

## USING THE NEW WEBSITE CONSOLE

First, familiarize yourself with where the pages you need to edit are located within the Conference website.

Go to <http://www.cnumc.org> and locate the Home Page for your ministry (in most cases, you will begin by clicking on "Ministries" on the dark blue navigation bar at the top of the page).

When you find and open your page, you will notice the "breadcrumbs" (pathway to a page) that show up as red text beneath the dark blue navigation bar and above the page heading. These "breadcrumbs" show how the website is organized, which will be helpful to you in finding the page you want to edit in the Console.

The screenshot displays the United Methodist website interface. At the top, there is a dark blue navigation bar with the United Methodist logo and the text "United Methodists of the California - Nevada Annual Conference". Below the navigation bar, a breadcrumb trail is visible: "Home > Ministries Homepage > Boards & Agencies > Board of Ordained Ministry > Continuing Education and Clergy Development > Events Approved for CEUs". The main content area is titled "Events Approved for CEUs" and includes a "Please note" section, a "Note" section, and a list of websites. A sidebar on the right contains links for "Continuing Education and Clergy Development", "CEU-related Forms and Applications", "Events Approved for CEUs", "Career Assessment & Life Planning", "Disciple Making", and "Intercultural Competency". The footer shows the URL "http://calnevumc.org/pages/detail/1417" and the Windows taskbar.

For example, to find "Events approved for CEUs" page, you can see that you will need to:

1. Look under "Ministries."
2. Then under "Boards and Agencies."
3. Then under "Board of Ordained Ministry."
4. And then under "Continuing Education and Clergy Development."

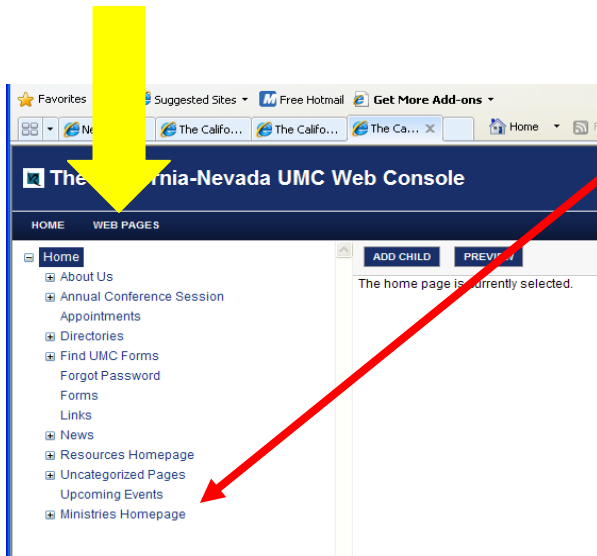
## Using the New Website Console

### Start Page:



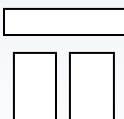
### Accessing Your Pages:

1. Go to: [cnumc.org/console](http://cnumc.org/console)
2. Add your username and password
3. The page should look like this (illustration at left).
4. You will use "Console Sections," on the left side of that page, to add **events** to the Conference calendar, and to add and access: **flyers and brochures** in the "Files Library," and **photos** in the "Image Library." (See below for instructions.)
5. Click on "WEB PAGES" on the **TOP** navigation bar. (**DO NOT SELECT 'WEBSITE PAGES' ON THE LEFT-HAND SIDE OF THE PAGE:** Any changes made there will not be reflected in the new website!)
6. Click on the + next to "Ministries Homepage."
7. When it expands out, click on the + next to your category in the alphabetical listing. If your group's name begins with "board" or if it is an "agency," for instance, click on "Boards and Agencies." (If it is a "committee" or "commission," click on "Commissions and Committees.")
8. As an example: Click on the + next to "Board of Ordained Ministries."
9. Click on the + next to "Continuing Education and Clergy Development."

