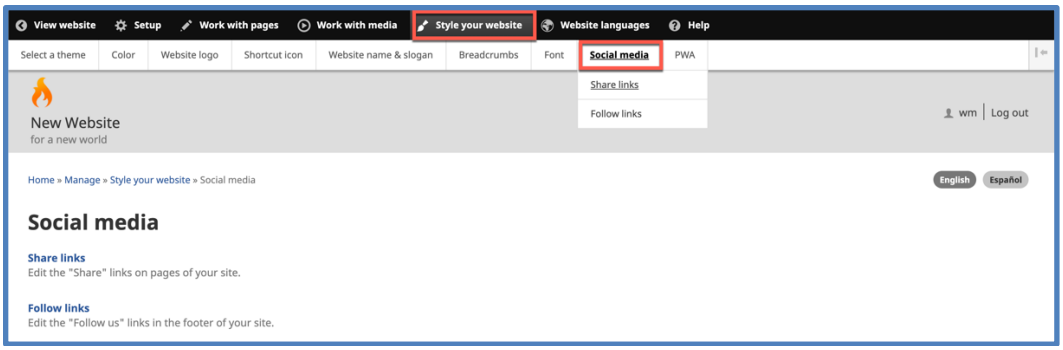
8. *Social media*

Icons are displayed at the bottom of every page of your website for the social media channels that you select.

There are two categories of social media icons: *Share links* and *Follow links*.

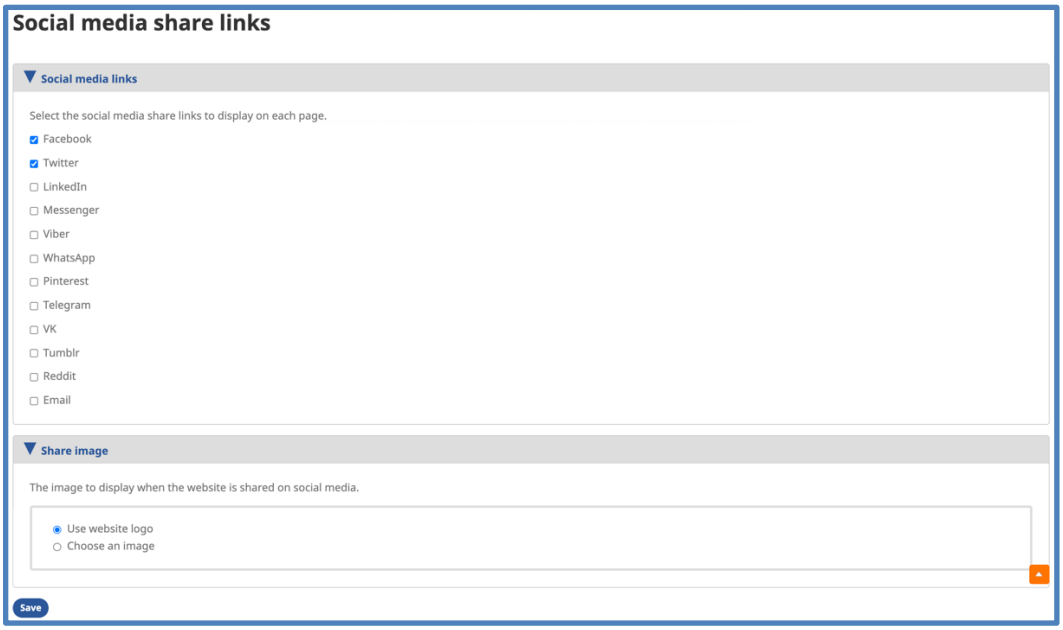
a) On the *Wildfire* menu, click on *Style your website*, then click on *Social media*.

(Note that when you hover over sub-menu item *Social media*, a drop-down list appears with two sub-sub-menu items. These are the same options as those on the screen *Social media*. You may click on an option on the drop-down list as a shortcut to either *Share links* or *Follow links*.)



b) *Share links*

When website visitors click on one of these icons, they are directed to **their own account** at that social media channel, where they are given the opportunity to post a link to the page on your Kalaam Media website that they have just been viewing.



(1) Click on the check boxes to select the social media icons that you wish to display on your website.

(2) By default, your website logo image is displayed when a visitor shares one of your pages on his or her social media page.

You may choose another image if you desire.

(a) In the boxed section of the screen titled *Share image*, select the option *Choose an image*.

(b) Click on the **Add media** button.

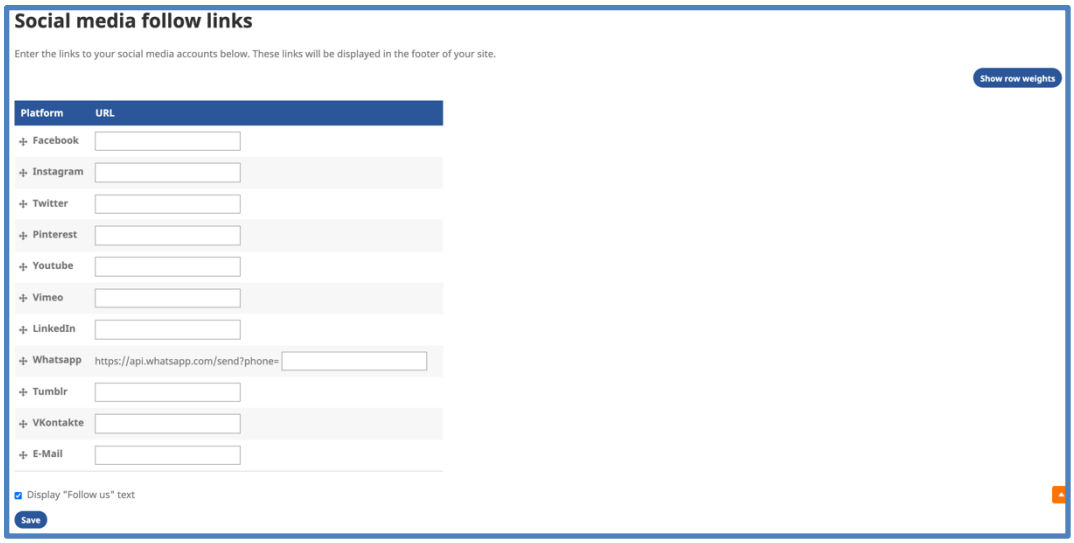
(c) Choose the desired image either from the files on your computer or the image files already uploaded to the website.

(3) Click on the **Save** button at the bottom left of the screen.

(4) For each social media channel selected, a small icon is displayed under the heading *Share* at the bottom of those pages you select (see Chapter 6, Section B).

c) *Follow links*

When website visitors click on one of these icons, they are directed to **<u>your account, page, or profile</u>** at that social media channel.



(1) For each social media follow icon that you wish to display on your website, fill in the appropriate URL to arrive at your account, page, or profile at that channel.

Example: www.facebook.com/myfacebookpage

(2) Check (recommended) or uncheck the box at the bottom to display the text *Follow us* above these icons.

(3) Click on the **Save** button at the bottom left of the screen.

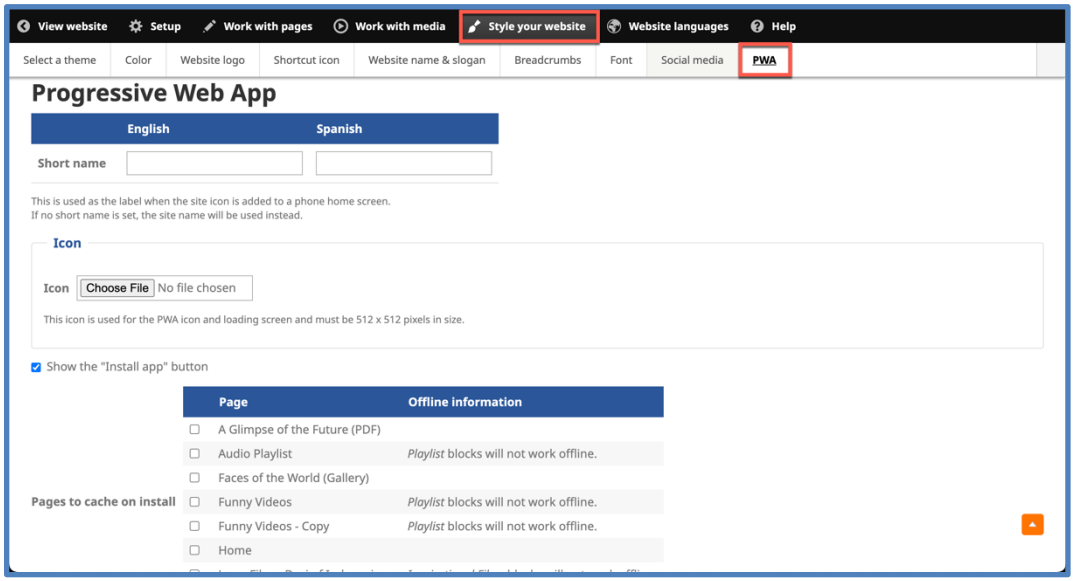
(4) For each social media channel selected, a small icon is displayed in the footer section of your website (under the heading *Follow us* if you chose this setting in step 2 above).

9. *PWA*

Visitors may download your website as a Progressive Web App (PWA) and view it offline on their own computers.

On this screen, you may select certain features of the PWA file.

a) On the *Wildfire* menu, click on *Style your website*, then click on *PWA*.



b) You may provide a short name for the PWA file in the website Navigation Languages. (The default file name is the website name.)

c) PWA file icon:

(1) Leave the box checked to *Use the website logo*.

(2) Uncheck the box to select a different image from your computer.

d) Select whether to show the **Install app** button to the public.

e) *Pages to cache on install*: Check all pages that you want the visitor to be able to download.

f) Click on the **Save** button at the bottom left of the screen.

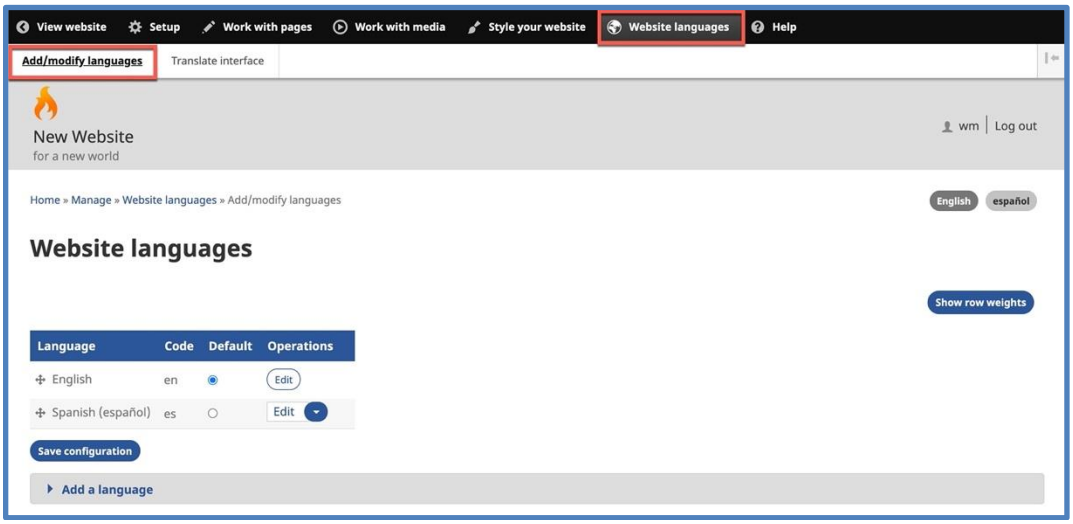
G. *Website languages*

Click on menu item *Website languages* to add, edit, or delete Navigation Languages for the website.

There are two sub-menu items.

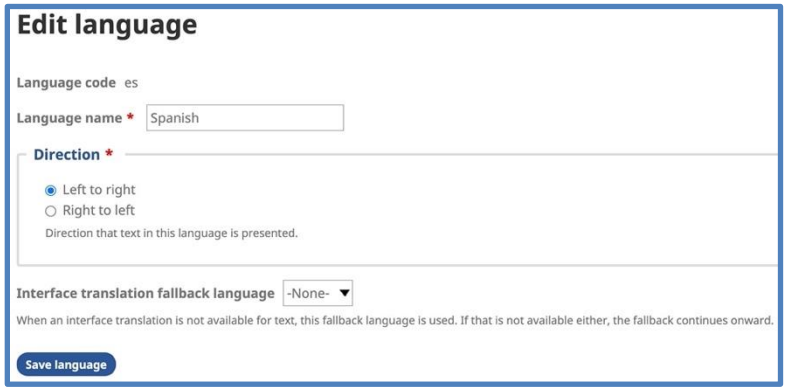
1. *Add/modify languages*

a) Most of the actions on this screen are covered in Chapter 3, Sections C-E.



b) To edit a language, click on the link *Edit* at the right end of the row for that language.

(1) The *Edit language* screen appears.



(2) You may change the name of the language if desired.

(3) Select or change whether the language is written and read left-to-right or right-to-left.

(4) Select the *Interface translation fallback language* for this language. This is the language that will be used for the *Wildfire* interface if pieces of the interface are missing in the language itself.

c) To delete a language, click on the drop-down list showing *Edit* at the right end of the row for that language, then select the option *Delete*.

2. *Translate interface* – See Chapter 16. If your website has only English as a language, you will not see this sub-menu item.

H. *Help*

A comprehensive *Help* website gives the online version of all *Wildfire* documentation, along with sample pages and other resources.

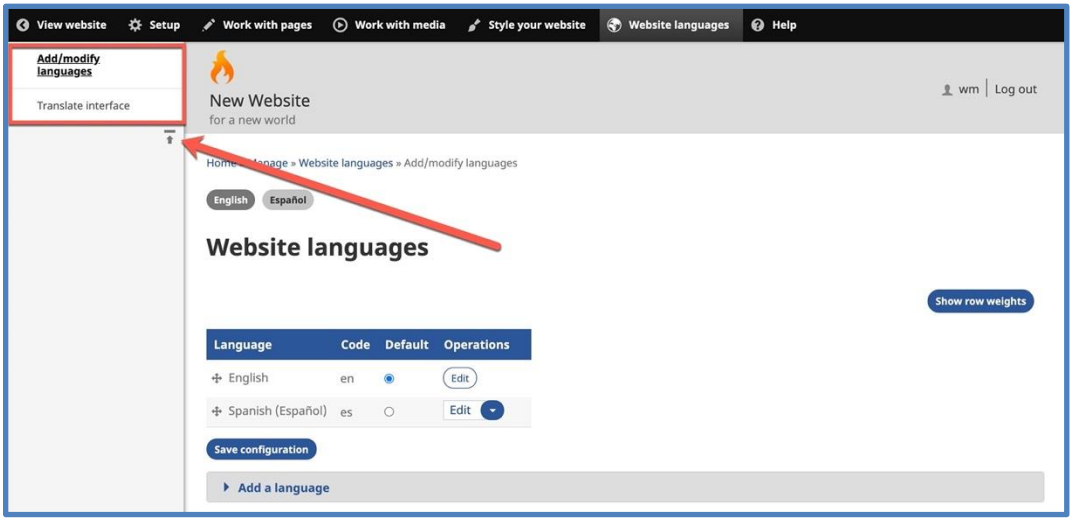
Click on the link in the *Wildfire* menu to visit the *Help* website, located at 5.wildfirehelp.net.

I. Alternate sub-menu position

If you prefer, the *Wildfire* sub-menu may be positioned as a vertical menu on the left side of the screen. (The main *Wildfire* menu remains a horizontal menu across the top of the screen.)

1. Click on the small icon at the far-right end of the *Wildfire* sub-menu, as indicated by the red arrow below.

2. The sub-menu is moved to the left side of the screen. The working area of the screen is smaller.



3. Click on the icon at the bottom of the sub-menu (red arrow above) to return the sub-menu to the horizontal orientation at the top of the screen.

Chapter 5. Media Library

A. Introduction

1. This is a detailed chapter about adding files to the Media Library, making them available to be published and used on your website.

2. The upload process is very similar for most media categories. In Section B, we will use *Audio* as an example and include specific notes where the process is different for other categories.

3. In Section C, we will cover how to create a media item for a *Remote video*.

4. File formats and maximum size allowed for different categories of media:

    a) Audio – mp3, wav; 2GB

    b) Video – 3gg, 3gp, avi, dat, flv, m4v, mov, mp4, mpeg, mpg, ram, rm, swf, wmv; 2GB

    c) File (including fonts and applications) – 3gp, aac, apk, avi, bloomd, deb, dmg, epub, exe, fb, fb2, fcbh, gif, ipa, ipsw, iso, jad, jar, jpg, jpeg, kmp, kmx, mobi, m4a, m4v, mp3, mp4, mpg, mpeg, mybible, odt, ods, odp, otf, pdf, png, pps, ppsx, ppt, pptx, ttf, txt, wav, webp, woff, xsm, zip; 1GB

    d) PDF – pdf; 300MB

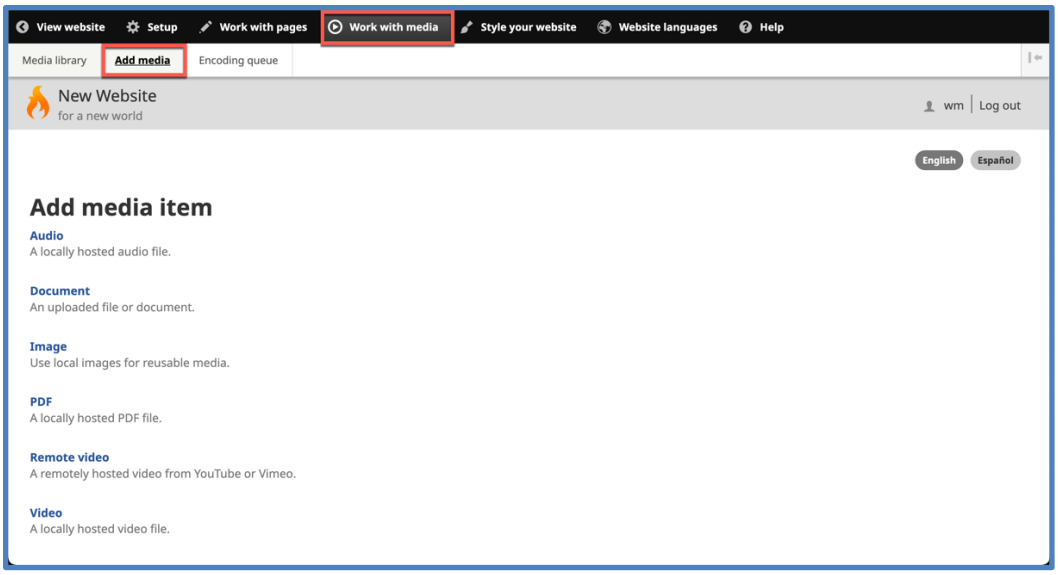
    e) Images – png, gif, jpg, jpeg, svg, ico; 16MB max. file size; 12,000 pixels max. in either dimension

B. Add a media item

1. IMPORTANT: To successfully add a file, you must complete all steps in this section before navigating to another part of the *Wildfire* system.

2. On the *Wildfire* menu, click on *Work with Media*, then click on *Add media*.

    (Note that when you hover over sub-menu item *Add media*, a drop-down list appears of six specific media categories. These are the same options as those on the *Add media* screen. You may click on an option on the drop-down list as a short-cut to upload that media category.)

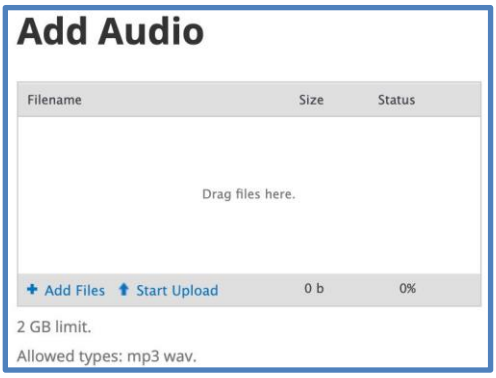


3. The *Add media item* screen appears, with a list of six categories of media you may upload.

4. Click on one of the links. We will use *Audio* as an example.

5. On the next screen, use the upload box to search for and select files from your computer.

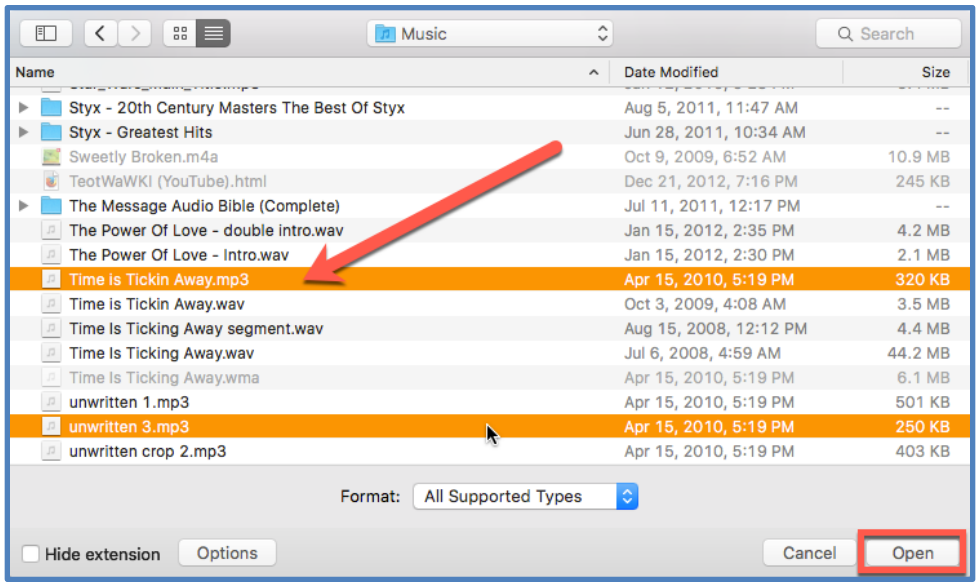
   Below the upload box, you are reminded of the maximum file size (per individual file) and the allowed file formats for the media category chosen.



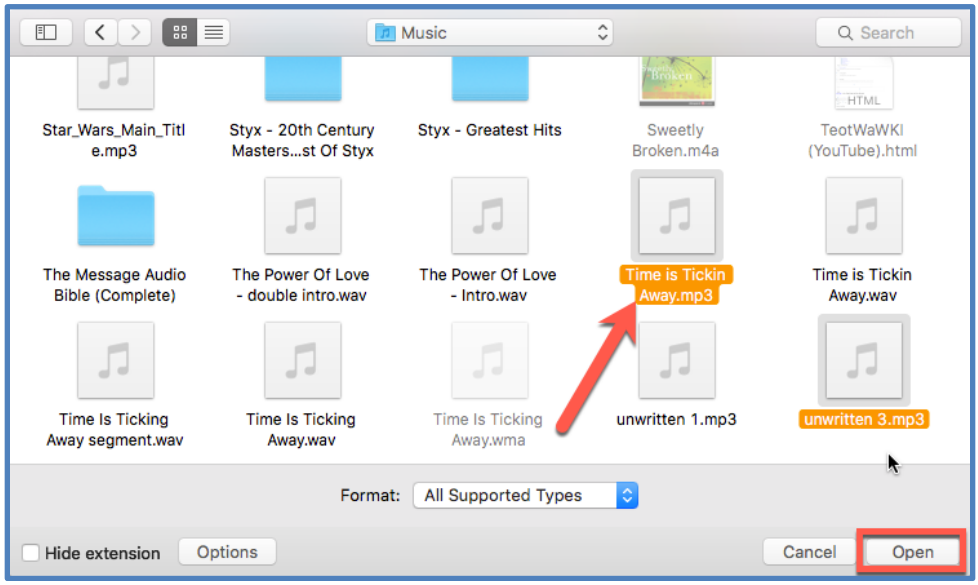
   a) Click on the link *+Add files* at the bottom left of the gray frame.

   b) A file browser window opens showing your computer's file system.

      (Depending on your computer settings, you may see your files in either list mode or icon mode, as shown in the following images.)



Computer file directory – list mode

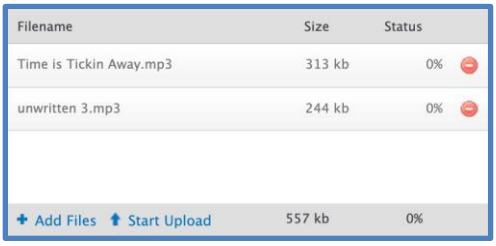


Computer file directory – icon mode

c) Select one or more files.

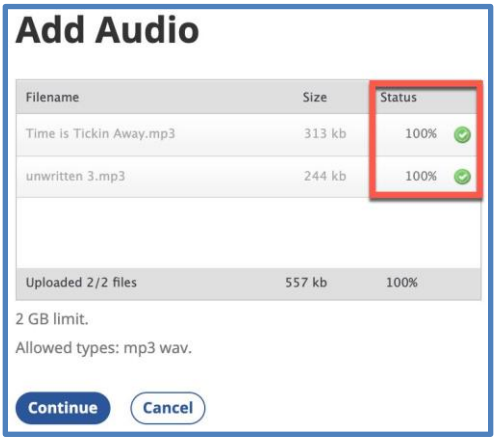
d) Click on the **Open** button.

e) Your files are now listed inside the gray frame.



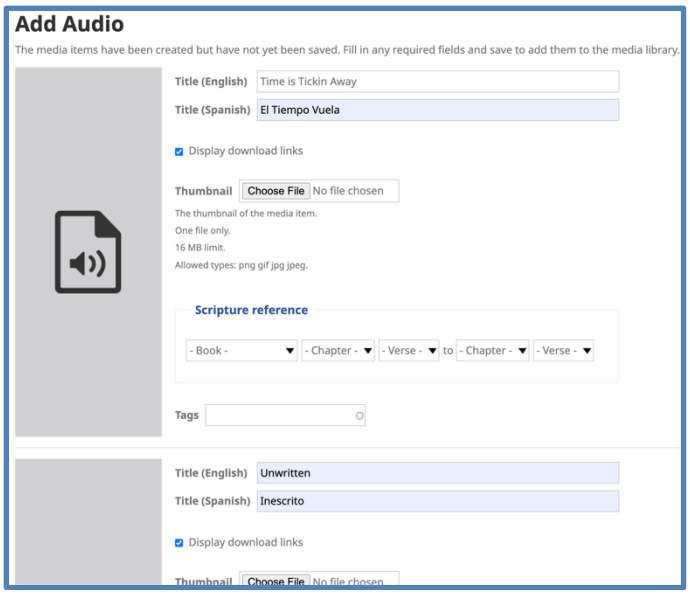
f) Click on the *Start upload* link.

g) Files will have a green dot with a checkmark once they are uploaded successfully, and the Status will be 100%.



h) Click on the **Continue** button.

6. At the next screen, prepare each media item for display on website pages and in the Media Library.



a) Write a short and clear public title for each item in each Navigation Language.

b) A thumbnail image is not necessary, but it DOES add graphic identity to the media item on a website page.

To add a thumbnail image:

(1) Click on the **Choose File** or **Browse** button.

(2) In the pop-up window, select an image from files on your computer, then click on the **Open** button.

(3) The thumbnail image will be uploaded and displayed on the screen.

c) Uncheck the box if you do NOT want to display download links beneath the media player.

d) If a Scripture reference is appropriate for the media item, click on the drop-down lists and select Bible Book, beginning Chapter, beginning Verse, ending Chapter, and ending Verse.

e) In the space titled *Tags*, write one-word labels that identify the media item, separating them by commas. (These will help you later to search for the item in the Media Library.)

f) Image files require alternative text – a brief description of the image that will be used by page readers for the visually impaired.

g) There are also links to crop and rotate image files after they are uploaded.

h) If you uploaded several files at the same time, scroll down the screen to find

and process all uploaded items.

i) Click on the **Save** button at the bottom of the screen.

C. Add a remote video item

1. IMPORTANT: To successfully add a remote video item, you must complete all steps in this section before navigating to another part of the *Wildfire* system.

2. You may add a video hosted at any of the following services:

   a) YouTube

   b) TikTok

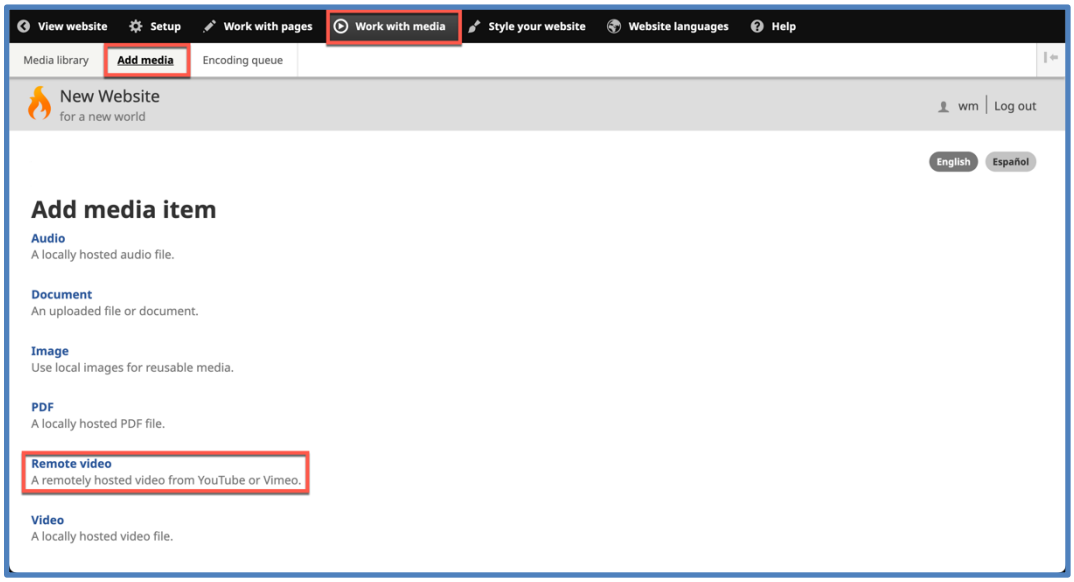
   c) Vimeo

   d) Livestream

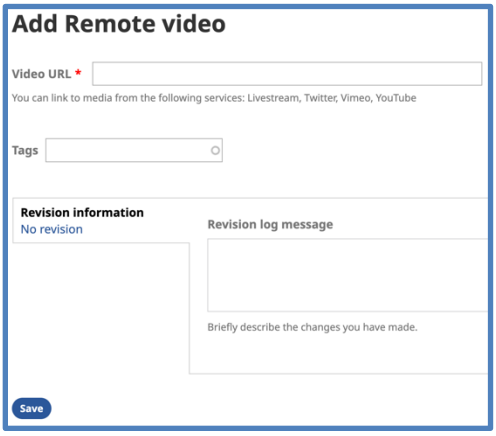
   e) X (formerly called Twitter)

3. Adding a remote video to your *Media Library* creates a streaming link to the video at the other website; you are not actually storing the video at your *Wildfire* website.

4. On the *Wildfire* menu, click on *Work with Media*, then click on *Add media*, then select *Remote video*.



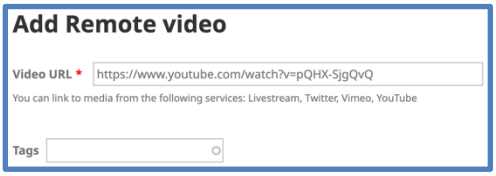
5. At the next screen, you are asked to supply the URL for the remote video.



a) Copy the remote video share link or URL from the app or website.

b) Return to the *Video URL* screen on your *Wildfire* website.

c) Paste the link into the field.

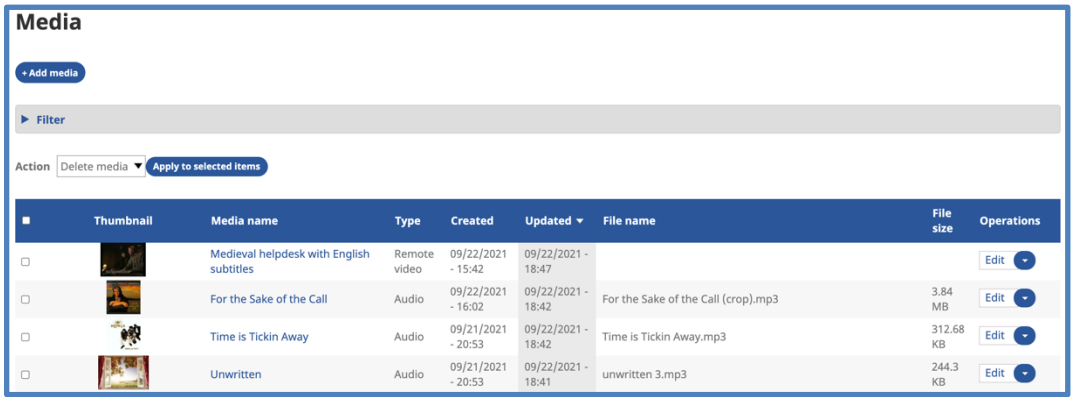


d) If desired, write one-word *Tags* to help you identify and sort the video in your Media Library.

e) Click on the **Save** button at the bottom of the screen.

D. Media Library chart

1. Items you have fully processed, as described above, are now listed in the Media Library.



2. Items appear in the order they were uploaded, with the newest items at the top of the chart.

3. Columns on the Media Library chart display, from left to right:

a) *Thumbnail* – a small image for audio and video items (if added) or a miniature of image files

b) *Media name* – the public name for the media item

c) *Type* – the category of the media item

d) *Created* and *Updated* – reference dates

e) *File name* – the original file name of the root file (not visible to the public)

f) *File size*

g) *Operations* – a drop-down list of actions

(1) *Edit* the media item (public name, thumbnail image, Bible reference, and tags)

(2) *Make a copy* of the item (only for images)

(3) *View usage* – where the media is displayed on the website

(4) *Delete* the item

4. Your media items can now be inserted on a page.

E. Media item tags and Scripture references

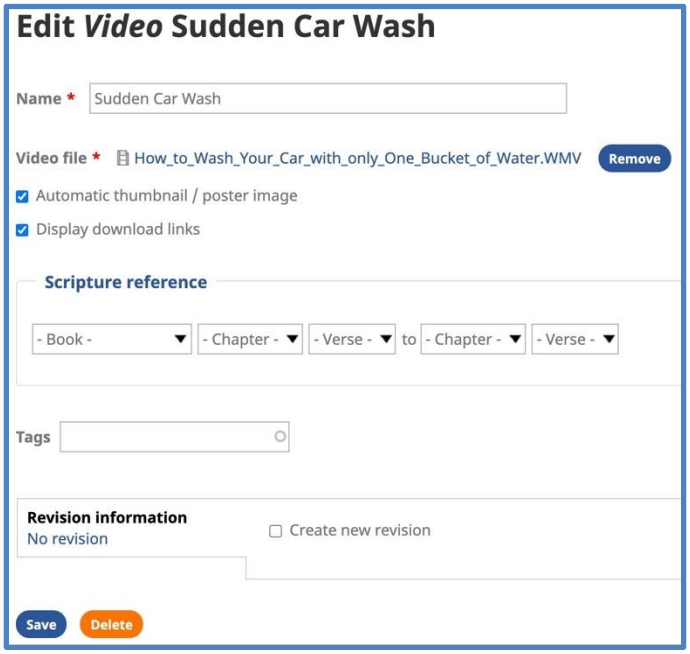
1. Tags and Scripture references present a convenient way to identify your media items so that they are easier to sort, filter, and use.

2. You are given the opportunity to add a Scripture reference and tags when you add certain items to the Media Library.

3. You may edit items in the Media Library to add (or change) a Scripture reference and tags.

4. On the Media Library chart, click on *Edit* at the far right of the listing.

5. A new screen displays the library record for the item.



6. Depending on the type of media item, there are different elements to edit. They may include the following:

   a) The public title in all Navigation Languages.

   b) Thumbnail image (audio):

      (1) **Remove** if already selected.

      (2) **Choose File** or **Browse** to add.

   c) Thumbnail image (video):

      (1) Check box to include *Automatic thumbnail/poster image* (may not be included with video).

      (2) Uncheck *Automatic* box to choose your own thumbnail image.

   d) Uncheck the box if you do NOT want to display download links beneath the media player.

   e) If a Scripture reference is applicable to the media item, click on the drop-down lists and select Bible Book, beginning Chapter, beginning Verse, ending Chapter, and ending Verse.

   f) In the space provided, write *Tags* – one-word or short phrase descriptions of the item to help you filter and sort your Media Library.

      (1) Separate tags with commas.

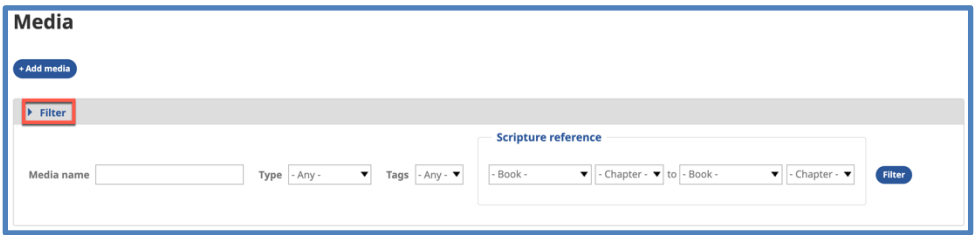
      (2) Note: You do not need to make tags for media type or Scripture

reference, as these are already included in the library filter.

F. Media Library screen – other features

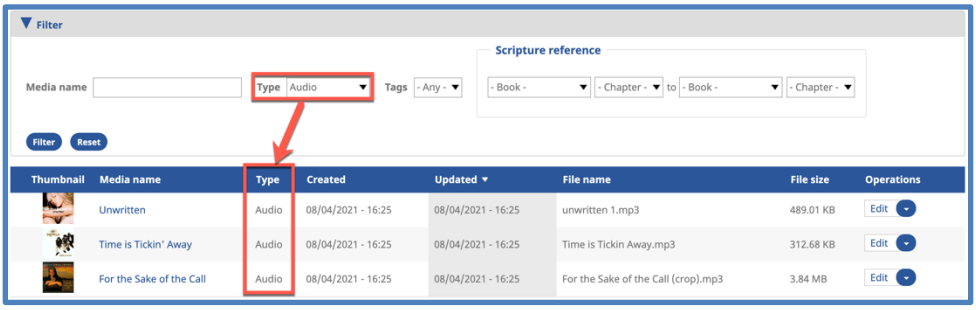
1. **Add media** button – another way to reach the *Add media item* screen

2. *Filter* – click on this link to open the library filter



a) Enter any combination of media name, type (category), tags, and Scripture reference, then click on the **Filter** button.

b) The Media Library chart will only show items that meet the filter criteria.

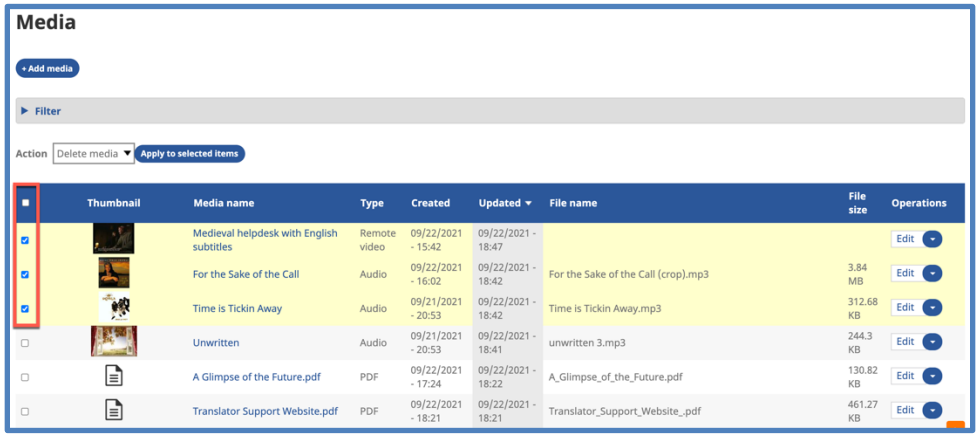


3. Bulk actions

a) Use the check boxes on the left side of the Media Library chart to select items.

(1) You may use the Filter first to sort items from the full library, then click on the check box on the blue header bar to select all filtered items at once.

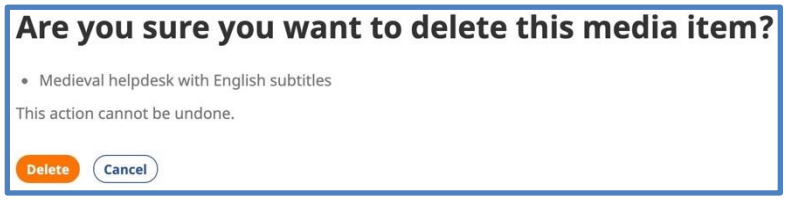
b) Click on the drop-down list titled *Action*.



c) Select the only action desired: *Delete* or *Add tags*.

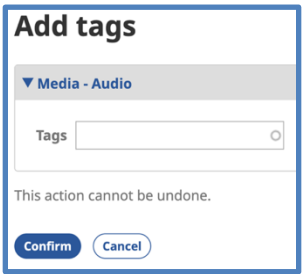
d) Click on the button **Apply to selected items**.

e) If you selected *Delete*, the next screen asks you to confirm the action.



(1) Click on the desired button to confirm or cancel the action.

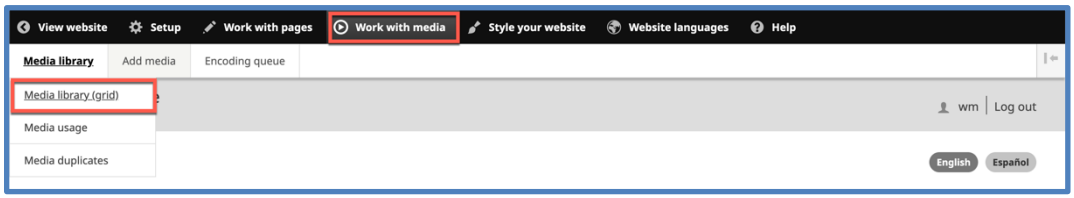
f) If you selected *Add tags*, the next screen gives you a space to write the tags.



