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## Chapter 1. Starting with a Template Website

### A. Introduction

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

### B. Go to the website

1. Open your Internet browser (**Wildfire** works best with Chrome or Firefox).
2. If the website has not 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.

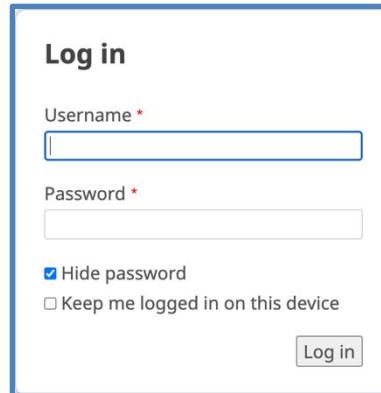
### C. Log in to the website

1. Click on the link to log in.



Fig. 1. Log in to the website

- a) The *Log in* screen opens.



**Log in**

Username \*

Password \*

☒ Hide password

☐ Keep me logged in on this device

Log in

Fig. 2. Log-in screen

- b) Enter the *Username* and *Password* provided by your *Digital Publishing Manager*.
2. The next screen to appear will vary, depending on the status of the website.
  - a) If this is your first time logging in, go on to Section D.
  - b) 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.

D. First log-in – change password

1. When you log in to your new **Wildfire** website for the first time, a *Welcome* screen will appear.
2. Click on the link <username> at the upper right.

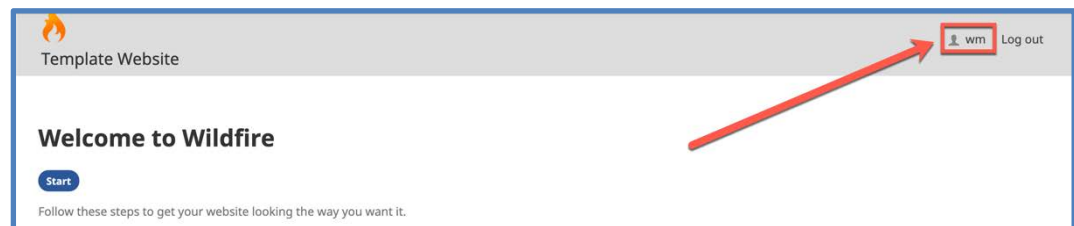


Fig. 3. Website Overview screen and account link

3. The *Account edit* screen opens.

View Persistent Logins Edit

Template Website

wm Log out

**wm**

Current password

Required if you want to change the *Email address* or *Password* below. [Reset your password.](#)

☒ Hide password

Username \*

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

Email address \*

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Password

Confirm password

Password strength:  Passwords match:

Fig. 4. Account edit screen

- a) Enter your *Current* (temporary) *password* at the top.
  - b) Verify or update your *E-mail address*.
  - c) Change your *Username* if desired.
  - d) **Enter a new password of at least 12 characters.**
  - e) Confirm (re-enter) the new password.
  - f) Verify or update your real name.
  - g) Click on the **Save** button at the bottom of the screen.
4. Continue to [Chapter 3: Initial Setup Guide](#).

## Chapter 2. Starting with a Blank Website

### A. Introduction

1. You may have been given a blank website on which to build your **Wildfire** website.
  - a) The template will have no website content at all.
  - b) You will need to create every page and all content for the website.

### B. Go to the website

1. Open your Internet browser (**Wildfire** works best with Chrome or Firefox).
2. If the website has not 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.

### C. Log in to the website

1. Click on the link to log in.

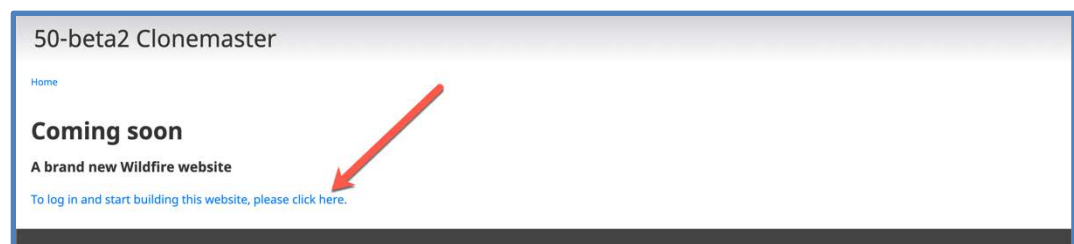


Fig. 5. Log in to the website

- a) The *Log in* screen opens.

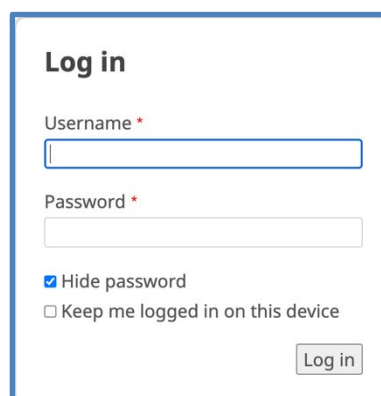
A screenshot of a login form titled "Log in". It has two input fields: "Username \*" and "Password \*". Below the password field are two checkboxes: "Hide password" (which is checked) and "Keep me logged in on this device". At the bottom right of the form is a button labeled "Log in".

Fig. 6. Log-in screen

- b) Enter the *Username* and *Password* provided by your *Digital Publishing Manager*.
2. The next screen to appear will vary, depending on the status of the website.

- a) If this is your first time logging in, go on to Section D.
- b) 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.

#### D. First log-in – change password

1. When you log in to your new **Wildfire** website for the first time, a *Welcome* screen will appear.
2. Click on the link <username> at the upper right.



Fig. 7. Welcome to Wildfire screen and account link

3. The *Account edit* screen opens.

Fig. 8. Account edit screen

- a) Enter your *Current* (temporary) *password* at the top.
- b) Change your *Username* if desired.
- c) Verify or update your *E-mail address*.
- d) **Enter a new password of at least 12 characters.**
- e) Confirm (re-enter) the new password.

- f) Verify or update your real name.
  - g) Click on the **Save** button at the bottom of the screen.
- 4. Continue to [Chapter 3: Initial Setup Guide](#).

## Chapter 3. Initial Setup Guide

### A. Introduction

1. Whether you start with a template website or a blank website, you need to run the *Initial Setup Guide* to configure basic elements of your website.
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 menu item *Setup*. You will return to the *Welcome* screen.

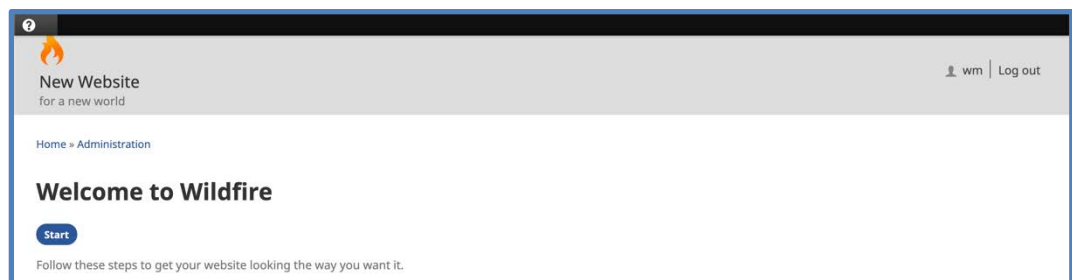


Fig. 9. Welcome screen

2. Click on the **Start** button to begin the *Initial Setup Guide*.

### C. Add Navigation Languages

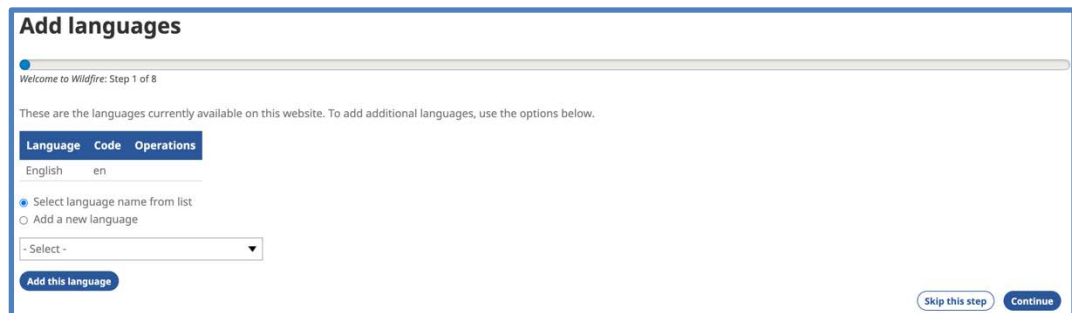


Fig. 10. Add languages screen

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 the *Website Builder System*.

- 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**.)

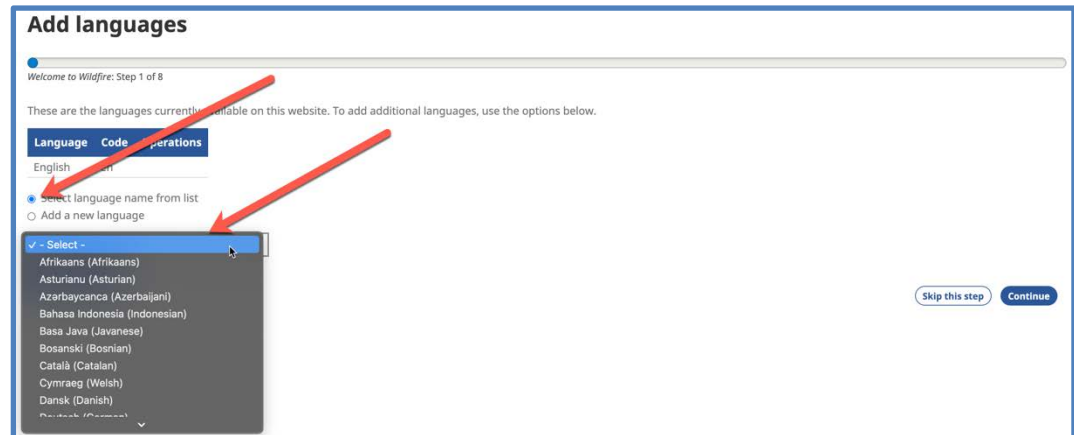


Fig. 11. *Select a language from drop-down list*

- 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, 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.

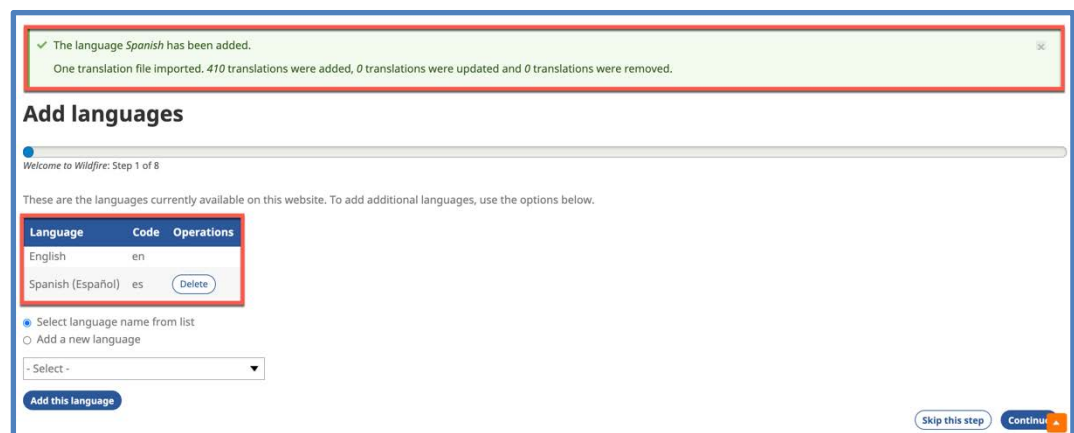


Fig. 12. *Confirmation that a new language was added*

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

4. Add a language not currently in the *Website Builder System*.
  - 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 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.

Fig. 13. Add a new language not on the list

5. To add additional languages, repeat the appropriate steps above.
  6. If you find that you have added a wrong language by mistake, you will be able to delete it at 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.

Fig. 14. Set default language

- a) In the column labeled *Default language*, 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:** Select this language now, since you will have problems changing it later.
2. If you added a 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. 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.

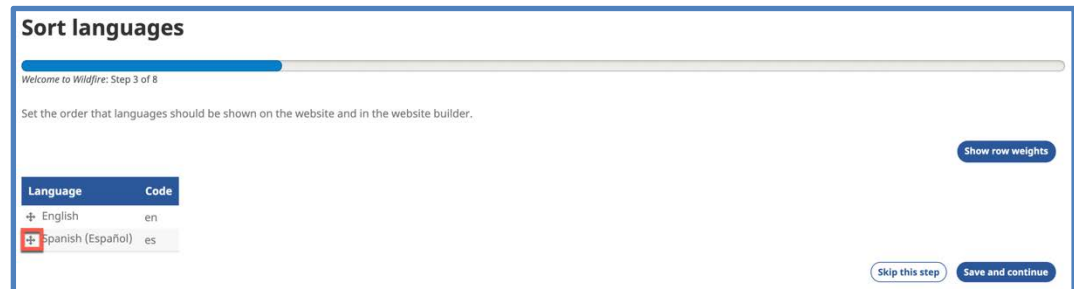


Fig. 15. *Change the order of the Navigation Languages*

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.

F. 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.

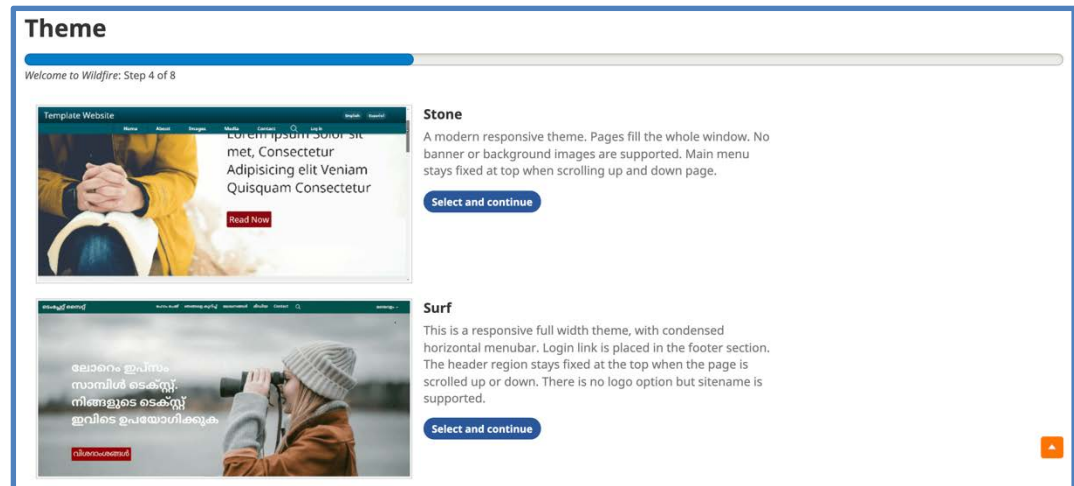


Fig. 16. Website theme

2. Leave the default setting (*Stone*) or click on the blue **Select and Continue** button to select the *Tide* theme.
  3. Click on the **Continue** button at the bottom right.
- G. 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.)

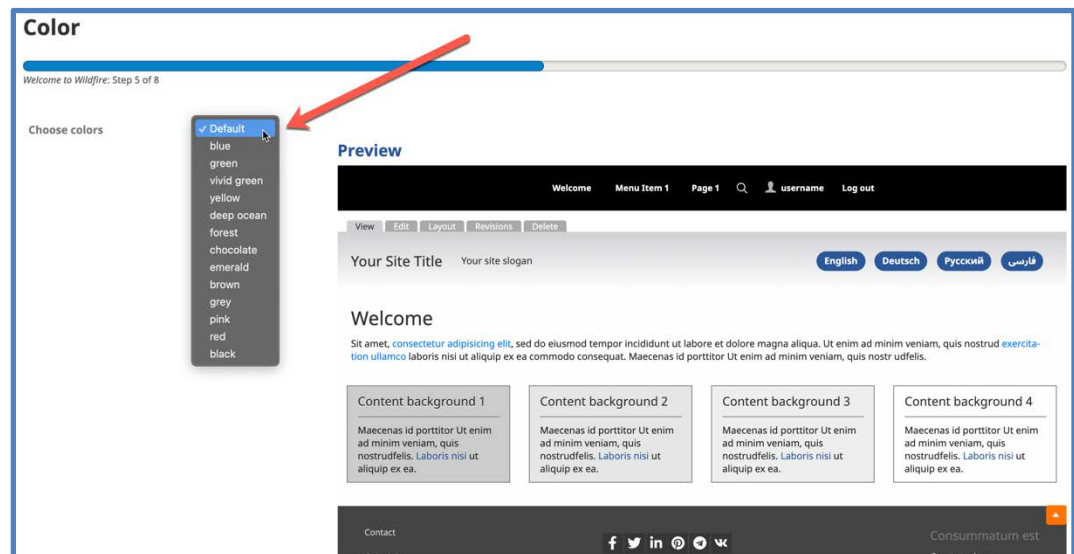


Fig. 17. Select a color scheme

- 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.