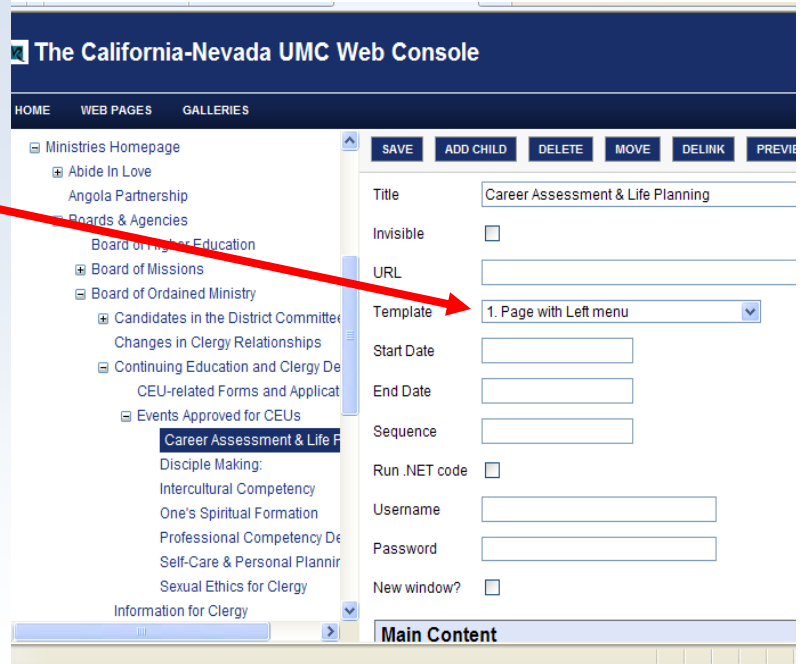


### 10. If starting a new page, begin by selecting a template

- a. "Page with Left menu" (this is standard)
- b. "Page without Left menu"
- c. "Page with 2 columns" \*
- d. "Inner page with feature image options" (use when you want to use photos – photos will be positioned on right side of page)\*
- e. "Stacked triple content"\*  
(an introduction & 2 columns, etc.)



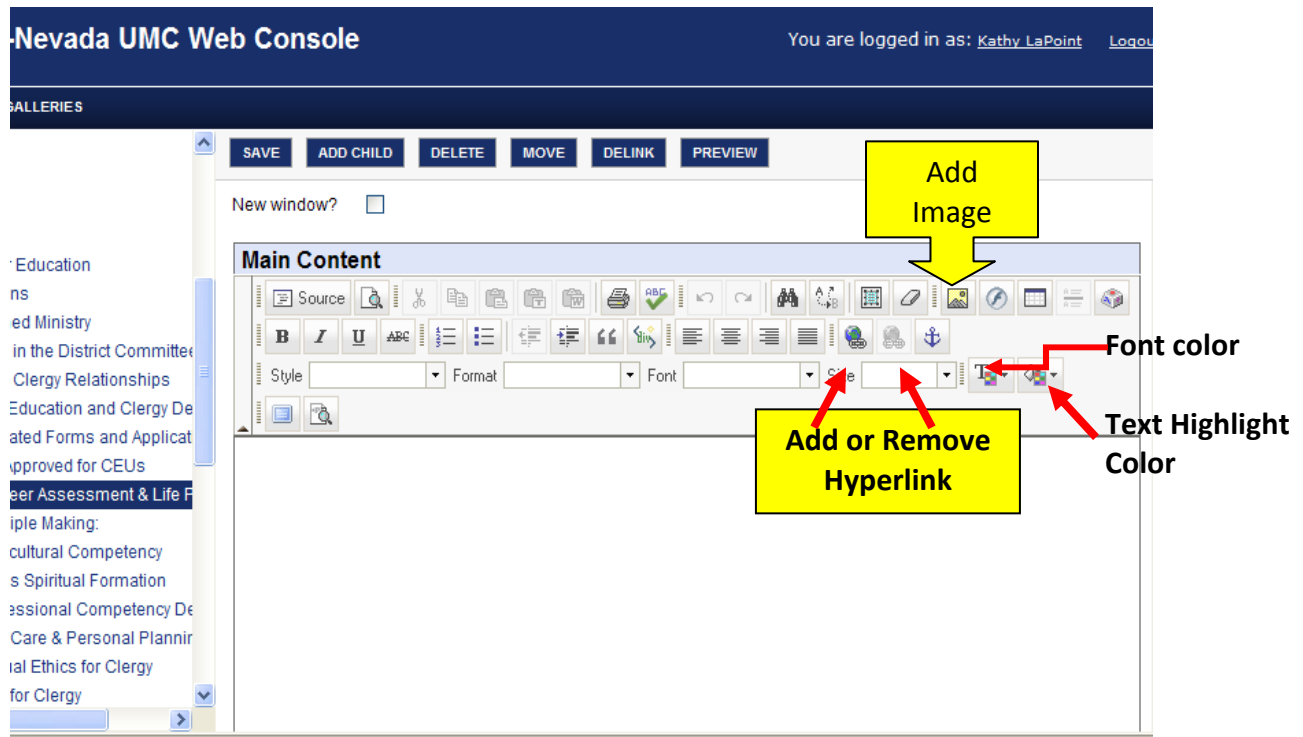
\*When you choose template "c" or "d," you will have 2 content boxes: main and secondary. When you choose "e" you will have 3 content boxes (to correspond to illustration above).