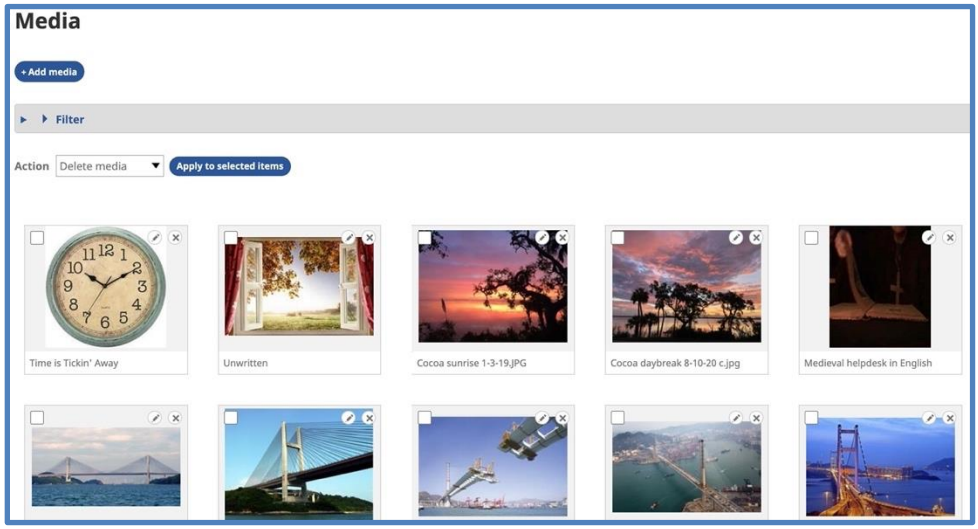
(1) After writing the desired tags, click on the **Confirm** button.

G. Media library – grid display

1. On the *Wildfire* menu, click on *Work with Media*, hover over *Media library*, then click on *Media library (grid)*.



2. The Media Library changes from a chart display to a grid display.



a) The column information disappears.

b) Click on the small pencil icon in the upper right corner of an item to edit the item's information.

c) Click on the *X* icon to delete an item.

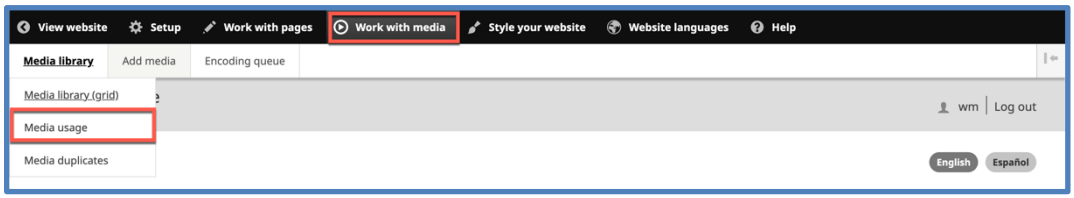
d) The media filter and bulk actions are still active.

e) If you have many items in your Media Library, the grid display may take up several pages. Look at the center bottom of the grid for page navigation controls.

3. To return to the chart display, on the *Wildfire* menu, click on *Work with Media*, then click on *Media library.*

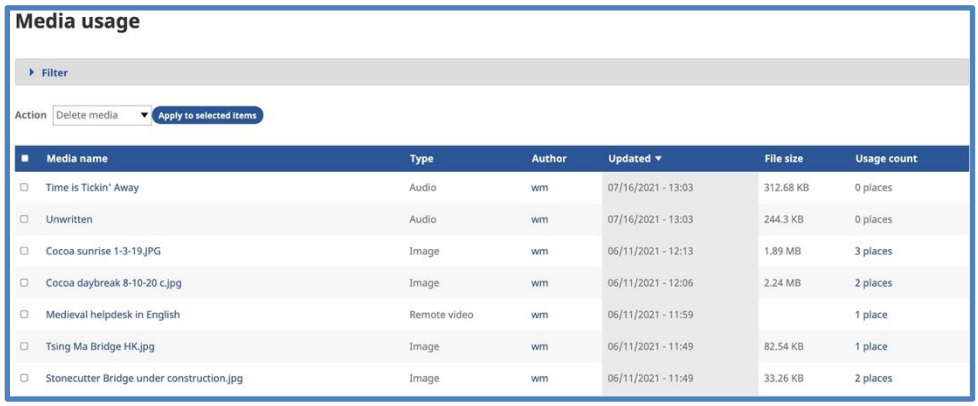
H. Media library – usage display

1. On the *Wildfire* menu, click on *Work with Media*, hover over *Media library*, then click on *Media usage*.



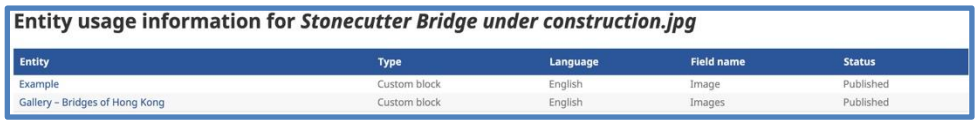
2. The Media Library changes from the standard chart to a simplified chart.

   a) The far-right column, *Usage count*, shows the number of places on the website where each item is used.



   b) Click on a usage count to access more details for a specific media item.

   c) A new chart appears.



   d) The column *Entity* on the left lists the page(s) where the item is used.

   e) The column *Status* on the right indicates whether the page is published or not.

3. To return to the standard chart display, on the *Wildfire* menu, click on *Work with Media*, then click on *Media library.*

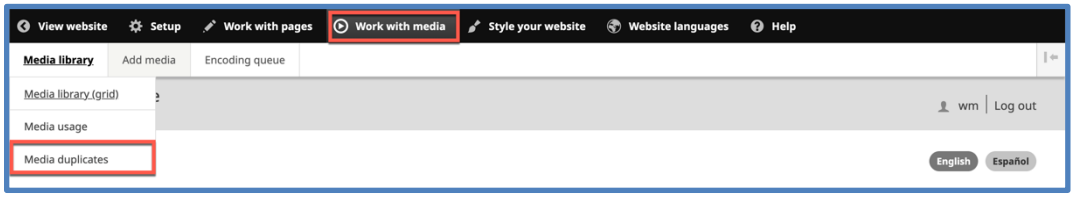
I. Media duplicates

If you upload a lot of items to your Media Library, it is very possible to upload the same item more than once and have duplicates in your library. It is a good idea to check your library every now and then and delete such duplicates.

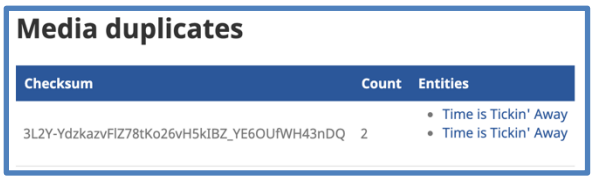
The *Media duplicates* screen helps you with this task.

1. On the *Wildfire* menu, click on *Work with Media*, hover over *Media library*, then click on

Media duplicates.



2. If you have any media duplicates, they will be listed on the next screen.



a) If you have no duplicates, there will be a message to that effect on this screen.

3. Click on a blue media item title in the column *Entities*.

4. The *Edit* screen opens for the item selected.

5. Click on the tab *Usage* at the upper left.

6. If the item is shown as being used on a web page, **do not delete it**. Go back to the *Media duplicates* screen and check the other item shown.

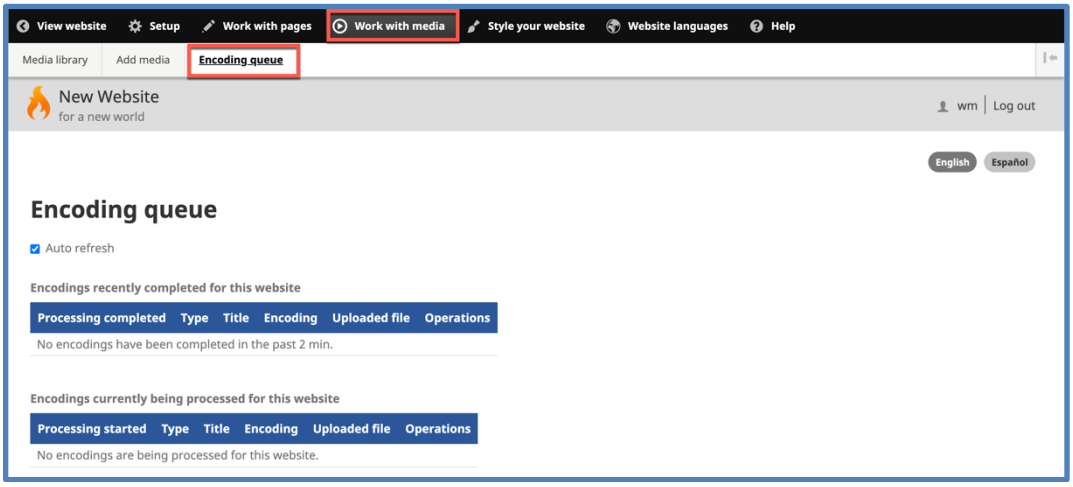
7. If the item is not being used, you may safely delete it by clicking on the tab *Delete* on the upper left.

J. Encoding queue

1. You may upload large media files, place them on a page, and find that they won't play right away.

2. The *Encoding queue* shows you if files are still being encoded by the system. They will not play on a page until they are fully encoded.

3. On the *Wildfire* menu, click on *Work with Media*, then click on *Encoding queue*.



4. There are four charts on the screen which show stages of the encoding process:

   Encodings recently completed for this website

   Encodings currently being processed for this website

   Encoding queue for this website

   Failed encodings

5. These charts are for information only.

Chapter 6. Create and edit a website page with basic content

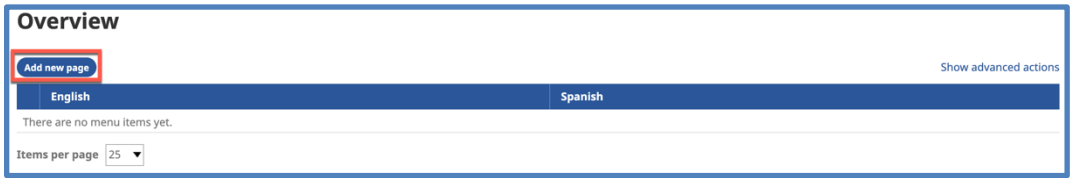
A. Introduction

1. This chapter covers basic elements of page content. Later chapters cover advanced page content.

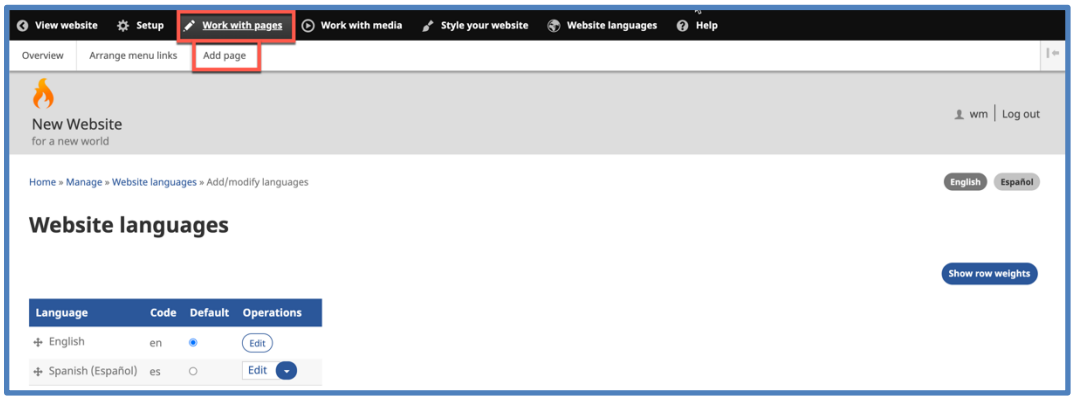
2. IMPORTANT: Teammates should not work on the same page at the same time on separate computers. Clicking on the **Save** button will create unpredictable results.

3. If you have just completed the *Wildfire Initial Setup Guide* or just logged in to work on your website, you will be at the *Overview* screen.

   a) To create a new page for your website, click on the **Add new page** button.

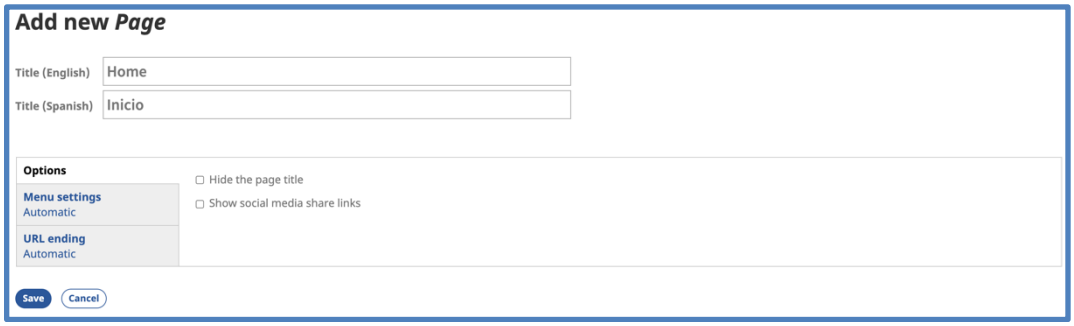


4. If you are elsewhere in the *Wildfire* system and you wish to add a new page, click on *Work with pages* in the top row of the *Wildfire* menu, then click on *Add page* from the sub-menu.



B. Page title(s)

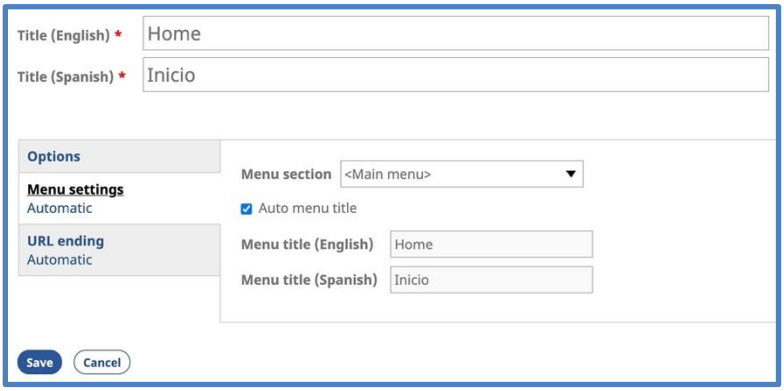
1. At the next screen, write a page title in each Navigation Language.



Below the title area of the screen, check or uncheck the box to Hide the page title. Checking this box will keep the title from showing at the top of the website page, but it will still show in the website menu.

2. Below the title area of the screen, check or uncheck the box to *Show social media share links*. Checking this box will display links on this page for the social media channels chosen on the screen *Style your website => Social media => Share links*. (See Chapter 4, Section F.)

3. Click on the tab *Menu settings*.



a) Click on the drop-down list *Menu section* and select where on the menu you want this page to appear.

(1) <*Main menu*> – The root menu level, always visible to visitors

(2) Another menu item – Places the page on a sub-level of the menu, not visible until you hover your cursor over the parent menu item

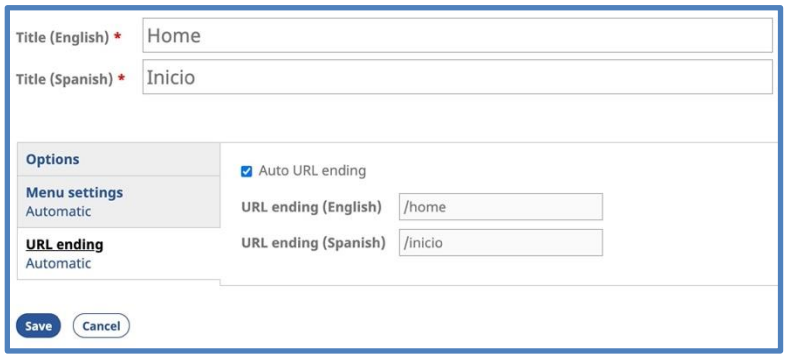
(3) *Do not show on menu* – This option appears at the bottom of the drop-down list.

b) Check or uncheck the box for *Auto menu title*.

(1) Checked – uses the page title as the menu title (recommended)

(2) Unchecked – requires an alternate menu title to be entered in the spaces below.

4. Click on the tab *URL ending*.



a) Check or uncheck the box for *Auto URL ending*.

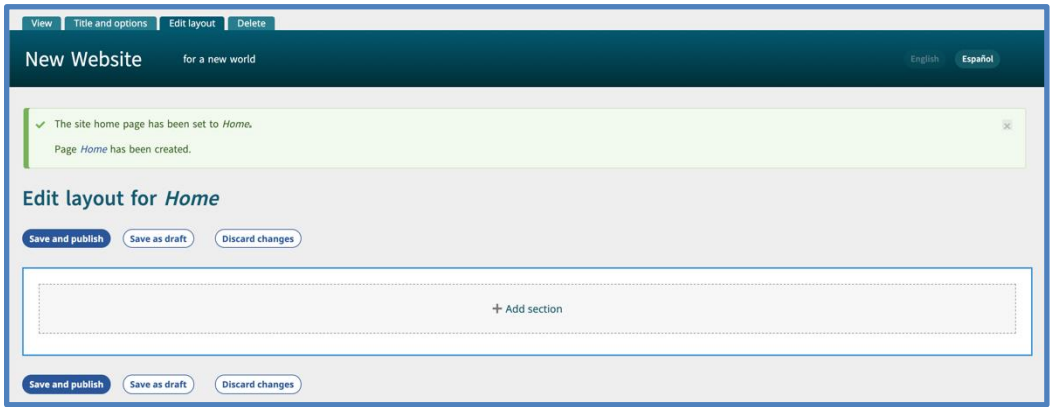
(1) Checked – uses the page title as the URL ending (recommended)

(2) Unchecked – requires an alternate URL ending to be entered in the spaces below.

5. Click on the **Save** button at the bottom left of the screen.

C. *Layout editor* screen

1. The next screen shows the *Layout Editor* screen.



2. There are two elements to the layout of every web page.

a) **Sections:** Major divisions of the page. You may use one or more sections on each page, and you may mix the types of section on a single page.

Types of section include the following layout styles:

(1) One column

(2) Two columns

(3) Three columns

(4) Four columns

(5) Slideshow (images)

(6) Inline

b) **Content blocks:** Containers for the actual page content. You may use one or more blocks in each section and/or column.

Types of blocks include the following:

(1) Audio (separate audio files)

(2) Dictionary App

(3) Downloadable file

(4) FCBH Audio Player (Bible audio from Faith Comes By Hearing)

(5) Gallery (images)

(6) Google Map

(7) Gospel Films (Lumo films from Faith Comes By Hearing)

(8) Iframe

(9) Image

(10) Image with Text

(11) Inspirational Films (Jesus film, Magdalena film)

(12) PDF

(13) PDF Library

(14) Playlist (several audio or video files)

(15) Playlist (scripture)

(16) Reader App

(17) Remote Video (YouTube, Vimeo, etc.)

(18) Scripture App

(19) Text

(20) Verse of the Day

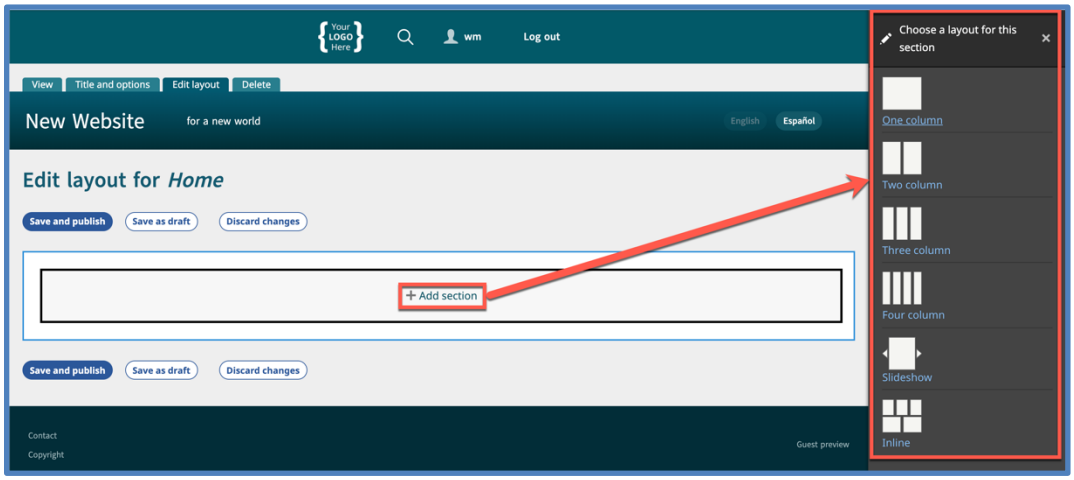
(21) Video (separate video files)

c) In this chapter, we will talk about basic content blocks – text and images. In later chapters, we will cover the other types of content blocks.

D. Add a section

1. Click on the link *+ Add section*.

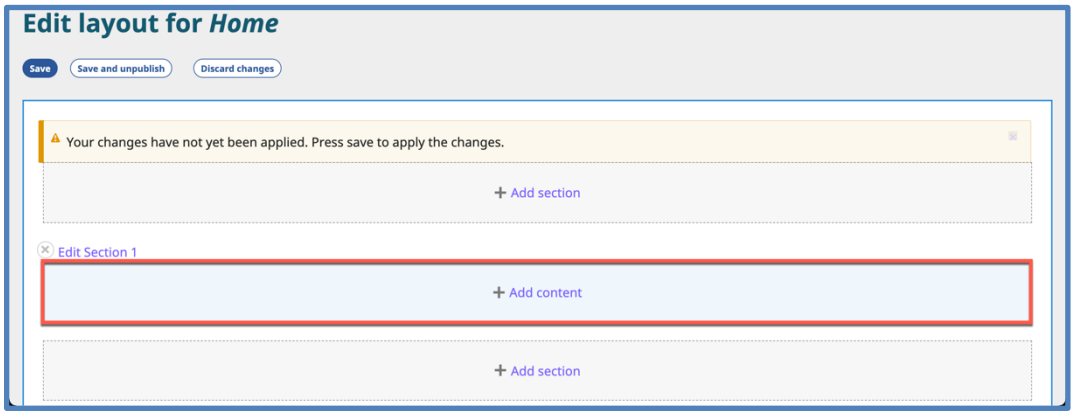
2. A sidebar opens, displaying the types of section layout.



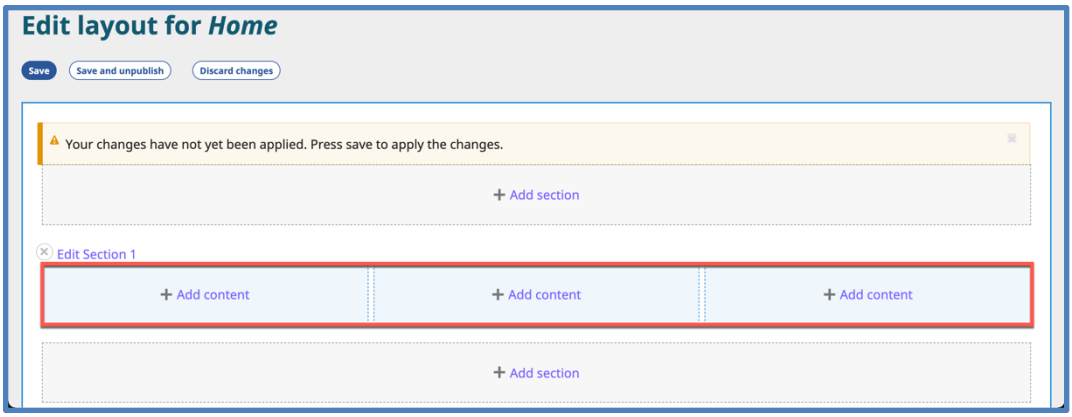
3. Click on a layout style to select it.

4. The main layout display changes to reflect the layout style selected for that section. A new Content block is shown in each part of the section.

   In the following image, a one-column section was selected, so there is a single Content block.



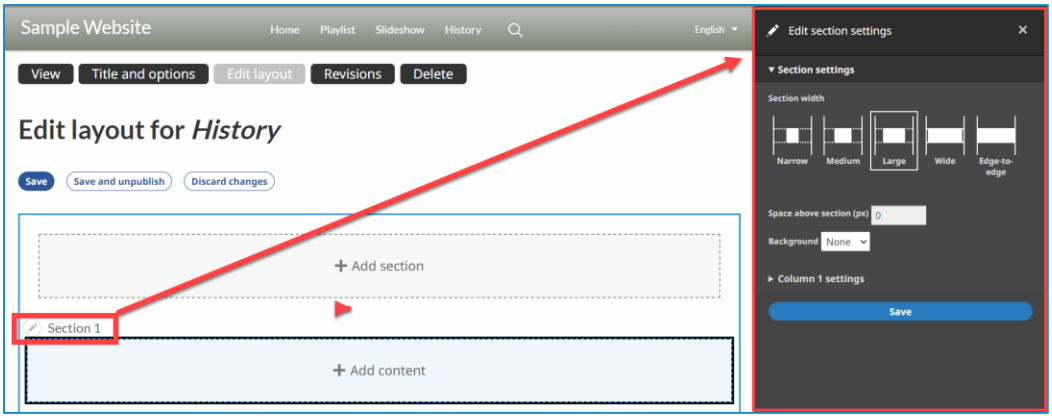
   In the next image, a three-column section was selected, so there are three separate Content blocks.



5. Note that there are now Section selectors both above and below the section just filled. This allows you to add new sections before and after the current section.

6. You may edit an existing section and change how it appears on the website page.

   a) Click on the pencil icon next to the link *Edit Section* at the upper left edge of the section and choose *Edit section settings*.



   b) A sidebar opens to the right.

   c) You may choose the relative width of the section on the visible page.

   d) You may specify *Space above section* in pixels. This adds separation on the page from the section above (if there is one).

   e) You may choose whether the whole section has a colored background (from a limited selection within the color scheme) or an image as a background.

   (We recommend that you not use an image as background.)

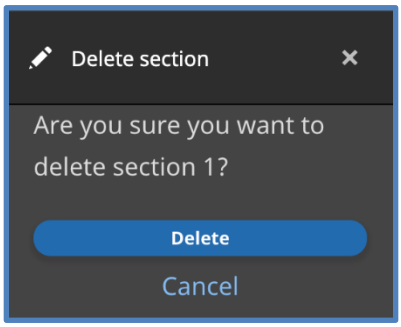
   f) For multicolumn sections, you may select different background colors for each column, and you may specify the relative width of each column in percentages.

   g) Once you are finished, click the **Save** button.

7. If desired, you may delete a section.

a) Click on the pencil icon next to the link *Edit Section* at the upper left edge of the section and choose *Delete section*.

b) A sidebar opens to the right.

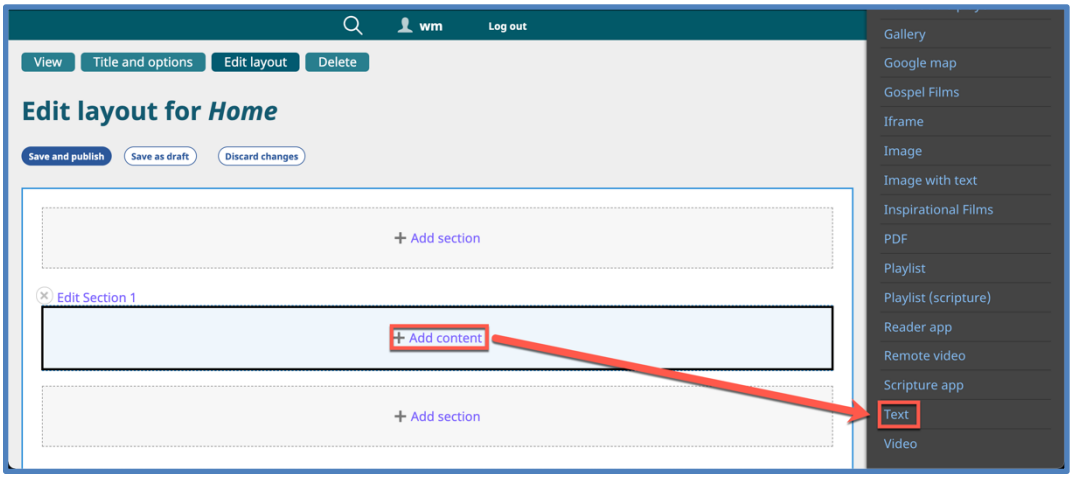


c) Click on the **Delete** button.

E. Create page content – text

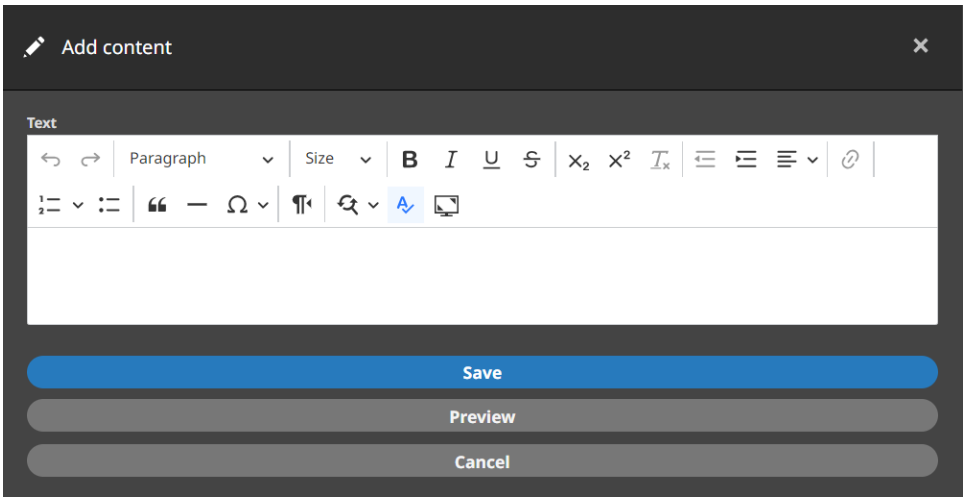
1. Click on a *+ Add content* link.

2. A sidebar opens, displaying the types of block content.



3. Click on the option *Text*.

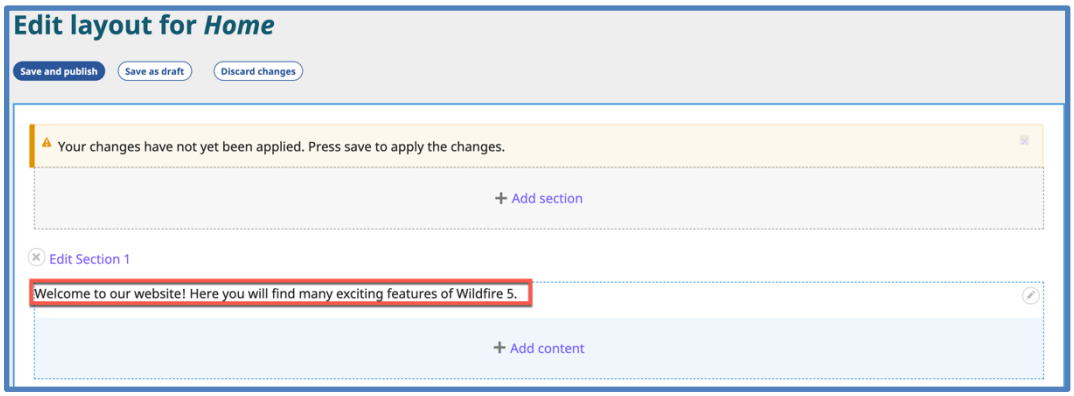
4. A new sidebar opens with features to write and format text.



a) Write text for the page. (Text editing functions are covered in Chapter 7.)

b) Click on the **Save** button at the bottom of the sidebar.

5. Your text is displayed in the selected Content block on the layout screen.



6. Note that a new Content block appears beneath the block just filled. This allows you to add another block to the same section.

7. Options:

a) Continue adding content to the page.

b) Click on the **Save and publish** button.

If the website is launched, this will make the page immediately visible to the public.

c) Click on the **Save as draft** button.

If the website is launched, the page will be added to the website but will not be visible to the public until you choose to publish it.

Before the website is launched, **Save and publish** and **Save as draft** have little functional difference, although the page listings look different on the *Overview*

chart.

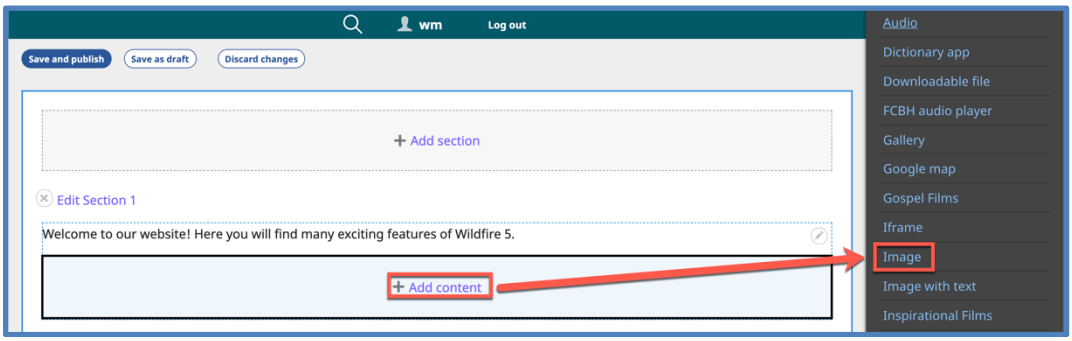
d) Click on the **Discard changes** button.

All work will be lost.

F. Create page content – image

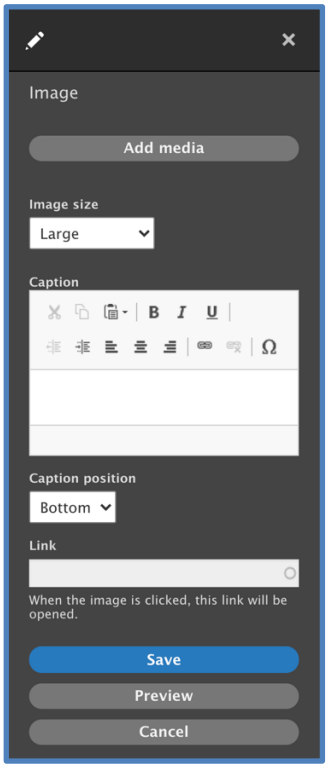
1. Click on a *+ Add content* link.

2. A sidebar opens, displaying the types of block content.



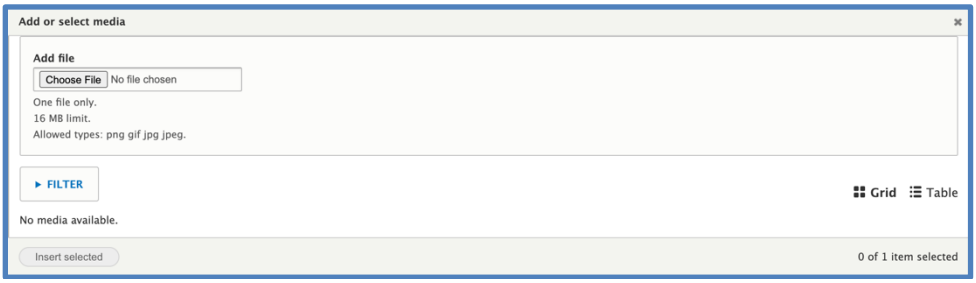
3. Click on the option *Image*.

4. A new sidebar opens with features to select and format an image.



a) Click on the **Add media** button.

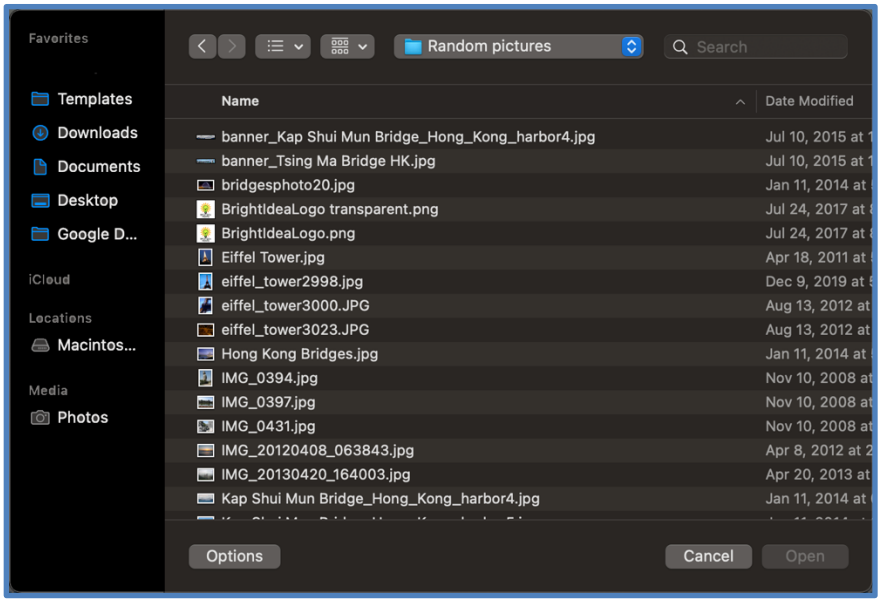
b) The *Add or select media* working box opens.



c) If you have already uploaded images to your website, they will appear in the lower section of the working box.

d) To upload new images, click on the **Choose File** or **Browse…** button.

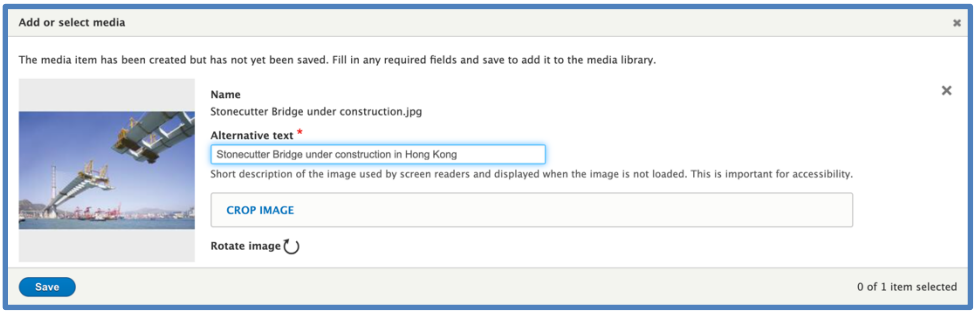
e) Another pop-up window appears, showing you the file directory on your computer.



f) Browse and choose the desired image.

g) Click on the image file name, then click on the **Open** button (or double-click on the image file name).

h) The image will now appear in the *Add or select media* box.

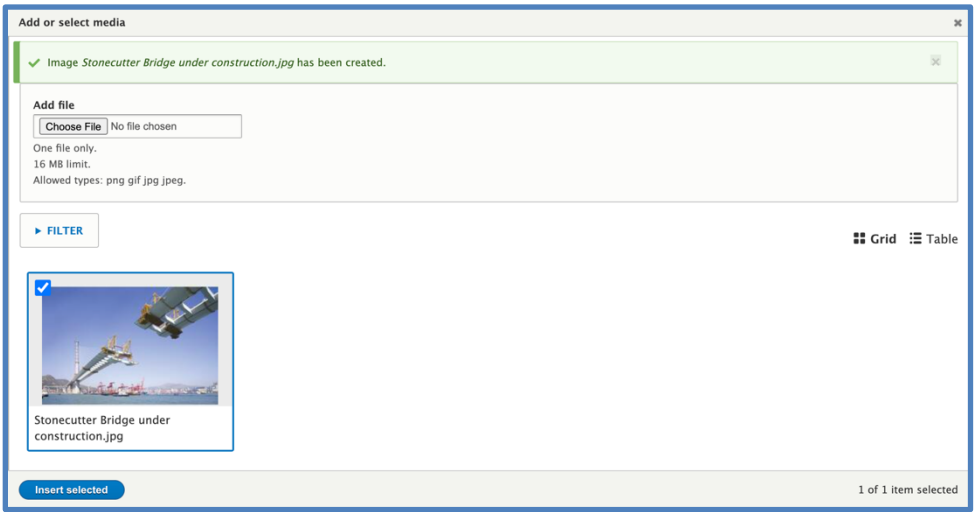


i) In the space titled *Alternative text*, write a brief description of the image.

j) You may also crop and/or rotate the image using the tools provided.

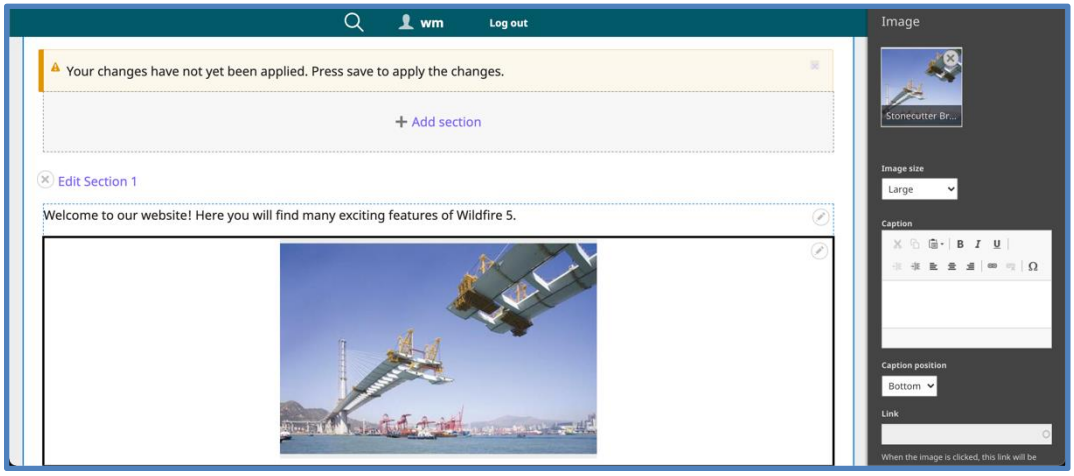
k) Click on the **Save** button.

l) The image now appears in the lower section of the working box.

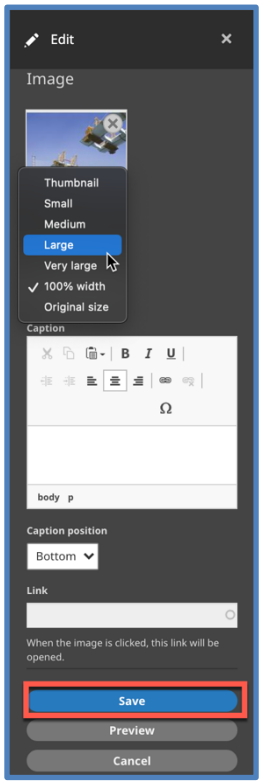


m) Check the box at the upper left of the image, then click on the **Insert selected** button.

n) The image now appears in the *Layout Editor*, with the *Image* sidebar still showing.



o) Change the size of the image on the page by clicking on the drop-down list titled *Image size*.



p) You may write a caption for the image and choose whether it is displayed above or below the image.

q) You may configure the image as a hyperlink to another part of this website or to another website altogether.