#### H. 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.

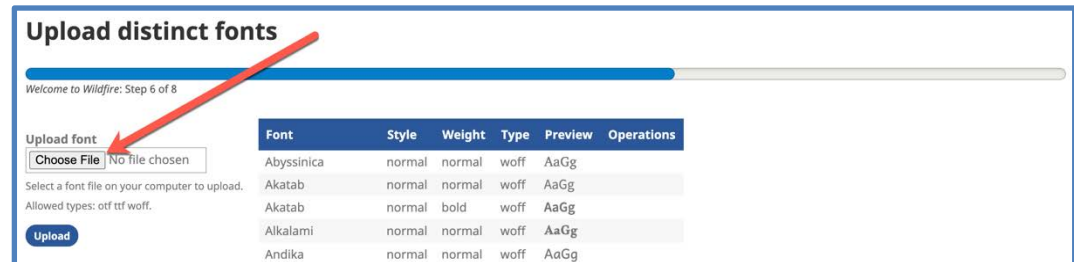


Fig. 18. Choose a font file

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

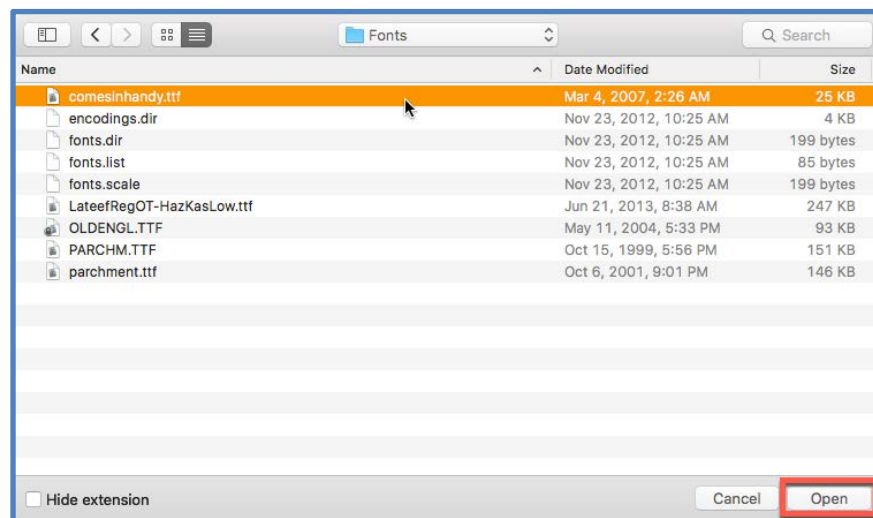


Fig. 19. Select font file on your computer

- a) Select the desired file (allowed file types are **.ttf** and **.woff**).
- b) Click on the **Open** button. The filename will replace the **Choose file** or **Browse...** button.

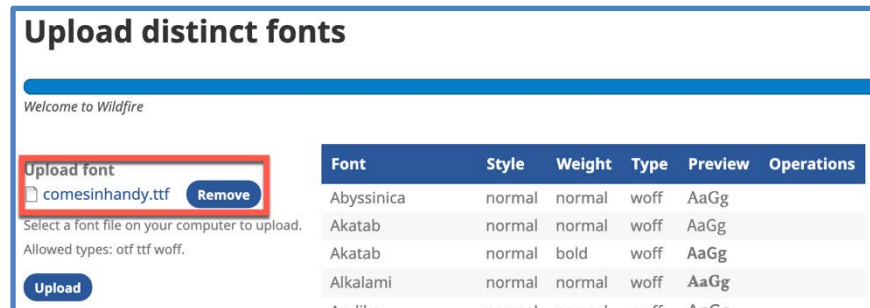


Fig. 20. Font file ready to upload

- 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.

# I. Assign fonts

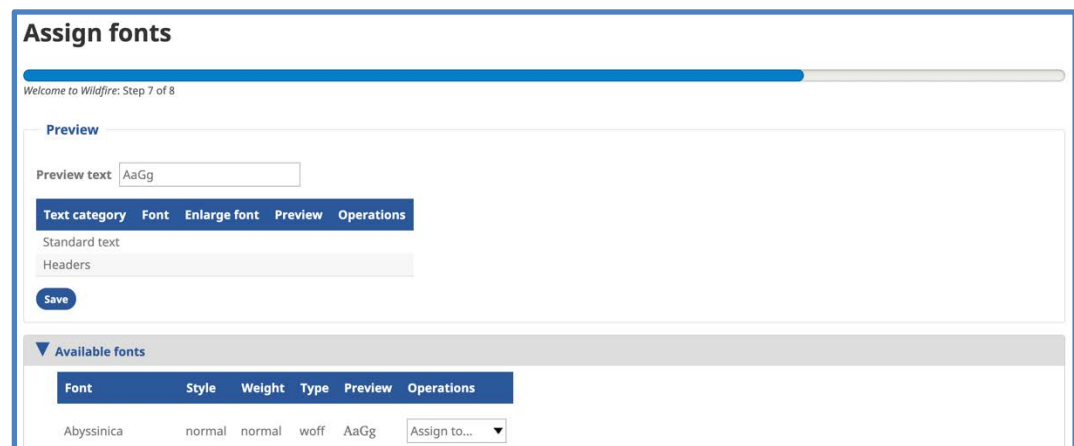


Fig. 21. Assign fonts screen

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”.



Fig. 22. Standard text in various locations

- 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.

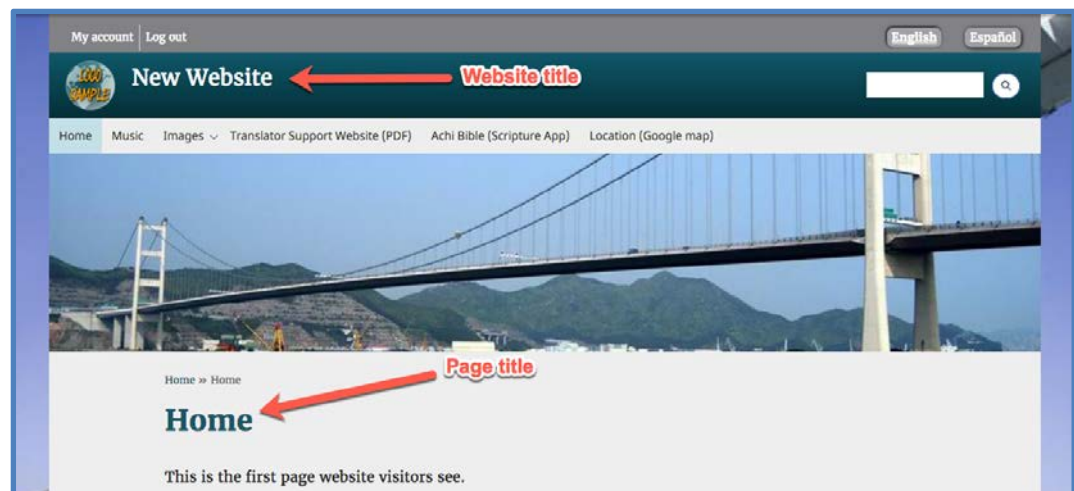


Fig. 23. Header text in various locations

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*.

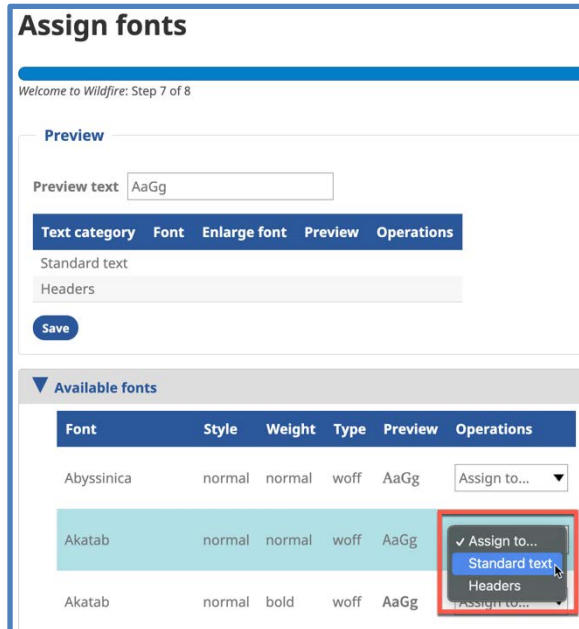


Fig. 24. Assign a font to Standard text

- 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.
5. Repeat step 3 to select a font for *Headers*.
  - a) You may choose the same font for both *Standard text* and *Headers*, or you may choose different fonts for each.
6. Your font choices appear in the preview chart at the top of the screen.

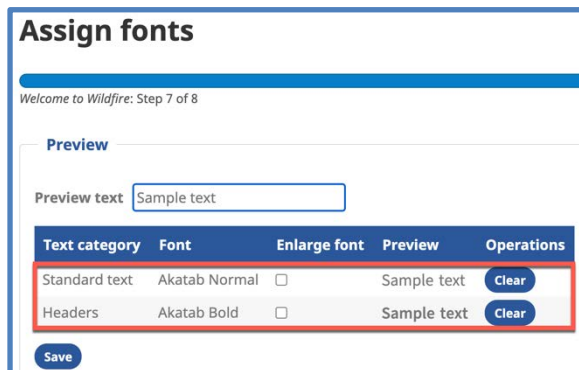


Fig. 25. Font choices displayed

7. 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.

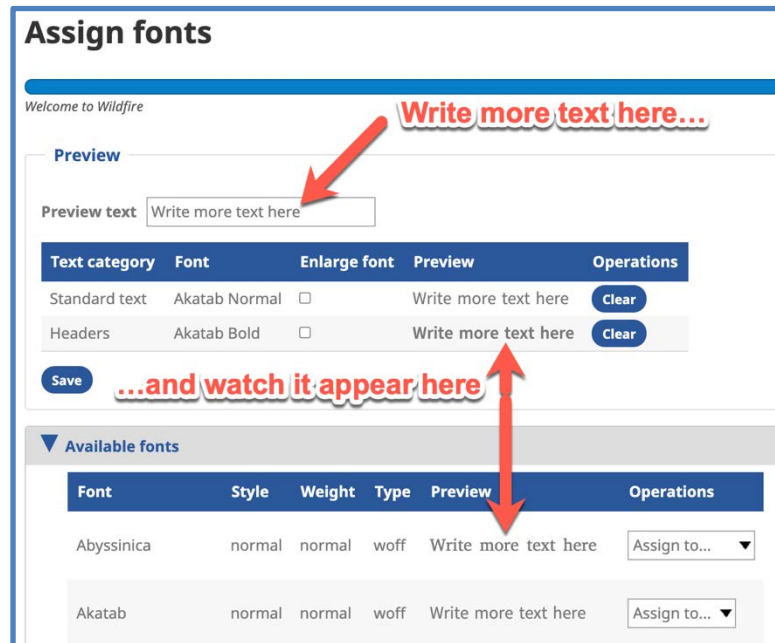


Fig. 26. New preview text on font charts

- e) The font charts will immediately show each font using the new preview text.
8. If you decide that you prefer the default theme font, simply click on the **Clear** button in the font preview chart.
  9. If you make any changes in the *Preview* section, click on the **Save** button at bottom left.
  10. When you have completed your font selections, click on the **Save and continue** button at the bottom right.
- J. 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. The default name is the provisional name given to your website when it was created; you will want to change this.  
(You may **Skip this step** by clicking on the button at the bottom left and come back to it later.)



Fig. 27. Enter a website name in each Navigation Language

- 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.

Fig. 28. Enter a website slogan in each Navigation Language

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

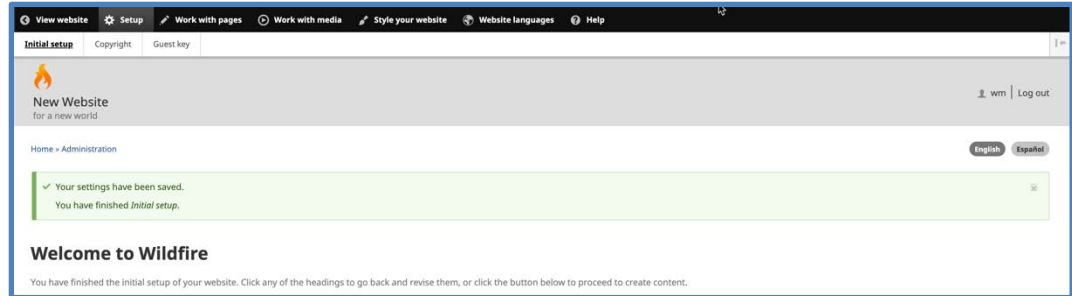


Fig. 29. Confirmation message at end of Initial Setup Guide

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)

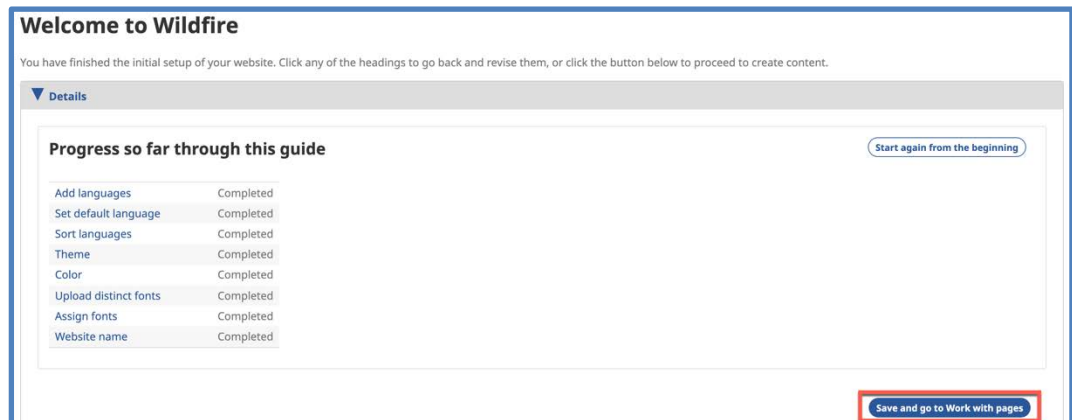


Fig. 30. Move on to create website content

- 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.

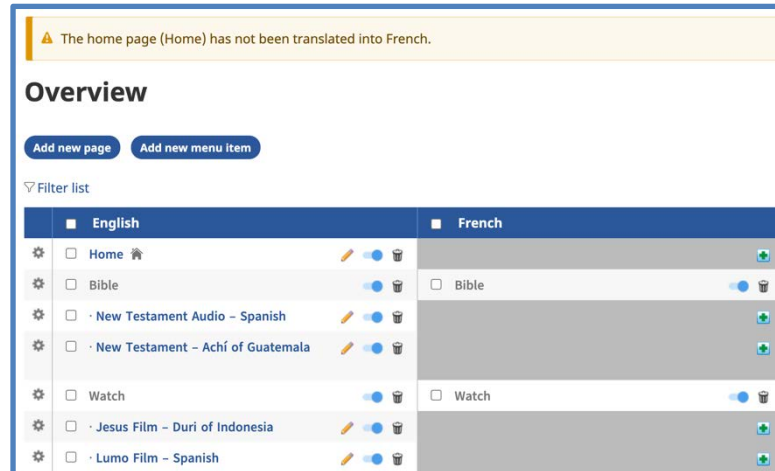


Fig. 31. Overview screen for example template website

- (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.

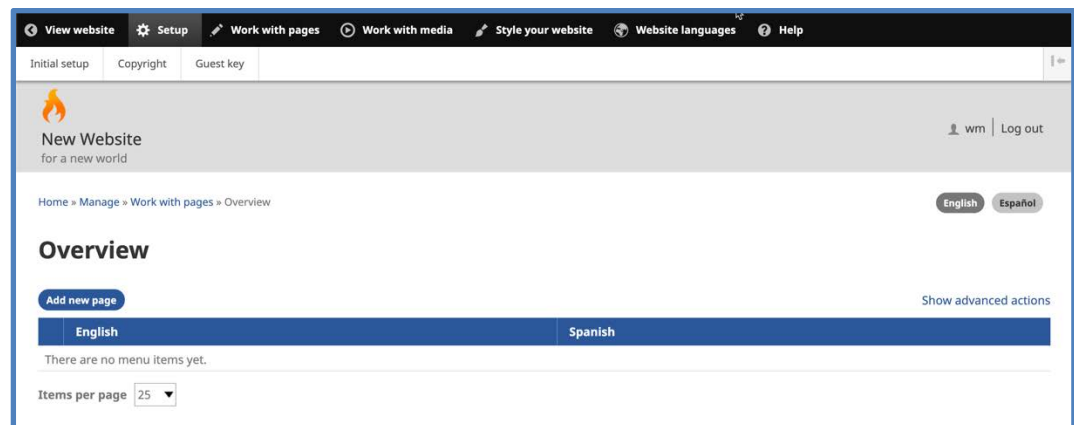


Fig. 32. Overview screen for blank website

- (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.