## EDIT YOUR PAGE:

Select the page you want to edit.

Edit the page; add or delete text, add an image, etc.



## PLEASE NOTE:

**We want to maintain a professional appearance on our website. For that reason, PLEASE:**

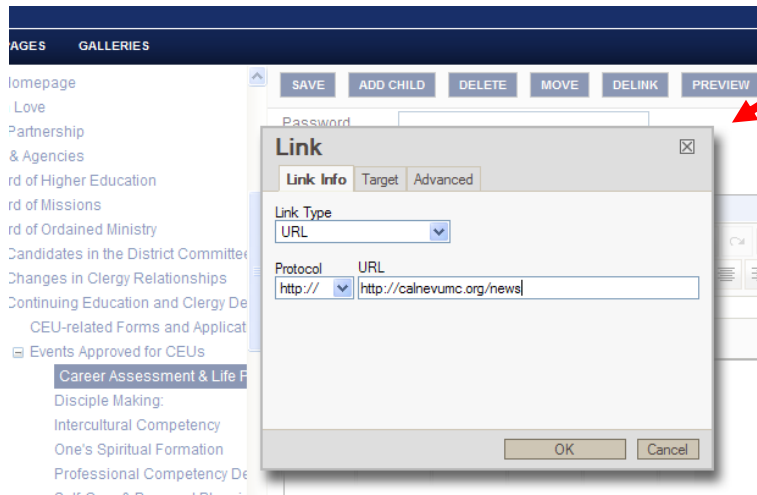
1. Use Verdana as the only font
2. Make text 10 point size (12 for headings).
3. Use color sparingly. We recommend color for titles only, and in keeping with the website color scheme.
4. Use "Insert Horizontal Line" to create separation on a page, NOT asterisks or another device
5. Do NOT use:
  - a. All caps except for occasional emphasis
  - b. Bold except for occasional emphasis
  - c. Italics except for occasional emphasis

## TO ADD A HYPERLINK:

**If you want to link to another webpage:**

6. Add text to the body of the page.
7. Highlight the word or phrase that you want to be a link to another webpage.

- Go to the webpage to which you want to link, and copy its URL address.
- Click on "Add a Hyperlink" and paste the URL in the URL Field. See page below:

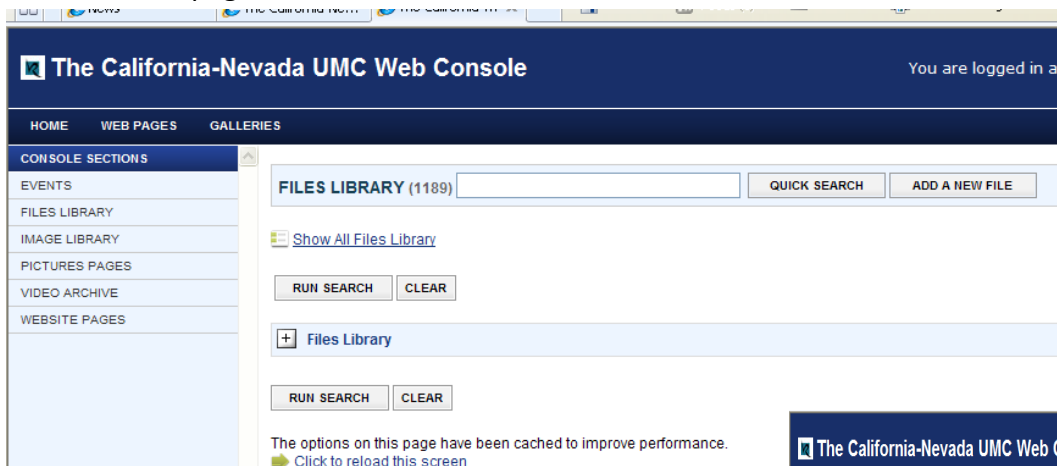


- Click on the "Target" tab and select "New Window (blank)."
- Click "OK."

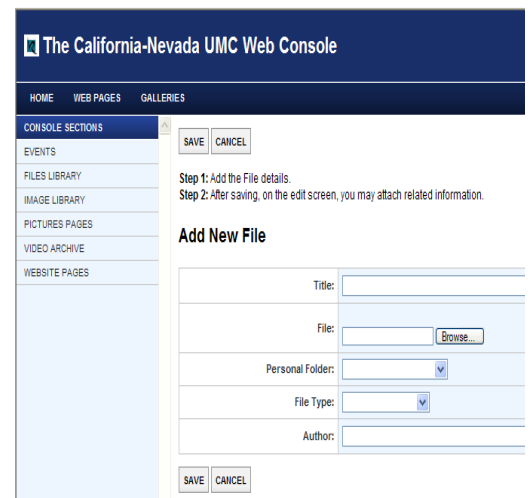
- Be sure to SAVE your changes before exiting your page!

### To add or link to a flyer or brochure:

- Click on "Files Library," found in the light blue column on the left-hand side of the Console Homepage. See first illustration.



- Click on "ADD A NEW FILE."
- Add title and "Browse" your computer for the document (flyer, brochure, etc. NOTE: PDF is best); click "Save."



4. Copy the computer generated URL.
5. Link it to the text on your webpage.  
(See above #s 1-5)

To remove hyperlink, highlight the text with the link – then click on the "Remove Hyperlink" icon.

And don't forget to save!

The screenshot shows the 'The California-Nevada UMC Web Console' interface. The main content area is titled 'Healing the Wounded Congregation'. Below the title is a form with the following fields:

- Title:** A text box containing 'Healing the Wounded Congregation'.
- File:** A text box containing the URL 'HealingtheWoundedCongregationBerkeleyWorkshop\_GENHWEMY.pdf' and 'http://calnevumc.org/console/files/sFiles\_Library\_XZKLCZ/H'. Below this is a 'Browse...' button and a '[remove file]' link.
- Check here when uploading a new file to keep the current link and filename of
- Personal Folder:** A dropdown menu with 'Jane Horstman' selected.
- File Type:** A dropdown menu with 'Adobe Acrobat' selected.
- Author:** An empty text box.

A red arrow points from the text 'Link it to the text on your webpage.' in the instructions to the URL field in the form.