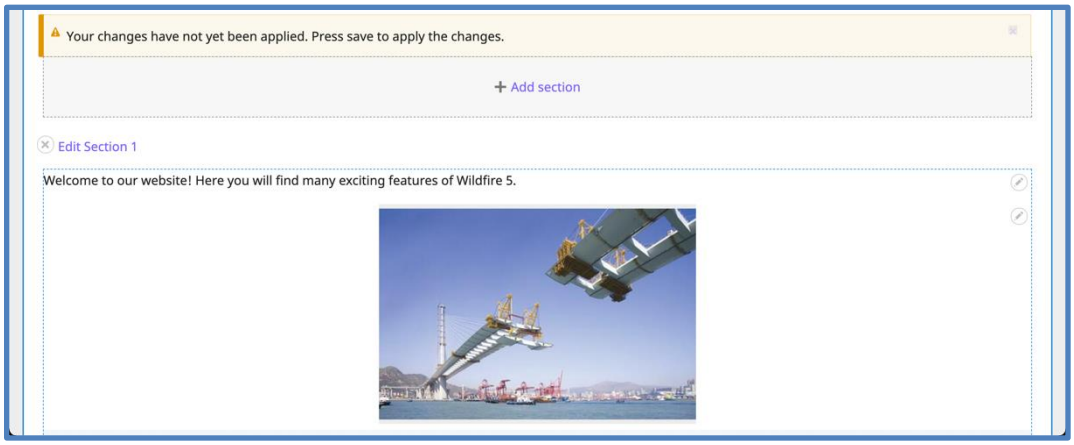
(1) External website: In the space titled *Link*, enter the URL of the external

website.

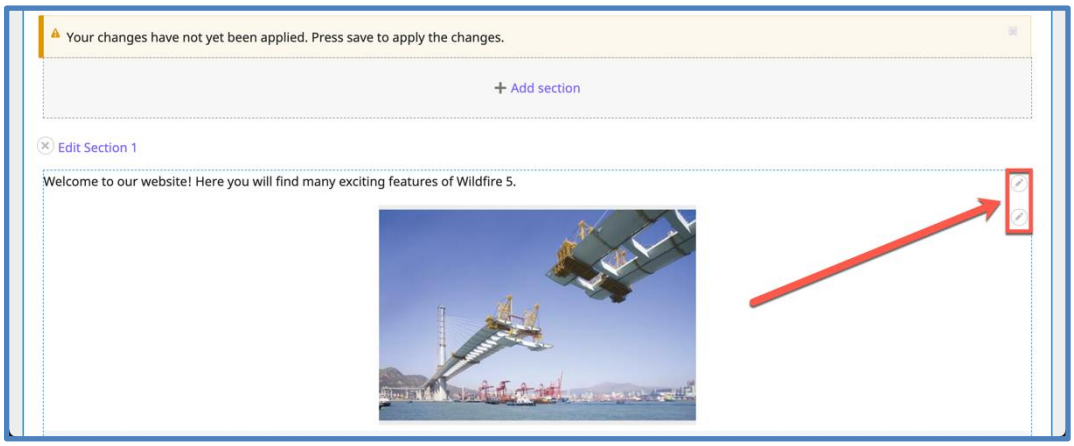
(2) Another page on this website: In the space titled *Link*, begin to write the title of the page. A list will appear of page titles which match. Select the desired page.

r) IMPORTANT: You must click on the **Save** button at the bottom of the sidebar, or all you have done with the image will be lost!

s) The image now appears in the *Layout Editor*, without the *Image* sidebar.



5. To edit your work, click on the pencil icon at the upper right corner of the Content block.



a) On the drop-down list, click on *Edit*.

b) In the image above, there are two pencil icons. One is for the text block; the other is for the image block.

G. Move content blocks on a page

1. As you create content blocks on a page, you may find that you want to arrange them in a different manner. There are two ways to do this.

   a) You may move a content block within its own section, or you may move it to another section on the same page.

   b) You may not move a content block from one page to another.

2. Method One: Use the *Move* sidebar.

   a) Click on the pencil icon at the upper right corner of the content block.

   b) On the drop-down list, click on *Move*.

   c) A sidebar opens:

   d) On the simple page above, there are only two content blocks.

      (1) They are identified in the sidebar as *Inline block*.

      (2) The block in which the pencil icon was used is identified as *(current)*.

      (3) At the top of the sidebar, there is a drop-down list of the sections on the page.

e) To move a content block:

(1) Move the mouse cursor over the four-pointed arrow to the left of that *Inline block*.

(2) Click and hold, then move the cursor up or down to the desired position.

(3) Release the click.

(4) Click on the **Move** button at the bottom of the sidebar.

f) The sidebar closes, and your changes are shown in the *Layout editor*.

3. Method Two: The other way to move a content block is performed directly on the *Layout editor* screen, without opening the *Move* sidebar.

a) Position your mouse cursor anywhere inside the content block you wish to move.

b) The cursor becomes a four-pointed arrow.

c) Click and hold, then drag the content block to its new position.

(1) REMEMBER: You may move a content block within its own section, or you may move it to another section on the same page.

d) Release the mouse click.

H. Copy a content block

1. As you create content blocks on a page, you may find that you want to copy a content block and duplicate it elsewhere on the same page.

2. Click on the pencil icon at the upper right corner of the content block.

3. On the drop-down list, click on *Make a copy*.

4. The content block will be duplicated and will appear right below the original content block.

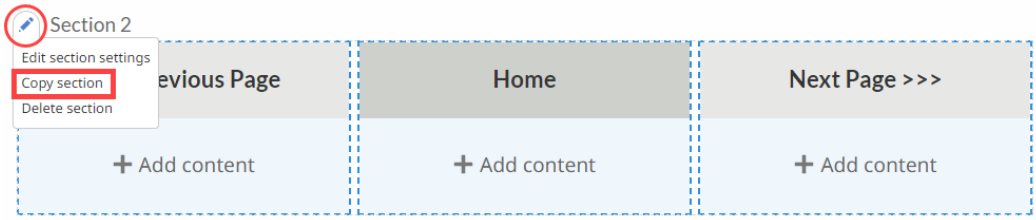
5. You may move the new content block anywhere on this page – see Section G.

I. Copy a section

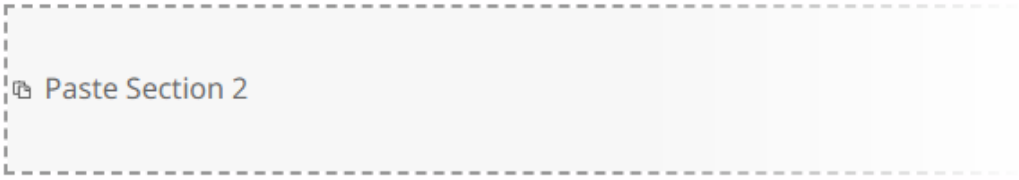
1. Sometimes you might want to copy a section from one part of the page to another, or even to another page. This saves time because you will not have to reapply the section settings every time.

2. First, go to the layout editor screen for the page containing the section you want to copy. Click the pencil icon next to the page title on the *Overview* screen; if you are already on the page, click the **Edit layout** button.

3. Click the pencil icon next to the heading for the section you want to copy and click on the option *Copy section*.



4. The section may now be pasted anywhere there is a blank section. You will notice that every box labeled with *+ Add section* also has an option to paste your copied section there.



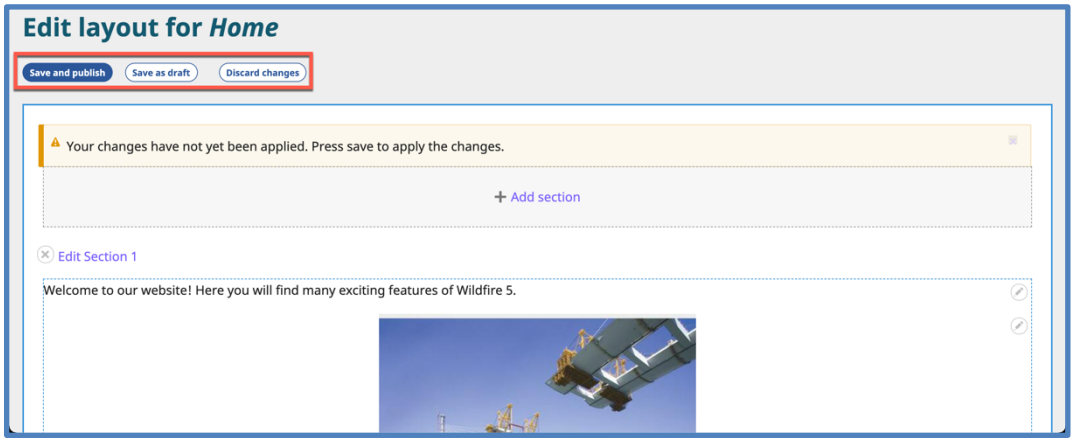
5. To paste the section, merely click the phrase *Paste Section X*, where *X* represents the number of the original section.

6. To paste the section on a different page, first save the changes on the existing page before opening the page where the section will be copied. You may also create a new page and paste the section there.

7. You may paste the same section as many times and on as many pages as are necessary. You do not have to copy the section each time.

J. Save or discard your work

Both above and below the layout editing area, you will find three options for exiting the screen.



1. Click on the **Save and publish** button.

   If the website has been launched, the page will immediately be visible to the public.

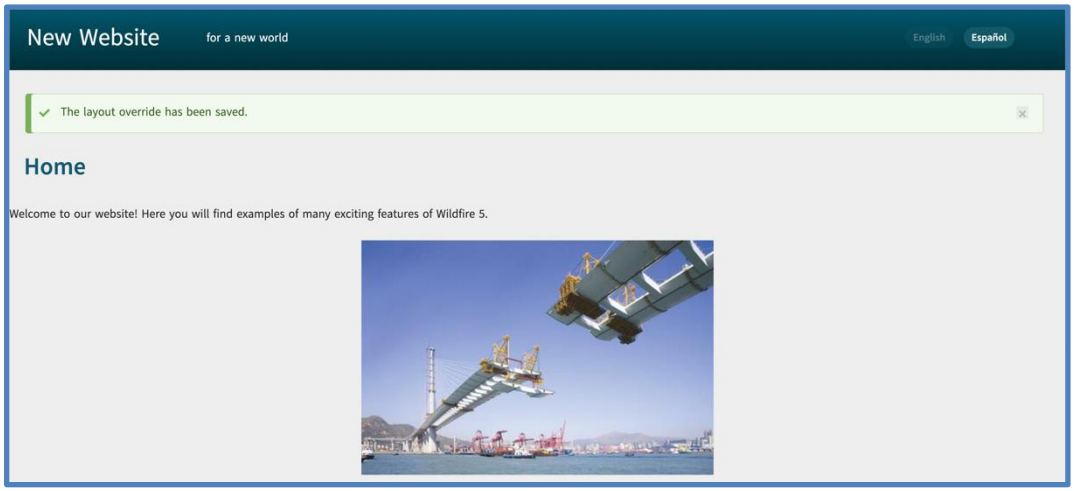
2. Click on the **Save as draft** button.

   The page will not be visible to the public, but you will see it on the *Overview* screen.

   The background color of the page sections will be different from the theme colors, as a visual reminder that this is an unpublished page.

3. When you save your work, you will exit the layout editing screen and see a preview of the public version of the page.

   (A green text box near the top of the screen will confirm that your new page has been created. You may click on the "X" at the right end of this box to close the box.)



4. To exit the editing screen without saving your work, click on the **Discard changes** button.

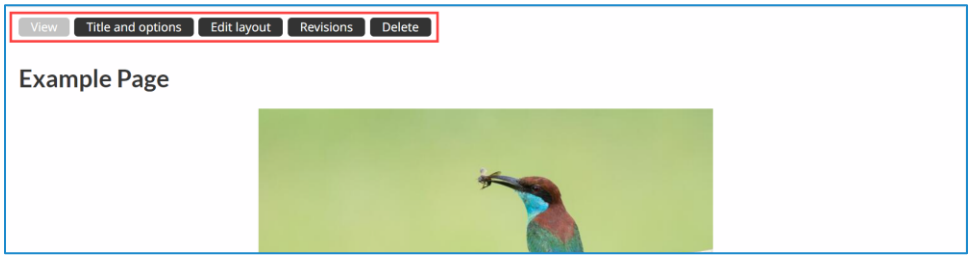
   a) A screen asks you to confirm if you want to discard your layout changes (leave the page without saving your work).

   b) Click on the button that states your choice.

   c) When you cancel without saving your work, you will exit the layout editing screen and return to the *Overview* screen.

K. Preview of page

1. Tabs at the top of the preview allow you to continue working on the same page.



a) *Title and options*: Edit the page titles as in Section B above.

b) *Edit layout*: Add, edit or remove sections or content blocks.

c) *Revisions*: View early modifications (rarely needed).

d) *Delete* the page altogether.

2. To add a new page from the preview screen, in the *Wildfire* menu, click on sub-menu item *Add page*.

Chapter 7. Text Editor

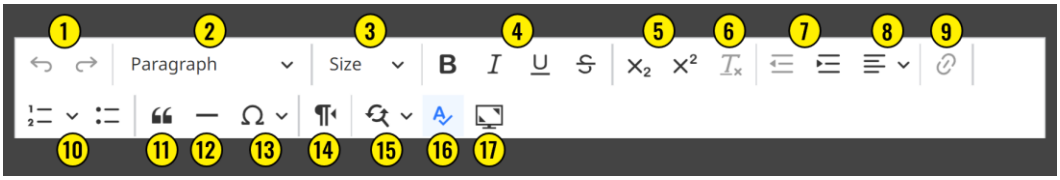
A. Introduction

1. The text editor box appears in the Content block sidebar for *Text*, *Image with Text*, and *Image* (for image captions, with limited functions).

2. The text editor has many features for formatting text and inserting special features. These are accessed through the icons in the top bar.

B. Text editor functions

For all of these functions, use the mouse cursor to select the text you wish to format.



1. *Undo* / *Redo*: Click the left button to undo the previous action(s); click the right button to redo the previous action.

2. *Paragraph*: Click the drop-down list to choose a style for the highlighted text. You have a choice between *Paragraph* (used for normal text) and four heading styles. The heading styles are very effective at highlighting the title of a section of text below. The sizes for each heading style are as follows:

Heading 1

Heading 2

Heading 3

Heading 4

3. *Size*: Click the drop-down list to choose a font size. In general, it is best to keep the default font size and only change it by applying a style as in #2 above.

4. Click these buttons to make the text **bold**, *italics*, underline, or ~~strikethrough~~.

5. Click these buttons to make the text $_{\text{subscript}}$ or $^{\text{superscript}}$.

6. Click this button to remove all formatting from the selected text. This is highly recommended if you are pasting into this text editor from an external program like *Word*.

7. Click these buttons to increase or reduce the indenting of the selected text.

8. Click the drop-down list to left-justify, center, or right-justify the selected text.

9. Click this button to create a hyperlink from the selected text. See Section C below.

10. Click on these icons to turn the selected text into a numbered or bulleted list.

11. Click this icon to format the selected text as a quotation block.

12. Click the button to insert a horizontal line.

13. Click the drop-down to open a selection of special characters to insert.

14. Click this button to make the selected text read left-to-right or right-to-left.

15. Click the drop-down to find and/or replace text within the text editor.

16. Click this button to toggle spellcheck on (blue) or off (black).

17. Click this button to maximize the text editor so it takes up the entire screen. Click the similar-looking button to return to the default view.

C. Create a hyperlink

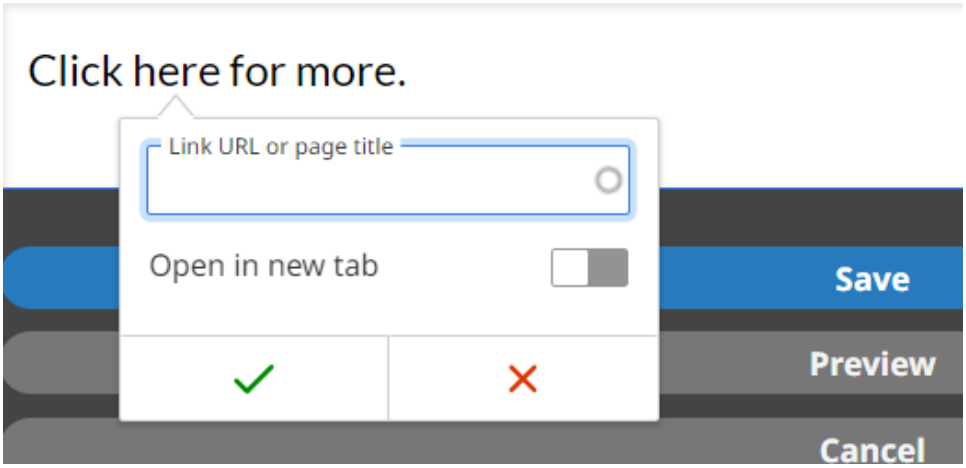
A hyperlink is text which has been configured to navigate to other parts of the website – or to another website altogether – when clicked on. Images may also be configured as hyperlinks. See Chapter 6, Section F for instructions.

1. Write a line of text which you will use for the hyperlink.

2. Highlight the line of text.

3. Click on the hyperlink icon.

4. The *Link* task box opens.



5. Complete the field *Link URL or page title*.

   a) For an external website, copy the entire URL for the page and paste it in the field.

   b) To link to a page on the website, start typing the page title in the field. A list of

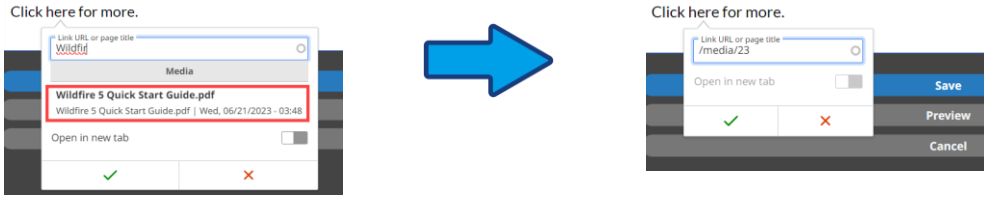
pages that begin with those letters will appear below. Click on the correct page and the internal page ID will be entered in the field.

c) To link to a file on the website which may then be downloaded, start typing the filename in the field. Click on the correct file and the internal file ID will be entered in the field.

d) Note: You will see both pages and files when typing in the field. Pages are listed under the heading *Content*, and files are listed under the heading *Media*.

Link to a page

Link to a file



6. Click the slider next to *Open in new tab* if you want the link to open in a new tab. This is preferred if you are linking to an external website, so that the website visitor still has your website open.

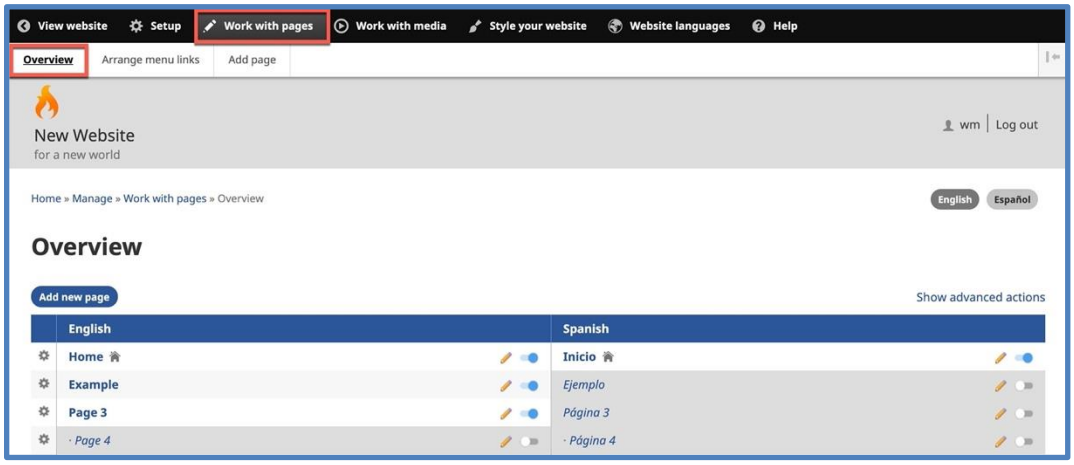
7. Click the green check mark to complete the hyperlink.

Chapter 8. Overview screen and website menu

A. Introduction

1. Navigate to the *Overview* screen by clicking on *Work with pages* in the *Wildfire* menu, then clicking on sub-menu item *Overview*.

   You will see a chart displaying the pages and menu structure of your website.



2. Each Navigation Language has a column in the chart.

3. If a page has been created in a language, the page title is listed under that language name.

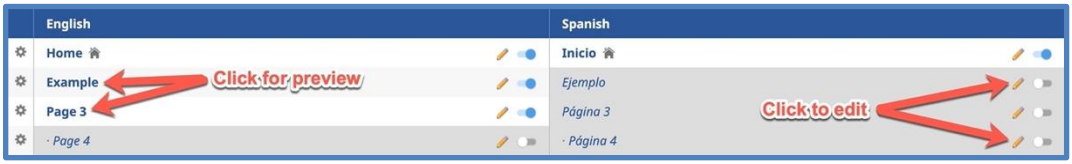
   a) Published pages are listed in upright font with light background.

      (1) To unpublish a published page, click on the blue dot beside the pencil icon.

   b) Unpublished pages are listed in italics font with darker background.

      (1) To publish an unpublished page, click on the white dot beside the pencil icon.

B. Preview or Edit a page



1. To preview a page, click on the page title.

2. To edit a page, click on the small pencil icon to the right of the page title.

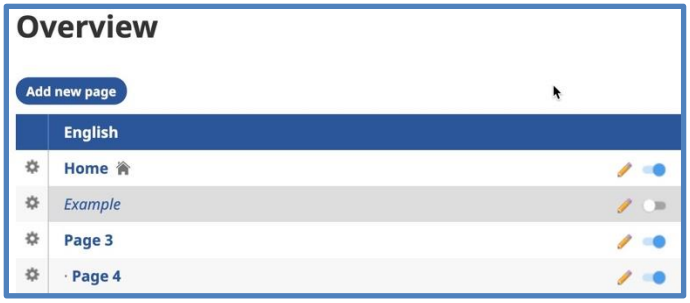
C. Set up your website menu

1. The position of the items in the website menu is indicated on the *Overview* chart by the vertical and horizontal location of the page title.

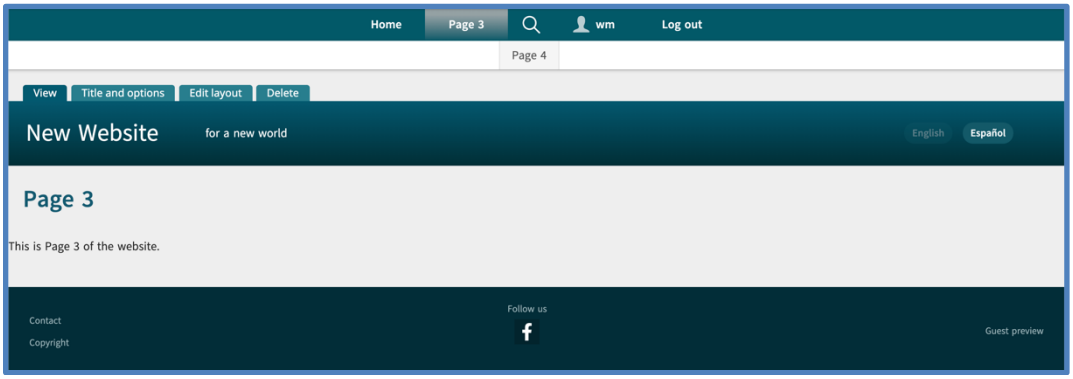
   a) The order of your pages shown in the *Overview* chart from top to bottom indicates the order of your menu items on the website menu.

   b) Top-level menu items are those with the page title farthest to the left; next-level menu items are those with the page title indented to the right.

   c) The page titles that you wrote are the menu item titles, unless you created a different menu item title (see Chapter 6, Section B, Step 4).



Overview chart



Website menu corresponding to chart above

The images above show how these features work.

(1) The page *Home* is at the top of the *Overview* chart, so it is first on the website menu (farthest to the left on a horizontal menu).

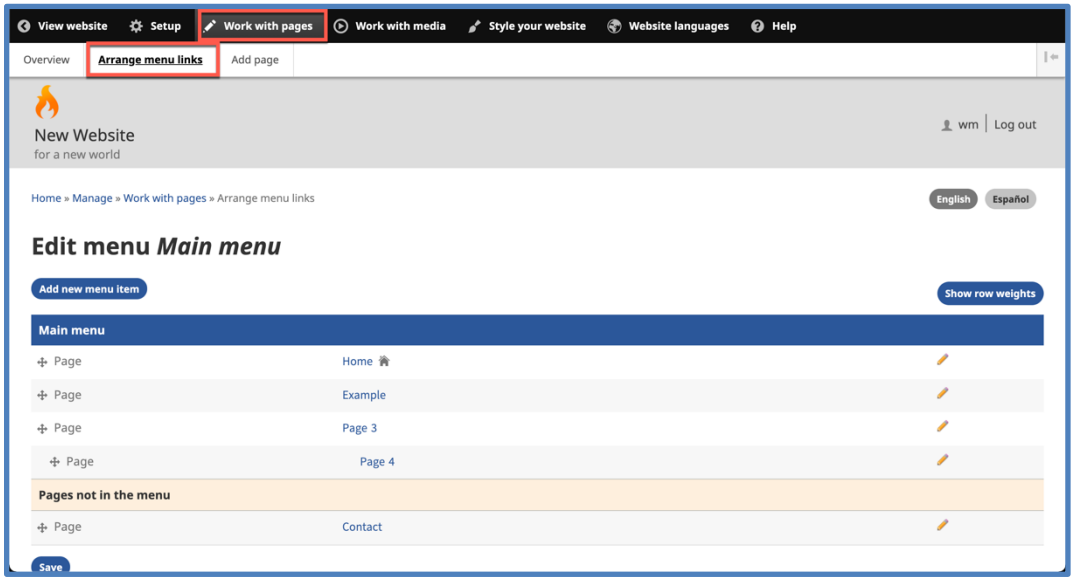
(2) *Example* is unpublished, so it does not show on the website menu.

(3) *Page 3* is the next published page on the *Overview* chart, so it is next in order on the website menu.

(4) *Page 4* is indented to the right under *Page 3* on the *Overview* chart. It does not appear on the main level of the website menu. To see it, you must click on menu item *Page 3*, then *Page 4* will appear on a sub-level of the menu.

2. You can change the **order** and **level** of the menu items on your website.

a) On the *Wildfire* menu, click on *Work with pages*, then click on sub-menu item *Arrange menu links*.



b) A simplified version of the *Overview* chart appears.

3. Change the **order** of a menu item by changing its position on this chart **up or down**.

a) Move the mouse cursor over the four-pointed arrow to the far left of the page title.

b) Click and hold.

c) Drag the arrow up or down to the desired position on the chart.

d) Release the click.

e) When you change the position of pages on the chart, a warning message appears, prompting you to save your changes.

(1) Click on the **Save** button at the bottom left.

4. Change the **level** of a menu item by changing its position on this chart **right or left**.

a) Move the mouse cursor over the four-pointed arrow to the far left of the page title.

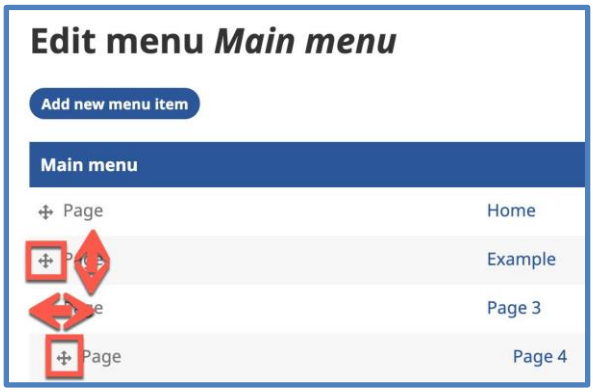
b) Click and hold.

c) Drag the arrow right or left to the desired position.

d) Release the click.

e) When you change the position of pages on the chart, a warning message appears, prompting you to save your changes.

(1) Click on the **Save** button at the bottom left.



D. Advanced actions

1. To add more function icons to the *Overview* screen and chart, click on the link *Show advanced actions* at the top right of the chart.

2. An additional button appears above the chart, and additional icons appear on the chart itself.

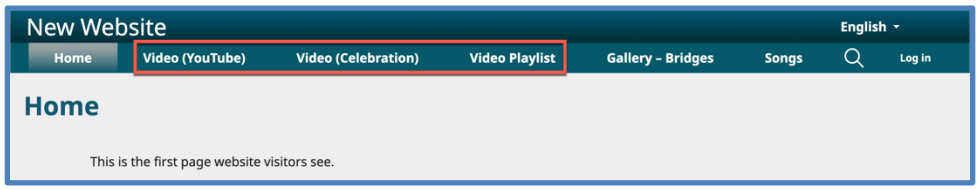
3. Add new menu item

Note: This function can also be found on the screen at *Work with pages => Arrange menu links*.

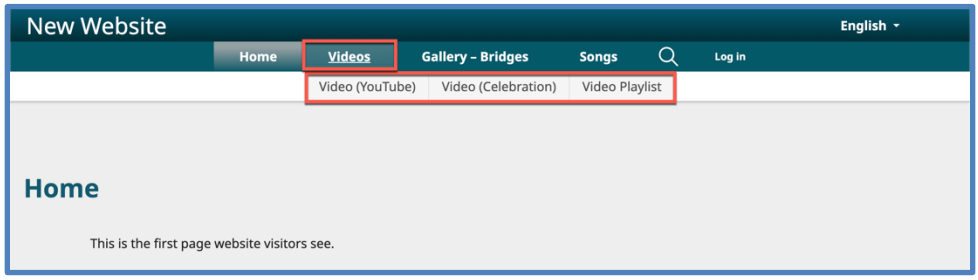
To structure and organize your website menu, you may find it helpful to have one or more menu items without associated pages.

This allows you to group several pages into a category. The menu item (the category) doesn't need a page; it is a placeholder in the menu. You may save space on the top menu level, and it looks neater and is easier for the website visitor to understand.

For example, you may have several website pages with video items. Create a menu item titled *Videos*, with no associated page. Then group (indent) the video pages under this menu item. (See the following images.)



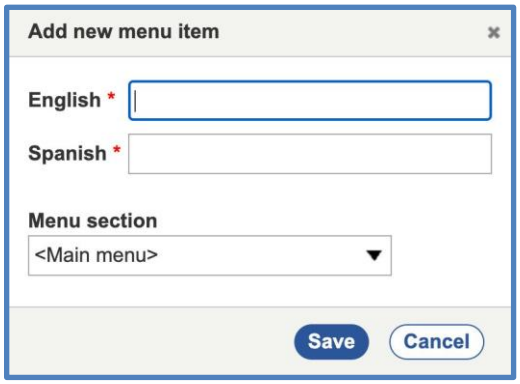
Menu with several video pages as top-level menu items



Menu with video pages indented under Videos *menu item*

a) Click on the button **Add new menu item**.

b) The *Add new menu item* task box appears.

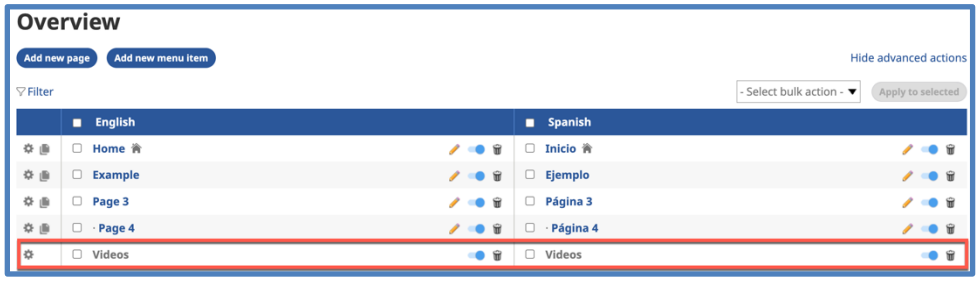


c) Write a menu item title in each Navigation Language.

d) From the drop-down list *Menu section*, choose where on the current menu the new menu item is located.

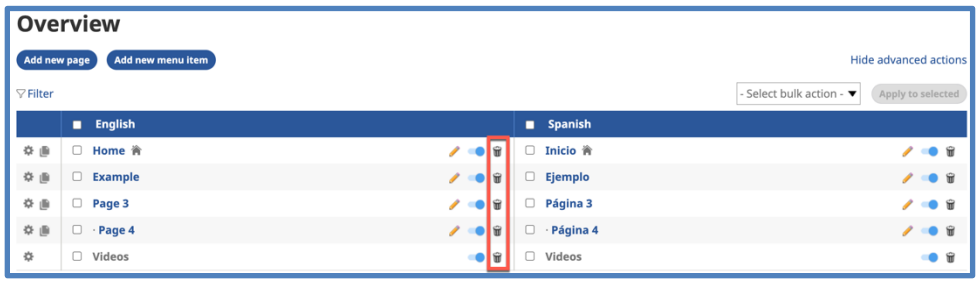
e) Click on the **Save** button.

f) The menu item appears at the bottom of the *Overview* chart in dark grey font and is not a link (not clickable).



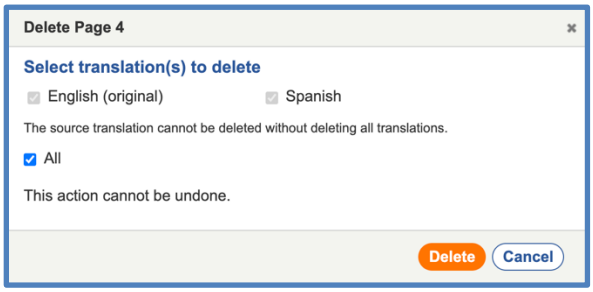
g) You may move the menu item on the *Overview* chart and indent other menu items under it, as desired. (See Section C of this chapter.)

4. Added *Delete* icon



a) On the *Overview* chart, click on a trash can icon to delete a page.

b) A pop-up window will ask you to select which Navigation Languages you wish to delete.



(1) The default setting is *All* languages.

(2) If you wish to delete only some of the languages, click on the checkbox to deselect *All*, then click above to select which language(s) to delete.

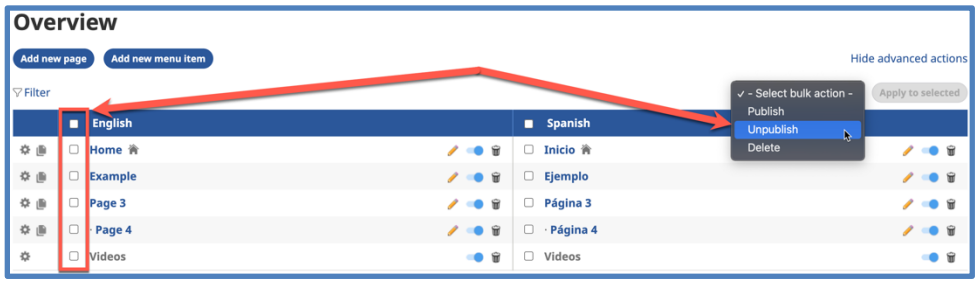
c) Click on the **Delete** button to finalize the action.

5. Added bulk actions

a) Click on the boxes next to page titles to select pages for bulk actions.

(1) Click on the box in the top blue bar to select all pages.

b) Click on the drop-down list - *Select bulk action* - at upper right.



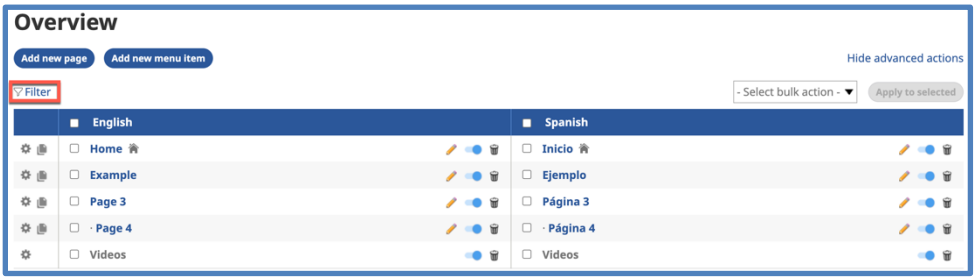
c) Select an action: *Publish, Unpublish, Delete*.

d) Click on the button **Apply to selected**.

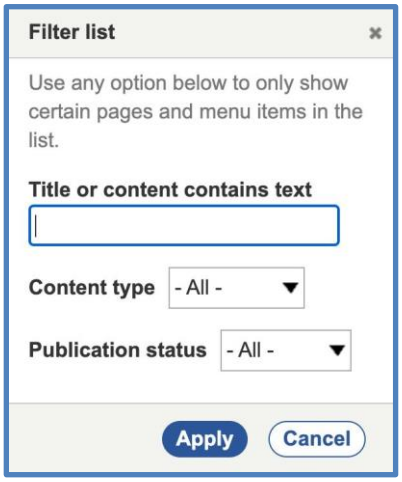
e) Depending on the number of pages and the action selected, it may take the system some time to perform the bulk action.

6. Added chart filter

a) Click on the link *Filter list* at the upper left of the *Overview* chart.



b) The *Filter list* task box appears.



c) Enter or select options to filter the list on the *Overview* chart.

(1) Words in page title or page text

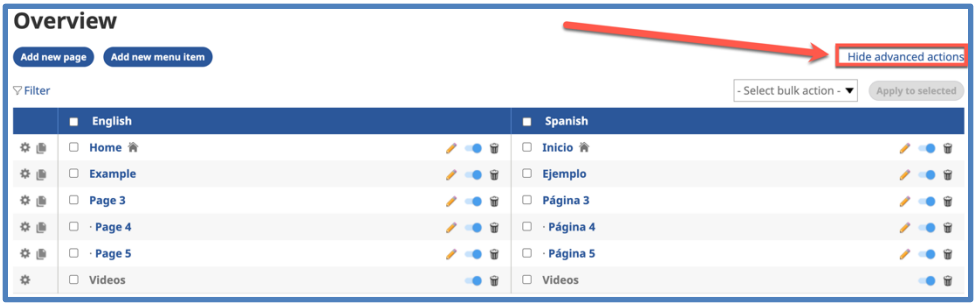
(2) Content type: *Page* or *Menu item*

(3) Publication status: *Published* or *Draft*

d) Click on the **Apply** button.

e) The *Overview* chart will show only those items that match the filter criteria.

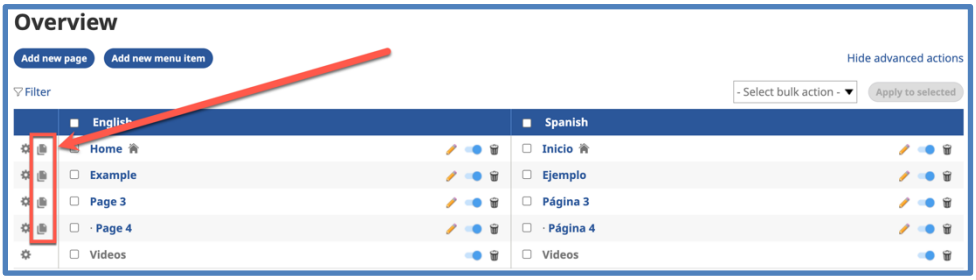
7. Remove the advanced actions from the *Overview* chart by clicking on the link *Hide advanced actions*.



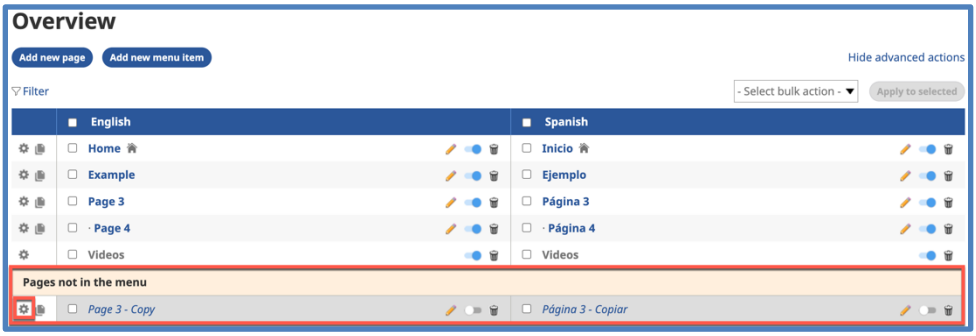
E. Copy a page

1. Click on the link *Show advanced actions* at the top right of the *Overview* chart.

2. On the *Overview* chart, click on the indicated icon to copy a page.

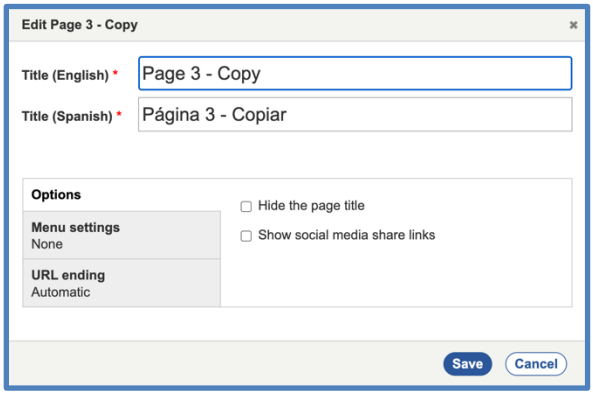


3. The page is immediately copied and added to the *Overview* chart. It will be at the bottom of the chart in the section titled *Pages not in the menu*.