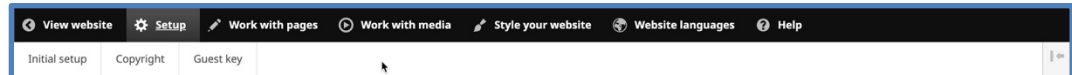


Fig. 33. *The Wildfire Menu*

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*.

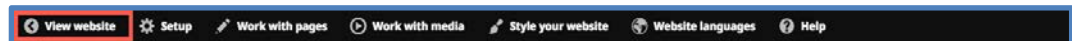


Fig. 34. *Wildfire Menu – View website*

1. Note: This menu item does not appear if you are already seeing the website in preview 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](#)).

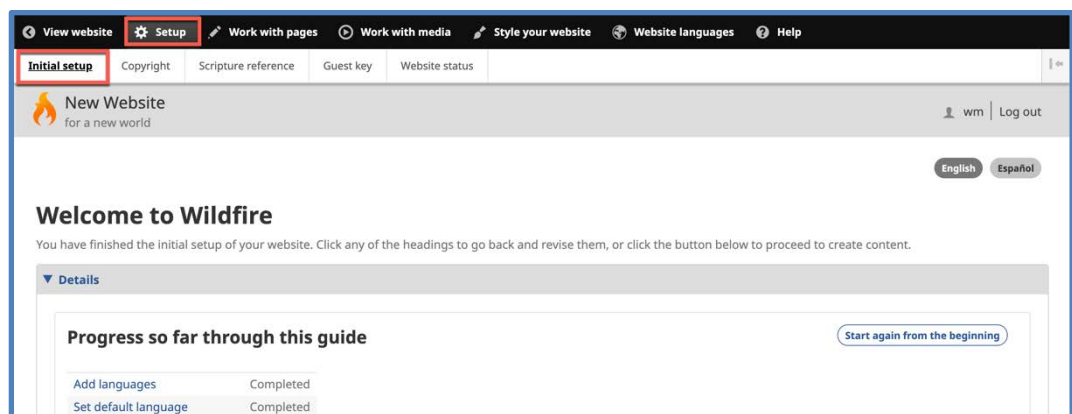


Fig. 35. *Wildfire Menu – Setup – Initial setup*

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.

Copyright and contact information	English	Spanish
Website sponsor *	<input type="text" value="Sponsor organization name"/>	<input type="text" value="Sponsor organization name"/>
Website address (domain name) of sponsor	<input type="text" value="www.example.com"/>	<input type="text" value="www.example.com"/>
Contact email address	<input type="text" value="contact@example.com"/>	<input type="text" value="contact@example.com"/>
Copyright holder	<input type="text" value="Copyright holder name"/>	<input type="text" value="Copyright holder name"/>

Fig. 36. Wildfire Menu – Setup – Copyright

- 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*

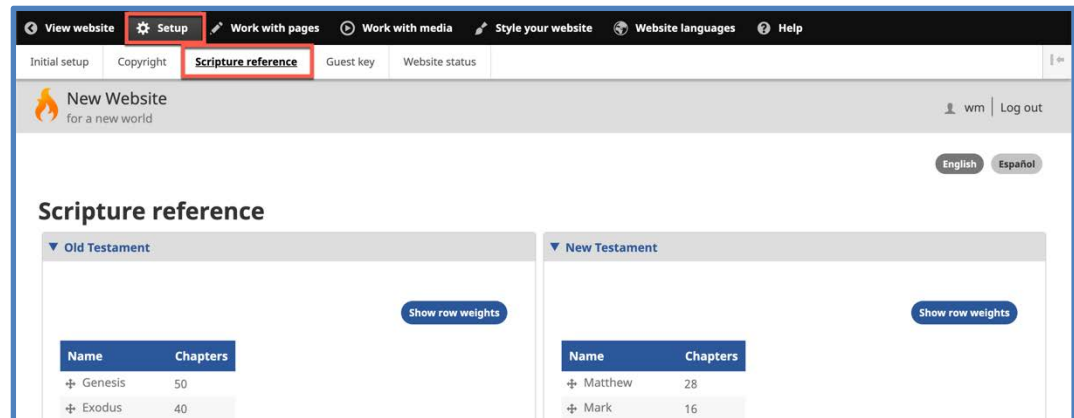


Fig. 37. Wildfire Menu – Setup – Scripture reference

a) Informational 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.



Fig. 38. Guest preview link

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

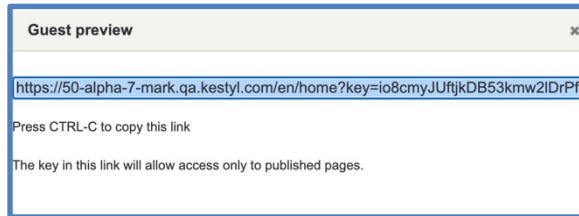


Fig. 39. *Pop-up window with URL*

- d) Press *CTRL-C* 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.
  - (1) 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*.

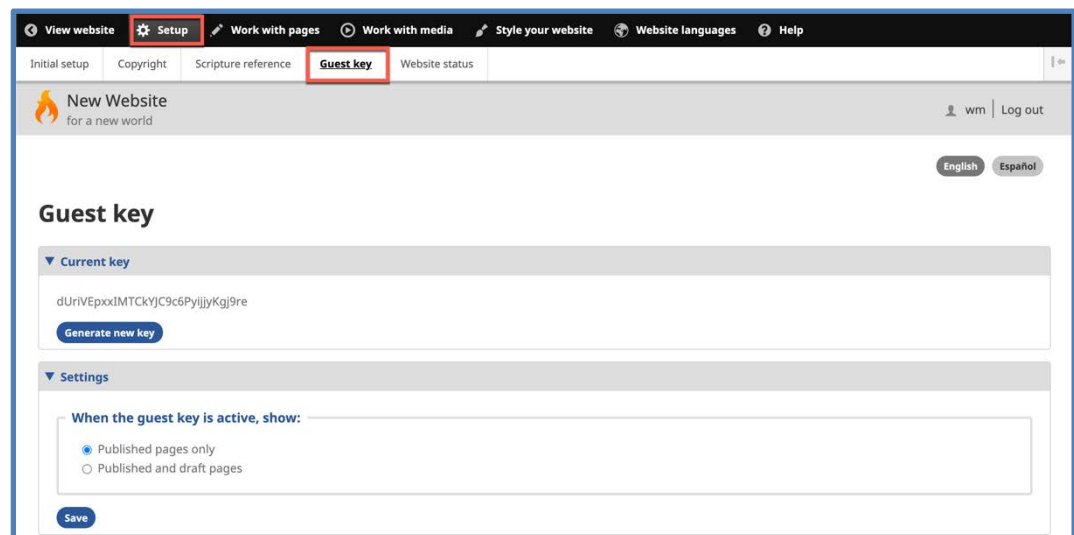


Fig. 40. *Wildfire Menu – Setup – Guest key*

- (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*

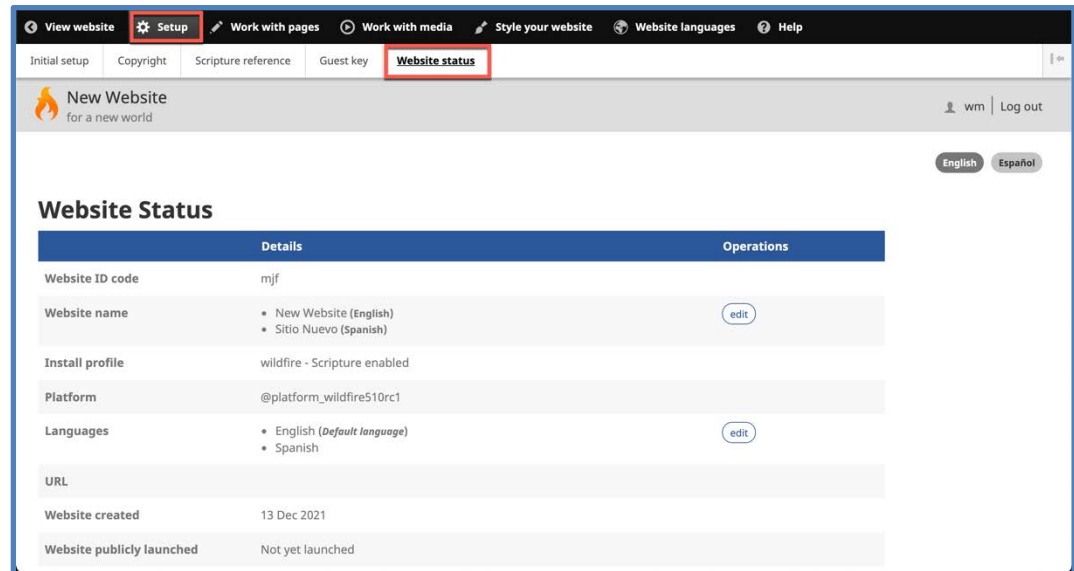


Fig. 41. Wildfire Menu – Setup – Website status

- 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 change the website menu.

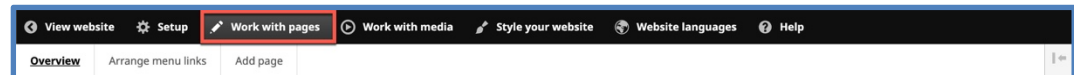


Fig. 42. Wildfire Menu – Work with pages

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

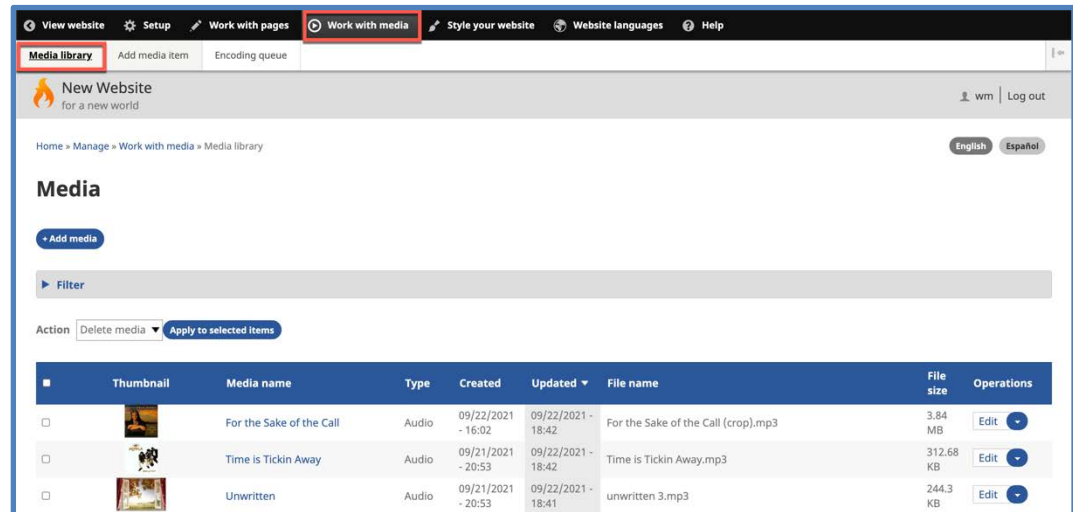


Fig. 43. Wildfire Menu – Work with media – Media library

- b) At this early stage of creating your website, 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.

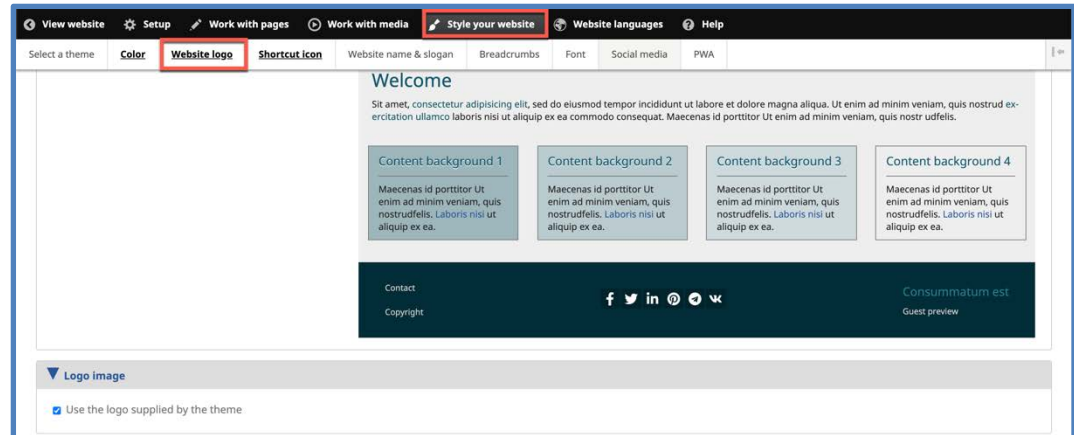


Fig. 44. Wildfire menu – Style your website – Website logo

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

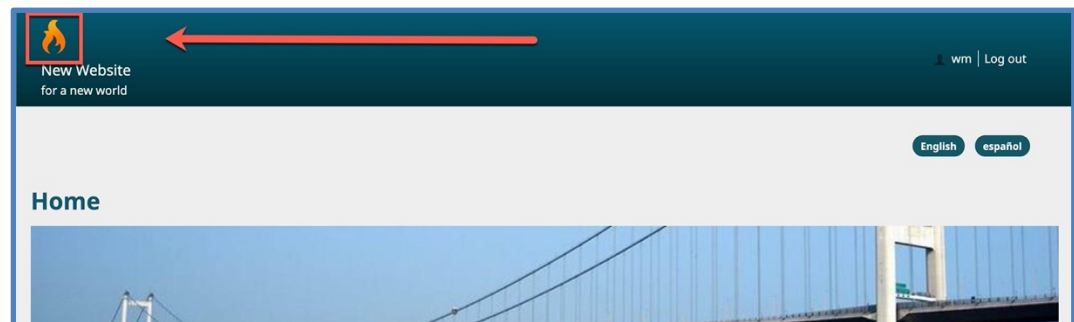


Fig. 45. Website logo in banner

- b) You **should not** leave the box checked 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. Shortcut icon

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

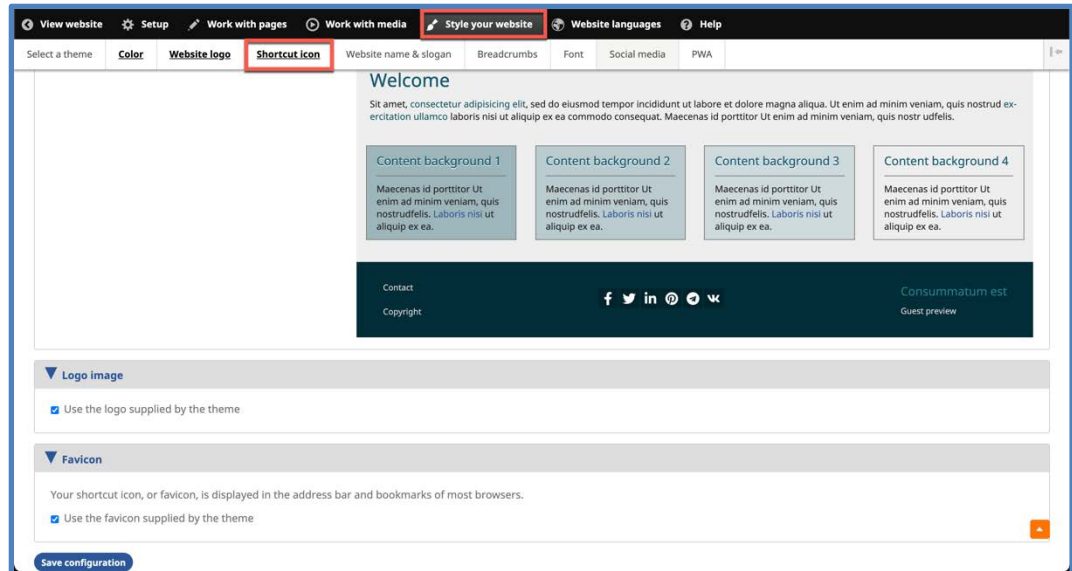


Fig. 46. Wildfire menu – Style your website – Shortcut icon

- a) The shortcut icon or favicon appears on a browser tab.