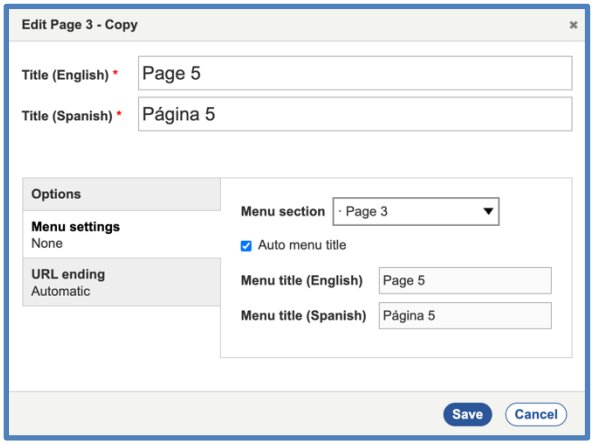


4. Click on the small gear icon at the far left of the row for the new page.

5. A pop-up window prompts you to give the page a new title.

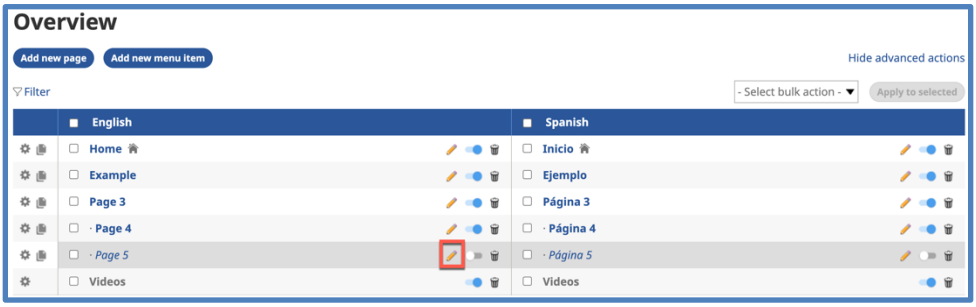


6. Write a new page title in all Navigation Languages. You may also configure page options, menu settings, and URL ending via the tabs in the lower section of the pop-up window.



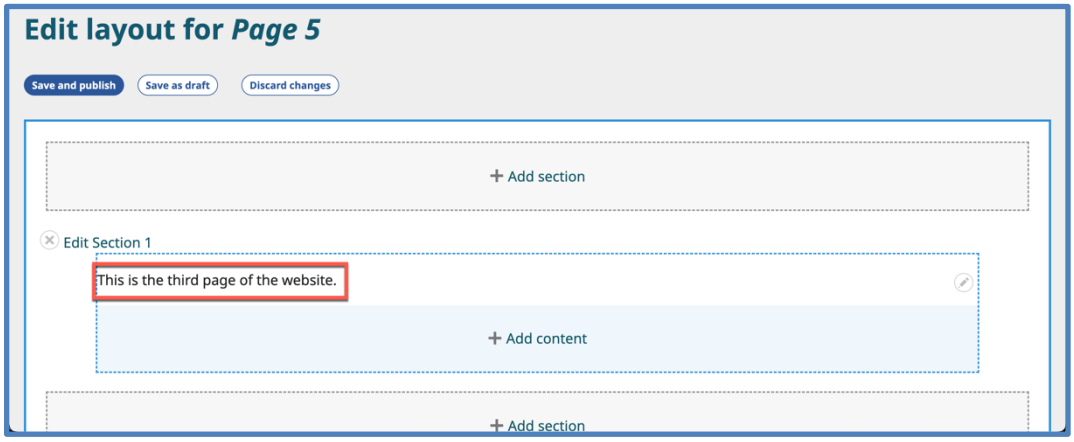
7. Click on the **Save** button at the bottom of the pop-up window.

8. The new page is located on the *Overview* chart according to your selections.



a) Note that the page is still shown as unpublished (gray background).

9. Click on the pencil icon to open the page in the *Layout Editor*.



10. Note that any page content will be from the original page and will need to be edited.

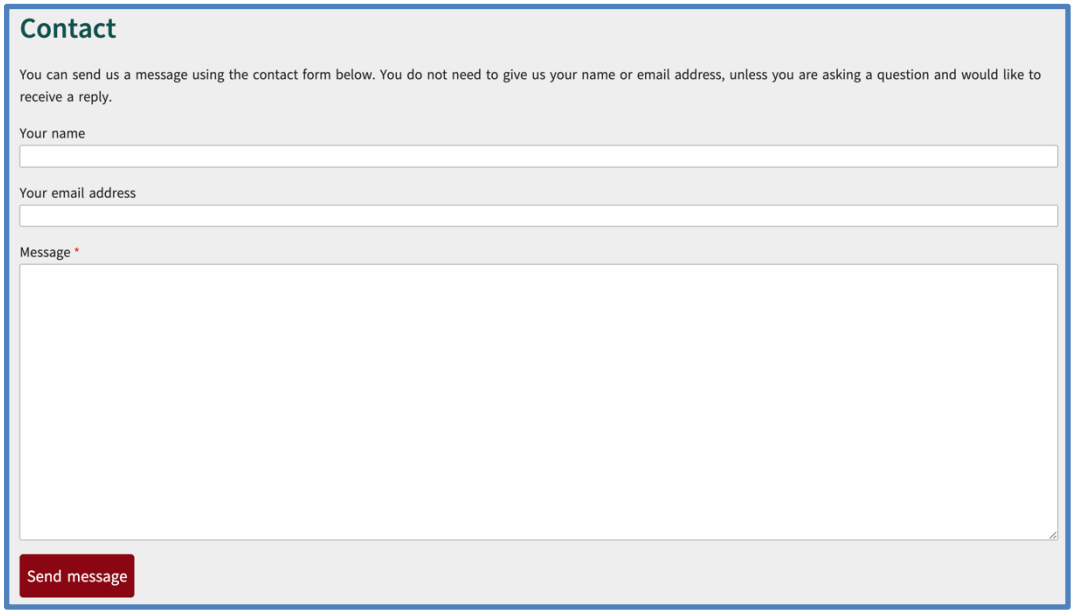
11. After editing page content, click on either **Save and publish** or **Save as draft**.

F. Customize the system Contact page

1. All *Wildfire* websites include a system-generated Contact page.

   a) This page is not normally shown on the website menu. Website visitors access the Contact page using a small link at the left end of the website footer.

b) The text on the system Contact page is preselected.

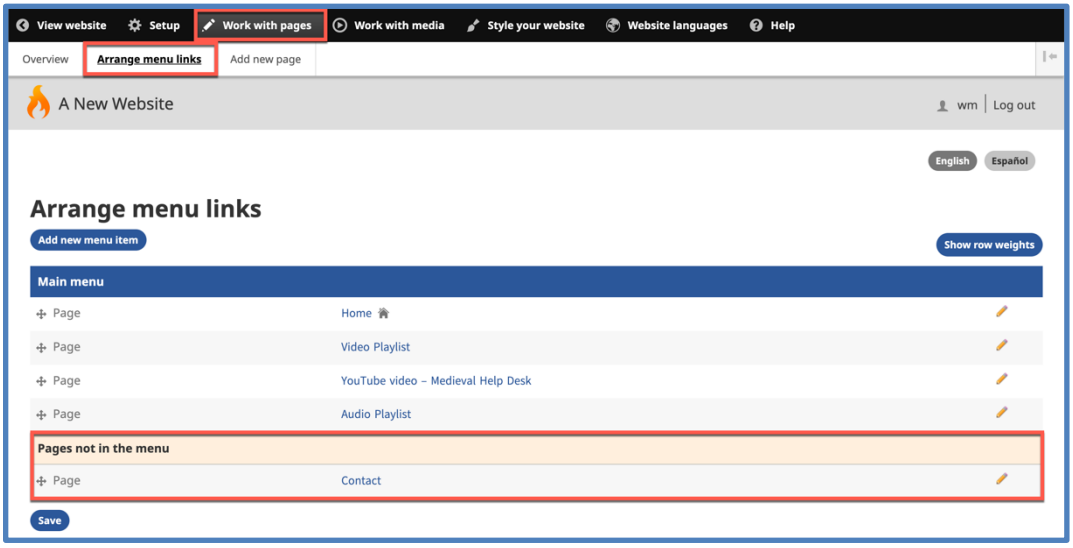


2. You may change or add to the text at the top of the form, and you may also add text below the form.

   a) The titles for the data fields (*Your name, Your email address, Message*) may not be changed.

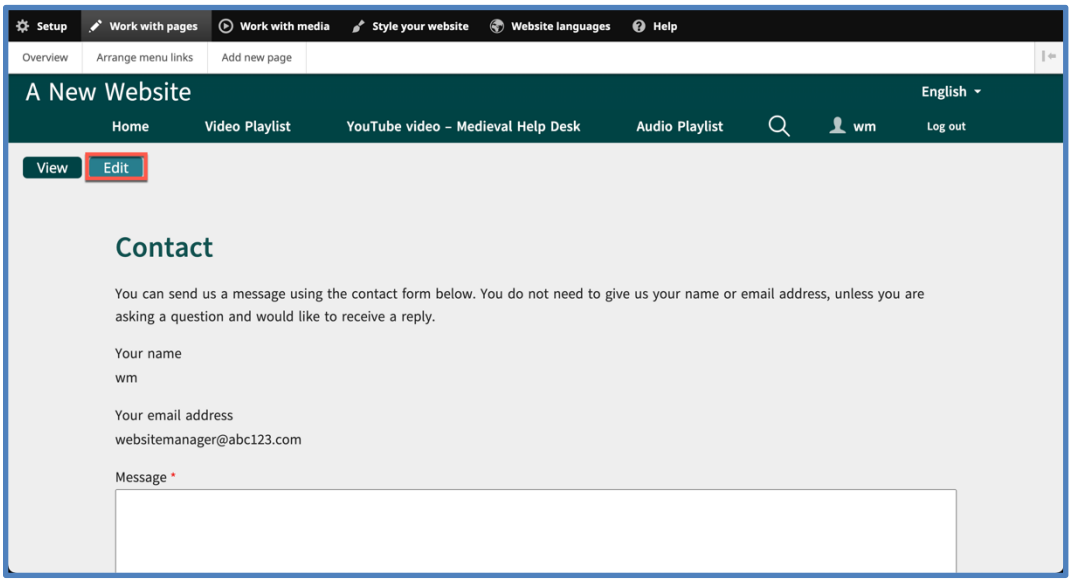
   b) The process for editing this form is different from the normal page editing process.

3. On the *Wildfire* menu, click on *Work with pages*, then click on submenu item *Arrange menu links*.



4. The Contact page is at the bottom of the chart in the section titled *Pages not in the menu*.

5. Clicking on the pencil icon on this screen does not lead you to the *Layout editor* screen. Instead, click on the page title *Contact* to open the page in preview mode.



a) Note that, as you are logged in to work on the website, your username and email address are already filled in. Website visitors will see blank fields, as shown above.

6. Click on the **Edit** button at the upper left of the screen.

7. A new screen appears with options to edit the text above and below the Contact form itself.

8. First decide if you want to keep the system-generated help text as stated at the top of the screen.

    a) If not, deselect the check box.

    b) If you keep the system-generated help text and you need to translate it to other languages, click on the link *Translate help text*.

        (1) You will be taken to the correct section of *Website languages => Translate interface* to do this. Remember to save your work there.

        (2) Use your browser's **Back** button to return to editing the Contact page.

9. To add text above the Contact form, use the upper set of text editor boxes, titled *Text above*.

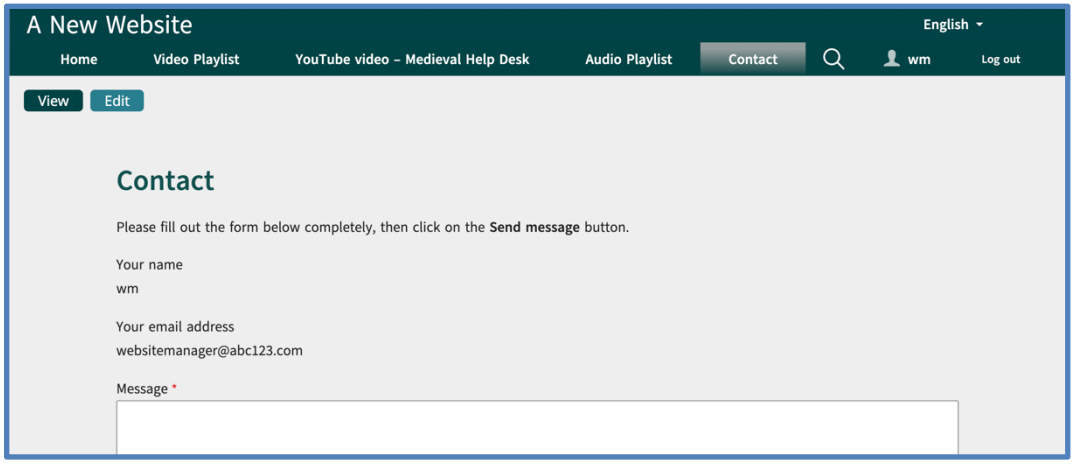
    a) Provide the same message in all Navigation Languages by clicking on the tabs at left to change from one language to another.

10. To add text below the Contact form, use the lower set of text editor boxes, titled *Text below*.

    a) Provide the same message in all Navigation Languages by clicking on the tabs at left to change from one language to another.

11. When you are finished, click on the **Save** button at the bottom left of the screen.

12. You will return to the preview of the Contact page, and you will now see any changes you made.



13. Website visitors will see the Contact form with blank fields.

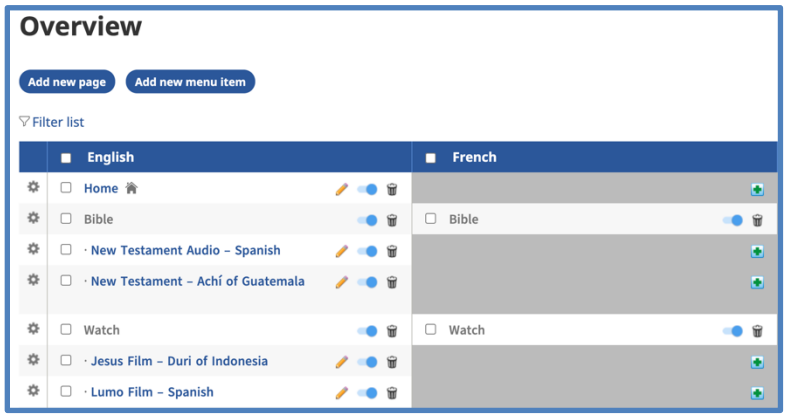
Chapter 9. Working on a template website

A. Introduction

1. If you have been given a template website, you already have several sample pages, with sample text and sample media content. The prior instructions are helpful for creating new pages, but you also need to know how to edit existing page content.

B. Overview with sample pages

1. Your *Overview* chart will already contain pages before you start creating new ones.



2. If you added a new Navigation Language to the website, the *Overview* chart will have a column for that language without page titles.

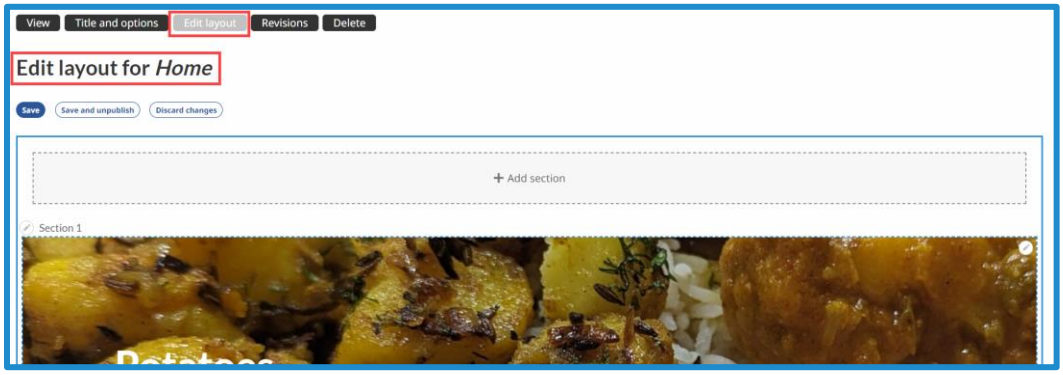
3. Each of these pages (in all Navigation Languages) must be edited, as they contain meaningless text and media items that are not relevant to your website.

C. Edit an existing page

1. Click on the pencil icon on the row and language of the page you want to edit.

   Let's take the *Home* page as an example.

2. The *Layout Editor* screen opens.



3. If needed, scroll down the screen to find the content you want to edit.

4. Click on the small pencil icon in the upper right corner of the content block.

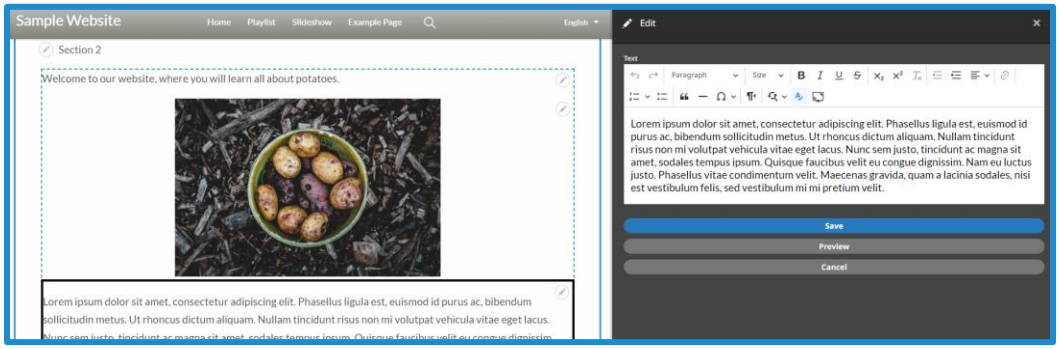
5. To delete the content block, click on the option *Delete*.

   a) A sidebar opens on the right, asking you to confirm your choice.

6. To edit the content block, click on the option *Edit*.

7. A sidebar opens on the right to allow you to edit the block content. This sidebar will vary in appearance and function, depending on the type of content.

In our example, we are editing a text block, so the text editor sidebar appears.



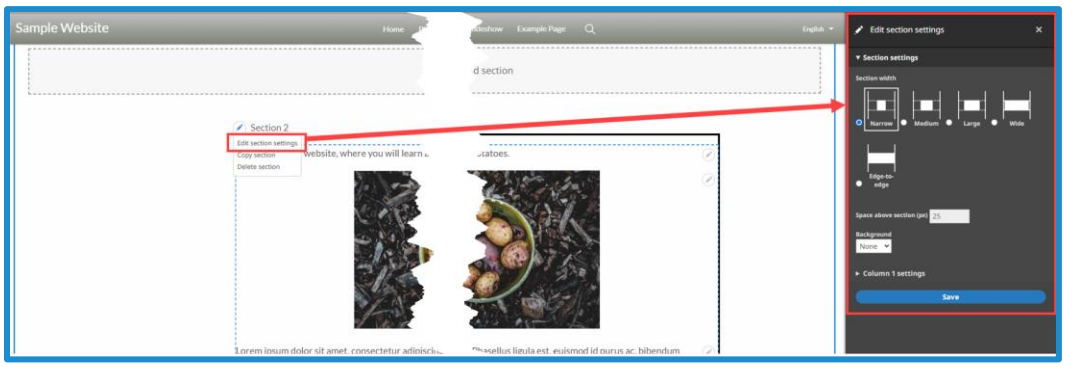
8. Edit the block content as desired.

9. Click on the **Save** button in the sidebar to save changes to the content block.

10. You may add new page sections or content blocks – or delete existing ones – whenever you are working on the *Layout Editor* screen.

11. You may edit an existing section and change how it appears on the website page.

    a) Click on the pencil icon on the left next to the title of the section you want to edit and choose *Edit section settings*.



    b) A sidebar opens to the right.

    c) You may choose the relative width of the section on the visible page.

    d) You may specify *Space above section* in pixels. This adds separation on the page from the section above (if there is one).

    e) You may choose whether the whole section has a colored background (from a limited selection within the color scheme) or an image as a background.

    f) For multicolumn sections, you may select different background colors for each column, and you may specify the relative width of each column in percentages.

    g) Once you are finished, click the **Save** button.

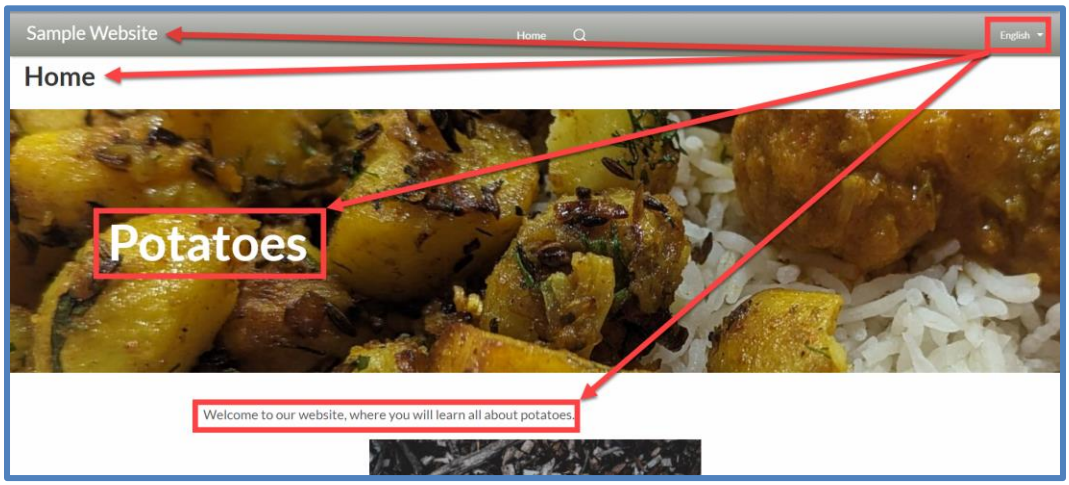
12. Click on the **Save** button on the main *Layout Editor* screen to save changes to the page.

13. Some of the sample pages on your template website may contain advanced content; a later chapter will explain how to manage those pages.

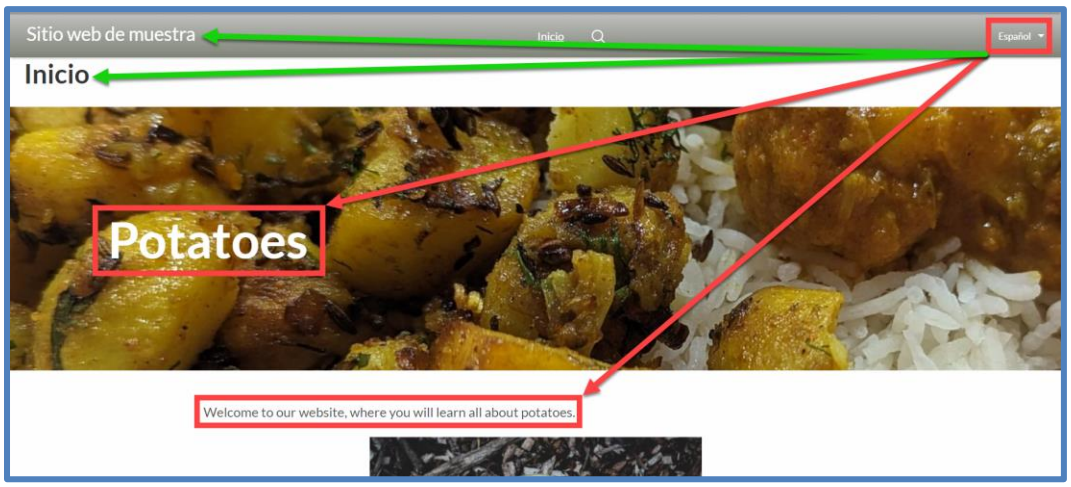
Chapter 10. Translate text content

A. Introduction

1. When you create new text content, it is displayed in the original language of creation on all web pages, regardless of the Navigation Language.



English text on English navigation page



English text on Spanish navigation page

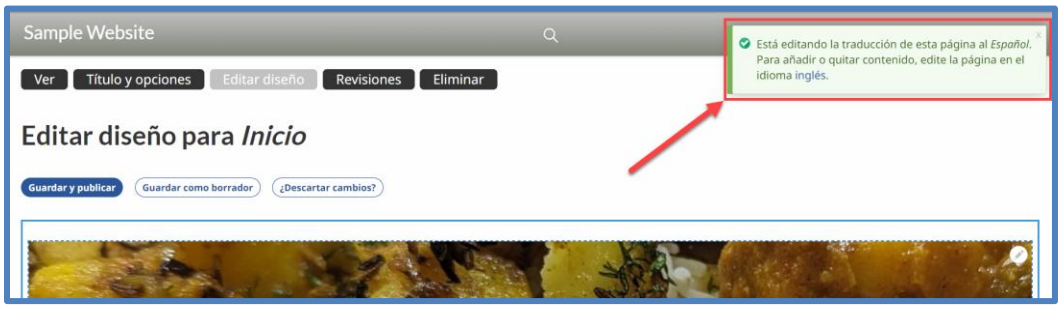
2. You must translate text content to match the Navigation Language of the page, unless it is content in the Publication Language that you choose to leave as is.

3. These instructions apply to *Text* blocks, text on *Image with text* blocks, and captions in all *Image* blocks.

B. Translate text content

1. On the *Overview* chart, click on the pencil icon for the page you want to translate in the language column that needs the translation.

2. The *Layout Editor* screen opens.



a) Note the message at the top of the screen. You can edit text on this screen, but you can only alter the layout of the page in the original language in which the page was created.

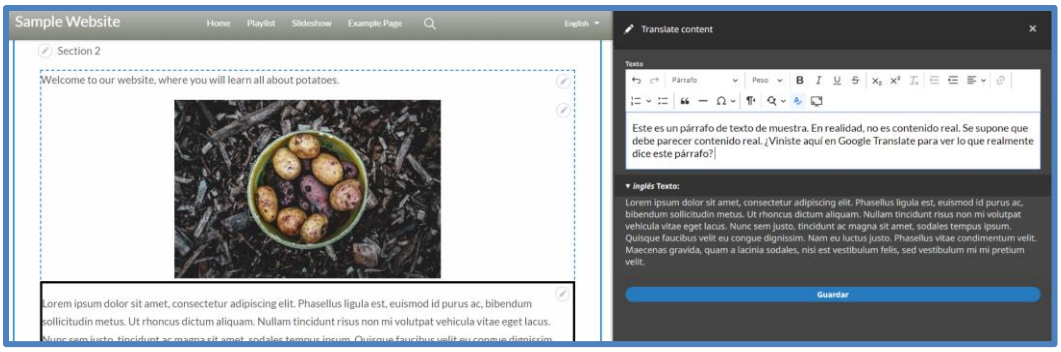
3. Scroll down if needed and locate the Content block that contains the text you wish to translate.

4. Click on the small pencil icon at the upper right corner of the block.

5. Click on the option *Edit* (or its equivalent in the language into which you are translating).

6. A sidebar opens on the right to allow you to edit the block content. This sidebar will vary in appearance and function, depending on the type of content.

In our example, we are editing a text block, so the text editor sidebar appears.



7. Edit the block content as desired. You can view the text from the default language on the left or below the text editor by clicking the drop-down arrow beside the other navigation language.

8. Click on the **Save** button in the sidebar to save changes to the Content block.

9. When you are translating text, you may NOT add new page sections or content blocks or delete existing ones. You must return to the *Layout Editor* screen in the original language of the page to make changes to the layout.

10. Click on the **Save** button on the main *Layout Editor* screen to save changes to the page.

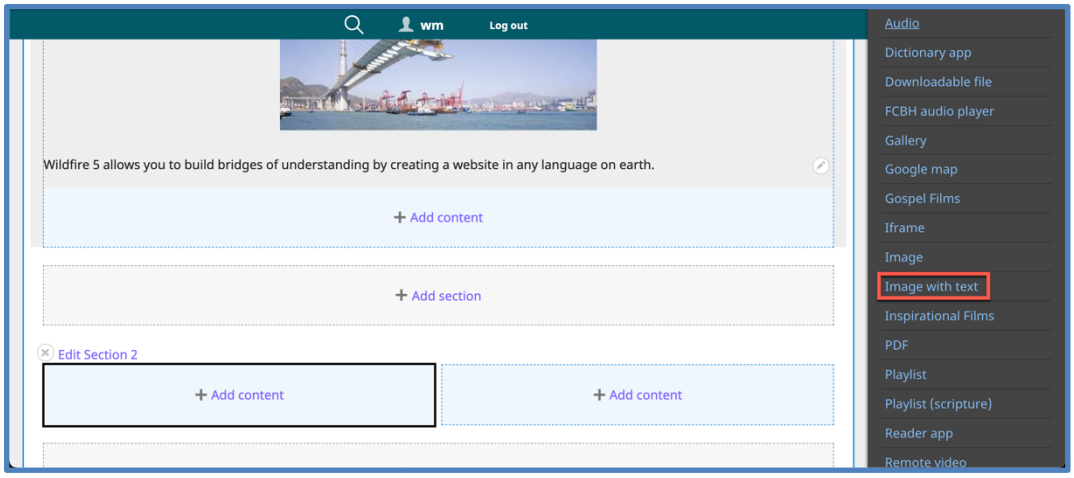
Chapter 11. Page content – Images

A. Introduction

1. In Chapter 6, you learned how to add a basic image to a web page.
2. In this chapter, you will learn advanced methods of using images on a page.
3. Images are usually “block content”; you may insert an image block in any area of a section layout.
4. Image **galleries** look and function best in a single-column section.
5. Image **slideshows** are a special type of page **section**, not block content.

B. Image with text

1. Note: When an *Image with text* block is viewed on a mobile device, the image will be cropped, not scaled. The text will be preserved. If you want the full-sized image to display with text, you will need to embed the text directly onto the image using a photo editor, and then upload that image (with embedded text) and place it as a simple *Image* block into *Wildfire*. The drawback to doing this is that the text cannot be translated into other navigation languages because the text is part of the image.
2. Select the Content block to which you want to add an image with text by clicking on a *+ Add content* link.
3. A sidebar opens, displaying the types of block content.



4. Click on the option *Image with Text*.

5. A new sidebar opens with features to select an image and write and format text.

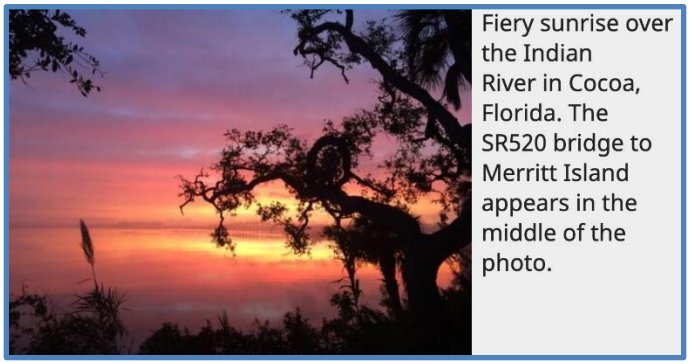
6. At the top, choose a style for how the image and text are displayed relative to each other.

   a) Banner – text is overlaid directly on image

b) Half width – image and text are displayed side by side in the same content block; text does not wrap around image

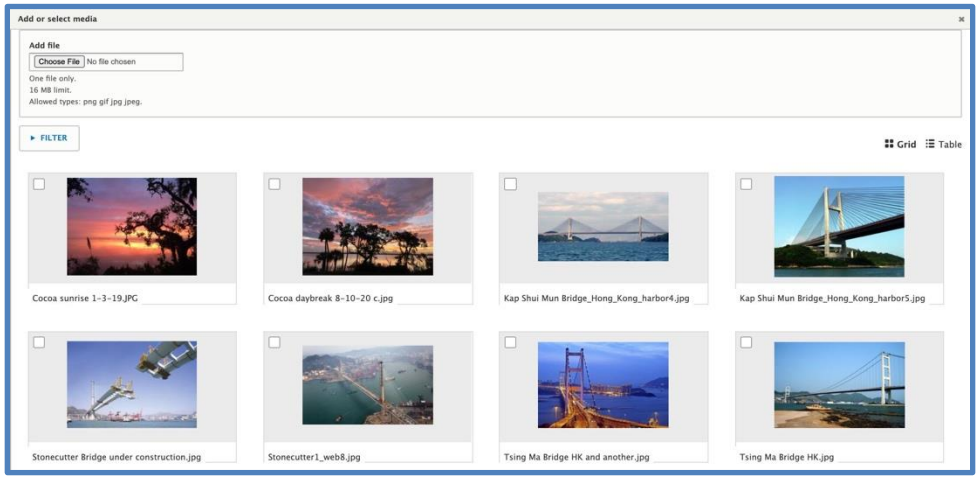
c) Text panel – text is overlaid on image within a contrasting panel

d) Wrap text – text is displayed separately from image in the same content block and wraps around image (if there is enough text to do so).



7. In the next section of the sidebar, click on the **Add media** button to select the desired image.

a) The *Add or select media* working box opens.

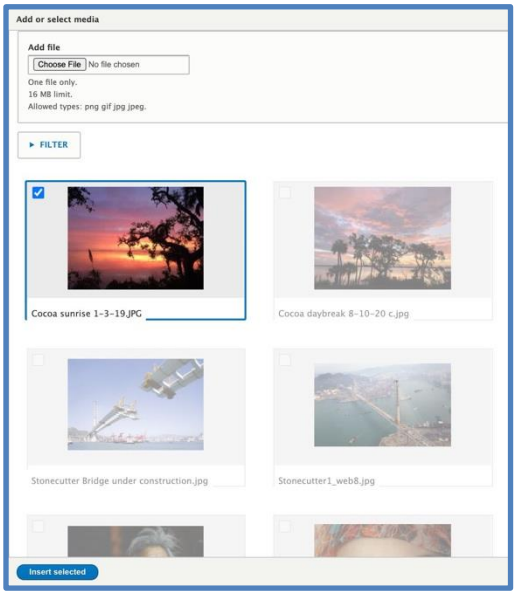


b) You may use the upper section of the working box to select an image file from your computer.

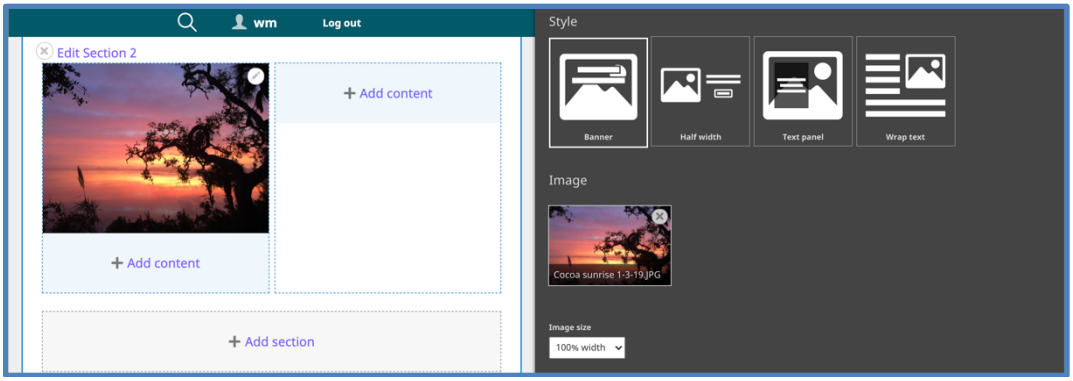
c) If you have already uploaded images to your website, they will appear in the lower section of the working box.

d) Select an image by clicking on the square in the upper left corner of the image thumbnail.

e) Click on the **Insert selected** button at bottom left of the working box.



f) The image now appears in both the layout panel on the left and in the sidebar on the right.



8. In the sidebar, select the *Image size* from the drop-down menu.

   a) Thumbnail

   b) Medium

   c) Large

   d) 100% width (fills the width of the layout section / column)

   e) Original size

9. In the text editor box, write and format text to go with the image.

   a) Depending on the style chosen in Step 5 above, you may want more or less text.

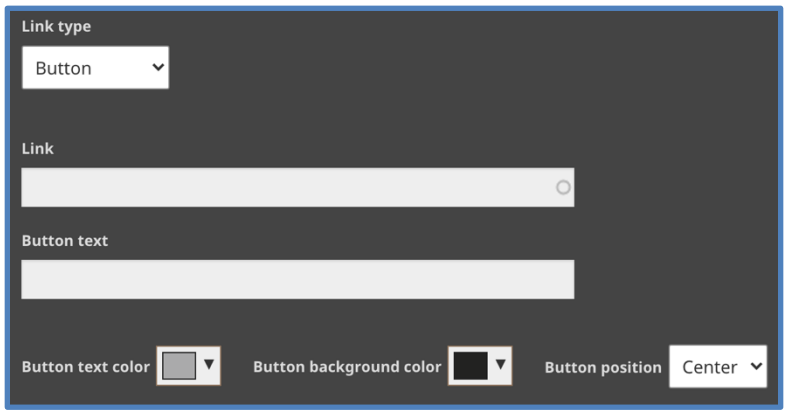
10. Other formatting options appear below the text editor box.

    a) These vary depending on the style chosen in Step 5 above.

11. In the lower section of the sidebar, you may configure the *Image with text* as a hyperlink.

    a) Choose whether the link type is the *Entire image*, *Text only*, or a *Button*.

(1) If you choose *Button* as the link type, the sidebar expands to offer additional features to customize the button.



(a) Write text to appear on the button.

(b) Select a text color.

(c) Select a background color.

(d) Choose whether the button is positioned at the left, center, or right of the image.

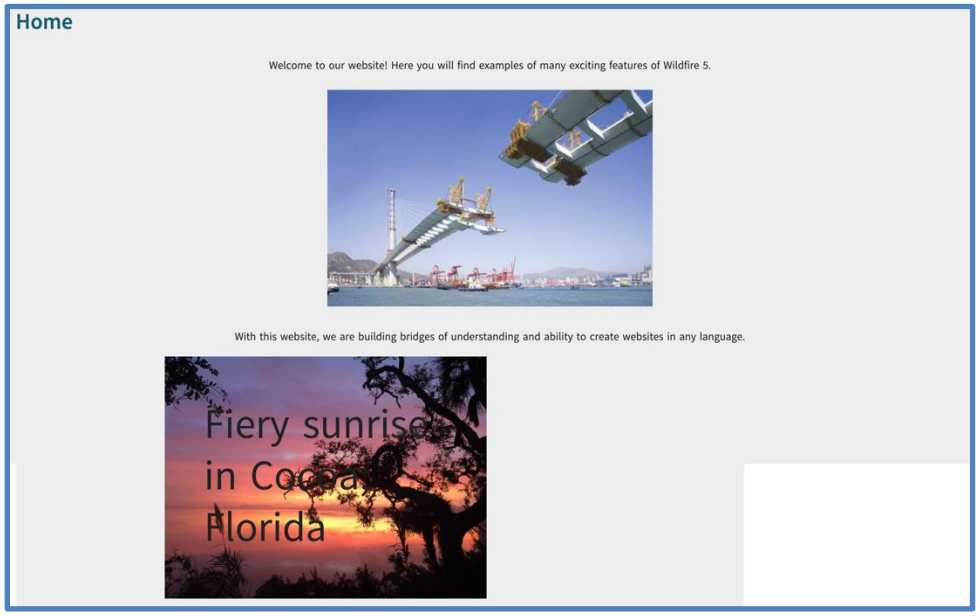
b) **Link to an external website:** In the space titled *Link*, enter the URL of the external website, starting with "http".

c) **Link to another page on this website:** In the space titled *Link*, begin to write the title of the page. A list will appear of page titles which match. Click on the desired page.

12. Click on the **Save** button at the bottom of the sidebar.

13. Click on the **Save** button on the *Layout Editor* screen.

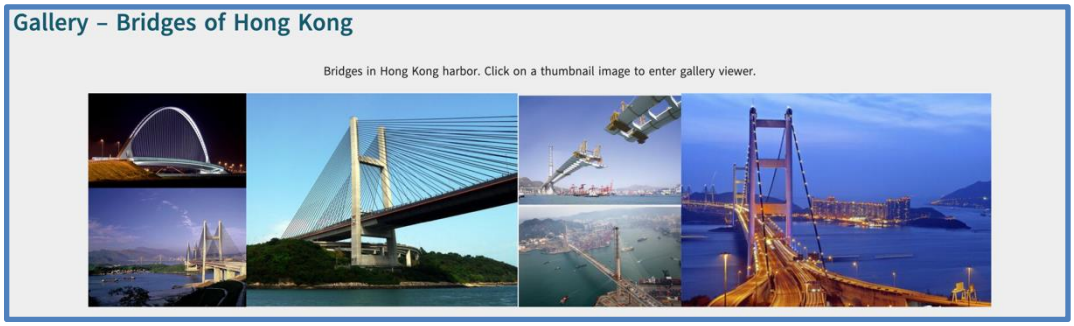
14. Your work appears on a preview of the page.



C. Image gallery

1. A gallery is a special type of content block.

2. The gallery displays a collage of thumbnails in varying sizes of the images in the gallery.



a) Click on a thumbnail image to enter the full-image gallery viewer.

b) Use the right and left arrows to scroll forward and back through the gallery.

c) The numbers at the upper left tell you how many images there are and which one you are looking at.

d) Image captions, if provided, appear at the bottom of the screen.

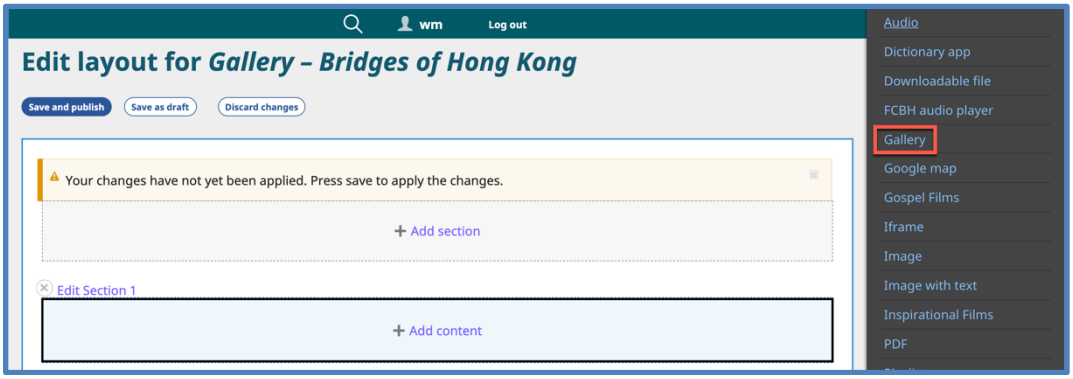
e) Click on the *X* at the upper right to exit the full-width gallery viewer.