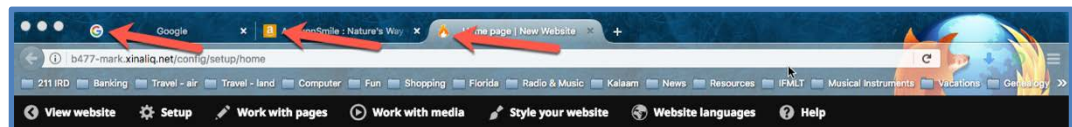


Fig. 47. Favicons on browser tabs

- b) You **should not** leave the box checked 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

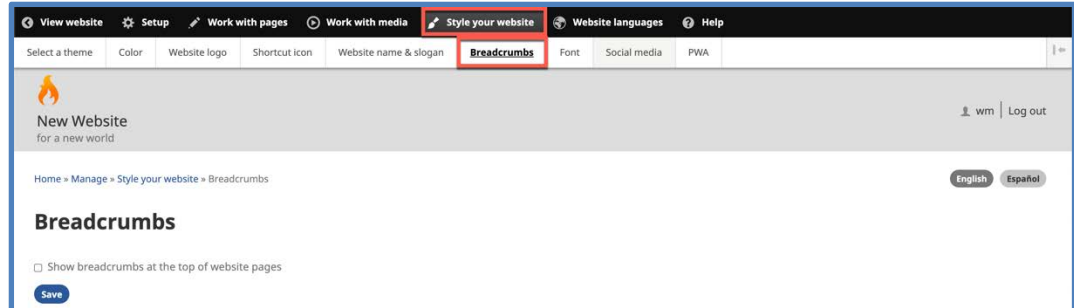


Fig. 48. Wildfire menu – Style your website – Breadcrumbs

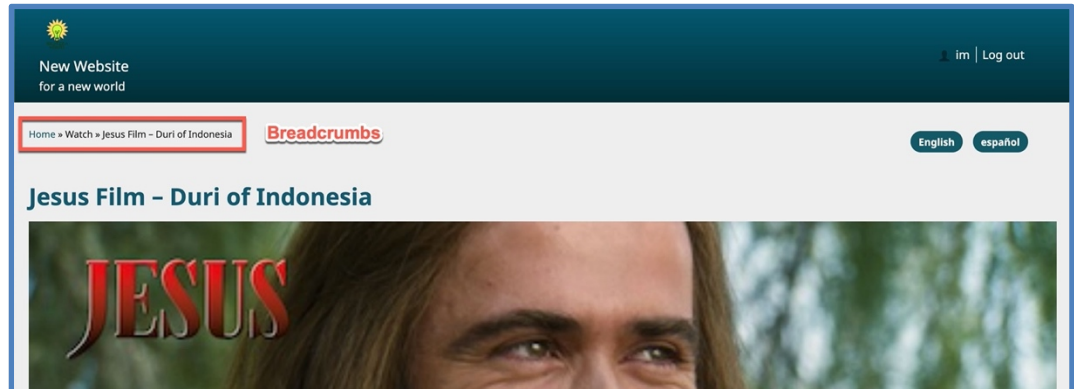


Fig. 49. Breadcrumbs on a website page

- 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.



Fig. 50. Advanced settings on Font screen

- (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.

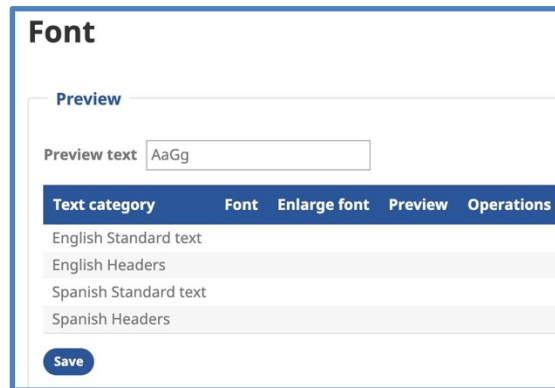


Fig. 51. *Preview area with language-specific rows for Standard text and Headers*

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.

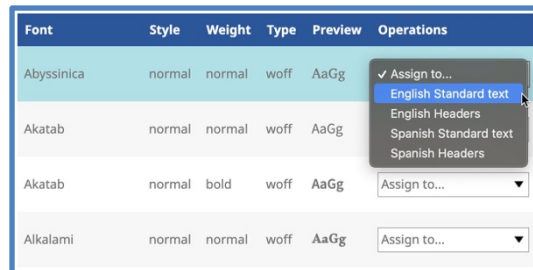


Fig. 52. *Expanded options for font selection*

(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 short-cut to either *Share links* or *Follow links*.)

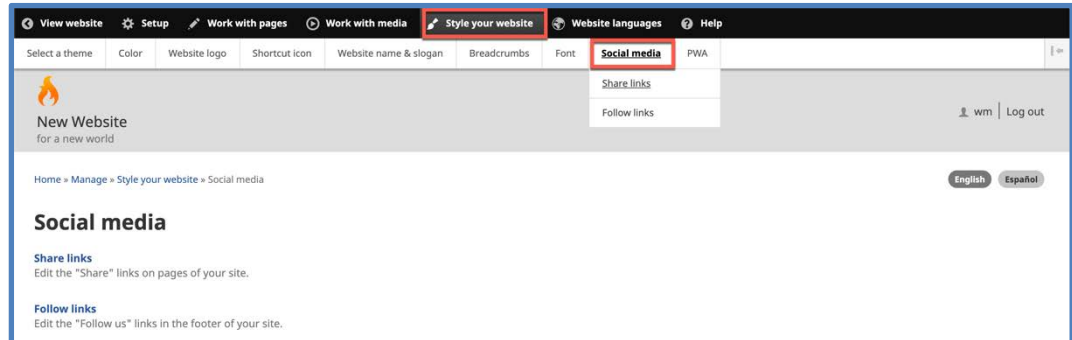


Fig. 53. Wildfire Menu – Style your website – Social media

b) Share links

When a website visitor clicks on one of these icons, he is directed to **his own account** at that social media channel, where he is given the opportunity to post a link to the page on your Kalaam Media website that he has just been viewing.

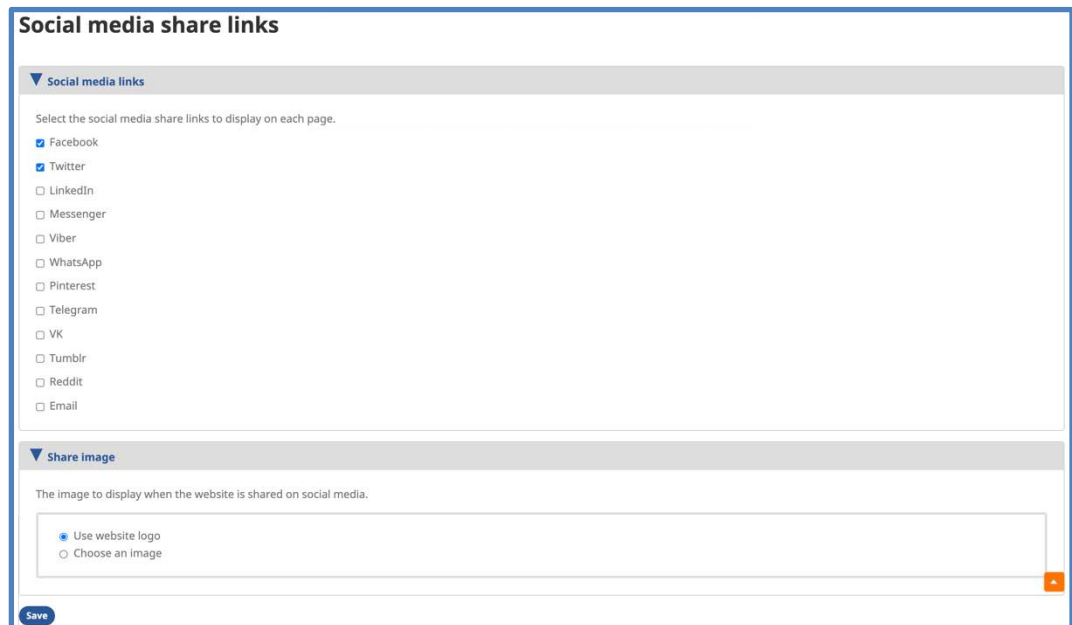


Fig. 54. Social media share links

- (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](#)).



Fig. 55. Social media share links

c) Follow links

When a website visitor clicks on one of these icons, he is directed to **your account, page, or profile** at that social media channel.

 A screenshot of a form titled 'Social media follow links'. The form has a blue header with the title. Below the title, a small text says: 'Enter the links to your social media accounts below. These links will be displayed in the footer of your site.' In the top right corner of the form area, there is a button labeled 'Show row weights'. The form contains a table with two columns: 'Platform' and 'URL'. The platforms listed are Facebook, Instagram, Twitter, Pinterest, Youtube, Vimeo, LinkedIn, Whatsapp, Tumblr, VKontakte, and E-Mail. Each platform has a corresponding input field for the URL. The 'Whatsapp' row has a pre-filled URL: 'https://api.whatsapp.com/send?phone=' followed by an empty input field. At the bottom left of the form, there is a checkbox labeled 'Display "Follow us" text' which is checked. Below the checkbox is a 'Save' button.

Fig. 56. Social media follow links

- (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](http://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).



Fig. 57. Social media follow links in website footer

## 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*.

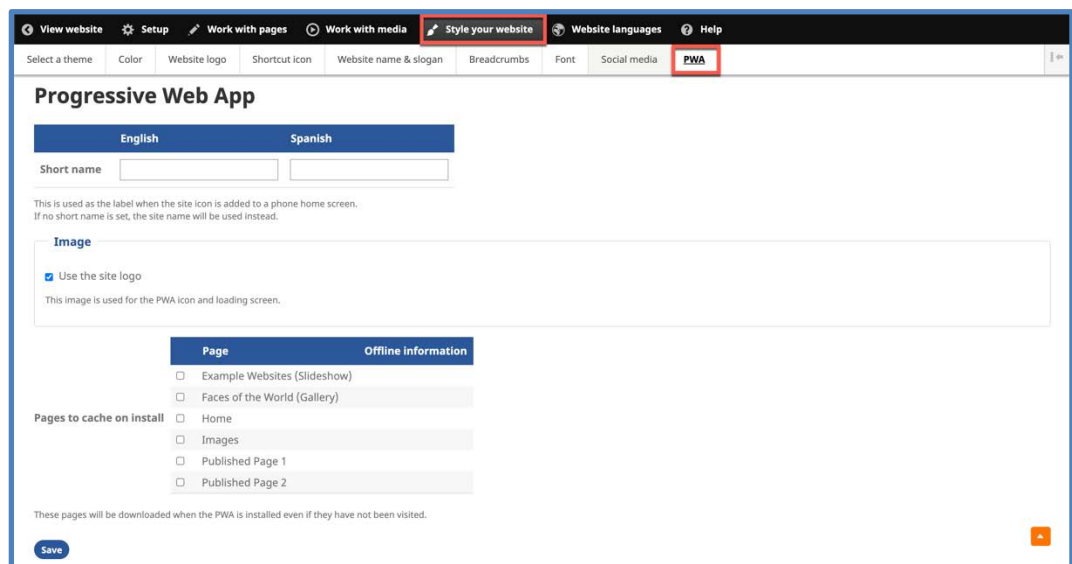


Fig. 58. Wildfire Menu – Style your website – PWA

- 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) Pages to cache on install:
  - (1) Check all pages that you want the visitor to be able to download.
- e) 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](#).

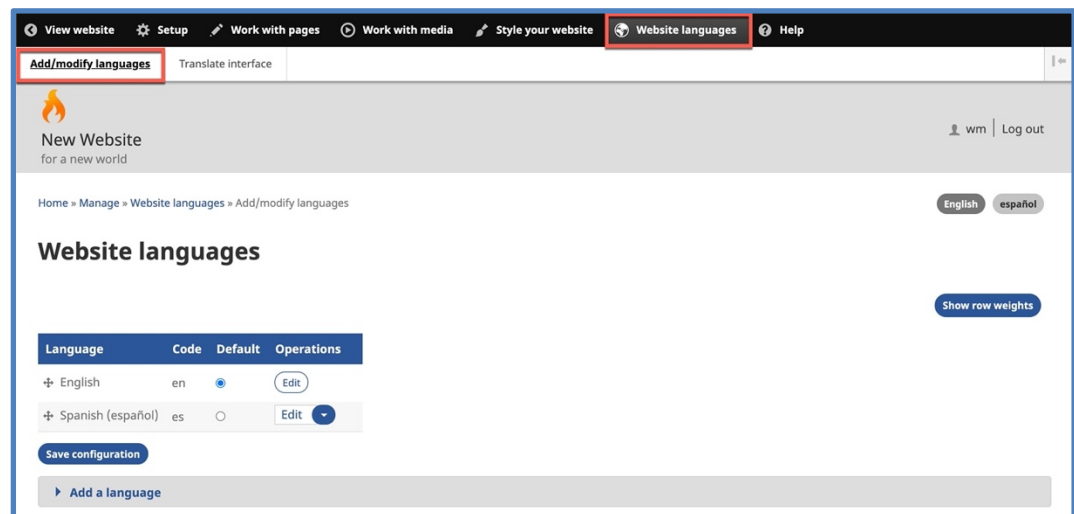


Fig. 59. Wildfire Menu – Website languages – Add/modify languages

- 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.

Fig. 60. *Edit language screen*

- (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](http://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.

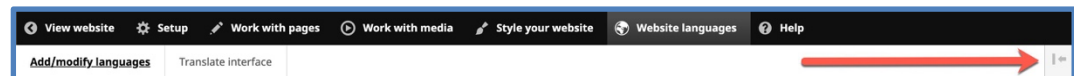


Fig. 61. *Icon to change position of Wildfire sub-menu*

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

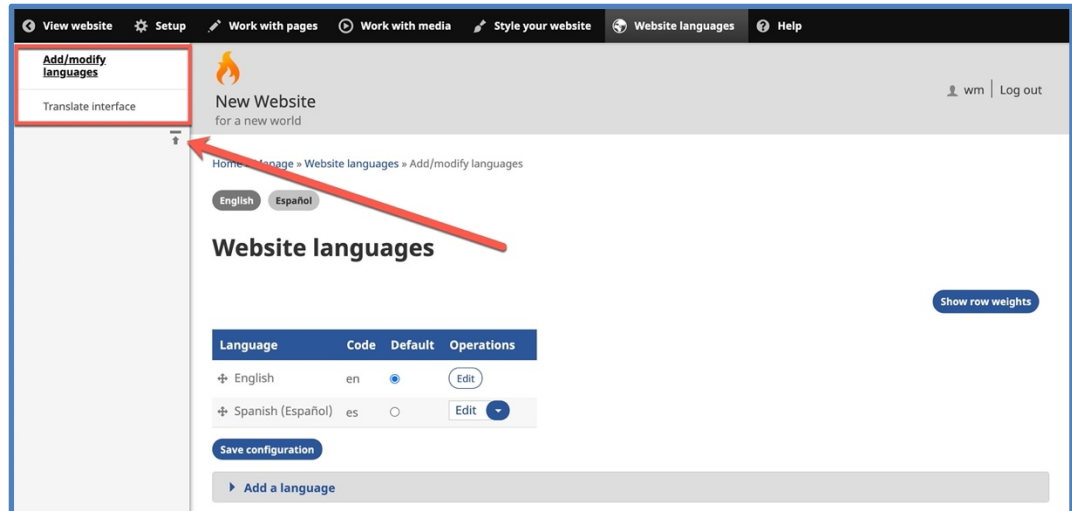


Fig. 62. Wildfire sub-menu on left side of screen

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. The 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) Document (including fonts and applications) – apk, bloomd, deb, dmg, epub, exe, fb, fb2, fcbh, gif, ipa, ipsw, iso, jad, jar, jpg, jpeg, mobi, mybible, odt, ods, odp, otf, pdf, png, pps, ppsx, ppt, pptx, ttf, txt, woff, xsm, zip; 1GB
  - d) PDF – pdf; 300MB
  - e) Images – png, gif, jpg, jpeg; 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 item*.  
(Note that when you hover over sub-menu item *Add media item*, a drop-down list appears of six specific media categories. These are the same options as those on the *Add media item* screen. You may click on an option on the drop-down list as a short-cut to upload that media category.)

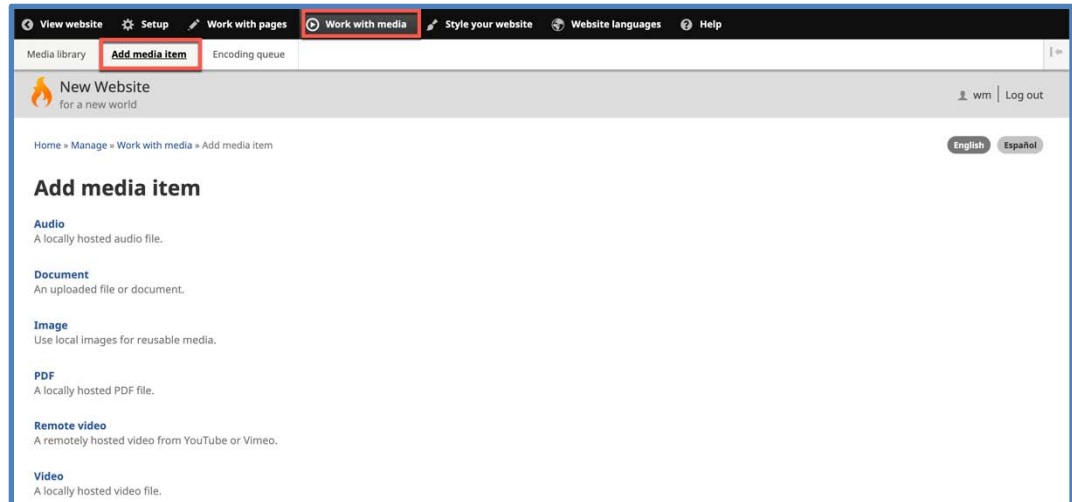


Fig. 63. Wildfire Menu – Work with media – Add media item

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. At 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.

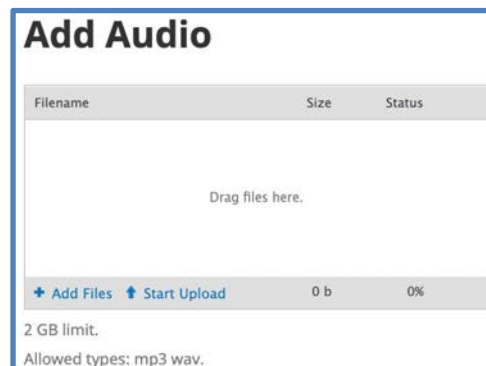


Fig. 64. Upload box for audio files on your computer

- 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.)

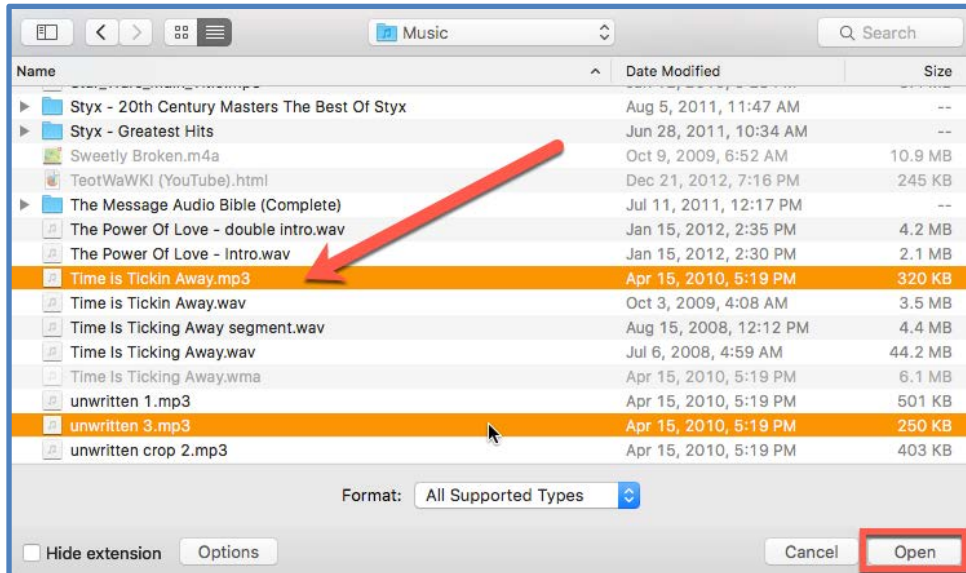


Fig. 65. Computer file directory – list mode

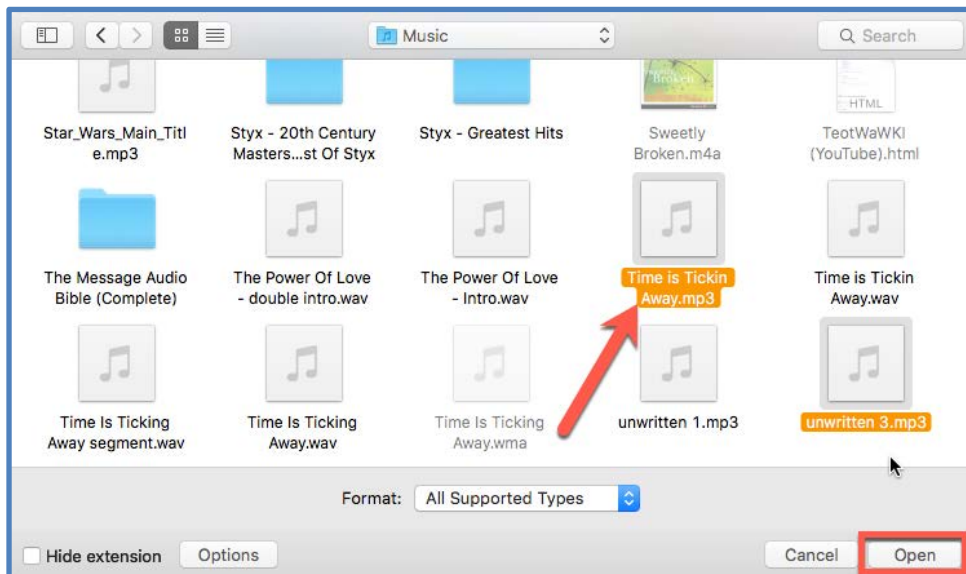


Fig. 66. Computer file directory – icon mode

- c) Select one or more files.
- d) Click on the **Open** button.
- e) Your files are now listed inside the gray frame.

Filename	Size	Status
Time Is Tickin Away.mp3	313 kb	0%
unwritten 3.mp3	244 kb	0%
+ Add Files ↑ Start Upload 557 kb 0%		

Fig. 67. Files ready to upload

- 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%.

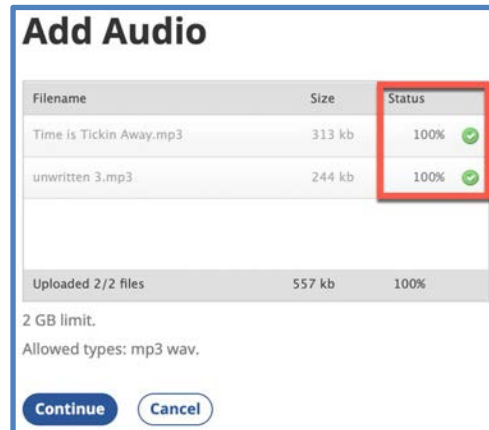


Fig. 68. Files successfully uploaded

- h) Click on the **Continue** button.
6. At the next screen, prepare each media item for display on website pages.

**Add Audio**  
The media items have been created but have not yet been saved. Fill in any required fields and save to add them to the media library.

**Item 1:**  
 Title (English): Time is Tickin' Away  
 Title (Spanish): El Tiempo Vuela  
☒ Display download links  
 Thumbnail: **Choose File** | No file chosen  
 The thumbnail of the media item.  
 One file only.  
 16 MB limit.  
 Allowed types: png gif jpg jpeg.  
 Scripture reference:  
 - Book -   - Chapter -   - Verse -   to   - Chapter -   - Verse -

**Item 2:**  
 Title (English): Unwritten  
 Title (Spanish): Inescrito  
☒ Display download links  
 Thumbnail: **Choose File** | No file chosen

Fig. 69. Prepare media items for display

- 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) Image files require alternative text – a brief description of the image that will be used by page readers for the visually impaired.
- f) There are also links to crop and rotate image files after they are uploaded.
- g) If you uploaded several files at the same time, scroll down the screen to find and process all uploaded items.
- h) 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) Vimeo
  - c) Facebook
  - d) Instagram
  - e) Livestream
  - f) 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 item*, then select *Remote video*.



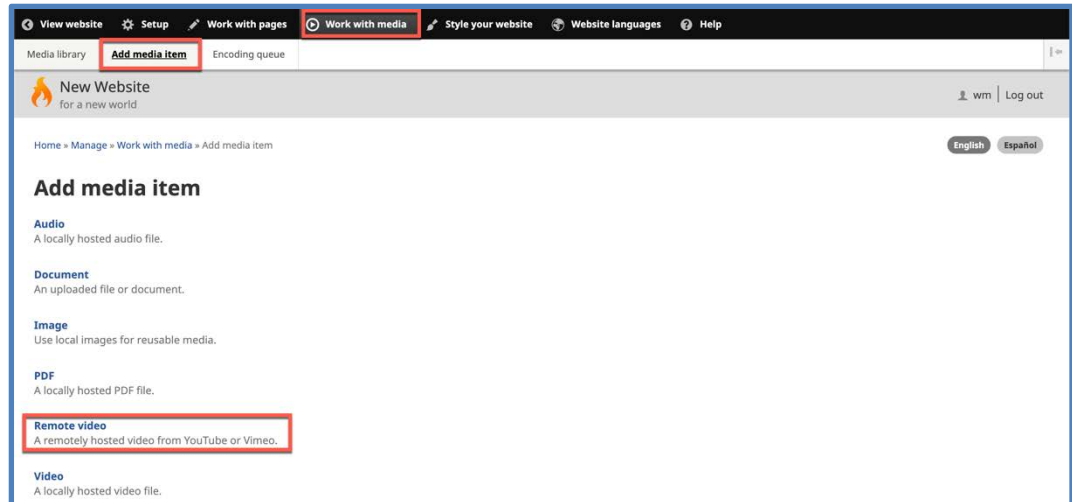


Fig. 70. Wildfire Menu – Work with media – Add media item – Remote video

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

Fig. 71. Supply URL for remote video

- a) Open a new tab or window in your internet browser.
- b) Navigate to the website and the video you wish to use.
  - (1) You may link to a video at YouTube, Vimeo, Facebook, Instagram, Livestream, or Twitter.
- c) Copy the URL from the address bar at the other website.



Fig. 72. Copy URL from website displaying desired video

- d) Return to the *Video URL* screen on your **Wildfire** website.
- e) Paste the URL into the field.

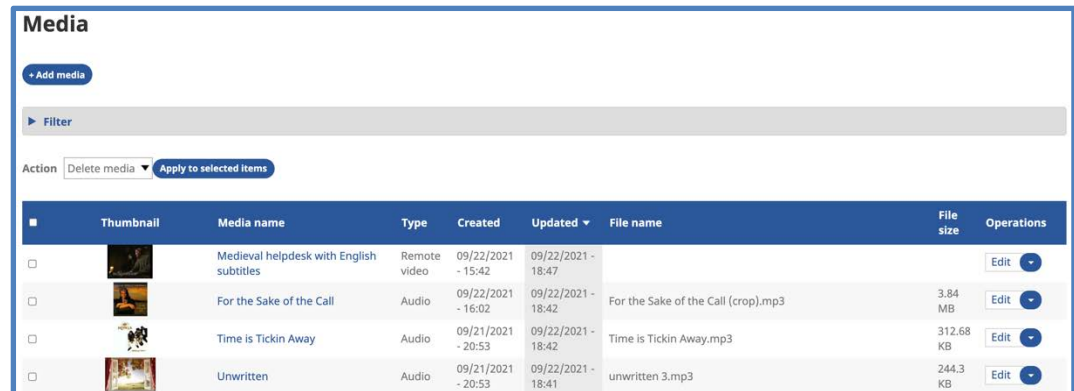
 A screenshot of a web form titled 'Add Remote video'. It features a text input field labeled 'Video URL' which contains the URL 'https://www.youtube.com/watch?v=pQHX-SjgQvQ'. Below this field is a line of small text: 'You can link to media from the following services: Facebook, Instagram, Livestream, Twitter, Vimeo, YouTube'. At the bottom of the form is a 'Tags' field with a placeholder text 'Tags' and a small circular icon to its right.

Fig. 73. Paste YouTube URL into Source field

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



The screenshot shows a 'Media' management interface. At the top, there is a '+ Add media' button and a 'Filter' section. Below this is an 'Action' dropdown menu with options 'Delete media' and 'Apply to selected items'. The main part of the interface is a table with the following columns: Thumbnail, Media name, Type, Created, Updated, File name, File size, and Operations. The table contains four items:

	Thumbnail	Media name	Type	Created	Updated	File name	File size	Operations
<input type="checkbox"/>		Medieval helpdesk with English subtitles	Remote video	09/22/2021 - 15:42	09/22/2021 - 18:47			Edit
<input type="checkbox"/>		For the Sake of the Call	Audio	09/22/2021 - 16:02	09/22/2021 - 18:42	For the Sake of the Call (crop).mp3	3.84 MB	Edit
<input type="checkbox"/>		Time is Tickin Away	Audio	09/21/2021 - 20:53	09/22/2021 - 18:42	Time is Tickin Away.mp3	312.68 KB	Edit
<input type="checkbox"/>		Unwritten	Audio	09/21/2021 - 20:53	09/22/2021 - 18:41	unwritten 3.mp3	244.3 KB	Edit

Fig. 74. New items in Media Library

2. Items appear in the order they were uploaded, with newest items at the top of the chart.
  3. Columns on the Media Library chart display, from left to right:
    - a) Thumbnail image – a thumbnail 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 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 to add tags.
4. On the Media Library chart, click on *Edit* at the far right of the listing.

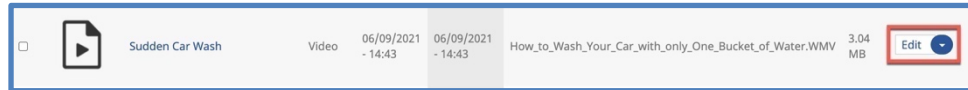


Fig. 75. *Edit a media item*

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

 A screenshot of the 'Edit Video Sudden Car Wash' form. The form has a title 'Edit Video Sudden Car Wash'. It contains several sections:
 

- Name:** A text input field containing 'Sudden Car Wash'.
- Video file:** A section showing the current file 'How\_to\_Wash\_Your\_Car\_with\_only\_One\_Bucket\_of\_Water.WMV' with a 'Remove' button.
- Options:** Two checked checkboxes: 'Automatic thumbnail / poster image' and 'Display download links'.
- Scripture reference:** A section with dropdown menus for Book, Chapter, Verse, and a 'to' separator, followed by more dropdowns for Chapter and Verse.
- Tags:** A text input field with a magnifying glass icon.
- Revision information:** A section showing 'No revision' and a 'Create new revision' checkbox.
- Buttons:** 'Save' and 'Delete' buttons at the bottom.

Fig. 76. *Library record for media 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

Fig. 77. Media 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.

Thumbnail	Media name	Type	Created	Updated	File name	File size	Operations
	Unwritten	Audio	08/04/2021 - 16:25	08/04/2021 - 16:25	unwritten 1.mp3	489.01 KB	Edit
	Time is Tickin' Away	Audio	08/04/2021 - 16:25	08/04/2021 - 16:25	Time is Tickin' Away.mp3	312.68 KB	Edit
	For the Sake of the Call	Audio	08/04/2021 - 16:25	08/04/2021 - 16:25	For the Sake of the Call (crop).mp3	3.84 MB	Edit

Fig. 78. Filtered media items

## 3. Bulk actions

- a) Use the check boxes at 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*.

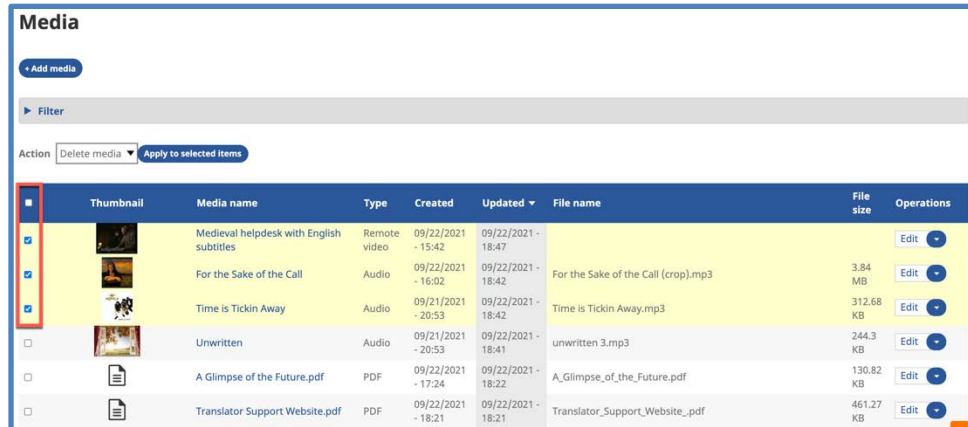


Fig. 79. Drop-down list of bulk actions

- c) Select the only action available, *Delete*.
- d) Click on the button **Apply to selected items**.
- e) The next screen asks you to confirm the action.