3. Use image galleries on your website to group photos and images by subject or theme.

4. Image galleries look and function best in a single-column section.

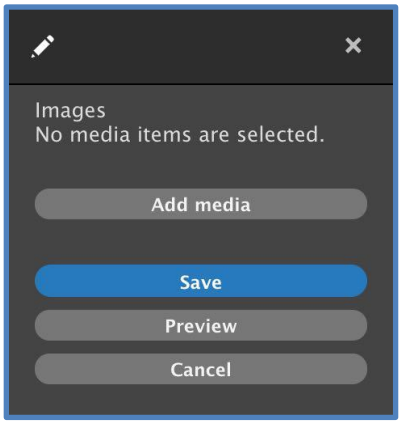
5. Select the Content block to which you want to add an image gallery by clicking on a *+ Add content* link.

6. A sidebar opens, displaying the types of block content.



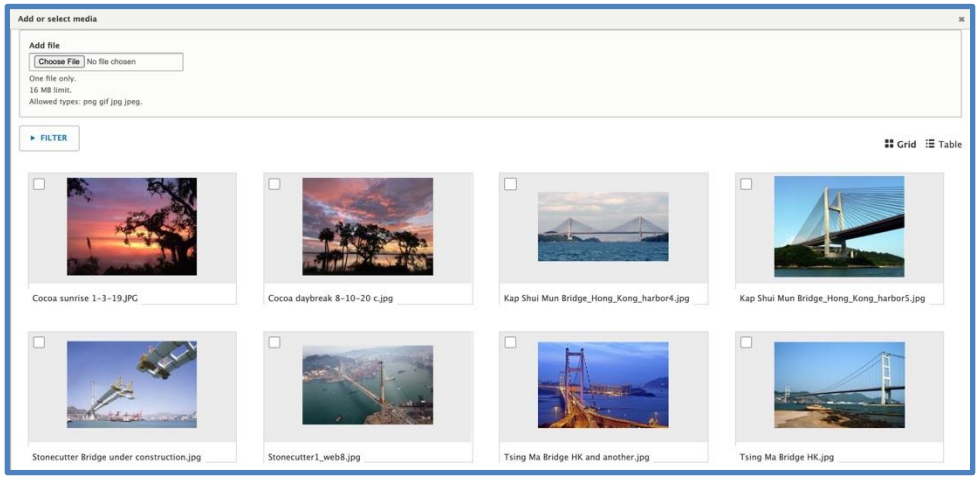
7. Click on the option *Gallery*.

8. A new sidebar opens with features to select images for the gallery.



9. Click on the **Add media** button.

a) The *Add or select media* working box opens.



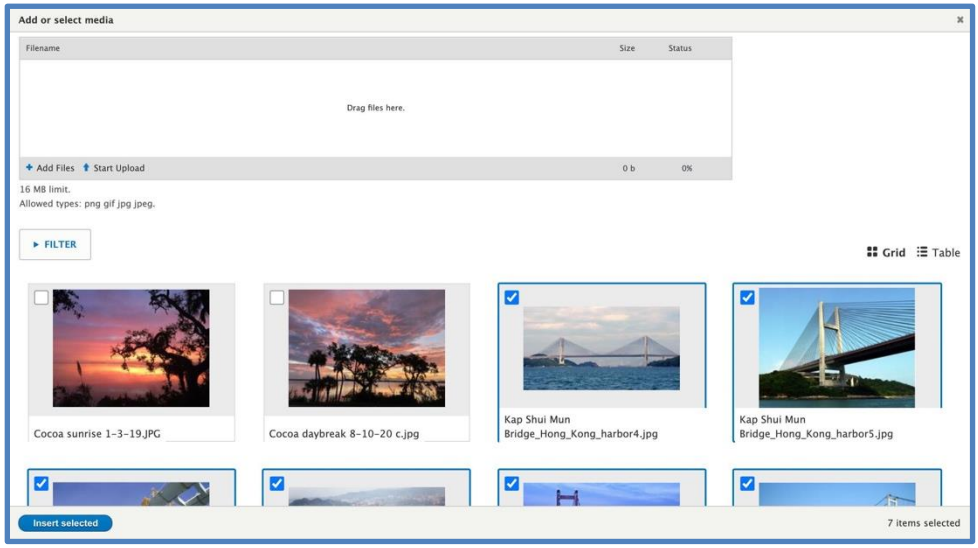
b) You may use the upper section of the working box to select image files from your computer.

c) If you have already uploaded images to your website, they will appear in the lower section of the working box.

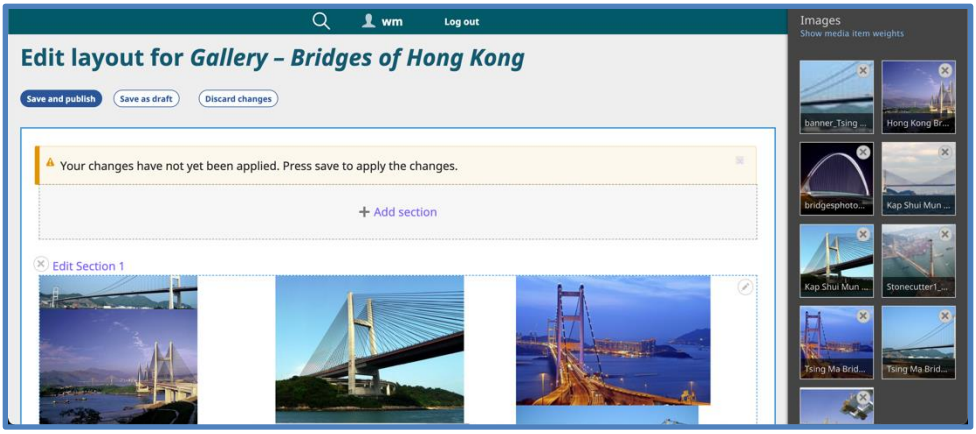
d) Select images by clicking on the square in the upper left corner of the image thumbnail.

e) Select multiple images for a gallery, but no more than 20.

f) Click on the **Insert selected** button at bottom left of the working box.



g) The images now appear in both the layout panel on the left and in the sidebar on the right.



10. Click on the **Save** button at the bottom of the sidebar.

11. Click on the **Save** button on the *Layout Editor* screen.

12. Your work appears on a preview of the page.

D. Image slideshow

1. An image slideshow is a special one-column layout Section.

a) The images change automatically and continue to do so in a loop.

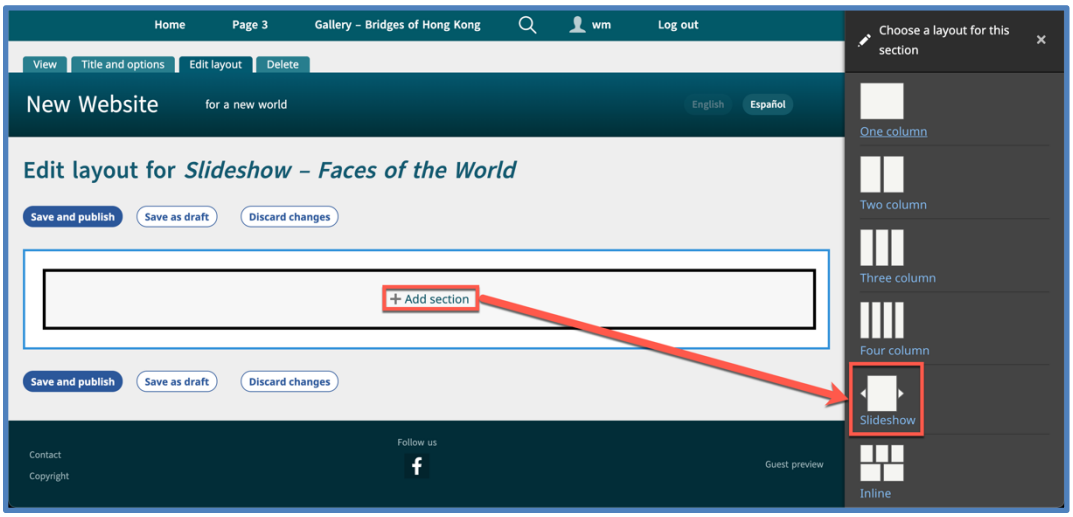
b) Place the mouse cursor over an image to pause the slideshow on that image.

c) Use the arrow buttons at right and left to go forward or back manually.

2. Add slideshows to your website to group photos and images by subject or theme.

3. To add an image slideshow, click on a link *+ Add section*.

4. A sidebar opens, displaying the types of sections.

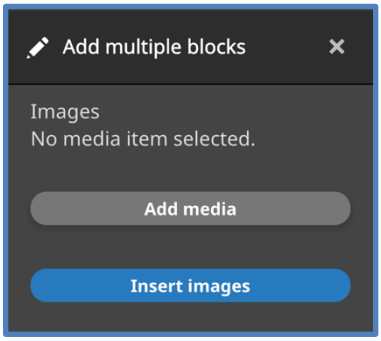


5. Click on the option *Slideshow*.

6. A new section area appears for the slideshow.

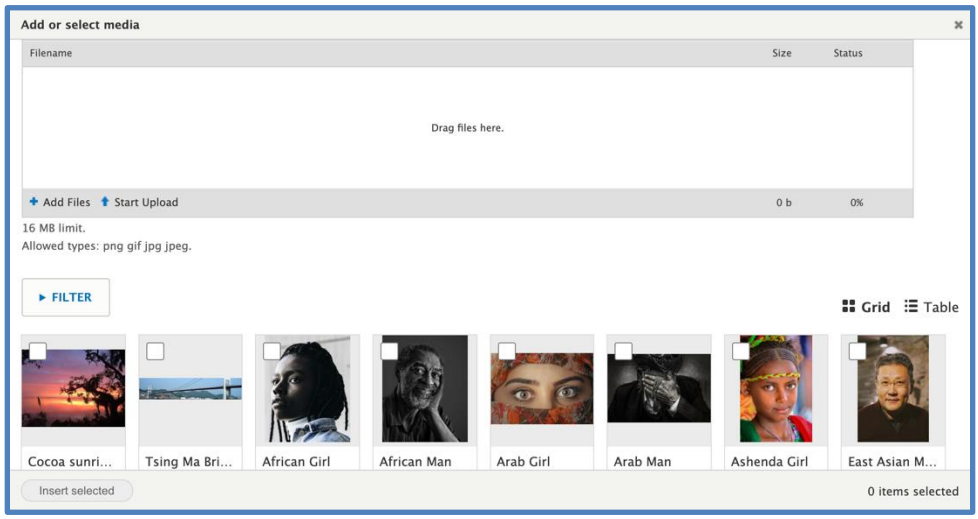
7. Click on the link *+ Add images to slideshow*.

8. A new sidebar opens with features to select images for the slideshow.



9. Click on the **Add media** button.

a) The *Add or select media* working box opens.



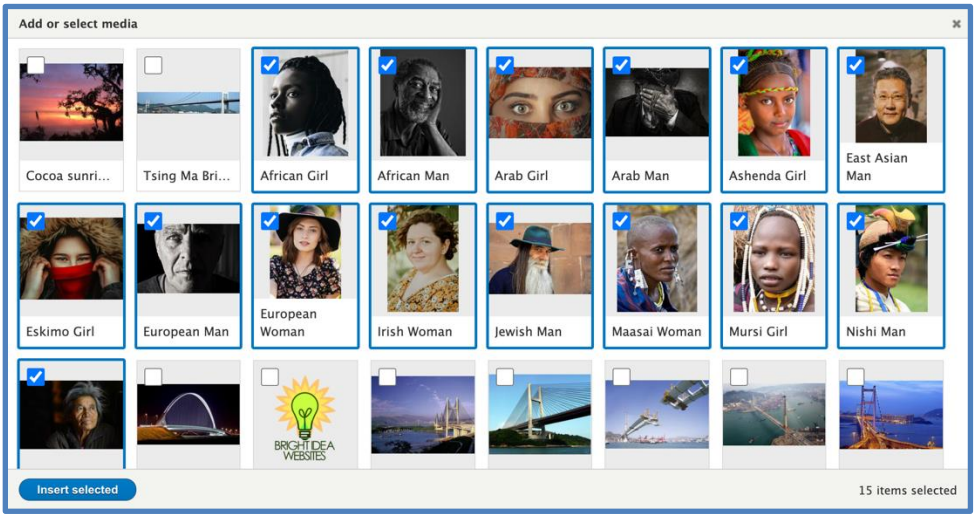
b) You may use the upper section of the working box to select image files from your computer.

c) If you have already uploaded images to your website, they will appear in the lower section of the working box.

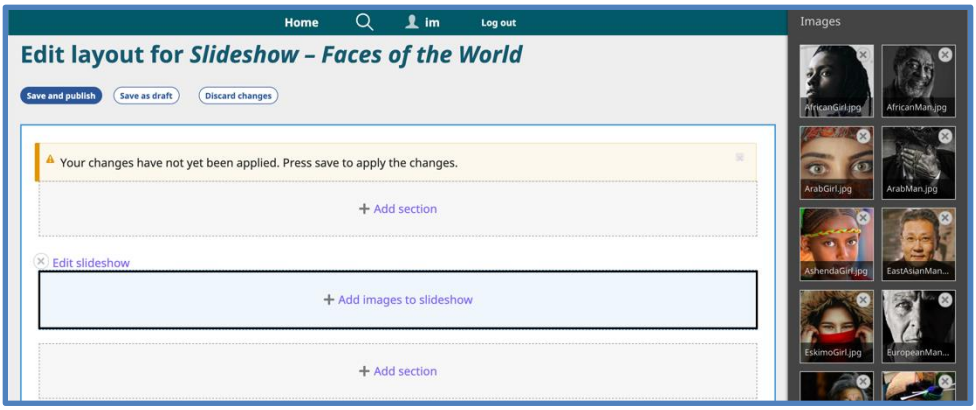
d) Select images by clicking on the square in the upper left corner of the image thumbnail.

e) Select multiple images for a slideshow, but no more than 20.

f) Click on the **Insert selected** button at bottom left of the working box.



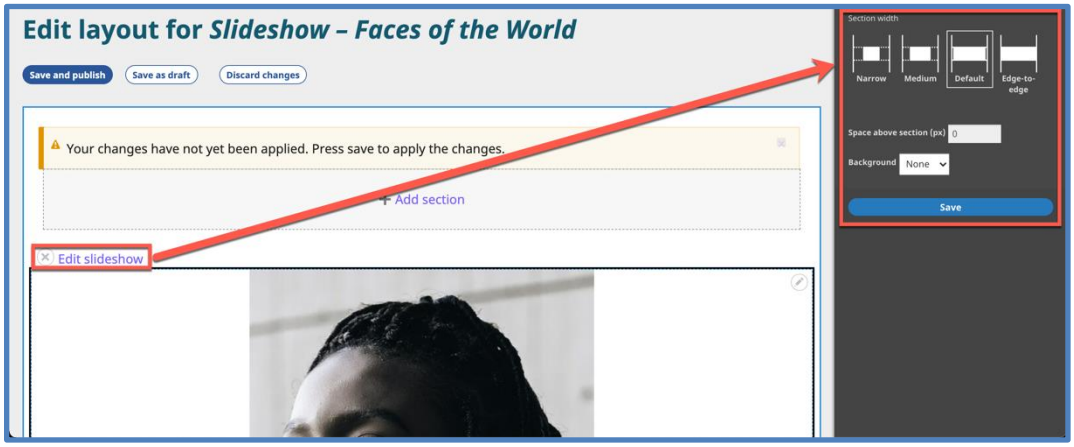
g) The images now appear in the sidebar on the right.



10. Click on the **Insert images** button at the bottom of the sidebar.

11. You may edit the Slideshow section in the same way that you edit any other section.

a) Click on the *Edit slideshow* link at the upper left edge of the section.



b) A sidebar opens to the right.

c) You may choose the relative width of the section on the visible page.

d) You may specify *Space above section* in pixels. This adds separation on the page from the section above (if there is one).

e) You may choose whether the whole section has a colored background (from a limited selection within the color scheme) or an image as a background.

f) Once you are finished, click the **Update** button.

12. Click on the **Save** button on the *Layout Editor* screen.

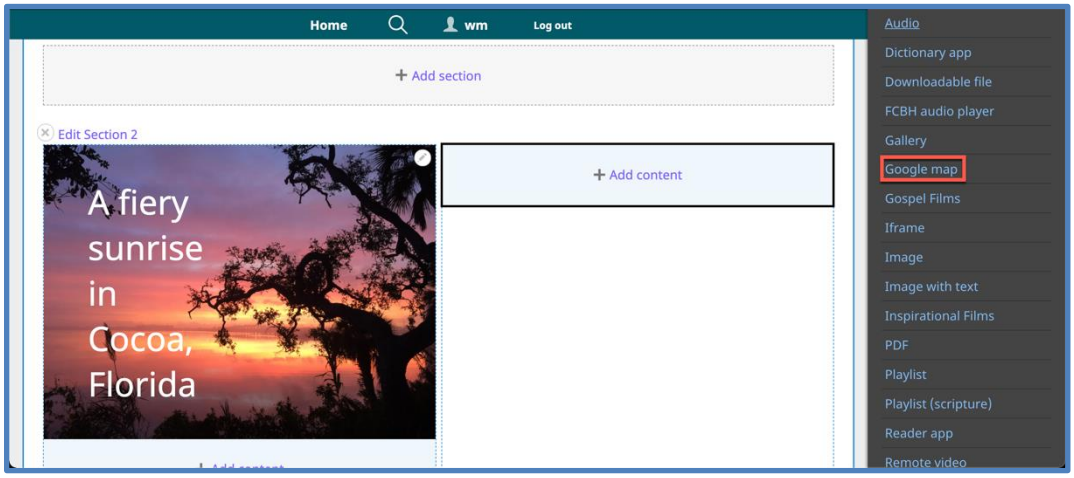
13. Your work appears on a preview of the page.

E. Google map

1. You may insert a Google map on your website to help visitors know where you (or any other feature) are located geographically.

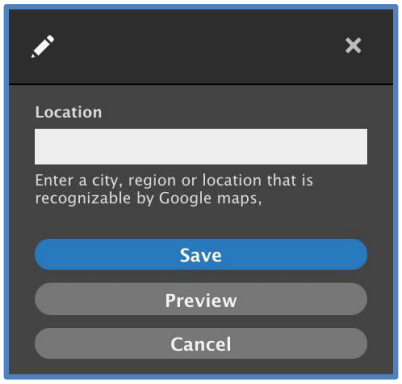
2. Select the Content block to which you want to add a Google map by clicking on a *+ Add content* link.

3. A sidebar opens, displaying the types of block content.



4. Click on the option *Google Map*.

5. A new sidebar opens with features to configure the Google map.

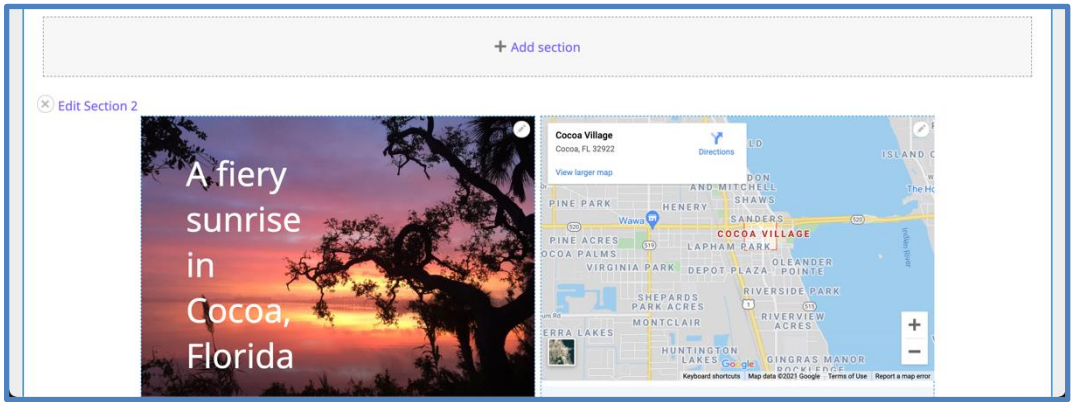


6. In the space titled *Location*, write an address, the name of a city, or another description that *Google Maps* will recognize.

   You may need to experiment with this description to get the desired results.

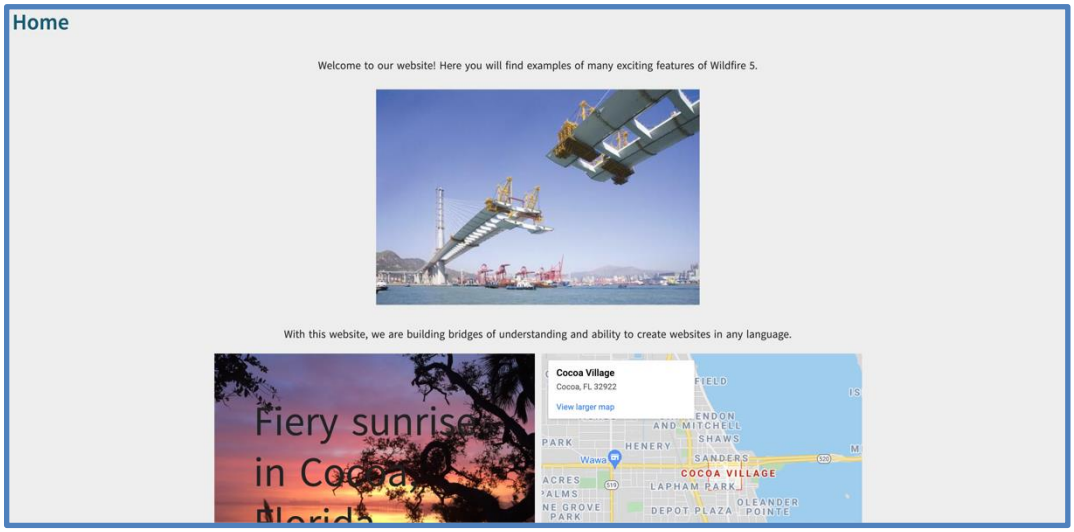
7. Click on the **Save** button in the sidebar.

8. The sidebar disappears, and the resulting map appears on the *Layout Editor* screen.



9. Click on the **Save** button on the *Layout Editor* screen.

10. Your work appears on a preview of the page.



11. Within the Google map frame, you will find many of the same features as at the *Google Maps* website.

    a) Zoom in and out with the + and – icons at the lower right.

    b) Toggle between map mode and satellite photo mode at the lower left.

    c) Anywhere on the map, click and hold and move the cursor to move around the map.

    d) Click on the link *View larger map* at the upper left to go to the *Google Maps* website and see the same geographic location.

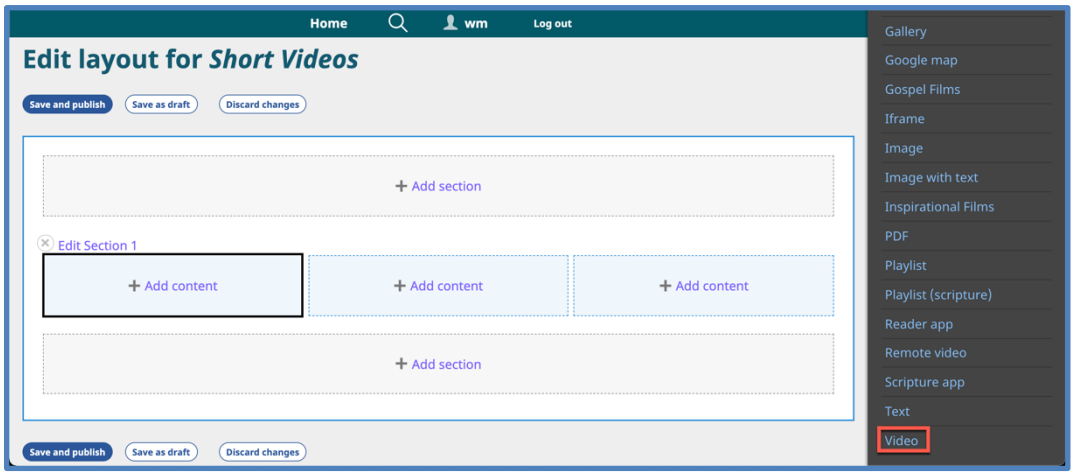
Chapter 12. Page content – Videos

A. Introduction

1. In Chapter 6, you learned some basic ways to add content to a web page.
2. In this chapter, you will learn several ways to insert video content on a page.
3. Videos are “block content”; you may insert a video block in any area of a section layout.
4. An *Inspirational Film* block and a *Gospel Film* block look and function best in a single-column section.
5. Although you may upload video files as you insert them on a page, we recommend adding them first to your Media Library (Chapter 5), then following the instructions in this chapter to insert them on a page.

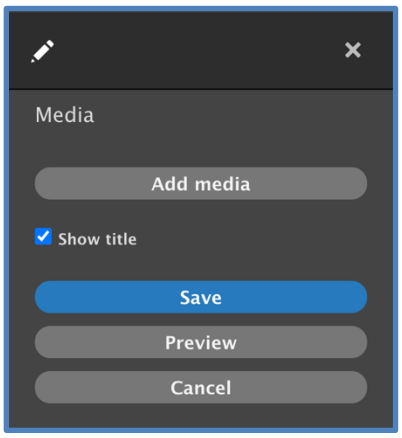
B. Single video files

1. Select the Content block to which you want to add a video by clicking on a *+ Add content* link.
2. A sidebar opens, displaying the types of block content.



3. Click on the option *Video*.

4. A new sidebar opens with features to select a video.



5. Click on the **Add media** button.

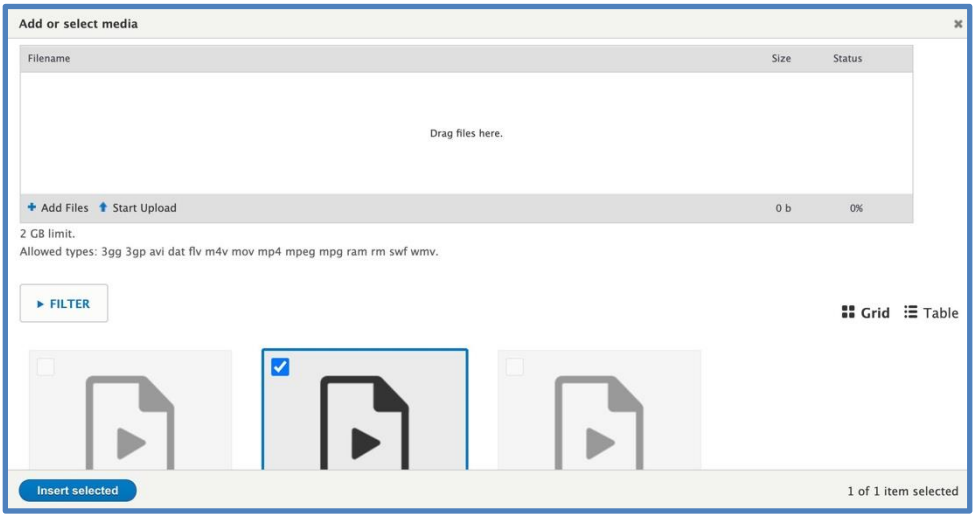
   a) The *Add or select media* working box opens.

   b) You may use the upper section of the working box to select a video file from your computer.

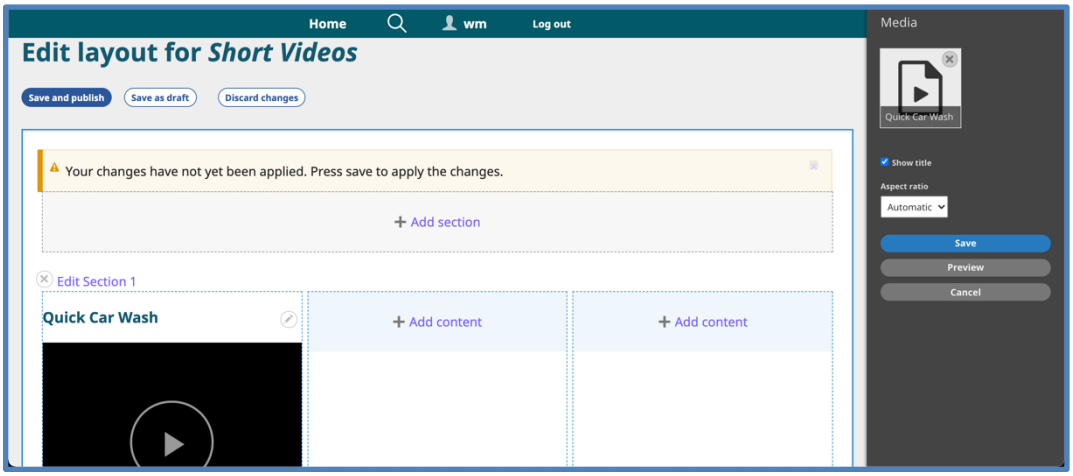
   c) If you have already uploaded videos to your website, they will appear in the lower section of the working box.

   d) Select a video by clicking on the square in the upper left corner of the video thumbnail.

e) Click on the **Insert selected** button at bottom left of the working box.



f) The video now appears in both the layout panel on the left and in the sidebar on the right.



6. In the sidebar, check or uncheck the box to *Show title*.

7. Leave the *Aspect ratio* as *Automatic*, or select another option (16:9, 4:3, 1:1) if desired.

8. Click on the **Save** button at the bottom of the sidebar.

9. Click on the **Save** button on the *Layout Editor* screen.

10. Your work appears on a preview of the page.

11. Video player controls:

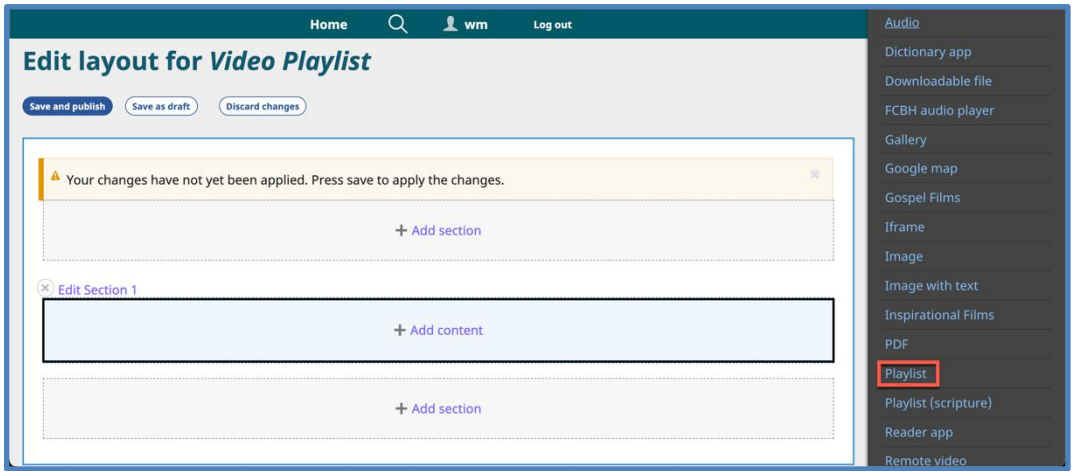
    a) Play a video on a page by clicking on the *Play* icon in the center of the video thumbnail.

    b) Other player controls (pause/replay; volume; progress bar; download options; playing speed; full-screen option) are located at the bottom of the thumbnail.

C. Video playlist

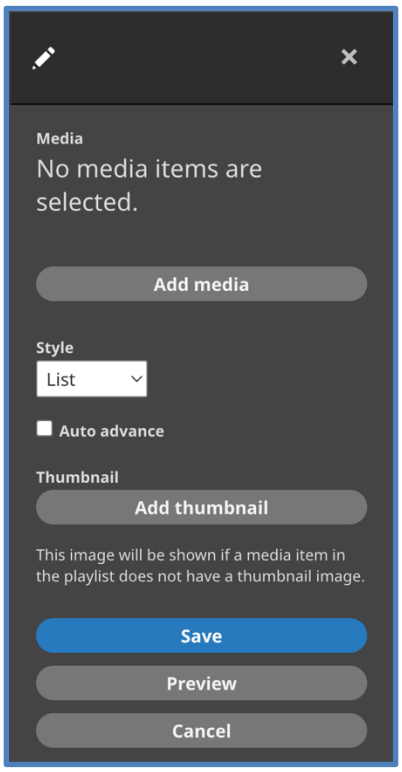
1. Select the Content block to which you want to add a video playlist by clicking on a *+ Add content* link.

2. A sidebar opens, displaying the types of block content.



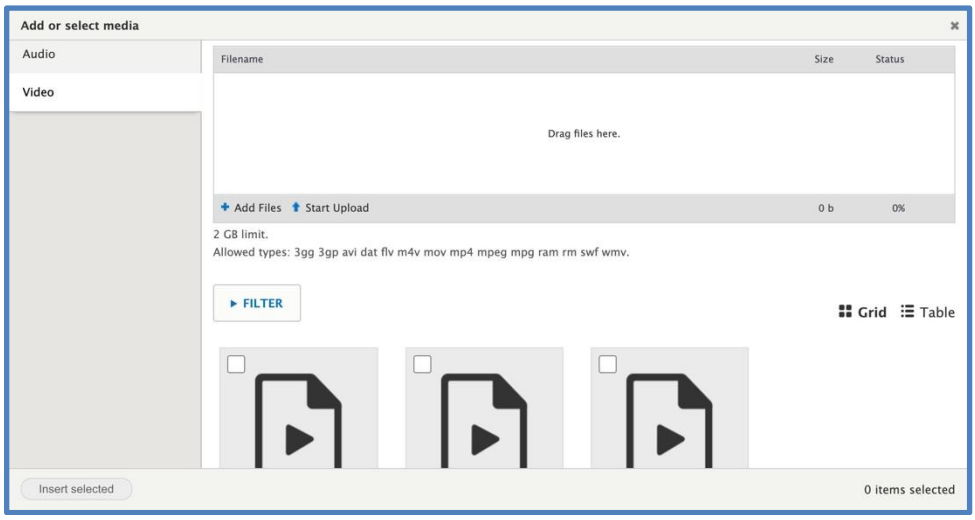
3. Click on the option *Playlist*.

4. A new sidebar opens with features to configure a playlist.



5. Click on the **Add media** button.

   a) The *Add or select media* working box opens.



   b) Select *Video* at the upper left of the working box.

   c) You may use the upper section of the working box to select video files from your computer.

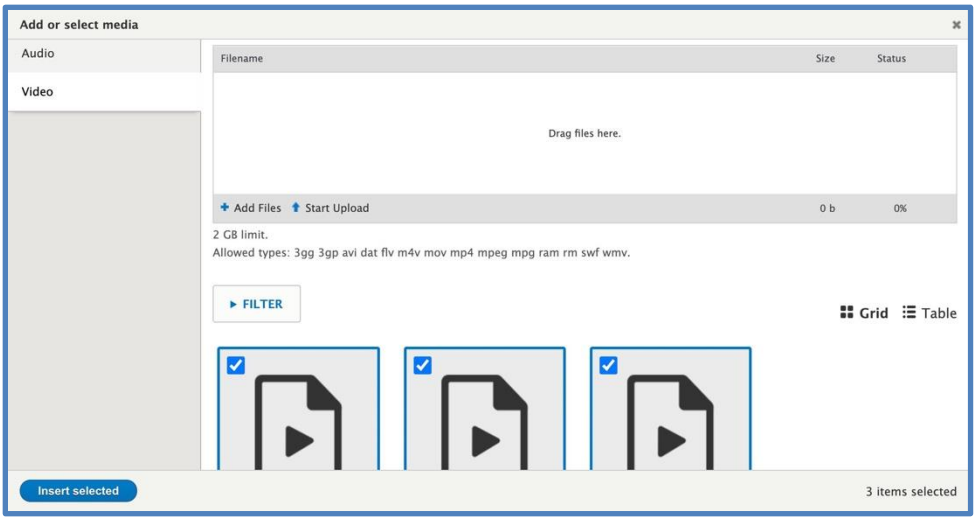
   d) If you have already uploaded videos to your website, they will appear in the lower section of the working box.

(1) NOTE: **Remote** videos (at *YouTube*, *Vimeo*, etc.) that you have added to your *Media Library* will not appear here for inclusion on a video playlist.

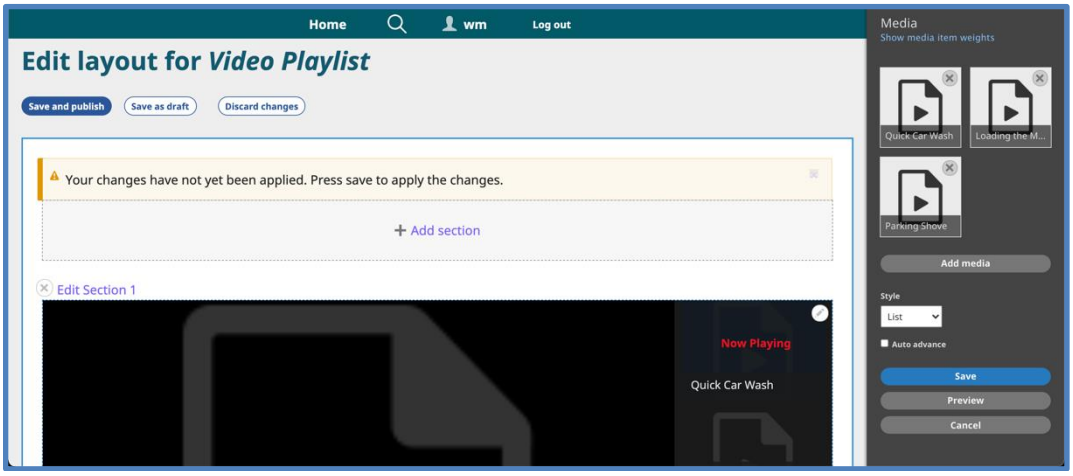
(2) See Chapter 15, Sections E & F for instructions about publishing a playlist of remote videos.

e) Select videos for the playlist by clicking on the square in the upper left corner of the video thumbnails.

f) Click on the **Insert selected** button at bottom left of the working box.



g) The video playlist now appears in both the layout panel on the left and in the sidebar on the right.



6. In the sidebar, choose a display style from the drop-down list.

a) List – Places list of items at the right side of the viewer frame

b) Grid – Places list of items below the viewer frame

c) Compact – Not available for video lists

7. In the sidebar, check or uncheck the box to preset *Auto advance*.

8. If some of the items in the playlist do not have their own thumbnail image, you may choose to add a playlist thumbnail image to replace the simple system video image.

    a) In the sidebar, click on the **Add thumbnail** button.

    b) In the pop-up box, either upload an image from your computer or choose one from the images previously uploaded to the website.

    c) Click on the **Insert selected** button.

9. Click on the **Save** button at the bottom of the sidebar.

10. Click on the **Save** button on the *Layout Editor* screen.

11. Your work appears on a preview of the page.

12. Video player controls:

    a) Play a video on a playlist by clicking on the *Play* icon at the upper left of the viewer frame.

    b) Other player controls (pause/replay; volume; progress bar; download options; playing speed; full-screen option) are located at the bottom of the viewer frame.

13. Click on another video on the playlist to play it in the viewer frame.

D. Remote video

1. You may create a streaming link from your *Wildfire* website to a video hosted at any of the following services:

    a) YouTube

    b) TikTok

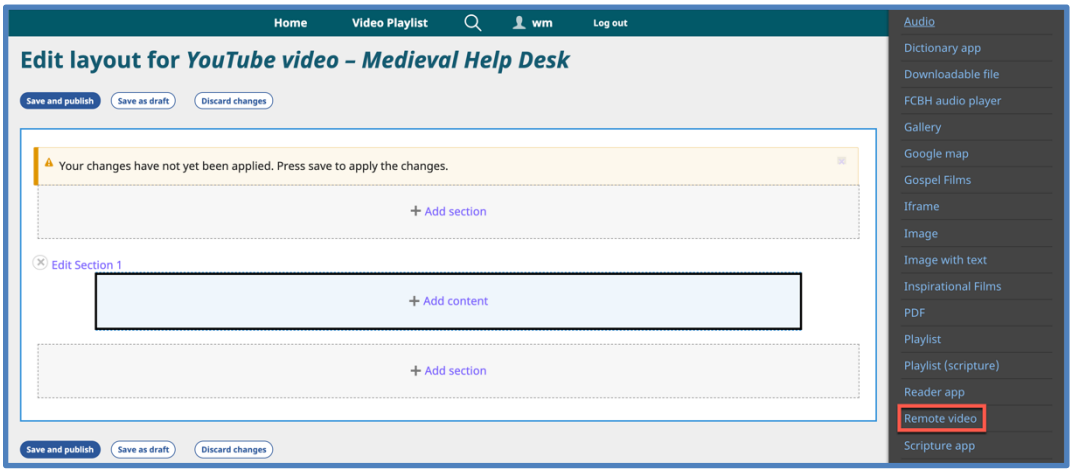
c) Vimeo

d) Livestream

e) Twitter

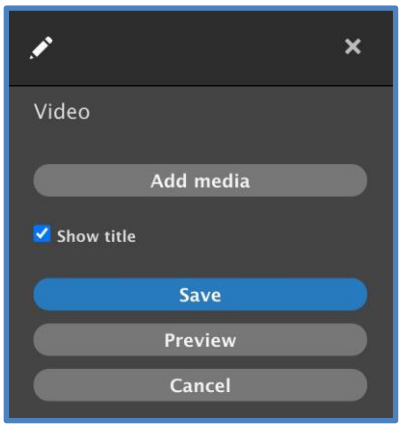
2. Select the Content block to which you want to add a remote video by clicking on a *+ Add content* link.

3. A sidebar opens, displaying the types of block content.



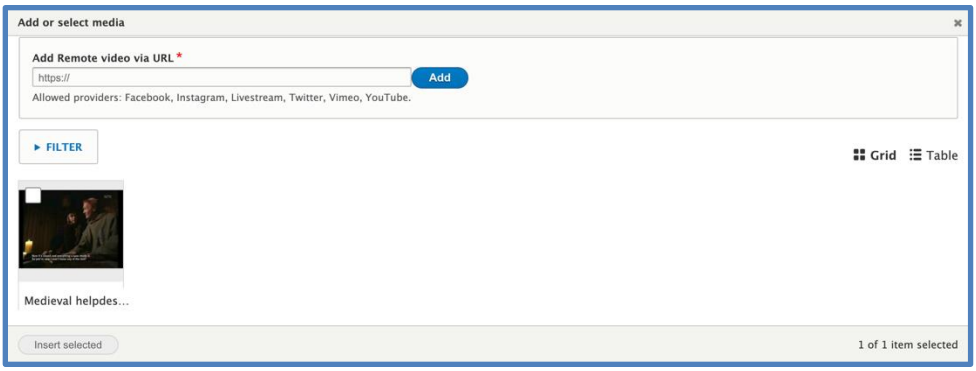
4. Click on the option *Remote Video*.