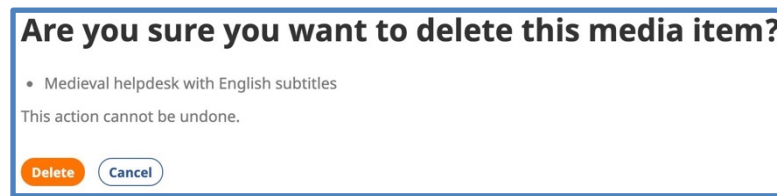


Fig. 80. Confirm bulk action

- f) Click on the desired button to confirm or cancel the action.

## 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)*.

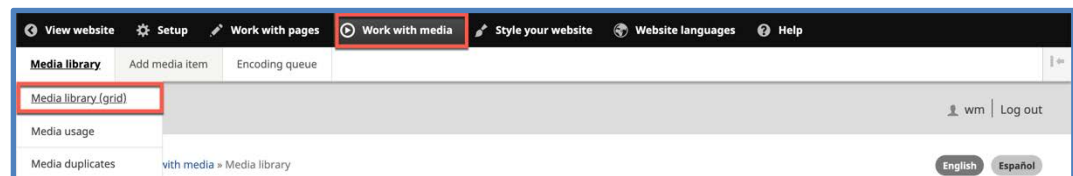


Fig. 81. Wildfire menu – Work with media – Media library – Media library (grid)

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

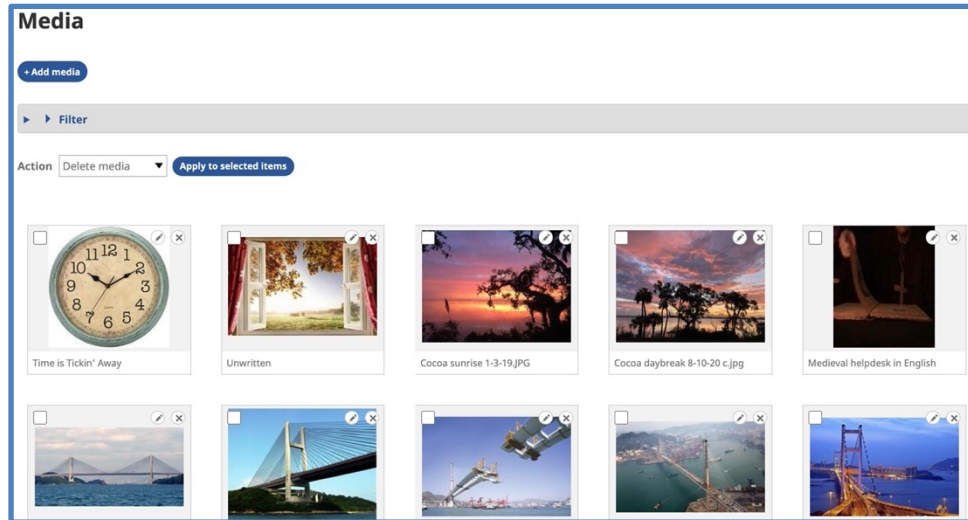


Fig. 82. Media library – grid display

- 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*.

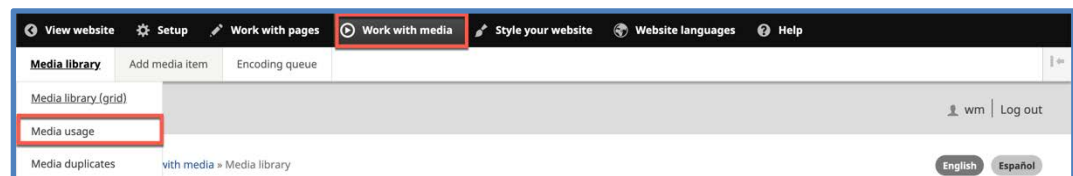


Fig. 83. Wildfire menu – Work with media – Media library – Media usage

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.

Media usage					
Filter					
Action: Delete media		Apply to selected items			
Media name	Type	Author	Updated	File size	Usage count
<input type="checkbox"/> Time is Tickin' Away	Audio	wm	07/16/2021 - 13:03	312.68 KB	0 places
<input type="checkbox"/> Unwritten	Audio	wm	07/16/2021 - 13:03	244.3 KB	0 places
<input type="checkbox"/> Cocoa sunrise 1-3-19.JPG	Image	wm	06/11/2021 - 12:13	1.89 MB	3 places
<input type="checkbox"/> Cocoa daybreak 8-10-20 c.jpg	Image	wm	06/11/2021 - 12:06	2.24 MB	2 places
<input type="checkbox"/> Medieval helpdesk in English	Remote video	wm	06/11/2021 - 11:59		1 place
<input type="checkbox"/> Tsing Ma Bridge HK.jpg	Image	wm	06/11/2021 - 11:49	82.54 KB	1 place
<input type="checkbox"/> Stonecutter Bridge under construction.jpg	Image	wm	06/11/2021 - 11:49	33.26 KB	2 places

Fig. 84. Media usage chart

- b) Click on a usage count to access more details for a specific media item.
- c) A new chart appears.

Entity usage information for <i>Stonecutter Bridge under construction.jpg</i>				
Entity	Type	Language	Field name	Status
Example	Custom block	English	Image	Published
Gallery - Bridges of Hong Kong	Custom block	English	Images	Published

Fig. 85. Usage information for specific media item

- 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*.

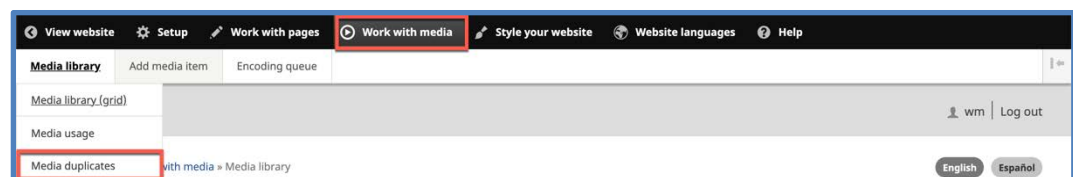


Fig. 86. Wildfire menu – Work with media – Media library – Media duplicates

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



Media duplicates		
Checksum	Count	Entities
3L2Y-YdzkzvFIZ78tKo26vH5kiBZ_YE6OUfWH43nDQ	2	<ul style="list-style-type: none"> <li>Time is Tickin' Away</li> <li>Time is Tickin' Away</li> </ul>

Fig. 87. *Media duplicates list*

- 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.

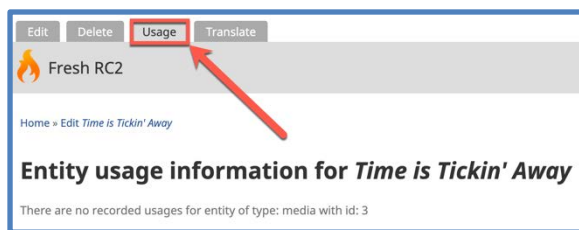


Fig. 88. *Media item usage data*

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* at 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*.

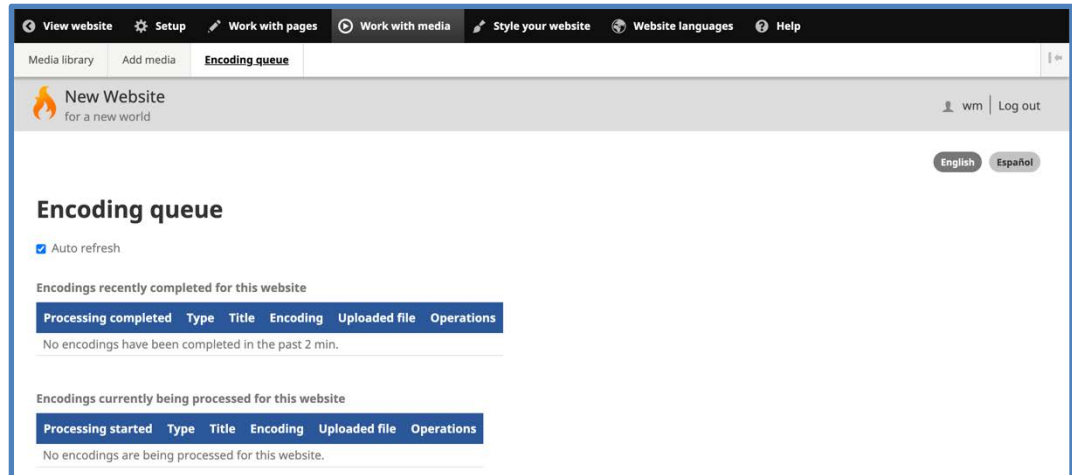


Fig. 89. Wildfire menu – Work with media – Encoding queue

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: Team-mates 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.



Fig. 90. Add new page from Overview screen

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.

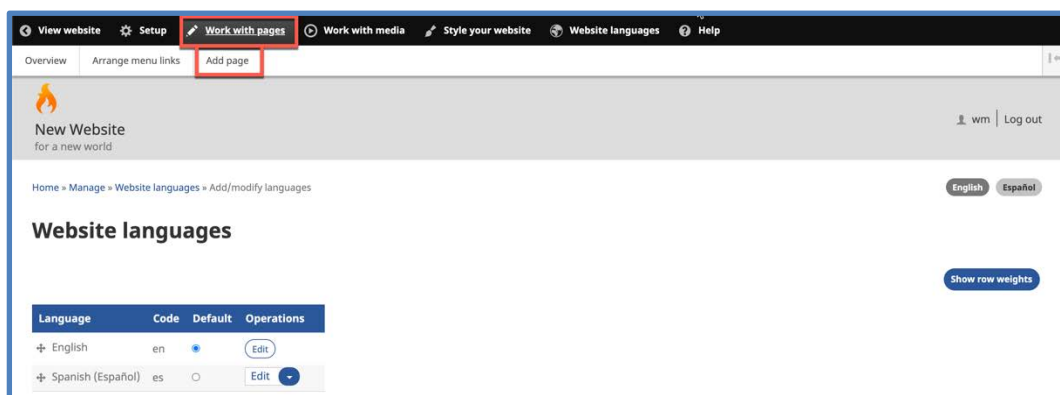


Fig. 91. Add page from anywhere in the Wildfire system

### B. Page title(s)

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

Fig. 92. Write a page title in each Navigation Language

2. Below the title area of the screen, check or uncheck the box to *Hide the page title*.
  - a) 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.
3. Below the title area of the screen, check or uncheck the box to *Show social media share links*.
  - a) 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.](#))
4. Click on the tab *Menu settings*.

Fig. 93. Page titles – 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
  - (2) Unchecked – requires an alternate menu title to be entered in the spaces below.
5. Click on the tab *URL ending*.

Fig. 94. *Page titles – URL ending*

- a) Check or uncheck the box for *Auto URL ending*.
    - (1) Checked – uses the page title as the URL ending
    - (2) Unchecked – requires an alternate URL ending to be entered in the spaces below.
6. 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.

Fig. 95. *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) Playlist (several audio or video files)
- (14) Playlist (scripture)
- (15) Reader App
- (16) Remote Video (YouTube, Vimeo, etc.)
- (17) Scripture App
- (18) Text
- (19) 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.

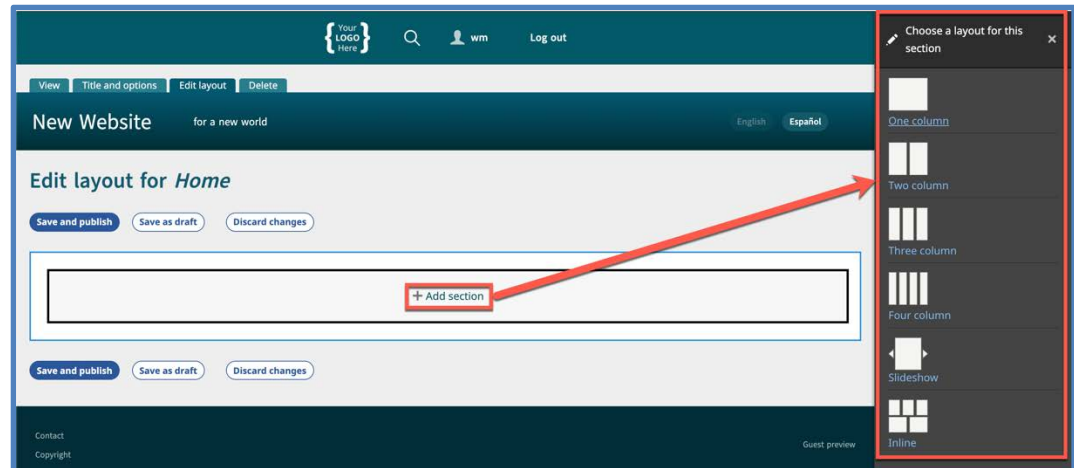


Fig. 96. Section sidebar

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.

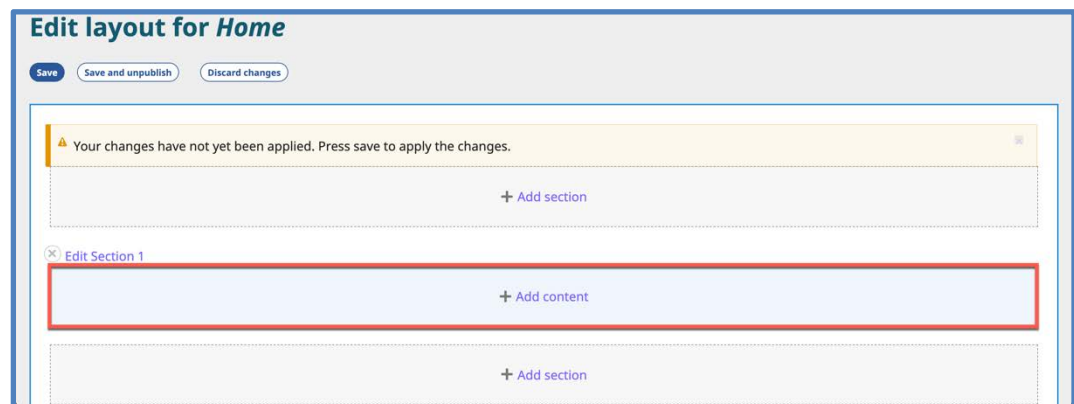


Fig. 97. One new Content block

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

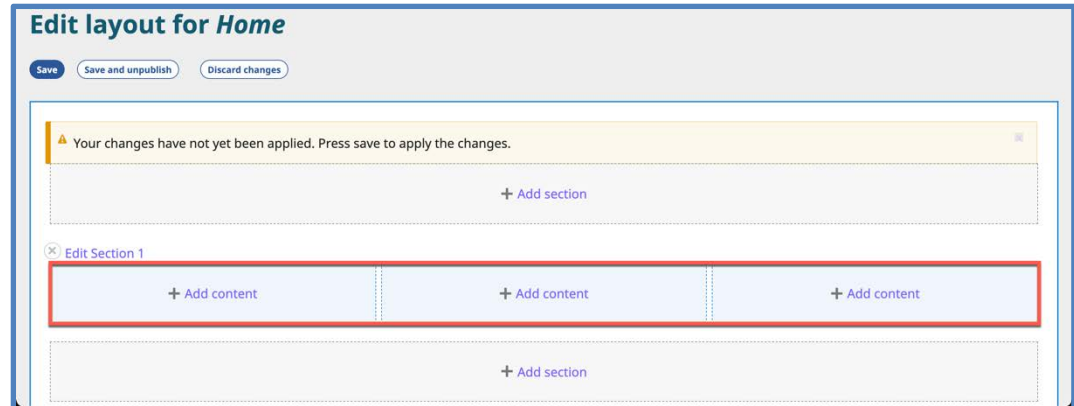


Fig. 98. Three new Content blocks

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 link *Edit Section* at the upper left edge of the section.

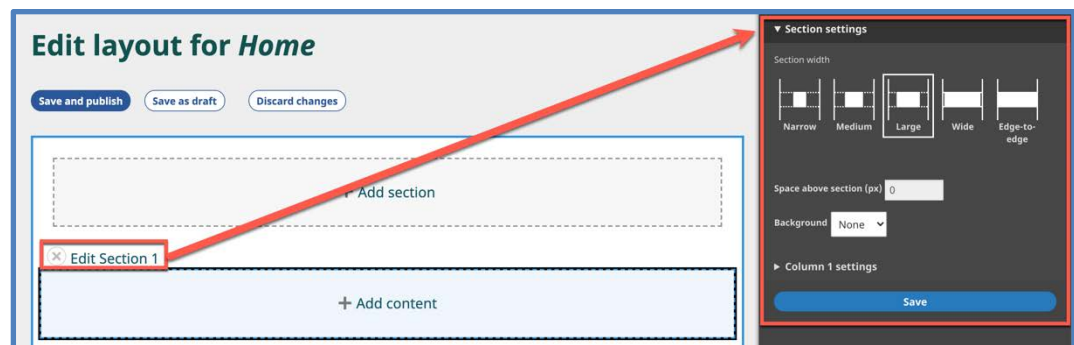


Fig. 99. Configure Section

- 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. (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 “X” in a circle next to the *Edit Section* link.
- b) A sidebar opens to the right.

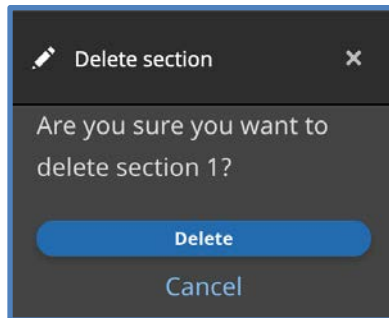


Fig. 100. *Delete section sidebar*

- 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.

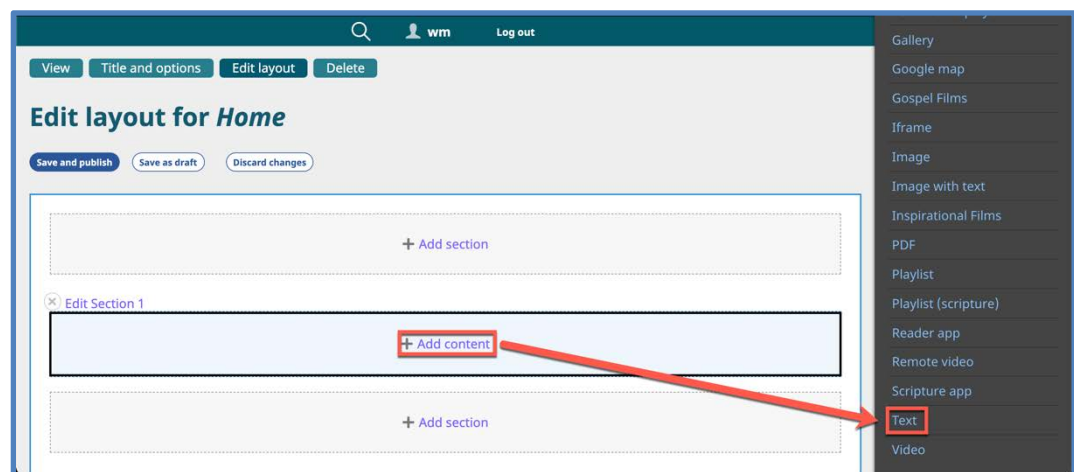


Fig. 101. *Content block sidebar*

3. Click on the option *Text*.
4. A new sidebar opens with features to write and format text.

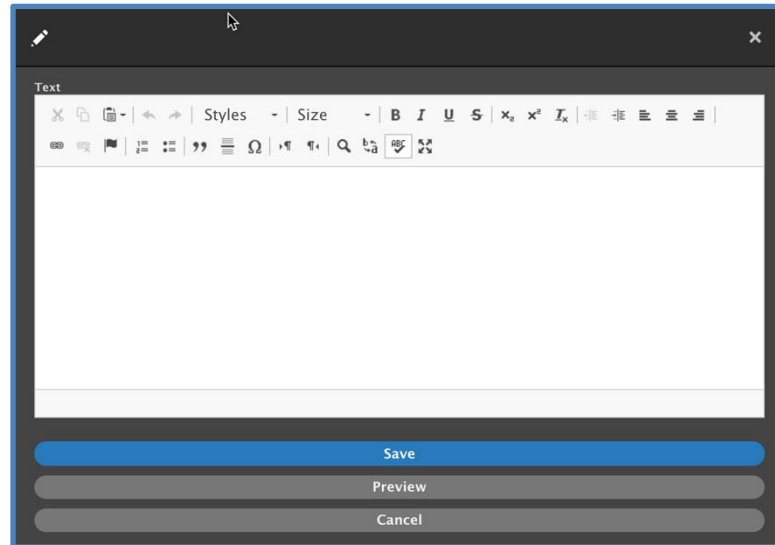


Fig. 102. *Text editing sidebar*

- 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.

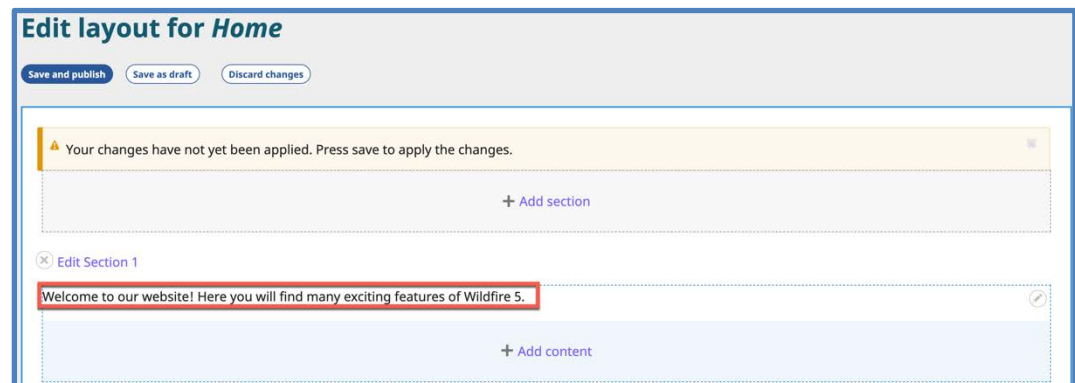


Fig. 103. *New text appears on page layout*

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.

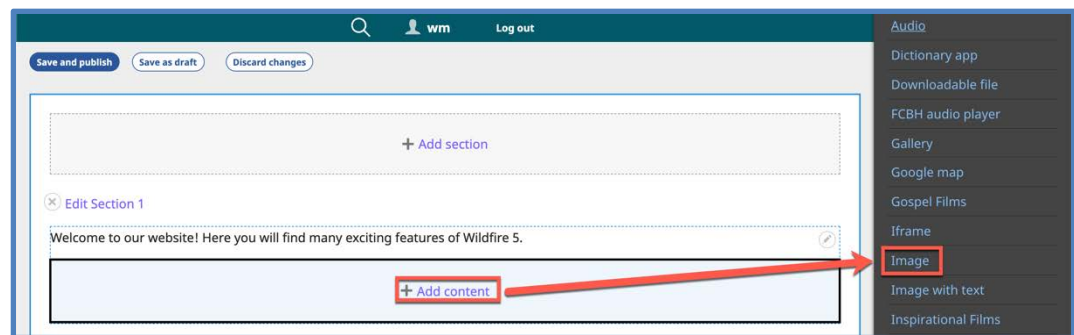


Fig. 104. *Content block sidebar*

3. Click on the option *Image*.
4. A new sidebar opens with features to select and format an image.

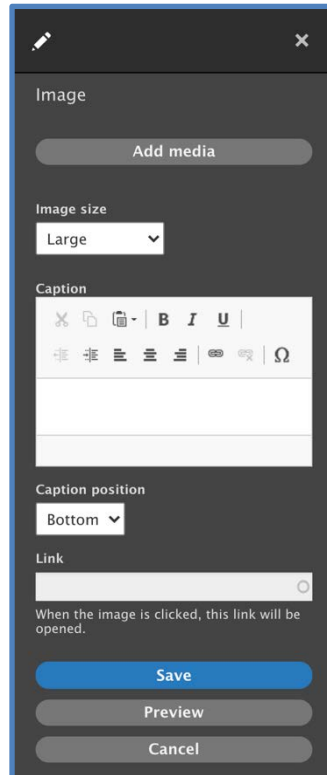


Fig. 105. *Image selection box*

- a) Click on the **Add media** button.
- b) The *Add or select media* working box opens.

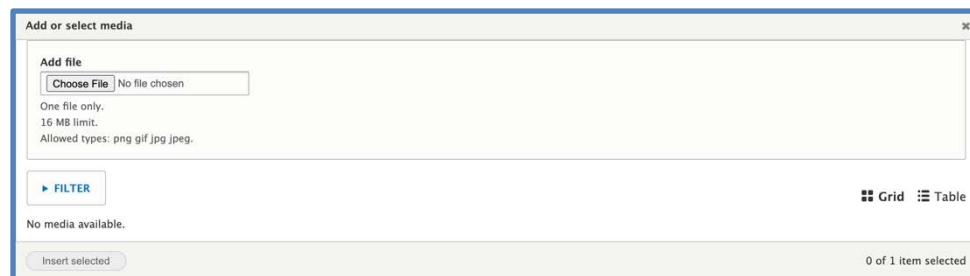


Fig. 106. *Add or select media working box*

- 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.

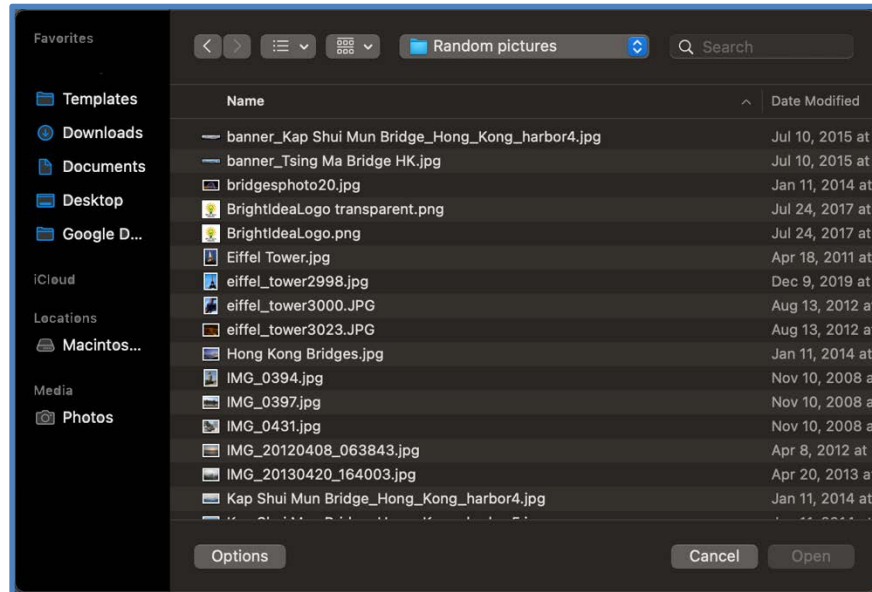


Fig. 107. *File directory*

- 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.

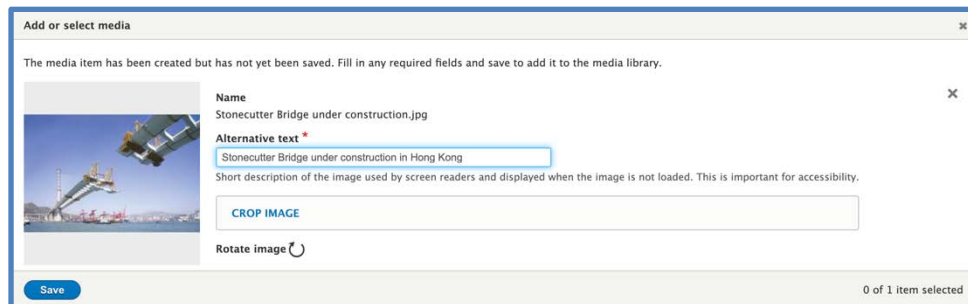


Fig. 108. *Selected image in Add or select media box*

- 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.

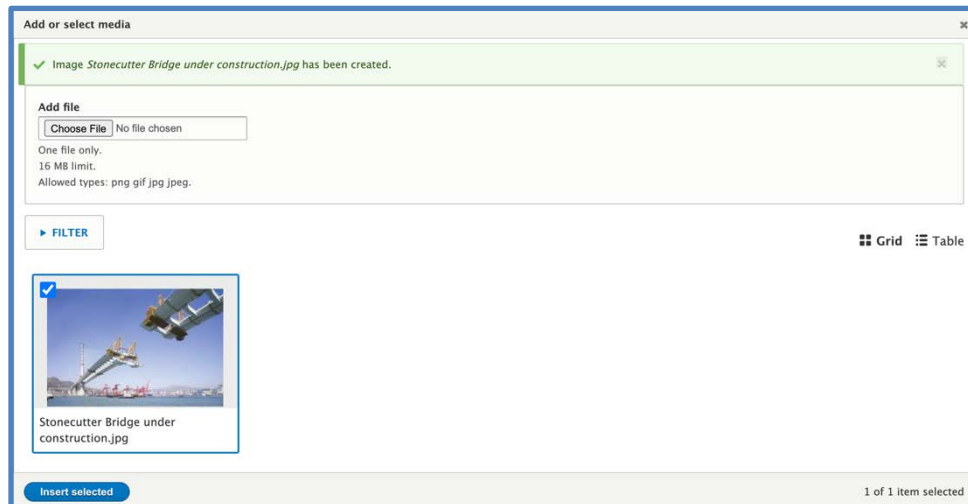


Fig. 109. *Selected image added*

- 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.

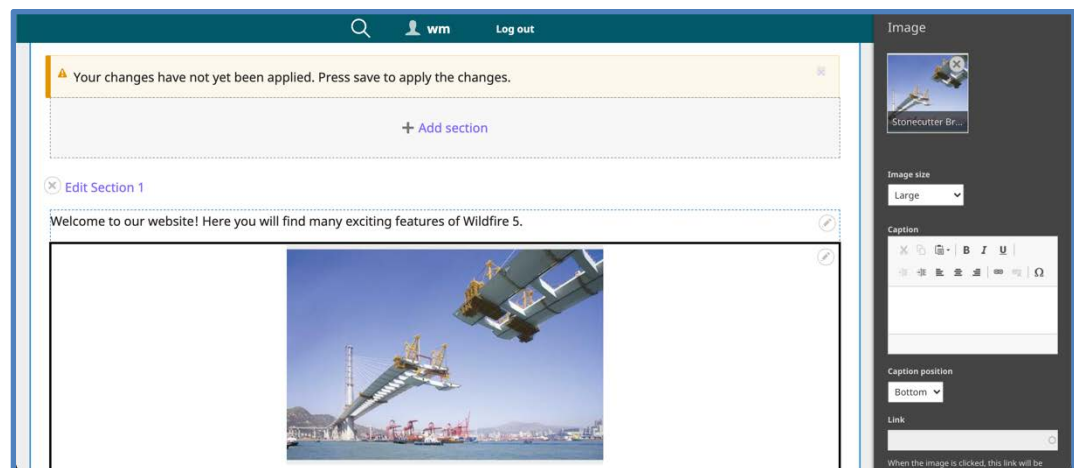


Fig. 110. *Selected image in Layout Editor*

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

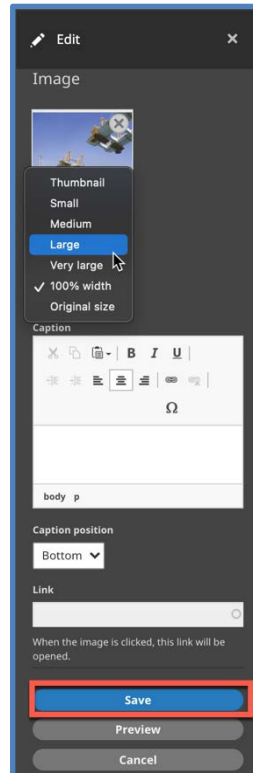


Fig. 111. *Change image size*

- 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.