5. A new sidebar opens with features to select a video.



6. Click on the **Add media** button.

a) The *Add or select media* working box opens.



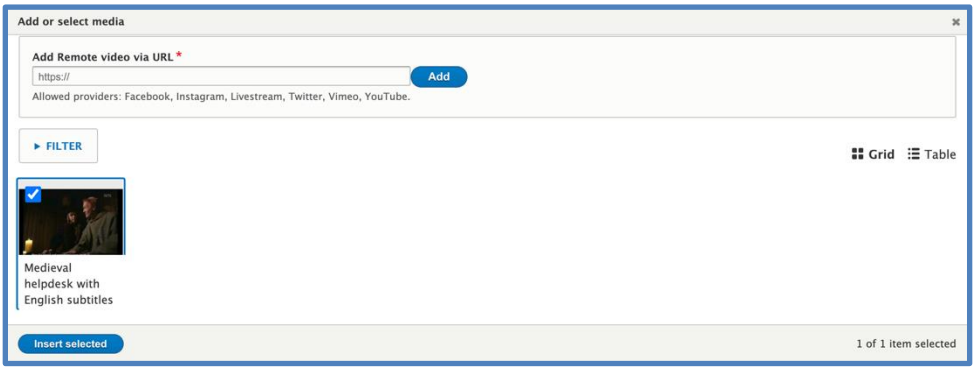
b) You may use the upper section of the working box to specify a remote video file that has not yet been added to your *Media Library*.

(1) Review this process in Chapter 5, Section C.

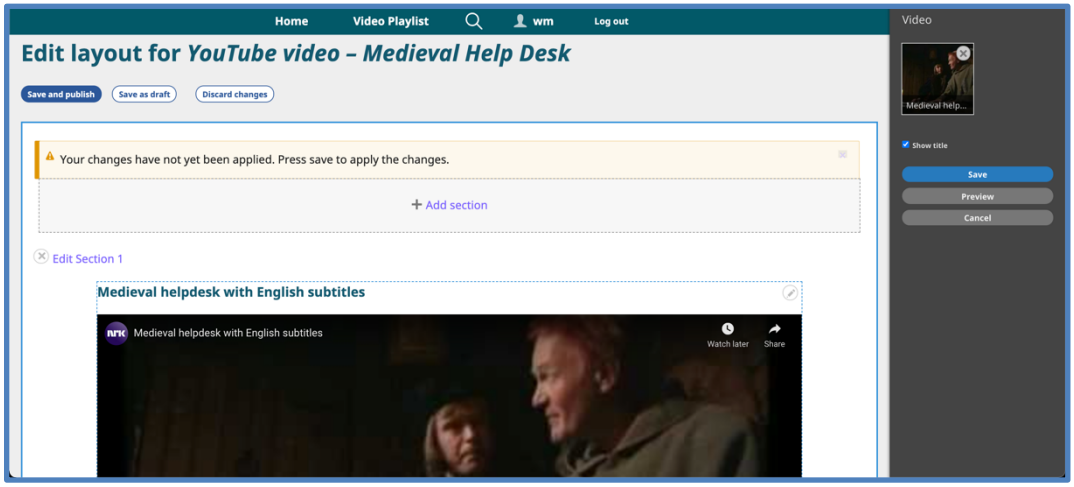
c) If you have already linked to remote videos in your *Media Library*, they will appear in the lower section of the working box.

d) Select a video by clicking on the square in the upper left corner of the video thumbnail.

e) Click on the **Insert selected** button at bottom left of the working box.



f) The video now appears in both the layout panel on the left and in the sidebar on the right.



7. In the sidebar, check or uncheck the box to *Show title*.

8. Click on the **Save** button at the bottom of the sidebar.

9. Click on the **Save** button on the *Layout Editor* screen.

10. Your work appears on a preview of the page.

11. Video player controls:

a) Play a remote video on a page by clicking on the *Play* icon in the middle of the viewer frame.

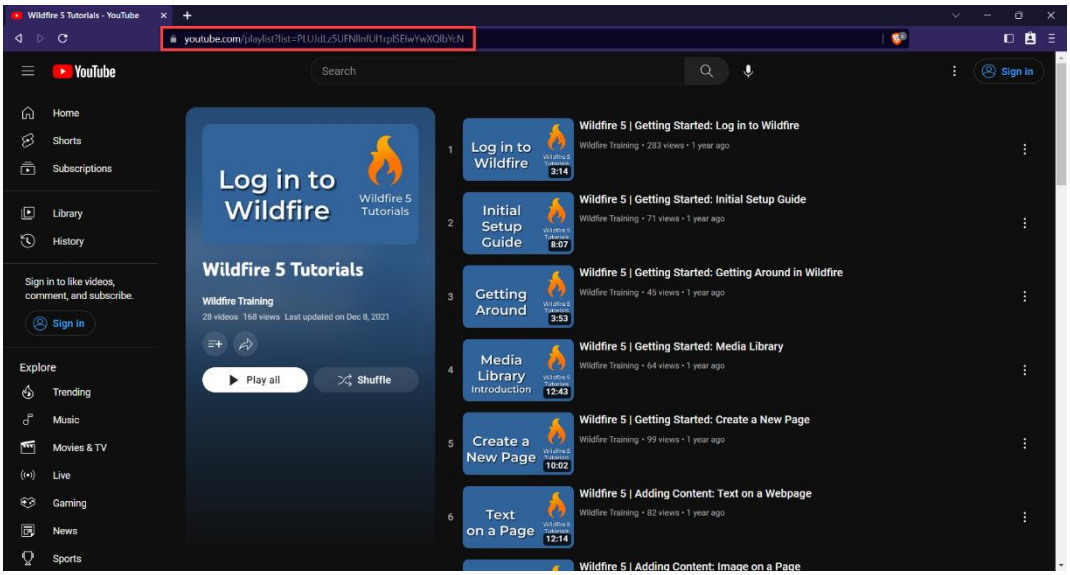
b) Other player controls (pause/replay; volume; progress bar; subtitles; settings; full-screen option) are located at the bottom of the viewer frame.

E. YouTube playlist

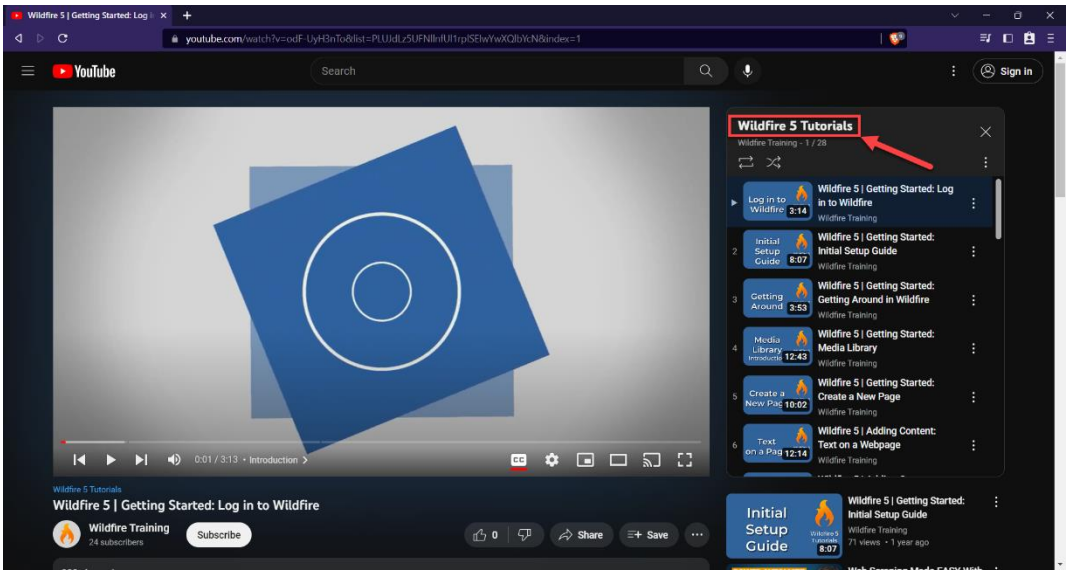
1. These instructions assume that a video playlist has already been created on YouTube.

2. Open YouTube in a separate browser tab and find the playlist you wish to publish.

a) The YouTube URL should include the word “playlist”, as in the following image.



b) If you are viewing a single video in a playlist, as in the following image, click on the playlist title to get the playlist URL as described in step a) above.



3. Copy the entire URL (as in example (a) above) into the browser address bar.

   Example (from example (a) above):

   https://www.youtube.com/playlist?list=PLUJdLz5UFNllnfUl1rplSEIwYwXQlbYcN

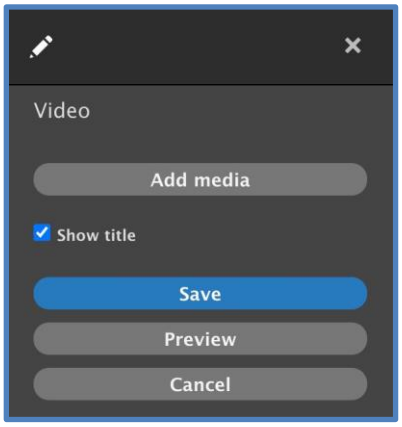
4. Return to your *Wildfire* website and open the *Layout Editor* for the page on which you want to insert the playlist.

5. Prepare a Section and select a Content Block for the playlist.

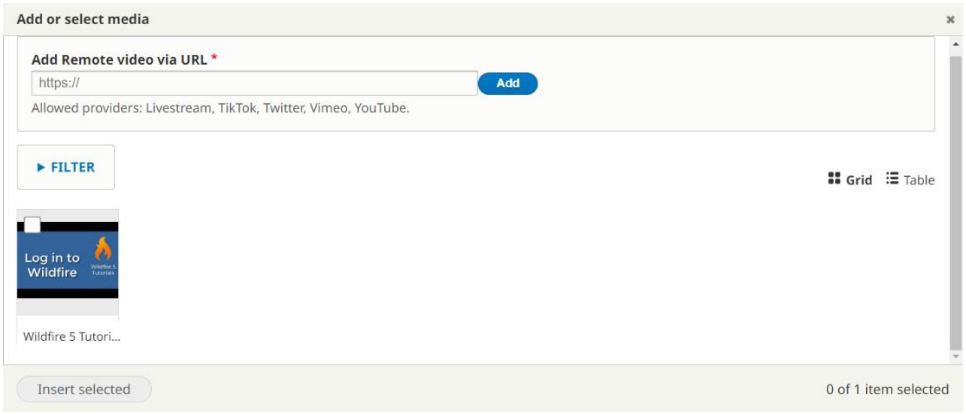
6. Follow the same steps as you would to insert a regular Remote Video:

a) Click on the option *Remote Video*.

b) A new sidebar opens with features to select a video.



c) Click on the **Add media** button. The *Add or select media* working box opens.

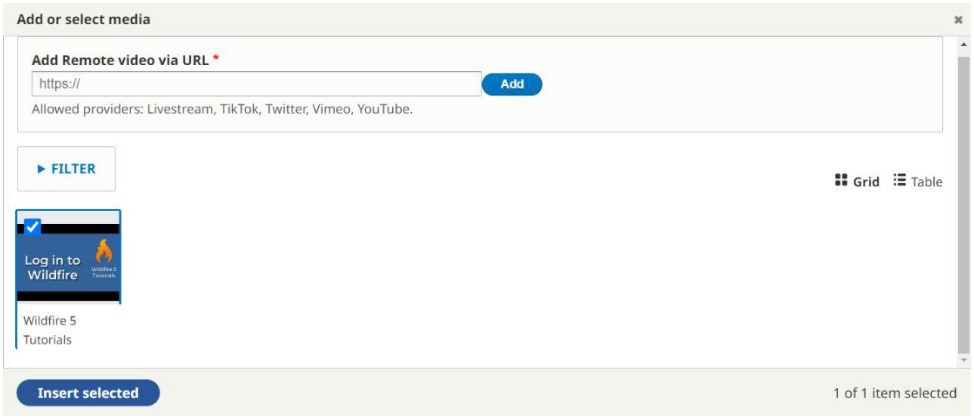


(1) Paste the playlist URL into the *Add Remote video via URL* box and click the **Add** button. Enter the title for the playlist in each navigation language and click the **Save** button. Review this process in Chapter 5, Section C.

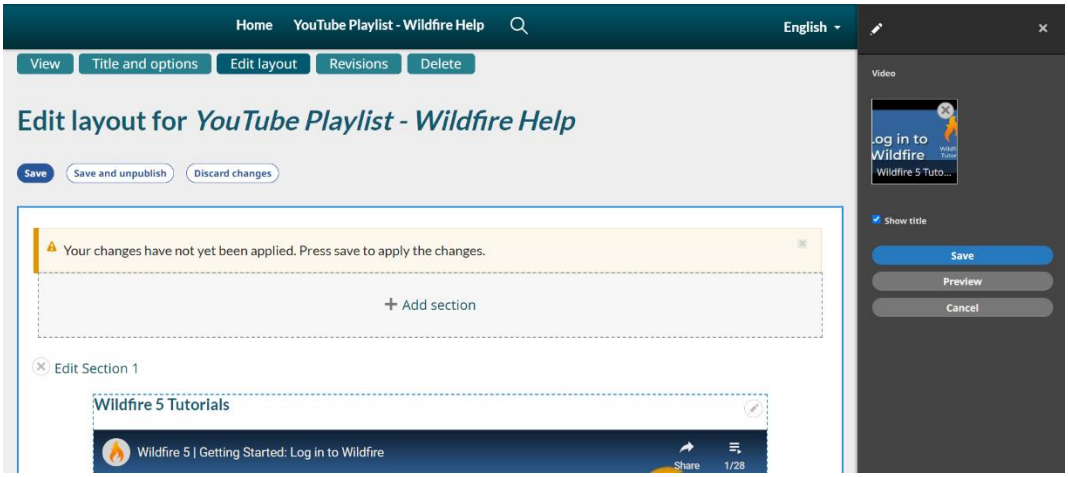
(2) If you have already added the YouTube playlist to your *Media Library*, it will appear in the lower section of the working box.

(3) Select the playlist by clicking on the square in the upper left corner of the playlist thumbnail.

(4) Click on the **Insert selected** button at bottom left of the working box.



(5) The playlist now appears in both the layout panel on the left and in the sidebar on the right.



d) In the sidebar, check or uncheck the box to *Show title*.

e) Click on the **Save** button at the bottom of the sidebar.

f) Click on the **Save** button on the *Layout Editor* screen.

g) Your work appears on a preview of the page.

7. To see the list of videos, click on the icon in the upper right corner of the viewer frame. The list appears to the side.

8. Click on a list item to play it.

F. Inspirational Films

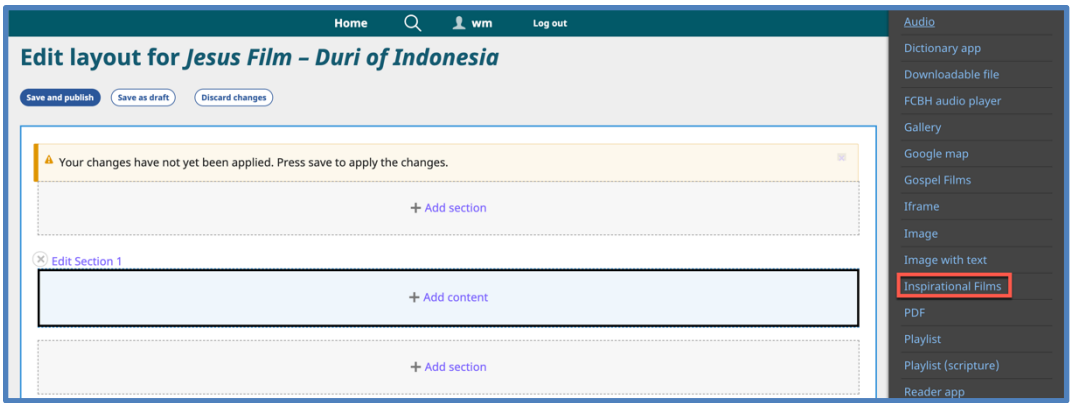
1. *Wildfire* has a special arrangement with *Inspirational Films* to present their videos on our websites via a streaming link to their servers.

2. We recommend that you publish one film per page and that you use the single-column layout. Other elements of the page layout, such as the full-width viewer frame and the arrangement of film segments, are preset.

3. If not already done, you should translate the segment titles and explanatory texts into your Publication Language – see Chapter 16.

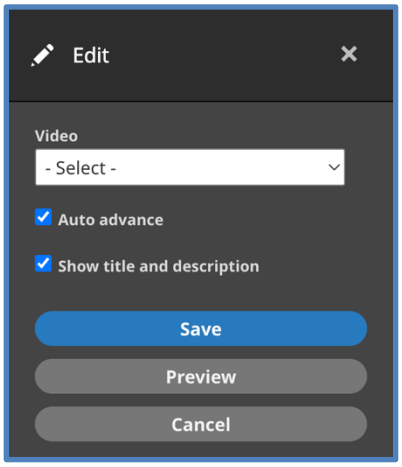
4. Select the Content block to which you want to add an *Inspirational Films* product by clicking on the ***+ Add content*** link.

5. A sidebar opens, displaying the types of block content.



6. Click on the option *Inspirational Films*.

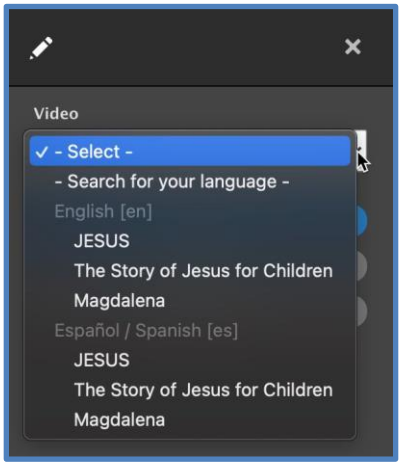
7. A new sidebar opens with features to select a video.



8. Click on the drop-down list to select a film.

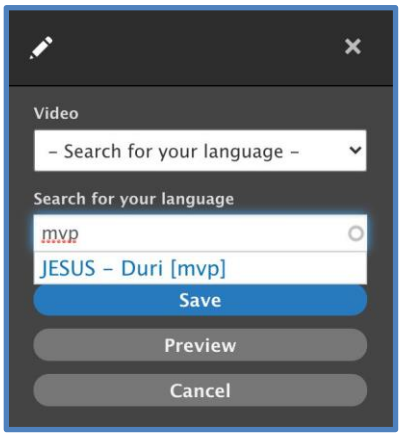
   a) Available films in the Navigational Languages of your website are preloaded.

(1) Click on one of these to select it.



b) You may select a film in another language by clicking on *Search for your language*.

(1) In the new space that appears, write the language name or three-letter *Ethnologue* code.



(2) Available films appear under the space.

(3) Click on one to select it.

9. Check or uncheck the box to pre-select auto-advance from one segment to the next.

a) This can be changed by the website visitor.

10. Check or uncheck the box to pre-select showing the title and description for each segment.

a) This can be changed by the website visitor.

11. Click on the **Save** button at the bottom of the sidebar.

12. Click on the **Save** button on the *Layout Editor* screen.

13. Your work appears on a preview of the page.

14. Video player controls:

    a) Play the video by clicking on the *Play* icon in the middle of the viewer frame.

    b) Other player controls (pause/replay; volume; progress bar; share; subtitles; full-screen option) are located at the bottom of the viewer frame.

15. Download options are displayed below the viewer frame and explanatory text.

16. Short segments of the film are displayed in a grid below the viewer frame.

    a) Click on a thumbnail to watch that segment in the large viewer frame.

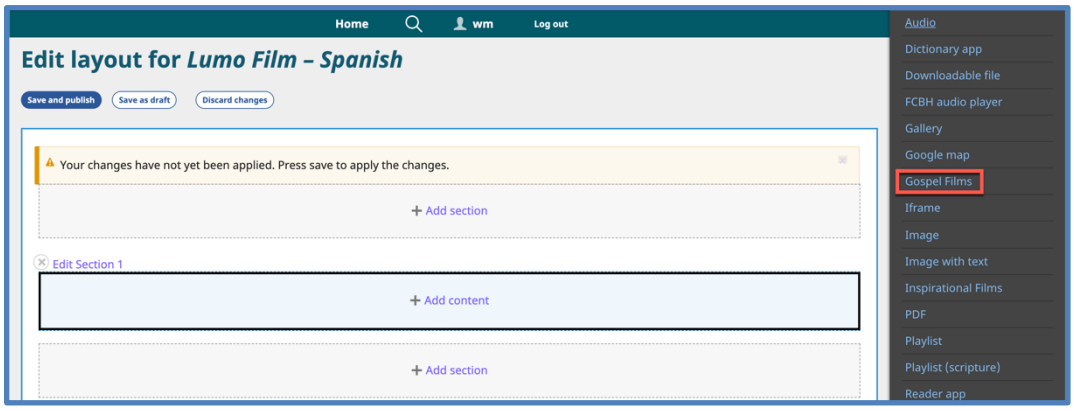
G. Gospel Films

1. *Wildfire* has a special arrangement with *Faith Comes By Hearing* and the *Lumo Film Project* to present the *Lumo* videos on our websites via a streaming link to the *FCBH* servers.

2. We recommend that you publish one film per page and that you use the single-column layout. Other elements of the page layout, such as the full-width viewer frame and the arrangement of film segments, are preset.

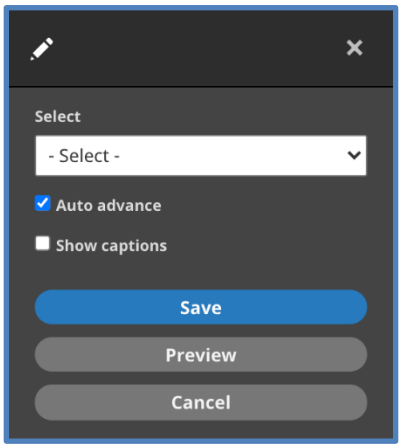
3. Select the Content block to which you want to add a *Gospel Film* by clicking on a *+ Add content* link.

4. A sidebar opens, displaying the types of block content.



5. Click on the option *Gospel Films*.

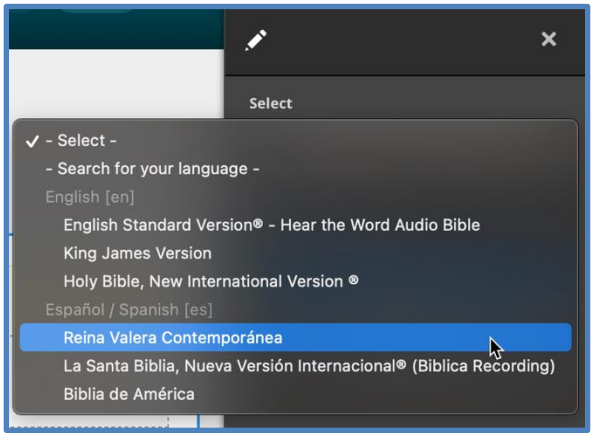
6. A new sidebar opens with features to select a video.



7. Click on the drop-down list to select a film.

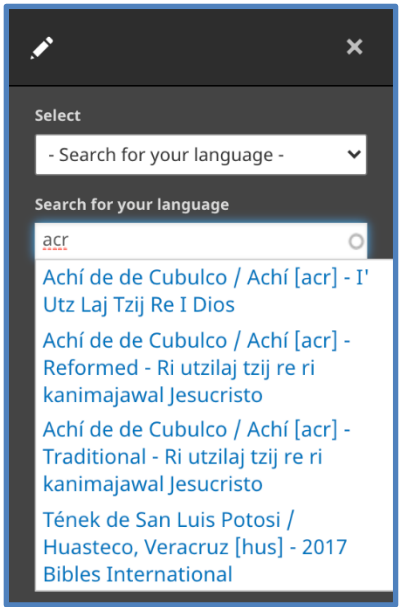
   a) Available films in the Navigational Languages of your website are preloaded.

(1) Click on one of these to select it.



b) You may select a film in another language by clicking on *Search for your language*.

(1) In the new space that appears, write the language name or three-letter *Ethnologue* code.



(2) Available films appear under the space.

(3) Click on one to select it.

8. Select whether you want the film to advance automatically from one segment to the next.

9. Select whether you want to show captions in the viewer frame.

a) Captions are the written Scripture verses, synchronized with the audio and video. They are not available in all film versions.

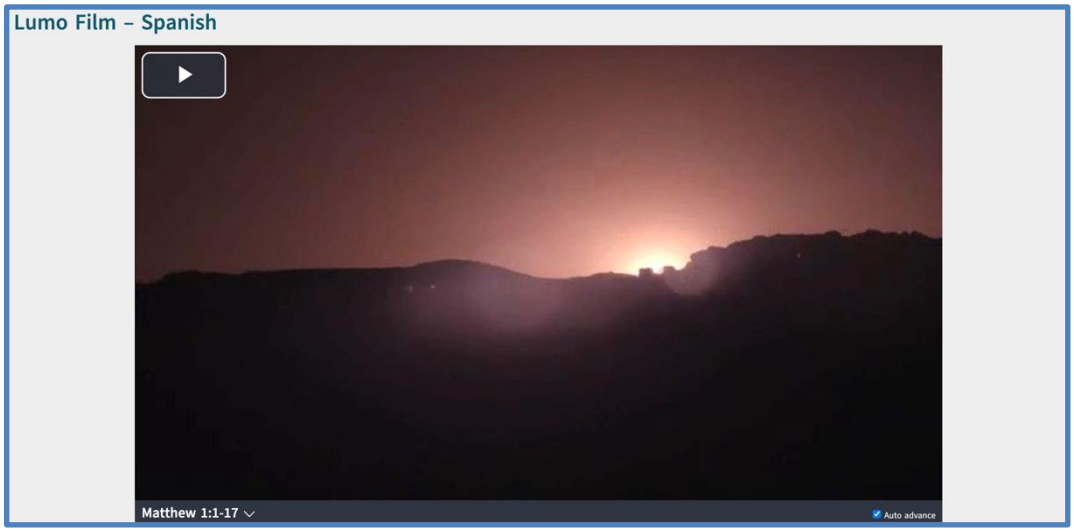
b) Checking the box shows the captions as the default; the visitor can turn captions off if desired.

c) Unchecking the box means the captions are not shown as the default; the visitor can turn captions on if desired.

10. Click on the **Save** button at the bottom of the sidebar.

11. Click on the **Save** button on the *Layout Editor* screen.

12. Your work appears on a preview of the page.

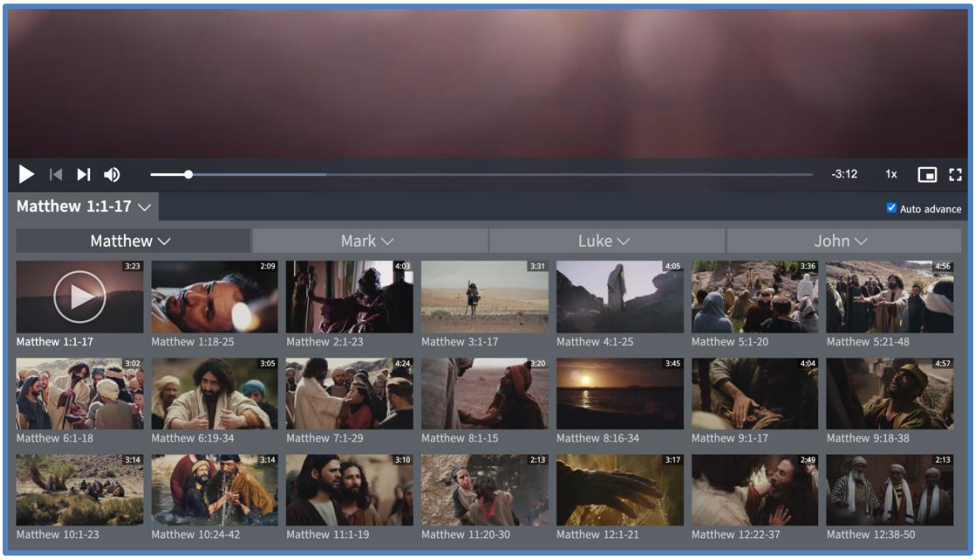


13. Video player controls:

a) Play the video by clicking on the *Play* icon at the upper left of the viewer frame.

b) Other player controls (pause/replay; volume; progress bar; playing speed; full-screen option) are located at the bottom of the viewer frame.

c) Click on the Scripture reference at the lower left of the viewer frame to open a grid of film segments.



(1) Within the grid, scroll down to find all segments.

(2) At the top of the grid, click on a book name to change the Scripture version of the Lumo film.

(3) Click on a segment to play it in the large viewer frame.

Chapter 13. Page content – Audio

A. Introduction

1. In Chapter 6, you learned some basic ways to add content to a web page.

2. In this chapter, you will learn several ways to insert audio content on a page.

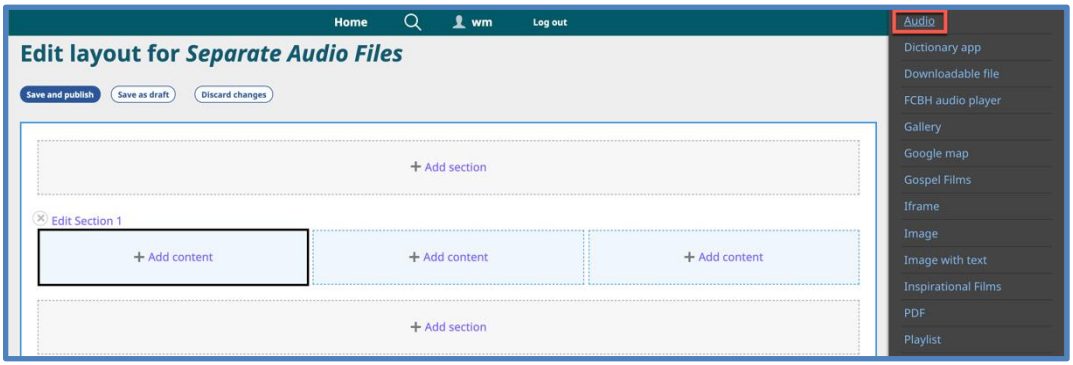
3. Audio files are “block content”; you may insert an audio Content block in any area of a section layout.

4. Although you may upload audio files as you insert them on a page, we recommend adding them first to your Media Library (Chapter 5), then following the instructions in this chapter to insert them on a page.

B. Single audio files

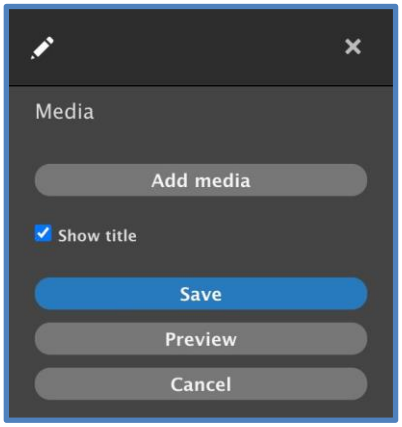
1. Select the Content block to which you want to add an audio file by clicking on a *+ Add content* link.

2. A sidebar opens, displaying the types of block content.



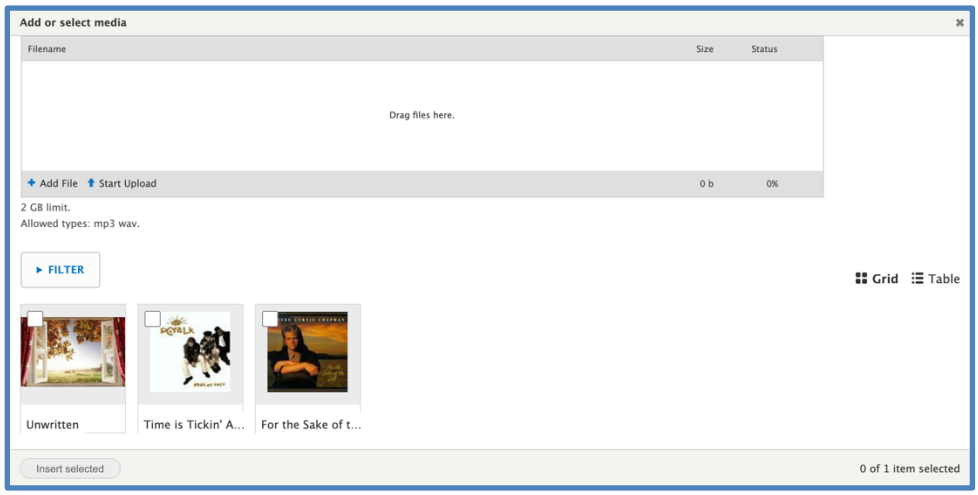
3. Click on the option *Audio*.

4. A new sidebar opens with features to select an audio file.



5. Click on the **Add media** button.

a) The *Add or select media* working box opens.

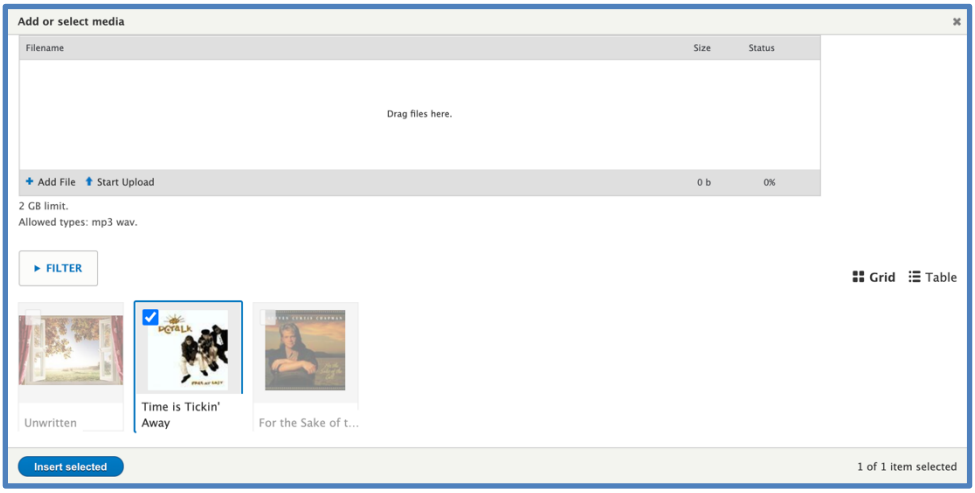


b) You may use the upper section of the working box to select an audio file from your computer.

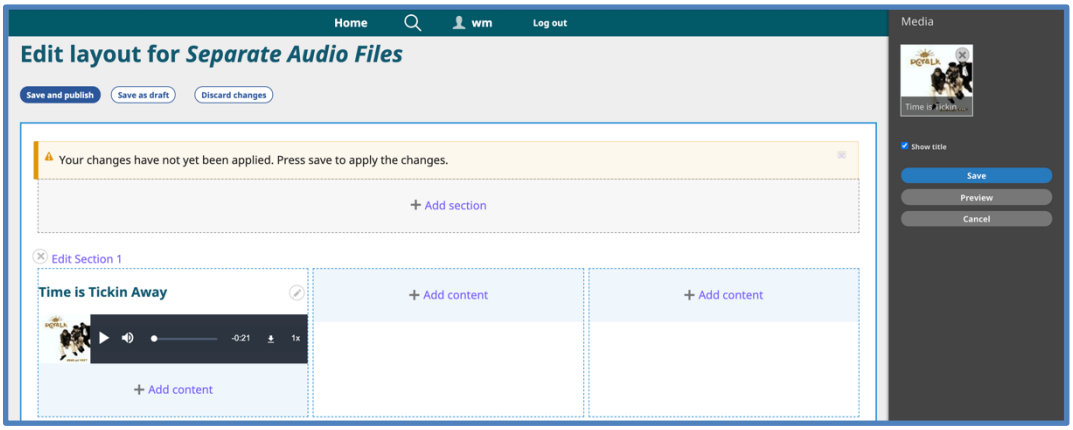
c) If you have already uploaded audio files to your website, they will appear in the lower section of the working box.

d) Select an audio file by clicking on the square in the upper left corner of the video thumbnail.

e) Click on the **Insert selected** button at bottom left of the working box.



f) The audio now appears in both the layout panel on the left and in the sidebar on the right.

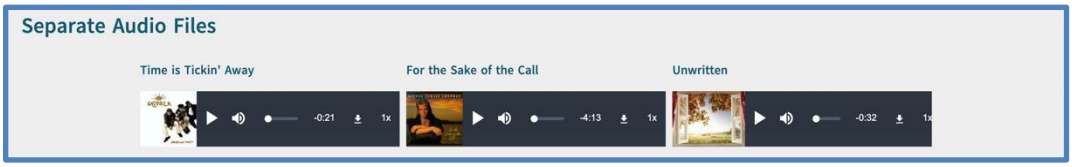


6. In the sidebar, check or uncheck the box to *Show title*.

7. Click on the **Save** button at the bottom of the sidebar.

8. Click on the **Save** button on the *Layout Editor* screen.

9. Your work appears on a preview of the page.



10. Audio player controls:

a) Play an audio on a page by clicking on the *Play* icon at the left end of the audio player.

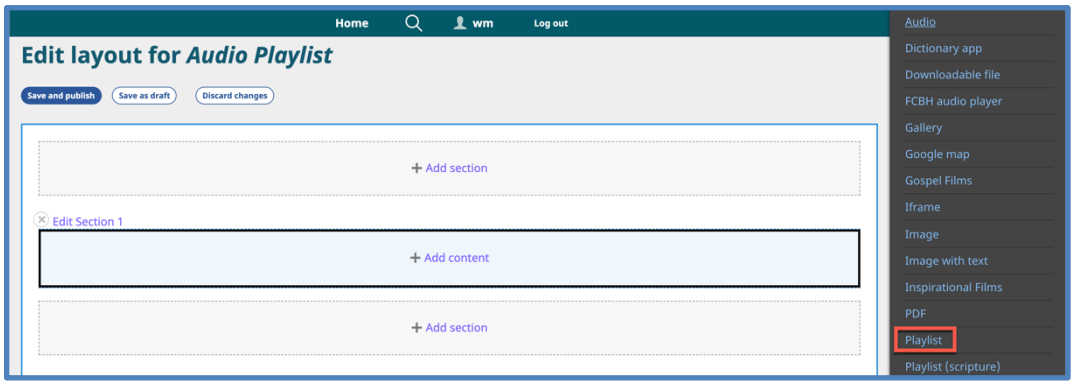
b) Other player controls (pause/replay; volume; progress bar; download options;

playing speed) are located on the player bar.

C. Audio playlist

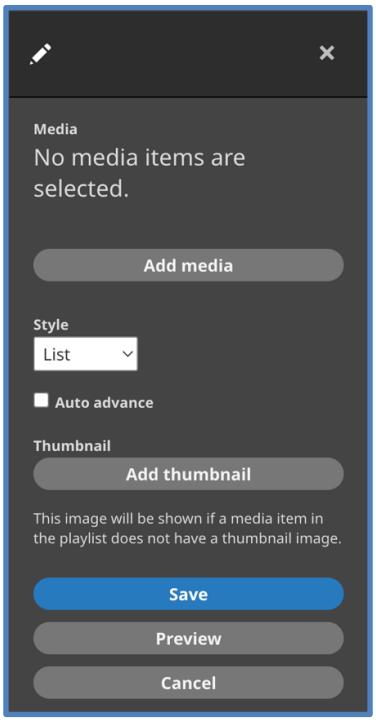
1. Select the Content block to which you want to add an audio playlist by clicking on a *+ Add content* link.

2. A sidebar opens, displaying the types of block content.



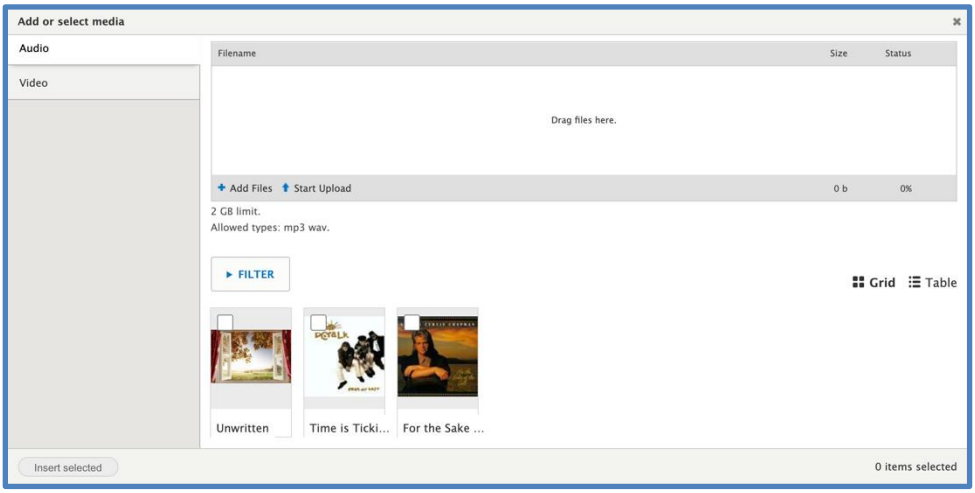
3. Click on the option *Playlist*.

4. A new sidebar opens with features to configure a playlist.



5. Click on the **Add media** button.

a) The *Add or select media* working box opens.



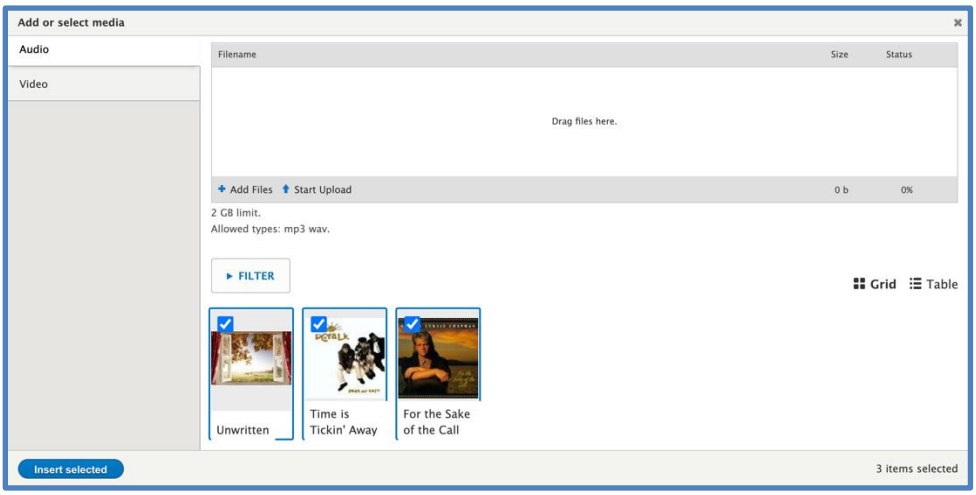
b) Select *Audio* at the upper left of the working box.

c) You may use the upper section of the working box to select audio files from your computer.

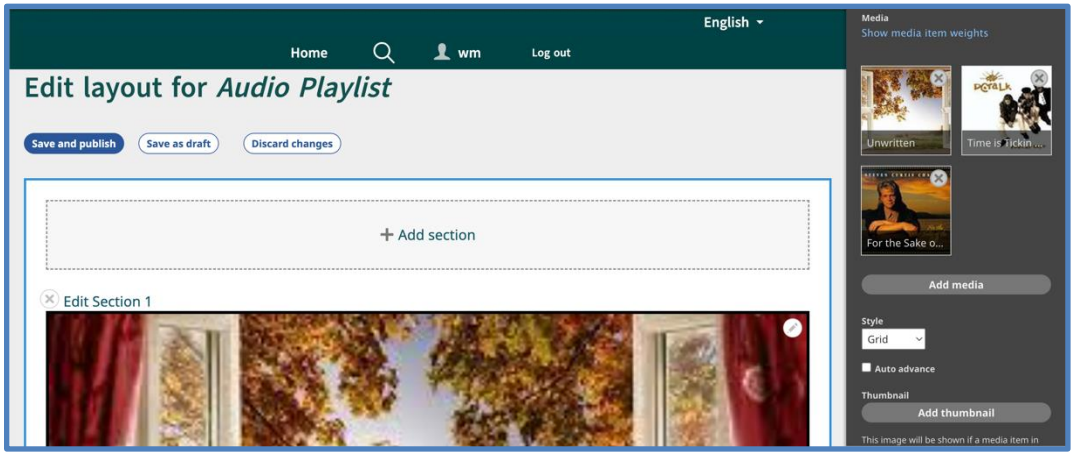
d) If you have already uploaded audio files to your website, they will appear in the lower section of the working box.

e) Select audios for the playlist by clicking on the square in the upper left corner of the audio thumbnails.

f) Click on the **Insert selected** button at bottom left of the working box.



g) The audio playlist now appears in both the layout panel on the left and in the sidebar on the right.



6. In the sidebar, choose a display style from the drop-down list.

   a) List – Places list of items at the right side of the player frame

   b) Grid – Places list of items below the player frame

   c) Compact – Displays the playlist in a small player bar similar to the single audio player

7. In the sidebar, check or uncheck the box to preset *Auto advance*.

8. If some of the items in the playlist do not have their own thumbnail image, you may choose to add a playlist thumbnail image to replace the simple system audio image.

   a) In the sidebar, click on the **Add thumbnail** button.

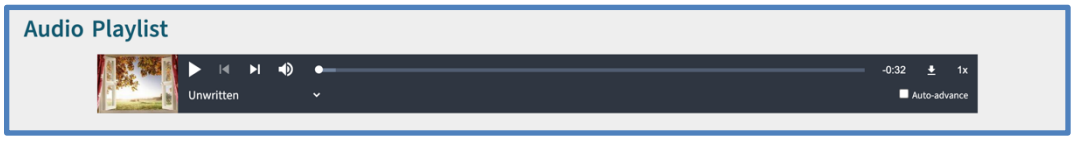
   b) In the pop-up box, either upload an image from your computer or choose one from the images previously uploaded to the website.

   c) Click on the **Insert selected** button.

9. Click on the **Save** button at the bottom of the sidebar.

10. Click on the **Save** button on the *Layout Editor* screen.

11. Your work appears on a preview of the page.



12. Audio player controls:

   a) Play an audio on a page by clicking on the *Play* icon at the upper left of the player frame.

b) Other player controls (pause/replay; volume; progress bar; download options; playing speed) are located at the bottom of the player frame.

13. In *List* and *Grid* styles, click on item on the playlist to play it.

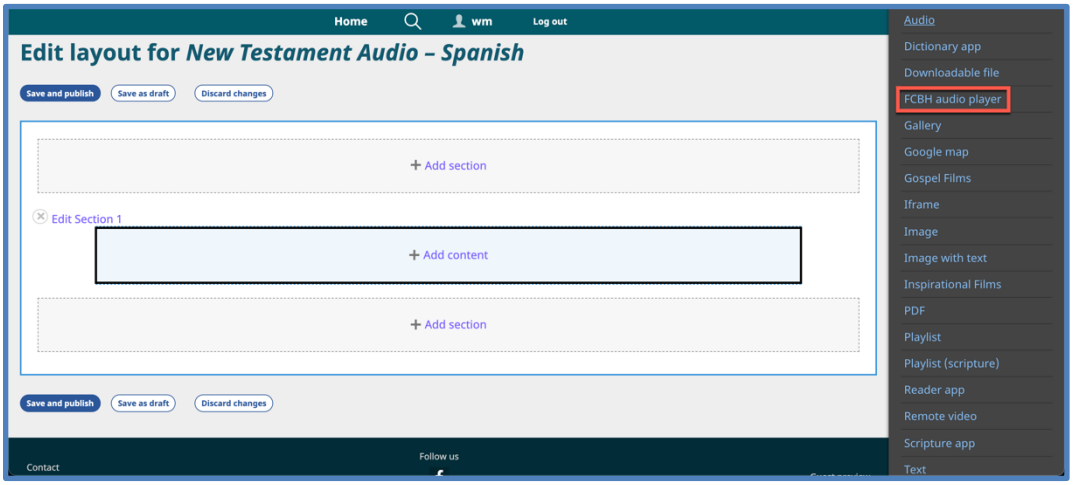
14. In *Compact* style (shown above), click on the title of the item at the left to open a drop-down list with the other items on the playlist.

D. FCBH audio player

1. *Wildfire* has a special arrangement with *Faith Comes By Hearing (FCBH)* to present their Bible recordings on our websites via a streaming link to their servers.

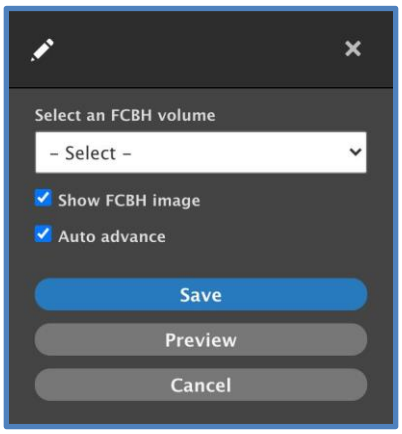
2. Select the Content block to which you want to add a FCBH player by clicking on a *+ Add content* link.

3. A sidebar opens, displaying the types of block content.



4. Click on the option *FCBH Audio Player*.

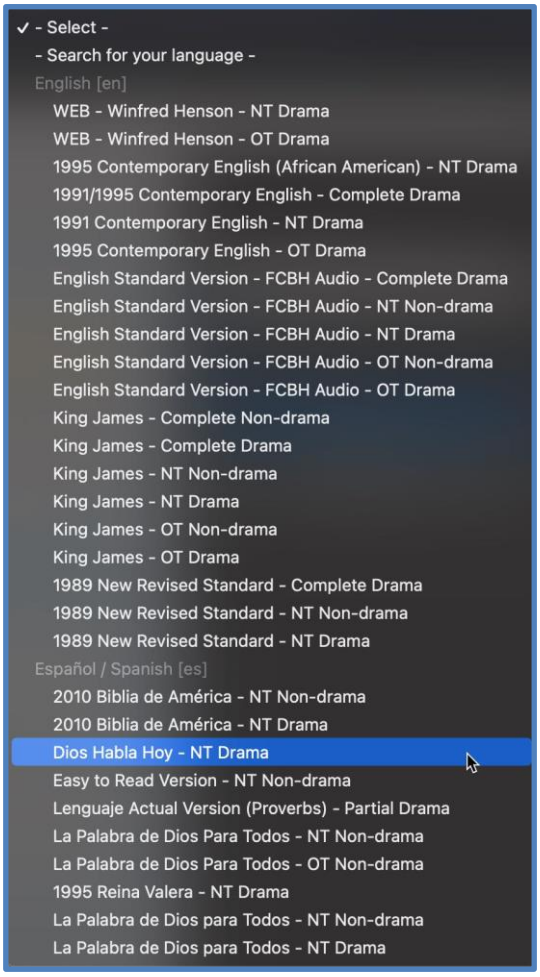
5. A new sidebar opens with features to select a language volume for the FCBH player.



6. Click on the drop-down list to select a volume.

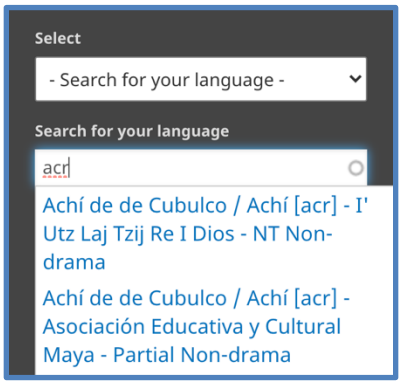
   a) Available recordings in the Navigational Languages of your website are preloaded.

      (1) Click on one of these to select it.



b) You may select a volume in another language by clicking on *Search for your language*.

(1) In the new space that appears, write the language name or three-letter *Ethnologue* code.



(2) Available volumes appear under the space.

(3) Click on one to select it.

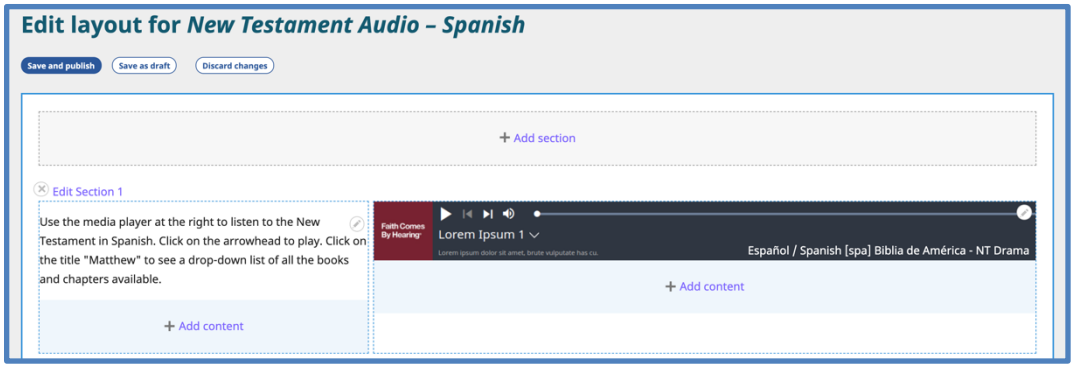
7. In the sidebar, check or uncheck the box to *Show FCBH image*.

8. In the sidebar, check or uncheck the box to *Auto advance* from one chapter to another.

9. Click on the **Save** button at the bottom of the sidebar.

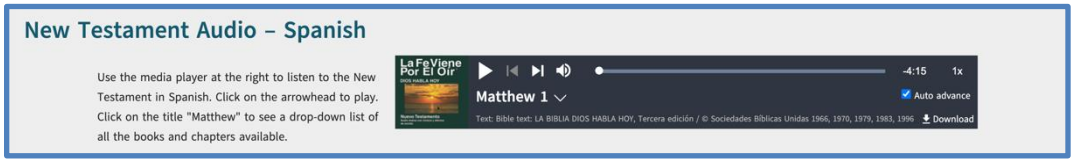
10. We recommend that you include a *Text* content block on the page with brief instructions for using the FCBH audio player.

    Example text: *Use the media player at the right to listen to the New Testament in Spanish. Click on the arrowhead to play. Click on the title "Matthew" to see a drop-down list of all the books and chapters available.*



11. Click on the **Save** button on the *Layout Editor* screen.

12. Your work appears on a preview of the page.



13. FCBH audio player controls:

    a) Play the FCBH volume by clicking on the *Play* icon at the upper left of the player.

    b) Open and explore the volume contents (Bible books and chapters) by clicking on the title *Matthew* inside the player.

    c) Other player controls (jump forward and back; volume; progress bar; playing speed; download options; auto-advance preference) are also located on the player.

Chapter 14. Page content – Apps

A. Introduction

1. In Chapter 6, you learned some basic ways to add content to a web page.

2. In this chapter, you will learn about inserting special *Wildfire* apps on a page.

3. Apps are “block content”; you may insert an app Content block in any area of a section layout. However, apps look and function best in a single-column section.

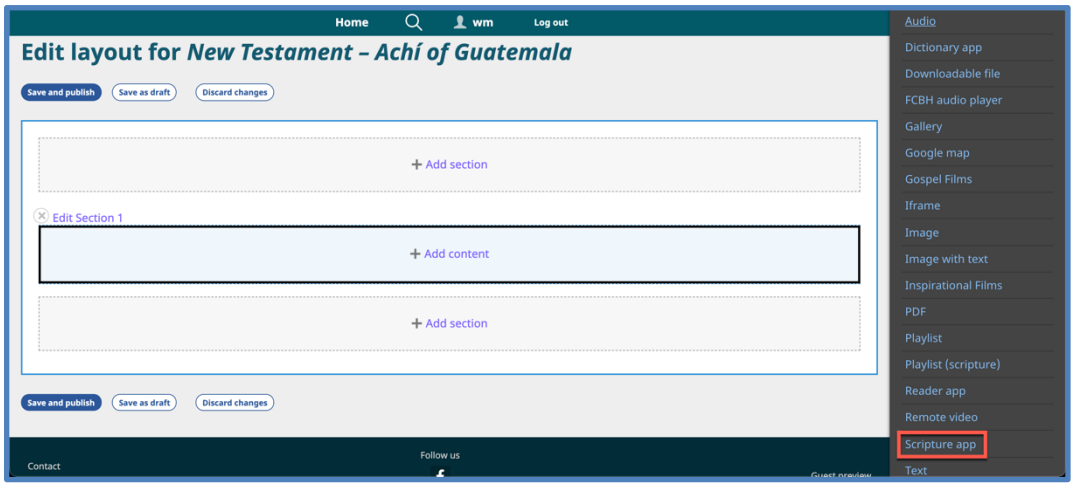
4. Your Digital Publishing Manager or workshop facilitator will need to help you prepare and upload app content files to our servers prior to adding one of these apps to a page.

B. Scripture app

1. A Scripture app presents the written Bible in the language selected – usually your Publication Language.

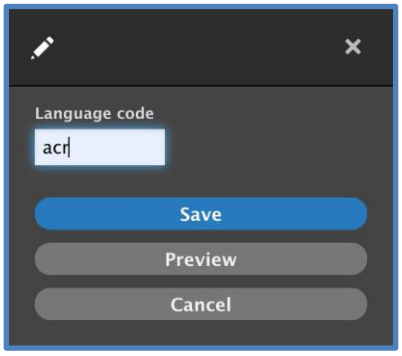
2. Select the Content block to which you want to add a Scripture app by clicking on a *+ Add content* link.

3. A sidebar opens, displaying the types of block content.



4. Click on the option *Scripture App*.

5. A new sidebar opens with features to select a language for the Scripture app.

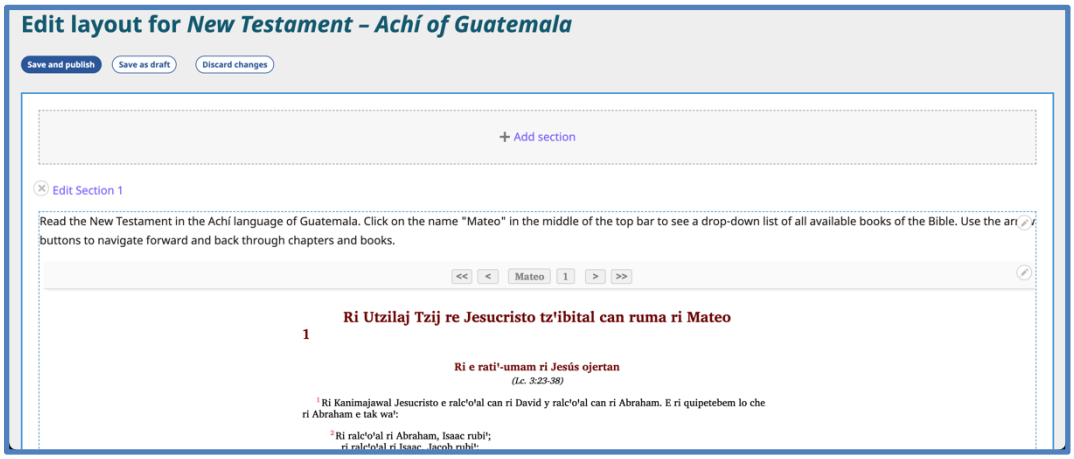


6. Enter the language code provided by your Digital Publishing Manager or workshop facilitator. This is usually the three-letter *Ethnologue* code for the language.

7. Click on the **Save** button at the bottom of the sidebar.

8. We recommend that you include a *Text* content block on the page with brief instructions for using the Scripture app.

   Example text: *Read the New Testament in the Achí language of Guatemala. Click on the name "Mateo" in the middle of the top bar to see a drop-down list of all available books of the Bible. Use the arrow buttons to navigate forward and back through chapters and books.*



9. Click on the **Save** button on the *Layout Editor* screen.

10. Your work appears on a preview of the page.

11. Scripture app navigation controls:

    a) Click on the book name at the top middle of the viewer frame to open a drop-down list of other books of the Bible. On the drop-down list, click on a book name to navigate to that book.

    b) Click on the single arrowhead buttons to navigate forward and back through chapters of the currently selected book.

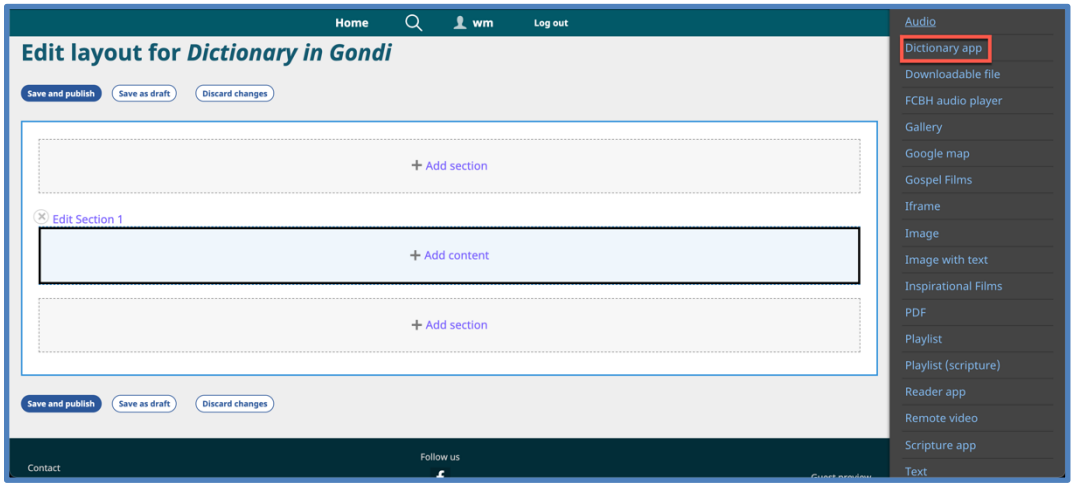
    c) Click on the double arrowhead buttons to navigate forward and back through available books of the Bible.

C. Dictionary app

1. A dictionary app presents literacy material in the language selected – usually your Publication Language.

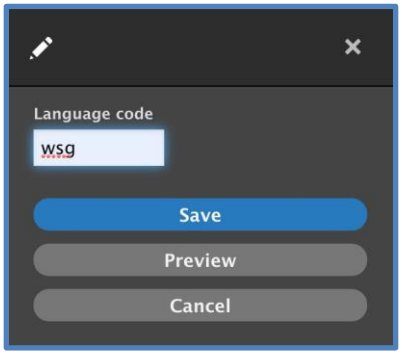
2. Select the Content block to which you want to add a Dictionary app by clicking on a *+ Add content* link.

3. A sidebar opens, displaying the types of block content.



4. Click on the option *Dictionary App*.

5. A new sidebar opens with features to select a language for the Dictionary app.

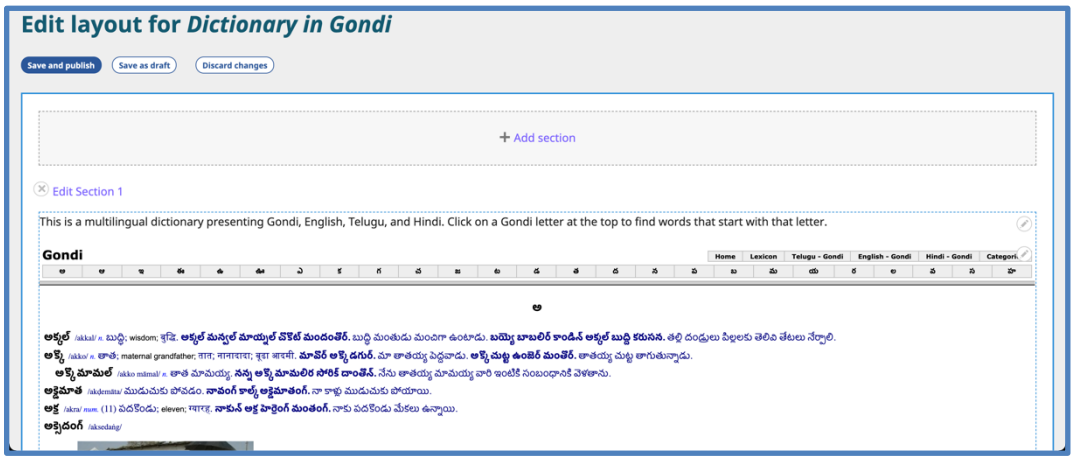


6. Enter the language code provided by your Digital Publishing Manager or workshop facilitator. This is usually the three-letter *Ethnologue* code of the language.

7. Click on the **Save** button at the bottom of the sidebar.

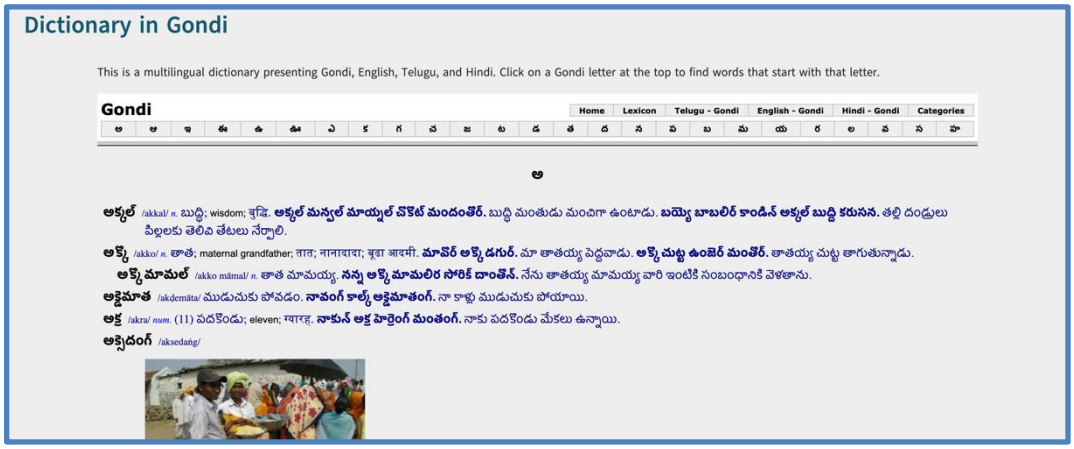
8. We recommend that you include a *Text* content block on the page with brief instructions for using the dictionary app.

Example text: *This is a multilingual dictionary presenting Gondi, English, Telugu, and Hindi. Click on a Gondi letter at the top to find words that start with that letter.*



9. Click on the **Save** button on the *Layout Editor* screen.

10. Your work appears on a preview of the page.

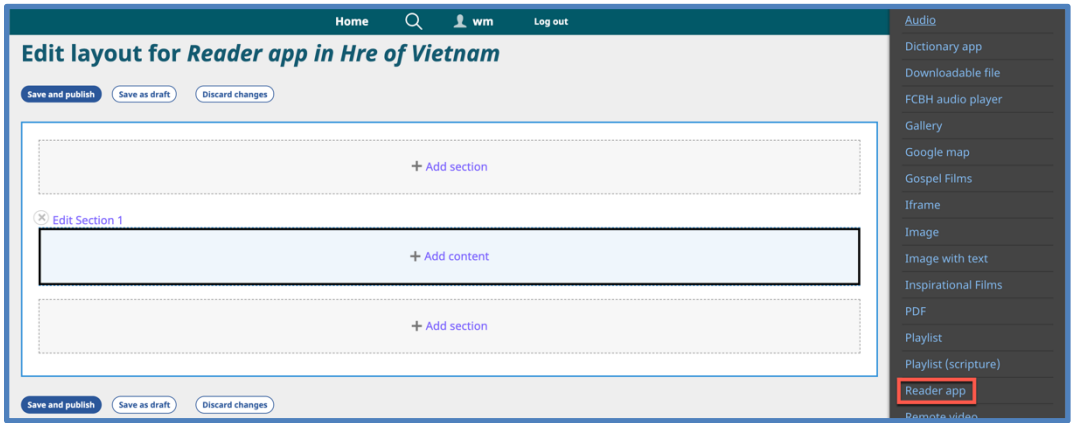


D. Reader app

1. A reader app presents all sorts of material in the language selected – usually your Publication Language.

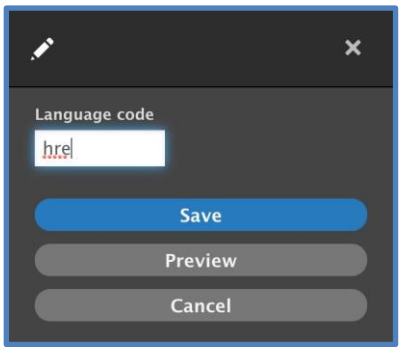
2. Select the Content block to which you want to add a Reader app by clicking on a *+ Add content* link.

3. A sidebar opens, displaying the types of block content.



4. Click on the option *Reader App*.

5. A new sidebar opens with features to select a language for the Reader app.

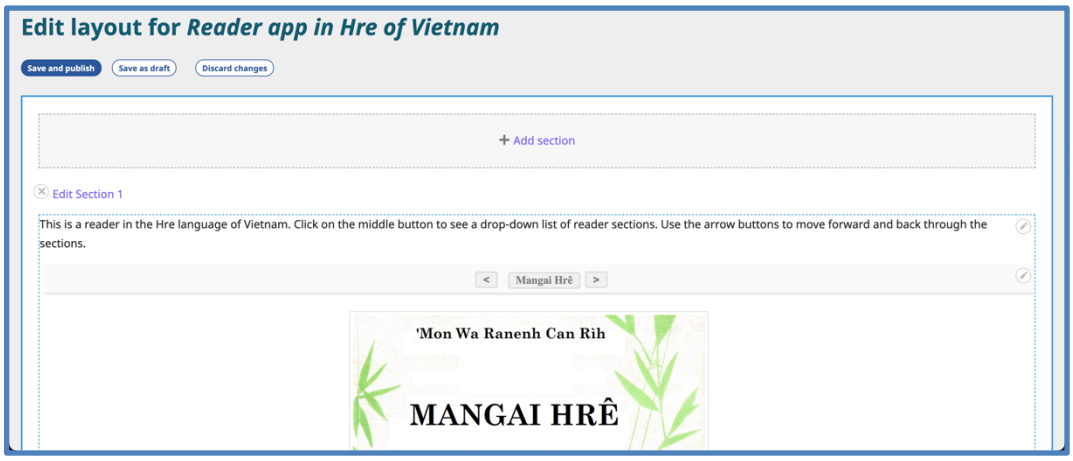


6. Enter the language code provided by your Digital Publishing Manager or workshop facilitator. This is usually the three-letter *Ethnologue* code of the language.

7. Click on the **Save** button at the bottom of the sidebar.

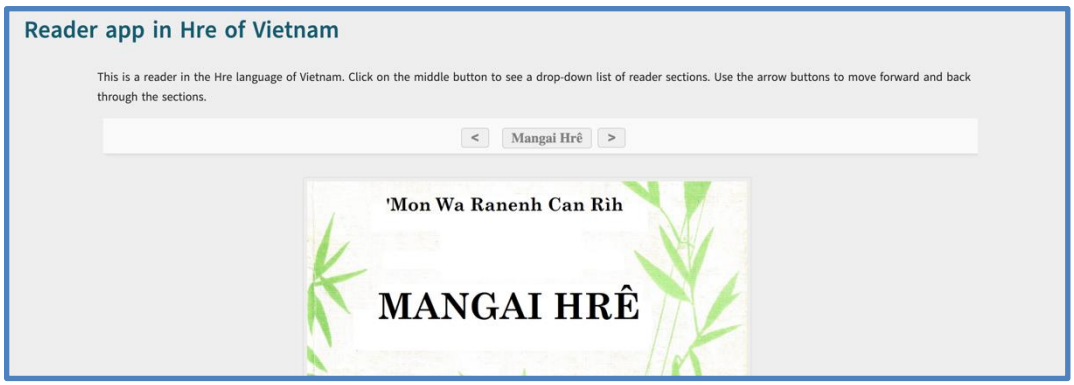
8. We recommend that you include a *Text* content block on the page with brief instructions for using the reader app.

Example text: *This is a reader in the Hre language of Vietnam. Click on the middle button to see a drop-down list of reader sections. Use the arrow buttons to move forward and back through the sections.*



9. Click on the **Save** button on the *Layout Editor* screen.

10. Your work appears on a preview of the page.



Chapter 15. Page content – Other

A. Introduction

1. In Chapter 6, you learned some basic ways to add content to a web page.

2. In this chapter, you will learn about several other types of content you may insert on a page.

3. These elements are “block content”; you may insert them in any area of a section layout.

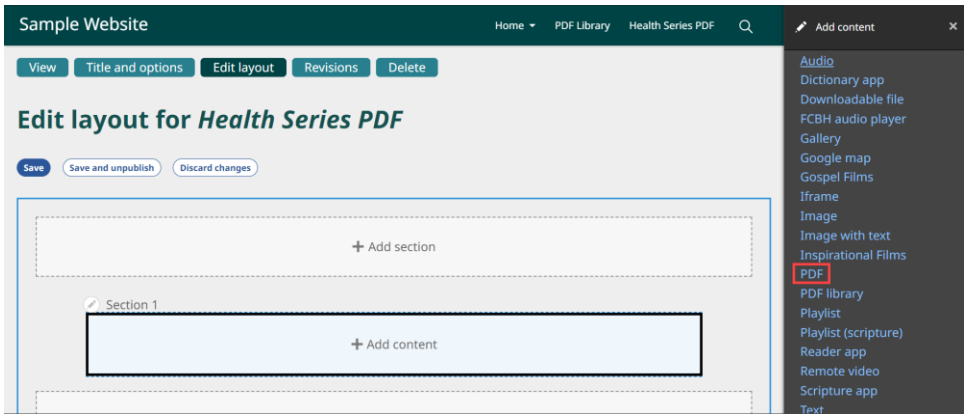
B. PDF file

1. A PDF content block presents a single PDF file in a frame that allows the website visitor to navigate through the document, print it, or download it.

2. PDF files look and function best in a single-column section.

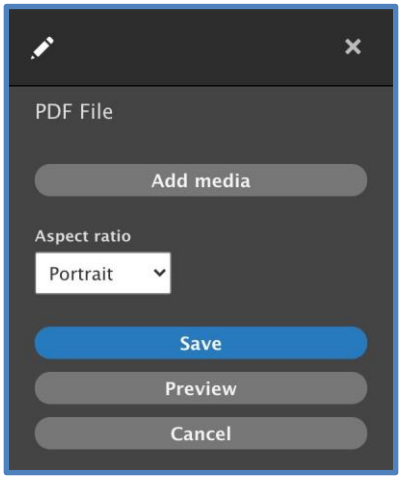
3. Select the Content block to which you want to add a PDF document by clicking on a *+ Add content* link.

4. A sidebar opens, displaying the types of block content.



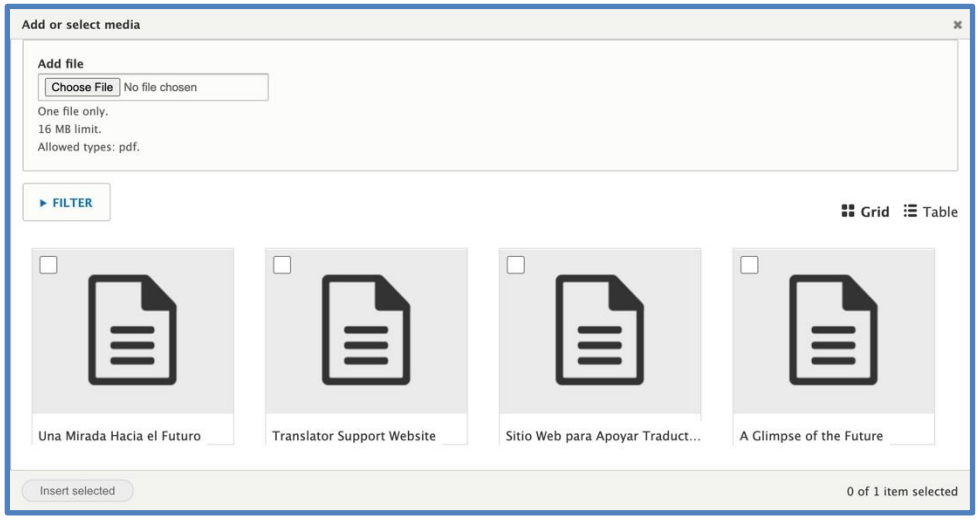
5. Click on the option *PDF*.

6. A new sidebar opens with features to select and configure a PDF file.



7. Click on the **Add media** button.

   a) The *Add or select media* working box opens.

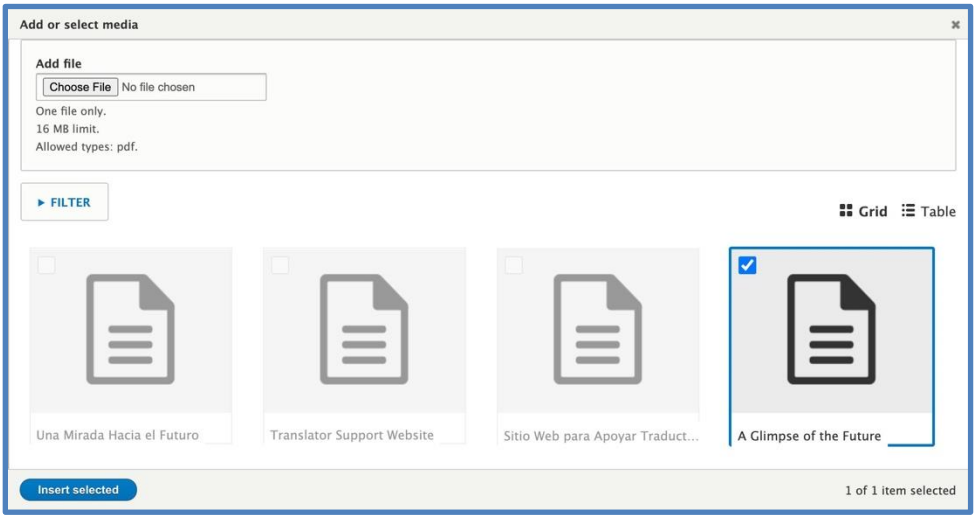


   b) You may use the upper section of the working box to select a PDF file from your computer.

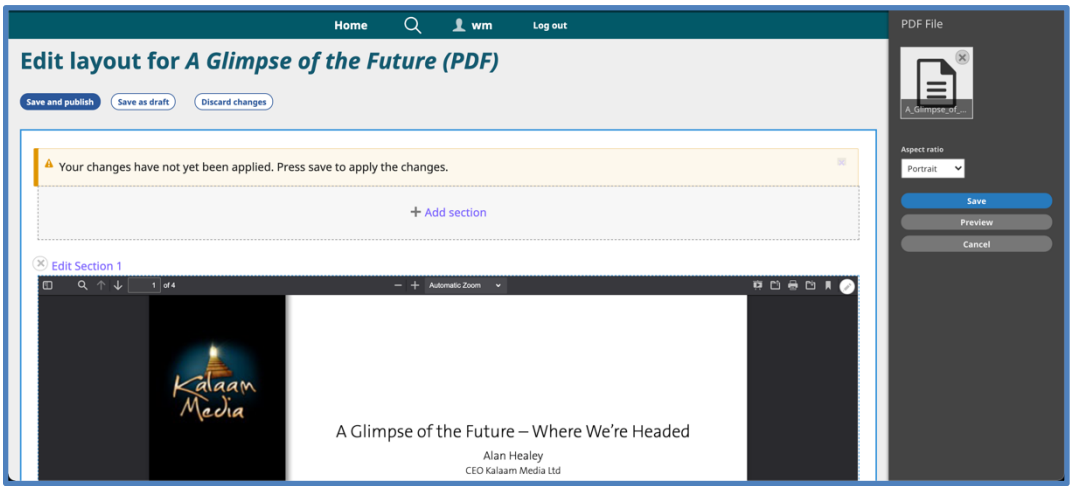
   c) If you have already uploaded PDF files to your website, they will appear in the lower section of the working box.

   d) Select a file by clicking on the square in the upper left corner of the file thumbnail. You may only select one file per viewer frame.

e) Click on the **Insert selected** button at bottom left of the working box.



f) The PDF now appears in both the layout panel on the left and in the sidebar on the right.



8. Click on the drop-down list *Aspect ratio* and select the desired option.

9. Click on the **Save** button at the bottom of the sidebar.

10. Click on the **Save** button on the *Layout Editor* screen.

11. Your work appears on a preview of the page.

12. PDF viewer frame controls:

    a) Search for key words with the magnifying glass at the top left.

    b) Use the up and down arrows at the upper left to navigate forward and back through the document.

    c) Use + and – and the *Zoom* drop-down list at the top middle to zoom in and out.

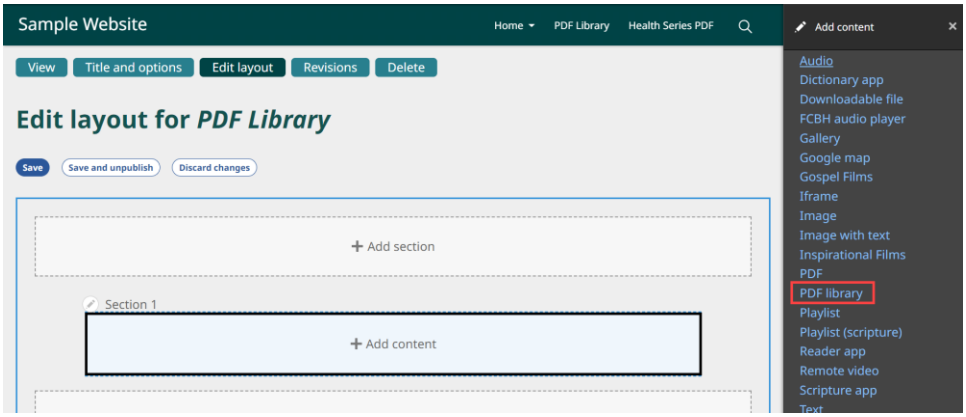
    d) Icons at the top right allow you to download or print the document.

C. PDF library

1. A PDF library provides the website manager an attractive way to present a collection of PDF files. The first page of each PDF is converted into a thumbnail image for ease of navigation and selection for the website visitor.

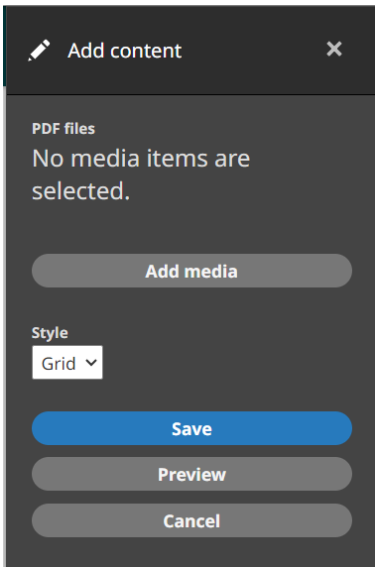
2. Select the Content block to which you want to add a PDF library by clicking on a *+ Add content* link.

3. A sidebar opens, displaying the types of block content.



4. Click on the option *PDF library*.

5. A new sidebar opens with features to select the PDF files and to configure the library.



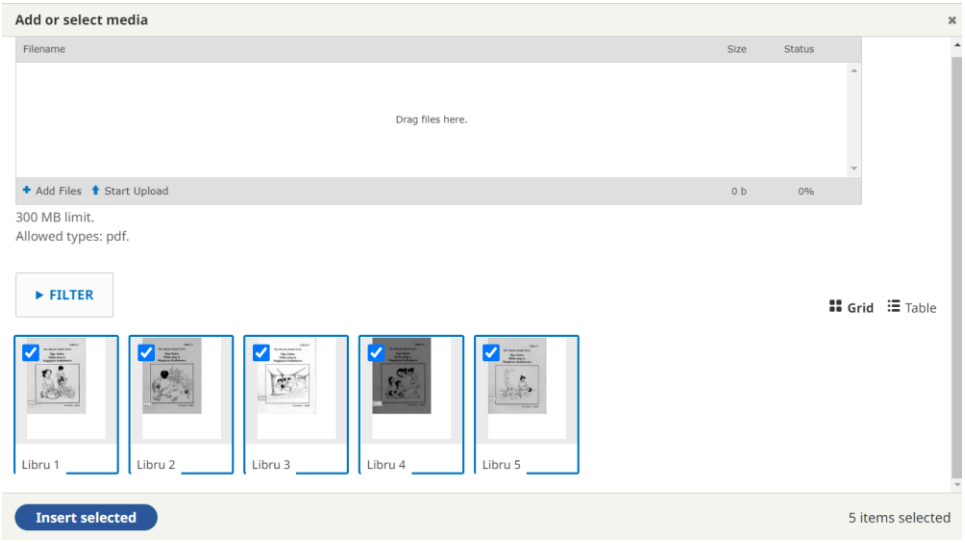
6. Click on the **Add media** button. The *Add or select media* working box opens.

   a) You may use the upper section of the working box to select PDF files from your computer.

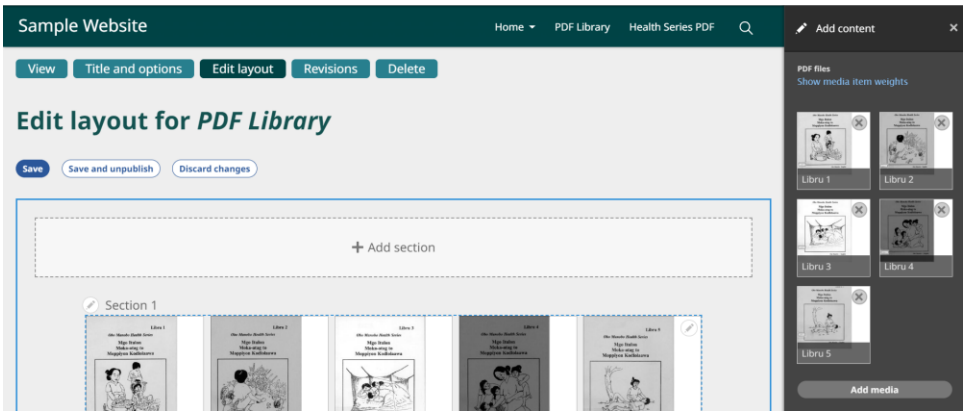
   b) If you have already uploaded PDF files to your website, they will appear in the lower section of the working box.

   c) Select the files by clicking on the square in the upper left corner of the file thumbnail.

   d) Click on the **Insert selected** button at bottom left of the working box.



   e) The PDFs now appear in both the layout panel on the left and in the sidebar on the right.

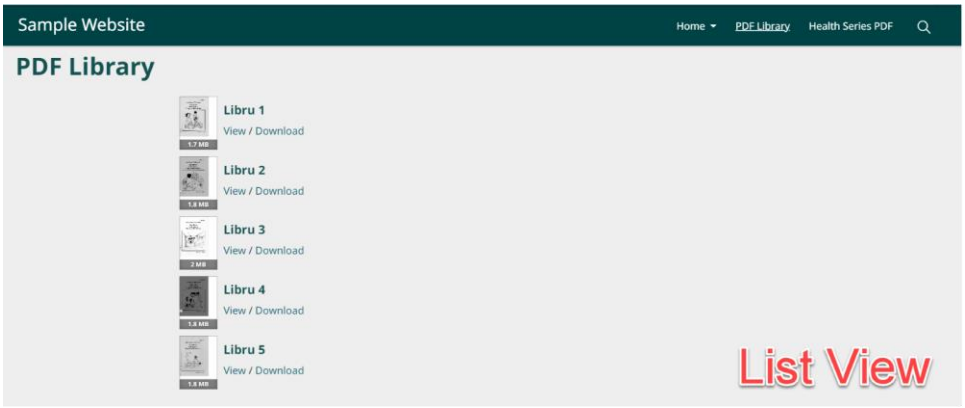


7. Click on the drop-down list *Style* and choose between *Grid* and *List*. You can preview each before you confirm in the next step.

8. Click on the **Save** button at the bottom of the sidebar.

9. Click on the **Save** button on the *Layout Editor* screen.

10. Your work appears on a preview of the page.



D. Playlist (Scripture)

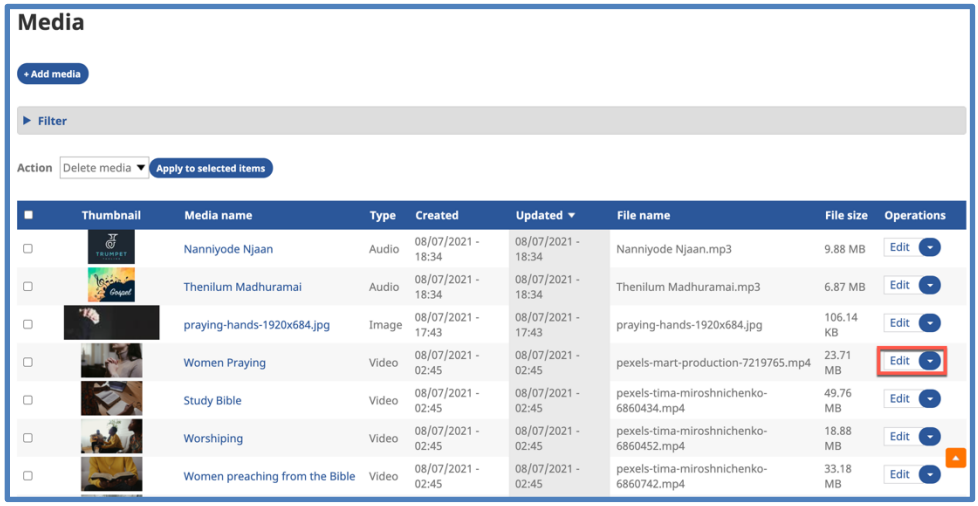
1. In earlier chapters, you learned how to create a playlist of either audio or video files, but you could not mix them.

2. You may create a playlist with mixed media items by utilizing the *Scripture reference* feature.

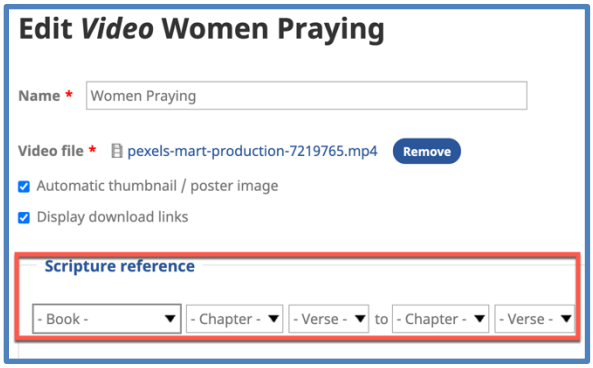
3. You must first assign Scripture references to all the media items you plan to include on the playlist.

    a) Scripture references may only be assigned to audio and video items.

b) In the Media Library (list mode), click on *Edit* for the item you wish to modify.



c) On the *Edit* screen, use the drop-down lists to enter a Scripture reference.



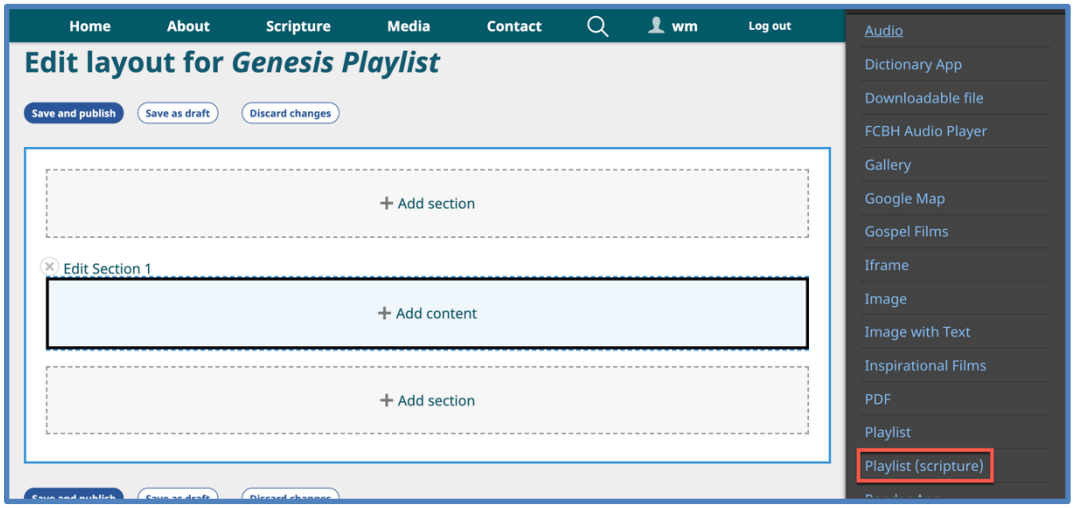
(1) As a minimum, select a book of the Bible.

(2) You may also select the beginning chapter and verse and ending chapter and verse.

d) Click on the **Save** button at the bottom left of the screen.

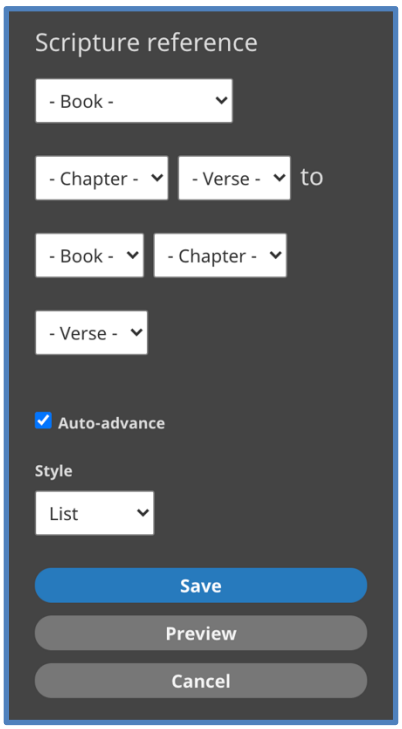
4. Select the Content block to which you want to add a Scripture Playlist by clicking on a *+ Add content* link.

5. A sidebar opens, displaying the types of block content.



6. Click on the option *Playlist (scripture)*.

7. A new sidebar opens with features to specify the Scripture references for the playlist.



8. Use the drop-down lists to enter the desired Scripture references for the playlist.

   a) As a minimum, select one Bible book.

   b) You may also select the beginning chapter and verse and ending chapter and verse, and you may begin in one book and end in a later book.

9. The auto-advance function is checked by default. Uncheck it if you do not want the

player to auto-advance from one item to the next.

10. Choose a display style from the drop-down list.

    a) List – Places list of items at the right side of the viewer frame

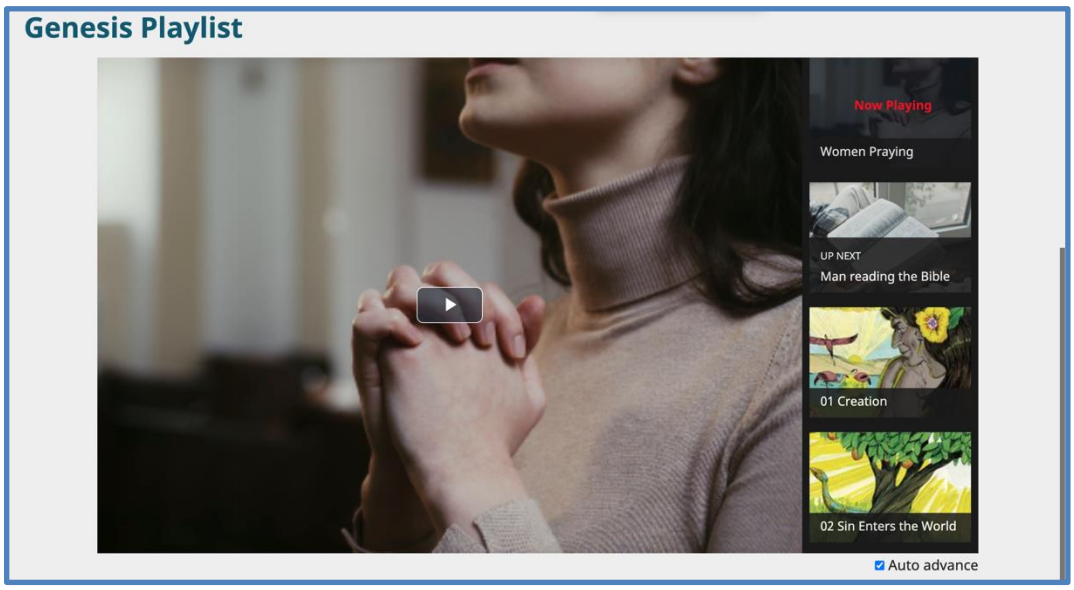
    b) Grid – Places list of items below the viewer frame

    c) Compact – Use only for playlists with no video items

11. Click on the **Save** button at the bottom of the sidebar.

12. Click on the **Save** button on the *Layout Editor* screen.

13. Your work appears on a preview of the page.

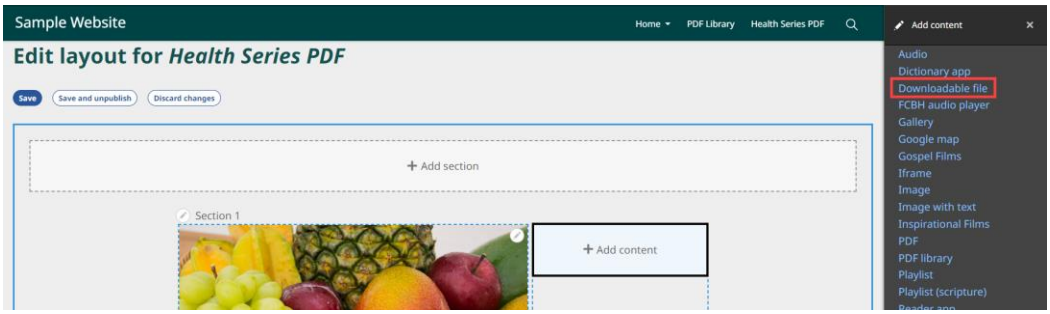


E. Downloadable file

1. While many of the content blocks already described include a feature to download their content, you may want to create a *Downloads* list on a page to offer your website visitors an easy way to find especially useful files like documents, applications, or programs.

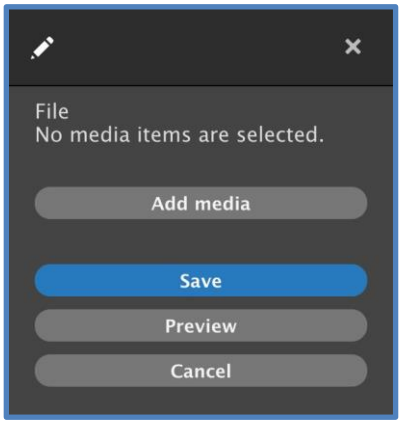
2. Select the Content block to which you want to add a Downloads list by clicking on a *+ Add content* link.

3. A sidebar opens, displaying the types of block content.



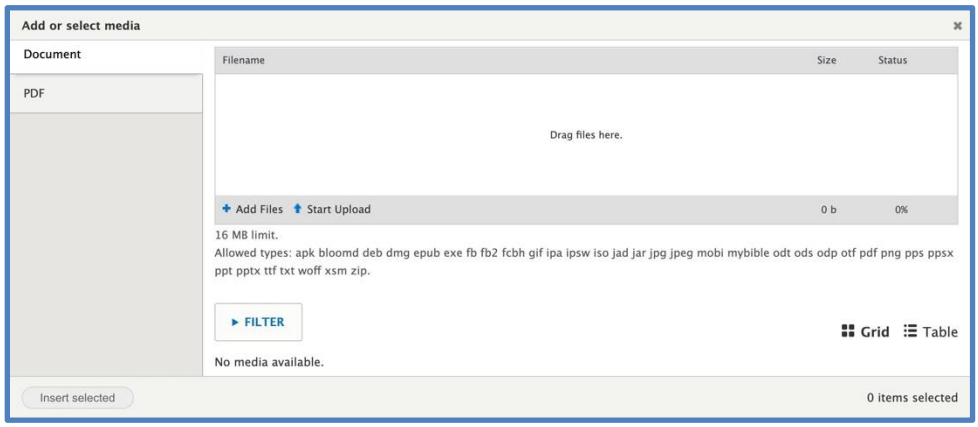
4. Click on the option *Downloadable file*.

5. A new sidebar opens with features to select files for the list.



6. Click on the **Add media** button.

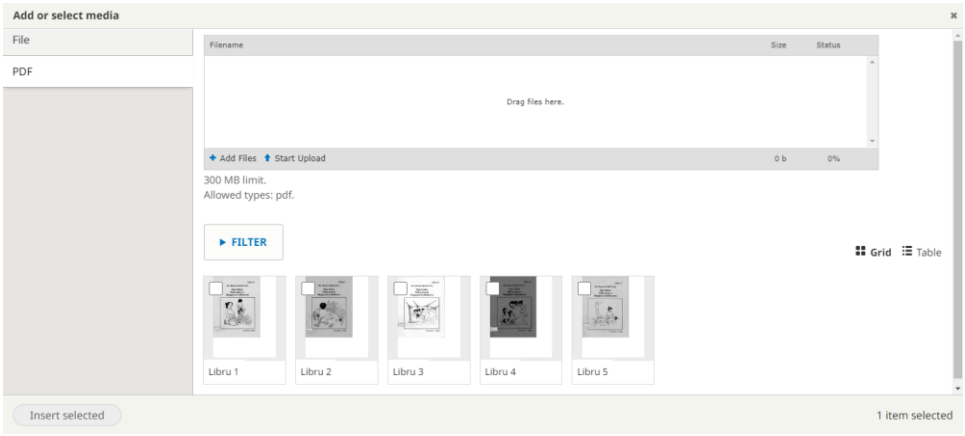
   a) The *Add or select media* working box opens in the default *Document* mode.



   b) You may use the upper section of the working box to select files from your computer.

   c) If you have already uploaded relevant document files to your website, they will appear in the lower section of the working box.

d) Click on *PDF* at the upper left to change to *PDF* mode.



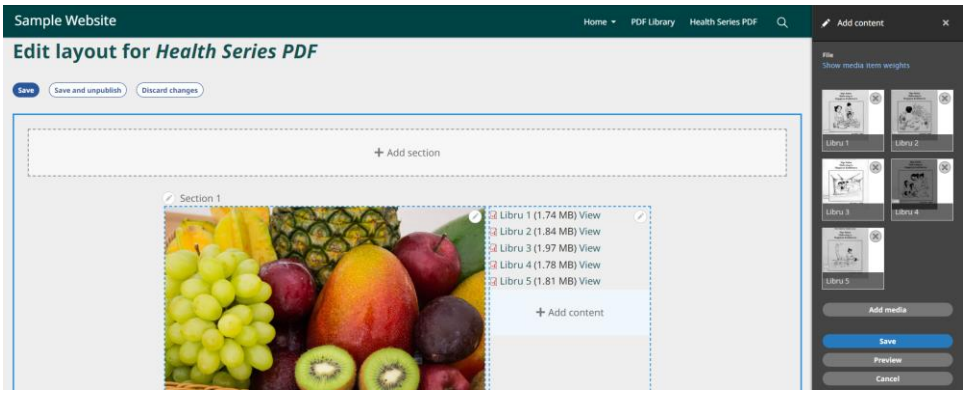
e) Again, you may use the upper section of the working box to select PDF files from your computer.

f) If you have already uploaded PDF files to your website, they will appear in the lower section of the working box.

g) Select files for the downloads list by clicking on the square in the upper left corner of the thumbnails.

h) Click on the **Insert selected** button at bottom left of the working box.

i) The file list now appears in both the layout panel on the left and in the sidebar on the right.



7. Click on the **Save** button at the bottom of the sidebar.

8. We recommend including a *Text* content block on the page with brief instructions for the *Downloads* list.

9. Click on the **Save** button on the *Layout Editor* screen.

10. Your work appears on a preview of the page.

F. Iframe

1. Your Digital Publishing Manager or workshop facilitator will need to help you prepare your website for using an iframe.

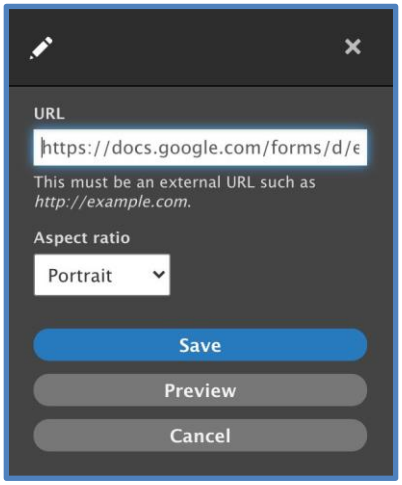
2. To publish a YouTube playlist in an iframe, see Section F.

3. Select the Content block to which you want to add an iframe by clicking on a *+ Add content* link.

4. A sidebar opens, displaying the types of block content.

5. Click on the option *Iframe*.

6. A new sidebar opens with features to specify the desired iframe.



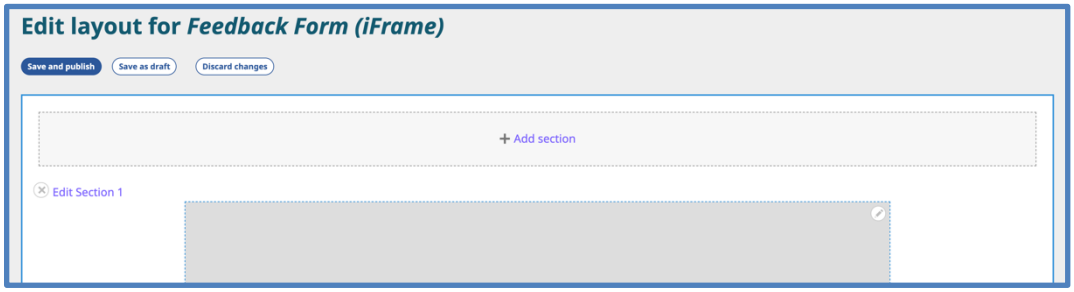
7. In the space titled *URL*, enter the desired URL.

   a) The URL will not be accepted if your Digital Publishing Manager has not previously configured the website.

8. Click on the drop-down list *Aspect ratio* and select the desired option (portrait, landscape, square, 4:3, 3:2, 16:9).

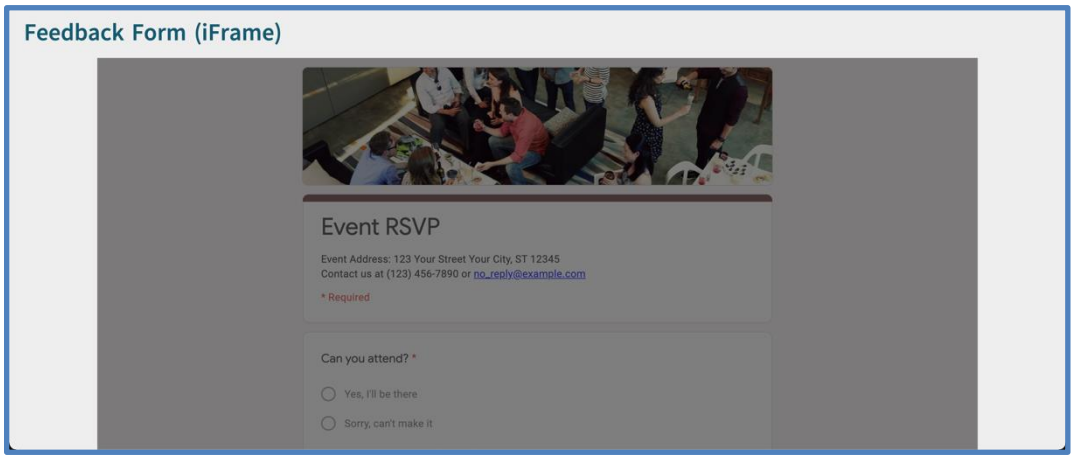
9. Click on the **Save** button at the bottom of the sidebar.

10. The sidebar disappears, and the iframe is displayed on the *Layout Editor* screen.



11. Click on the **Save** button on the *Layout Editor* screen.

12. Your work appears on a preview of the page.



G. Verse of the Day

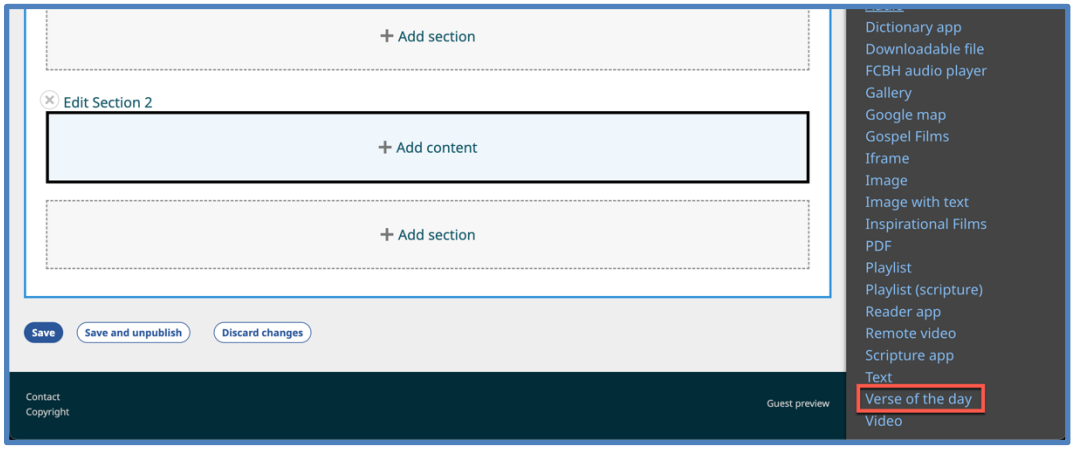
1. A *Verse of the Day* content block allows you to configure a section of a website page to show website visitors a Bible verse.

   a) The language of the verse (and version of the Bible) changes for each Navigation Language.

   b) The verse automatically changes every day.

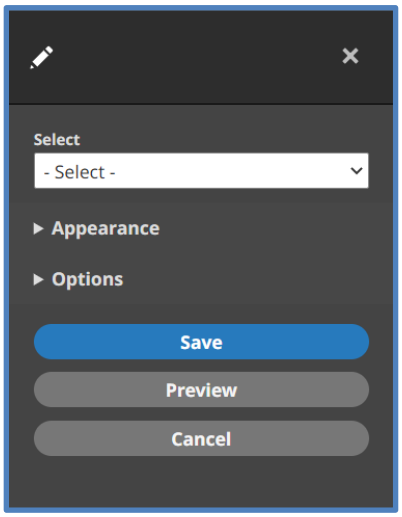
2. Select the Content block to which you want to add *Verse of the Day* by clicking on a *+ Add content* link.

3. A sidebar opens, displaying the types of block content.



4. Click on the option *Verse of the day*.

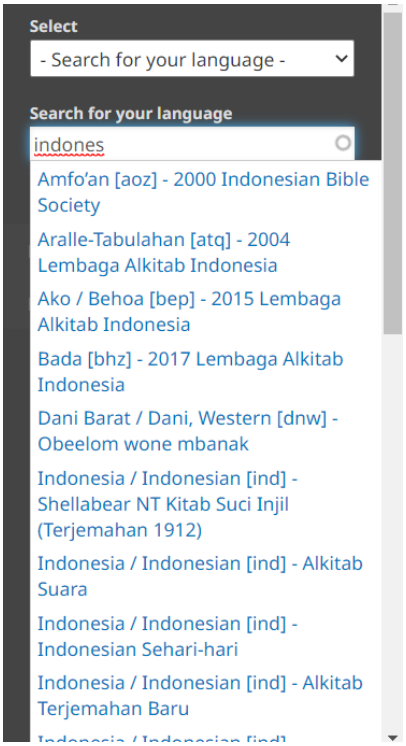
5. A new sidebar opens with features to configure the *Verse of the Day* block.



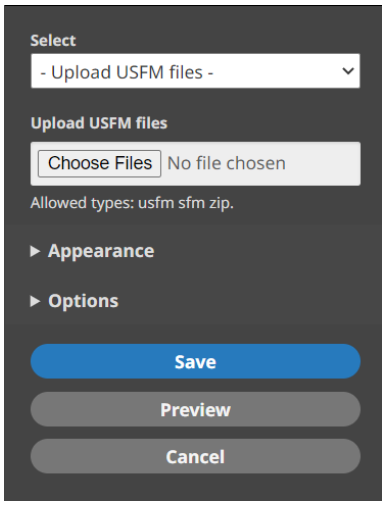
6. Click on the drop-down list titled - *Select* - and choose a version of the Bible to display. You have three options for what language to display:

a) **Navigation language:** Choose from a version of one of the navigation languages of the website.

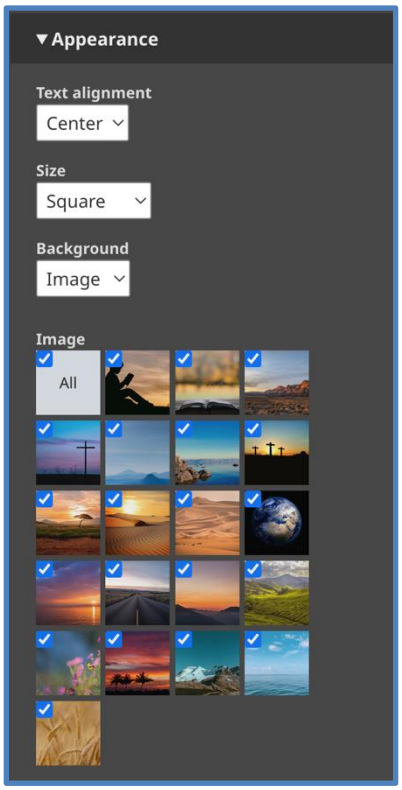
b) **Search for another language**: Select *Search for your language* from the drop-down list. In the next box, start typing the language name or Ethnologue code. A list of matches will appear, from which you may choose.



c) **Upload USFM file(s):** Select *Upload USFM files* from the drop-down list. In the next box, click the **Choose files** button and find the files for the consultant-checked books you want to use as the source for the Verse of the Day feature. You may choose .usfm, .sfm or .zip file types.



7. Click on the title *Appearance* to open that section of the sidebar.



a) Text alignment: Center, left, or right

b) Size: Square, portrait, or fit to text

c) Background

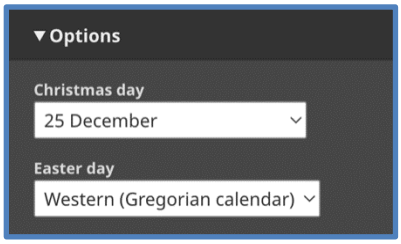
(1) Image – Select all or some of the preinstalled images below. (You are not able to use your own images for this content block.)

(2) Color – Select from pre-chosen colors compatible with your color scheme

(3) Border – Select from preinstalled border patterns

(4) None

8. Click on the title *Options* to open that section of the sidebar.



a) Christmas day: Choose the appropriate day for your setting, or *None*.

b) Easter day: Choose which calendar to use, or *None*.

9. Click on the **Save** button at the bottom of the sidebar.

10. Click on the **Save** button on the *Layout Editor* screen.

11. Your work appears on a preview of the page.

Chapter 16. Translate interface

A. Introduction

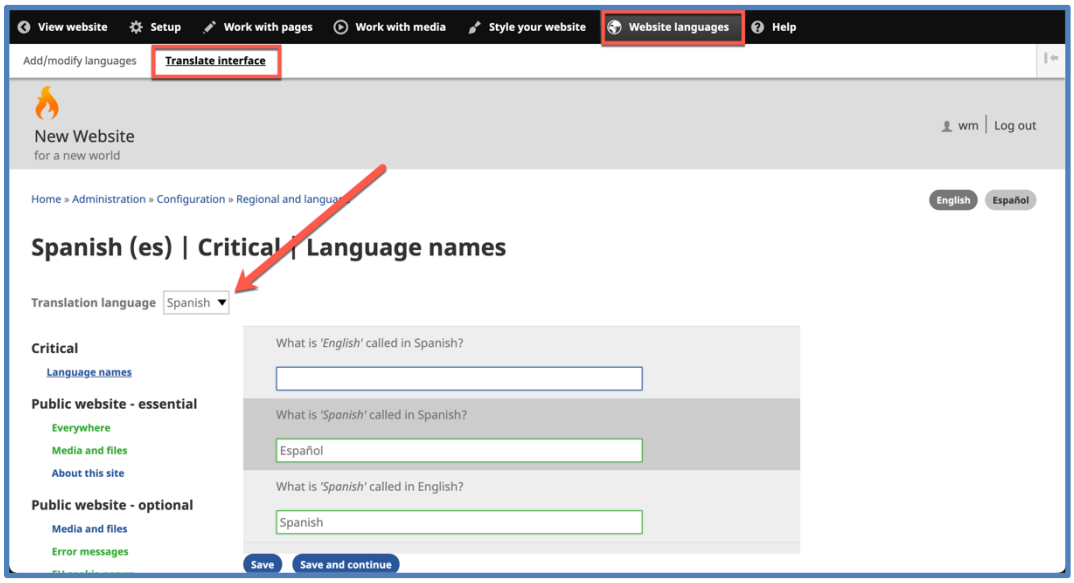
1. If one or more of your Navigation Languages is not yet incorporated in the *Wildfire* system, you will need to translate a set of interface words and phrases so that website visitors can understand the features of the website in that language.

2. If one of your Navigation Languages is a "language of wider use" (trade language) that will be used on several websites, a single set of interface translations may be completed, then shared among websites. Ask your Digital Publishing Manager or workshop facilitator for help.

3. If there is a need for the *Wildfire* interface ("back end") to be translated into a "language of wider use", ask your Digital Publishing Manager or workshop facilitator for help.

B. Translate interface screen

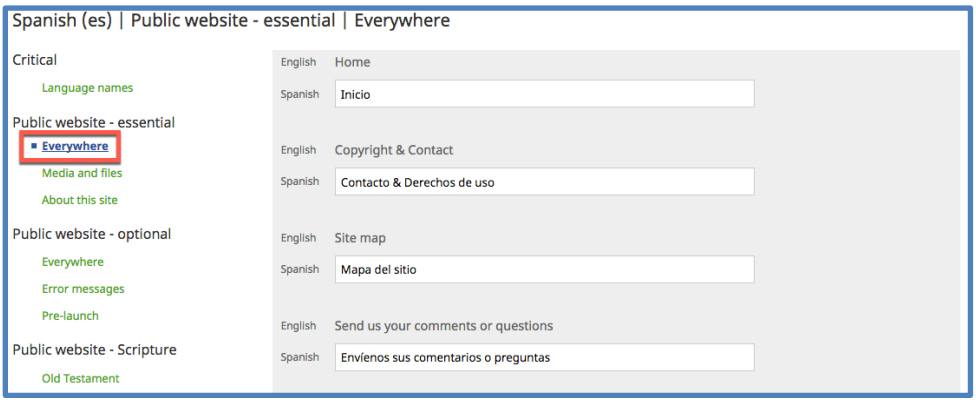
1. In the *Wildfire* menu, click on *Website languages*, then click on submenu item *Translate interface*.



2. Click on the drop-down list *Translation language* to display a list of the Navigation Languages of your website.

3. Choose the language needing translation (usually your Publication Language).

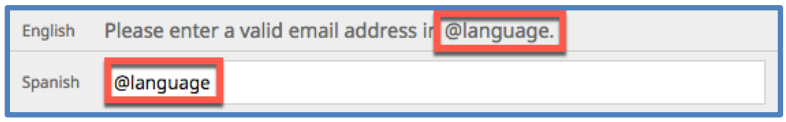
4. The text groups titled *Critical* and *Public website* should all be translated into the Publication Language. These are words and phrases from the *Wildfire* system that website visitors will encounter on your website.



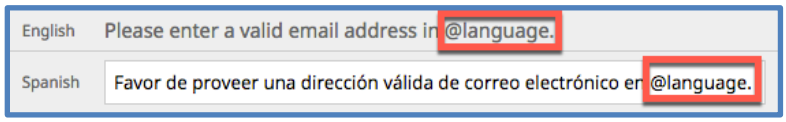
a) Click on one of the blue menu items to open a list of words and phrases in that group.

(1) Answer the question or translate each word or phrase in the blank space immediately under it.

(2) If the translation field contains a piece of text already, **do not change this piece of text**. Supply the translation for the rest of the phrase and include the piece of text in the appropriate location in the phrase.

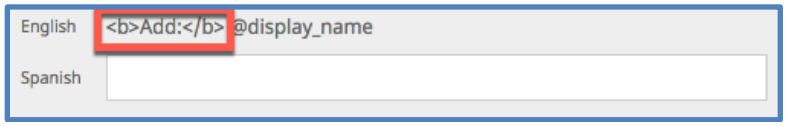


Translation field with text already present

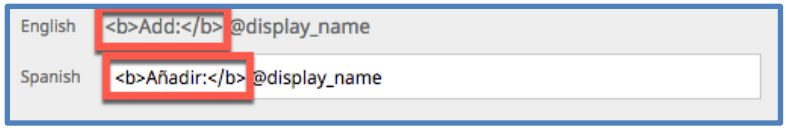


Phrase translated with unchanged piece of text in appropriate location

(3) If the phrase to be translated contains HTML code in arrow-head brackets, copy the HTML code into the translation field and translate the text between the <*opening code*> and the </*closing code*>.



*Phrase with HTML code and *



*HTML code copied; text translated between and *

b) Click on the **Save and Continue** button at the bottom right before moving from

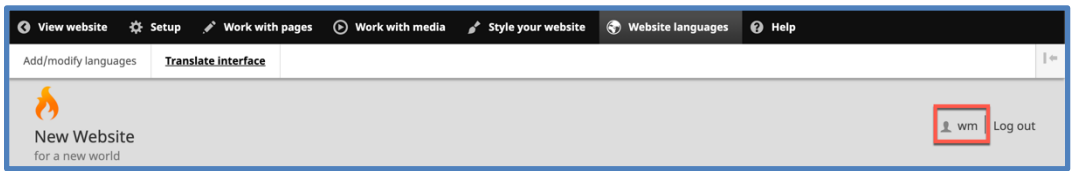
one group of words and phrases to another.

c) Work through all the menu items until you have translated all the interface phrases. A category title on the left changes from blue to green when you have translated all the phrases in that category.

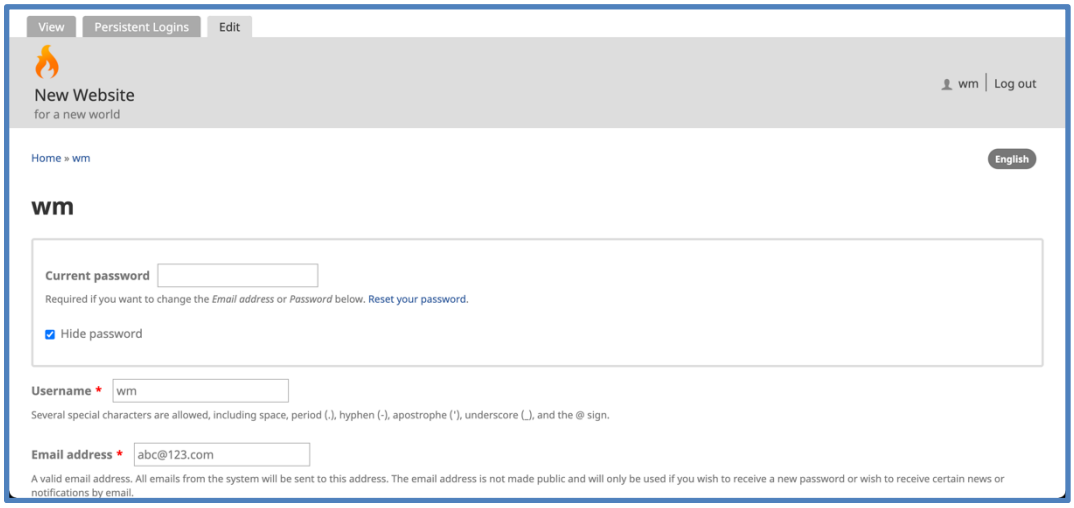
Chapter 17. Account administration

A. Personal account details

1. You may review and edit your account details by clicking on the link <*username*> at the top right of any screen in the *Wildfire Website Builder System*.



2. A new screen opens displaying the details of your account.



3. You may update the following:

   a) Username

   b) E-mail address

   c) Password

   d) Real name

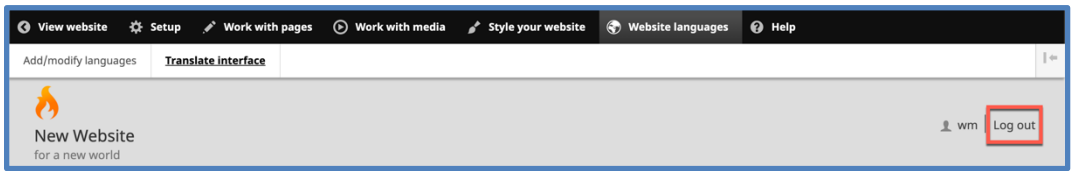
4. To change your username, e-mail address, or password, you must enter your current password at the top of the screen.

5. After making changes, click on the **Save** button at bottom left.

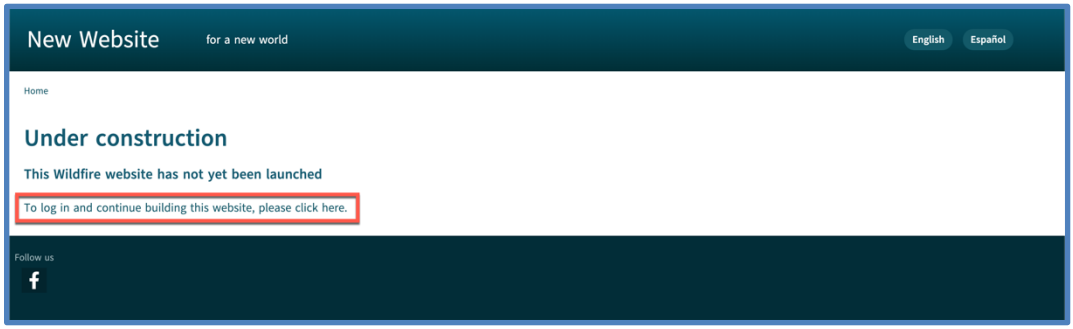
6. If you have forgotten your current password, contact your Digital Publishing Manager.

B. Log out and log in

1. To log out of the *Wildfire Website Builder System*, simply click on the link at the top right of any screen.



2. The next screen you see will depend on the status of your website. If you are still building your website and it has not yet been launched, you will see a screen like this:



3. Click on the link to log in and continue building your website. If your website has been launched, you will see the public *Home* page of the website. To log into the *Wildfire Website Builder System* and work on your website, click on the *Log in* link at the top right of the screen.