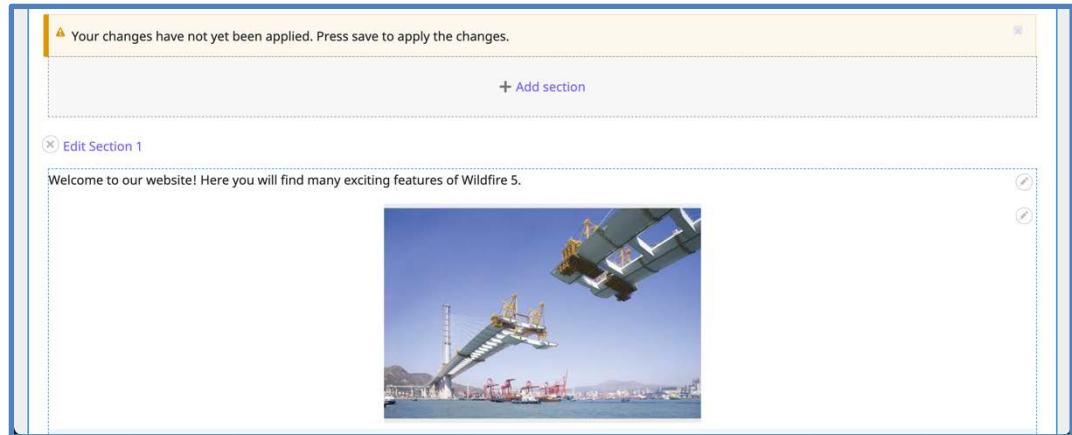


Fig. 112. *Image in Layout Editor*

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

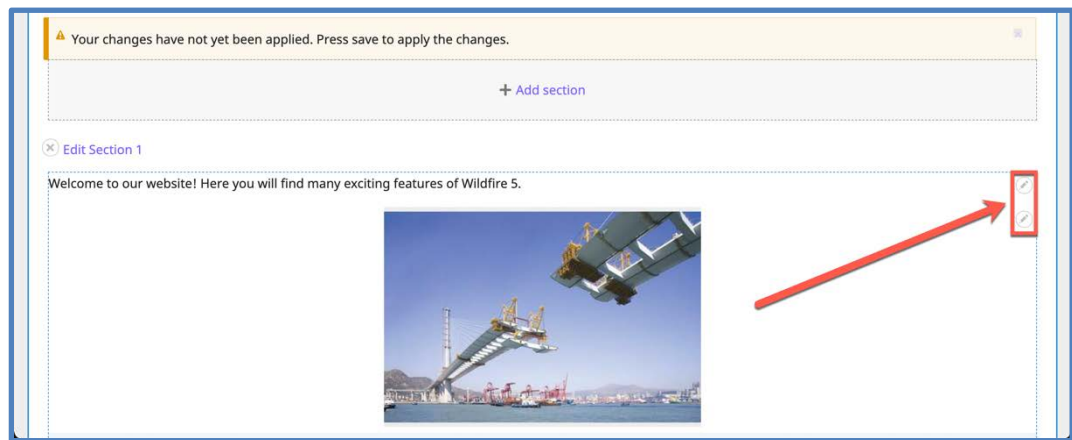


Fig. 113. *Pencil icon to edit blocks*

- 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*.





Fig. 114. Pencil icon – Move option

c) A sidebar opens:



Fig. 115. Sidebar to move content block

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*.

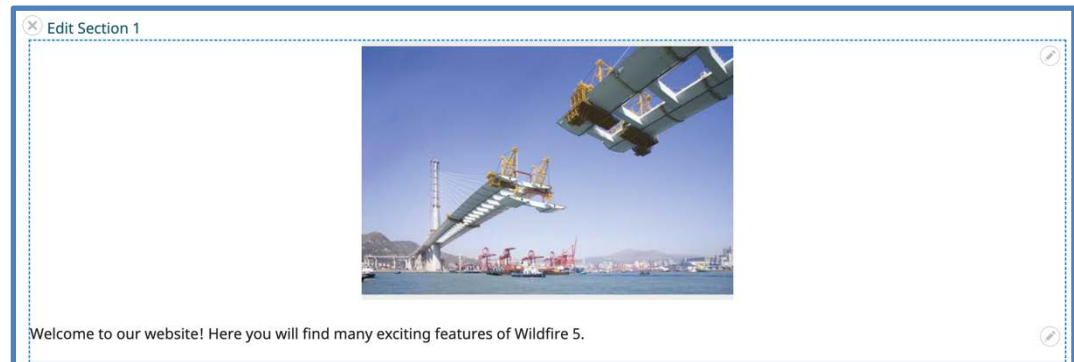


Fig. 116. *Content block moved*

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.



Fig. 117. *Cursor to move content block*

- 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*.



Fig. 118. *Pencil icon – Make a copy*

4. The content block will be duplicated and will appear at the bottom of the same section of the page.

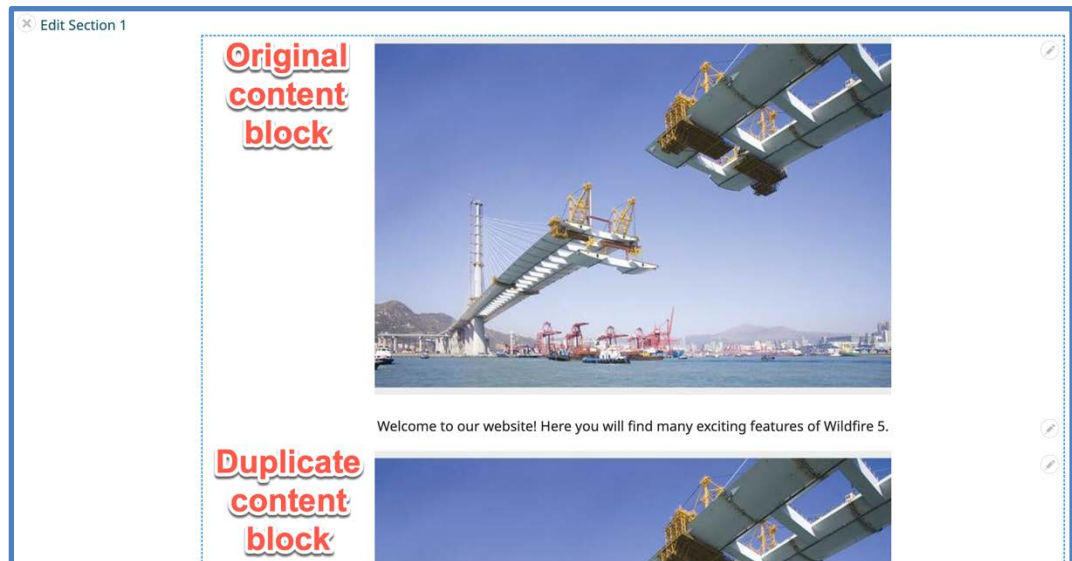


Fig. 119. *Content block duplicated at bottom of section*

5. You may move the new content block anywhere on this page – see Section G.
- I. Save or discard your work
- Both above and below the layout editing area, you will find three options for exiting the screen.

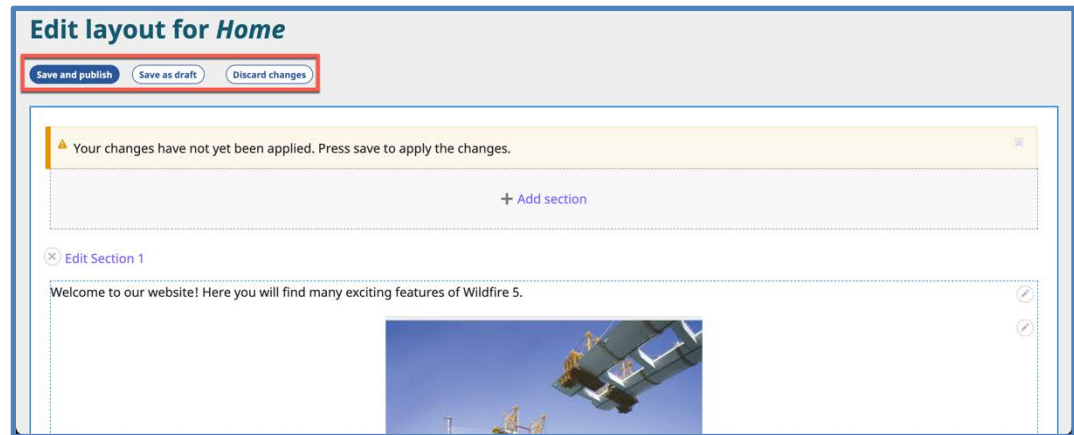


Fig. 120. Options for saving work on Layout editing screen

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.)

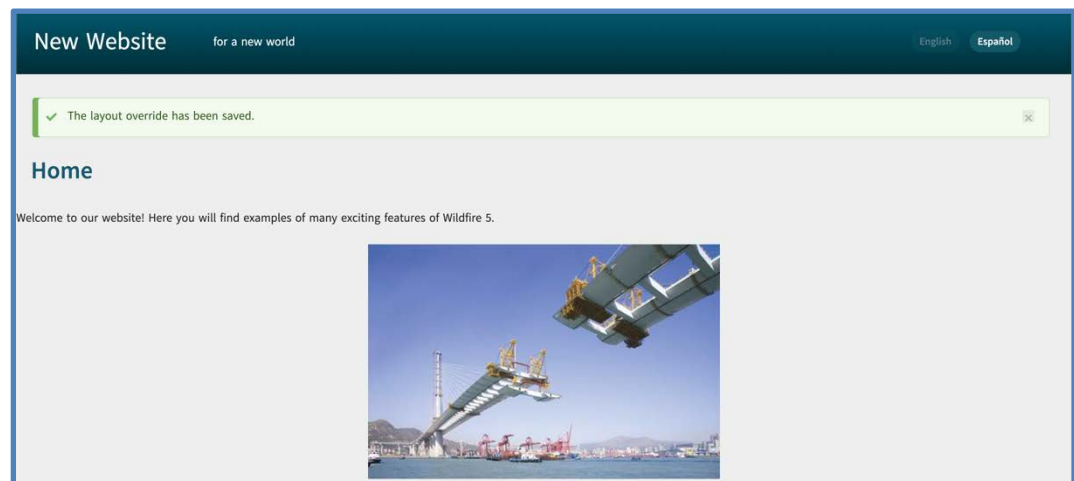


Fig. 121. Preview of newly created page

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).



Fig. 122. *Confirm whether to leave page without saving 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.

J. Preview of page

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

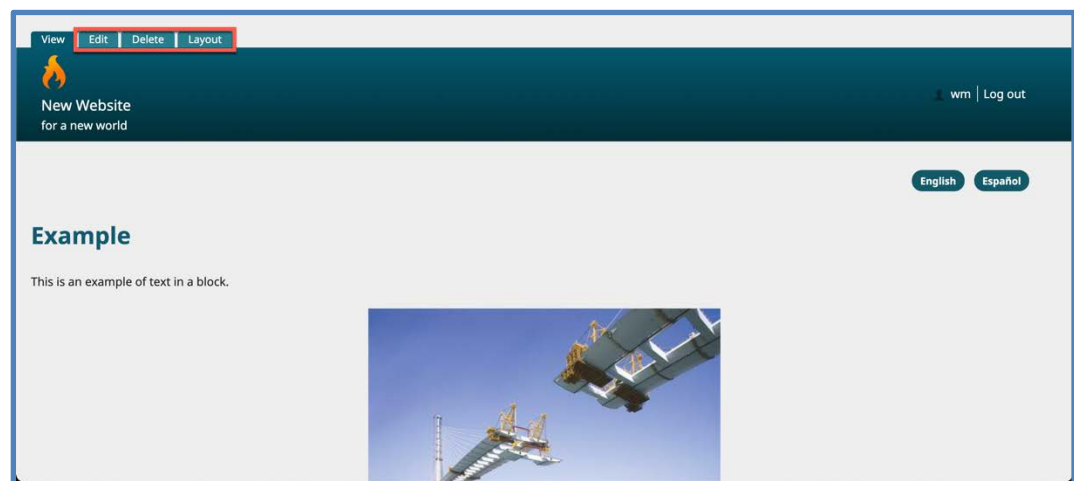


Fig. 123. *Work options on preview screen*

- a) *Edit* the page titles.
  - b) *Delete* the page altogether.
  - c) Return to the *Layout* editing screen.
2. To add a new page from the preview screen, in the **Wildfire** menu, click on sub-menu item *Add page*.

## Chapter 7. Rich-text Editor

### A. Introduction

1. The rich-text editor box appears in the Content block sidebar for *Text*, *Image with Text*, and *Image* (for image captions, with limited functions).
2. The rich-text editor has many features for formatting text and inserting special features. These are accessed through the icons in the top bar.



Fig. 124. *Icon bar in rich-text editor*

### B. General editing functions

1. Click on one of these icons to cut, copy, or paste text.



Fig. 125. *Icons for general editing functions*

- a) The *Paste* icon includes a drop-down list of options.

- (1) *Paste* (icon default) – pastes with formatting from source included (if any)

Note that clicking on this icon link does not work. Use the keystroke sequence *Ctrl-V* to paste text with formatting.

- (2) *Paste as plain text* – pastes the text on the clipboard without formatting

Note that clicking on this icon link does not work. Use the keystroke sequence *Ctrl-Shift-V* to paste text without formatting.

- (3) *Paste from Word* – pastes the text on the clipboard with formatting from Microsoft Word. Use only if copying and pasting text from Word.

Note that clicking on this icon link does not work. Use the keystroke sequence *Ctrl-Shift-V* to paste text from Word.

### C. Text-formatting functions

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

1. Click on the drop-down list *Normal* to choose a font style.

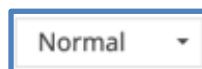


Fig. 126. *Drop-down list for font style*

2. Click on the drop-down list *Size* to choose a font size.

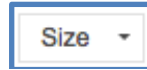


Fig. 127. *Drop-down list for font size*

3. Click on these icons to make the text **bold**, *italics*, underline, or ~~strikethrough~~.



Fig. 128. *Icons for text appearance*

4. Click on these icons to make the text subscript or superscript.

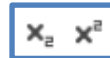


Fig. 129. *Icons for subscript and superscript text*

5. Click on this icon to remove all formatting from the selected text.



Fig. 130. *Icon for removing formatting*

6. Click on these icons to indent the selected text as a block or to remove indenting.



Fig. 131. *Icons for indenting and removing indenting*

7. Click on these icons to left-justify, center-justify, or right-justify the selected text.



Fig. 132. *Icons for text justification*

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



Fig. 133. *Icons for creating lists*

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



Fig. 134. *Icon for quotation block*

10. Click these icons to make the selected text read left-to-right or right-to-left.



Fig. 135. *Icons for text direction*

## D. Insert features

1. Horizontal line

- a) Place your mouse cursor inside the editing box in the location at which you wish to insert a horizontal line (useful for separating areas on the web page).
- b) Click on this icon.



Fig. 136. *Icon to insert horizontal line*

## 2. Special character

- a) Place your mouse cursor inside the editing box in the location at which you wish to insert a special character.
- b) Click on this icon.



Fig. 137. *Icon to insert special character*

- c) A pop-up box displays a grid of special characters.

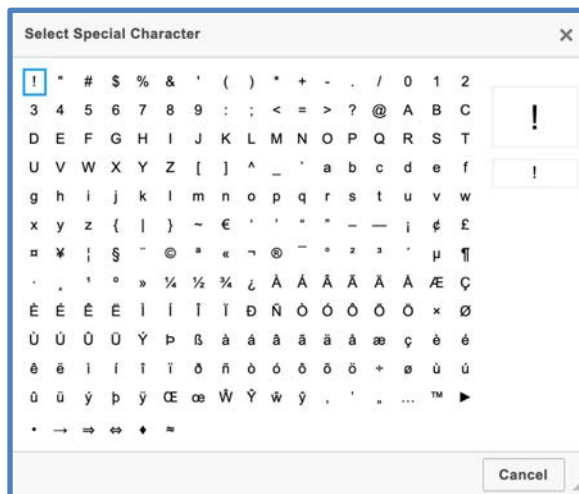


Fig. 138. *Special characters*

- d) Double-click on a character to insert it.

## 3. Anchor point

An anchor point is useful on a long website page. It is paired with an anchor link (next section) to jump to a different part of the page without scrolling.

- a) Place your mouse cursor inside the editing box in the location at which you wish to insert an anchor point.
  - (1) **Do not** select text or an image for this type of link.
- b) Click on this icon.





Fig. 139. *Icon to insert anchor point*

- c) The task box *Anchor Properties* opens.

Fig. 140. *Anchor Properties task box*

- d) Enter a name for the anchor point.  
e) Click on the **OK** button at bottom right.

E. Create a hyperlink

Hyperlinks are text which have been configured to lead to other parts of the website – or another website altogether – when clicked on.

Images may also be configured as hyperlinks, but the process is different – see [Chapter 6, Section F](#).

1. Write a line of text which you will use for the hyperlink.
2. Highlight the line of text.
3. Click on this icon.



Fig. 141. *Icon to create link*

4. The *Link* task box opens.

Fig. 142. *Link task box*

5. Use the drop-down menu *Link Type* to choose the type of link.

- a) *URL* – Link to another page on this website or to another website.
  - b) *Link to anchor in the text* – Select a previously created anchor point on the same page.
  - c) *E-mail* – Create a link to send mail to an e-mail address.
  - d) *Phone* – Create a link to dial a phone number (useful for visitors viewing the website on their mobile phones)
6. Depending on the *Link Type* selected, the entry field below it will require distinct information.
- a) *URL*
    - (1) Enter the URL of the separate website to which you wish to create the link.
    - (2) Or begin typing the title of the page on your website to which you wish to create the link. A list of your pages will appear. Select the one desired.
  - b) *Link to anchor in the text* – Click on the drop-down menu labeled *By anchor name* and select from the list of previously-created anchor points.
  - c) *E-mail* – Enter the desired e-mail address.
  - d) *Phone* – Enter the desired phone number.
7. If you are creating a link to an external website, click on the tab *Target* to specify where the link opens.

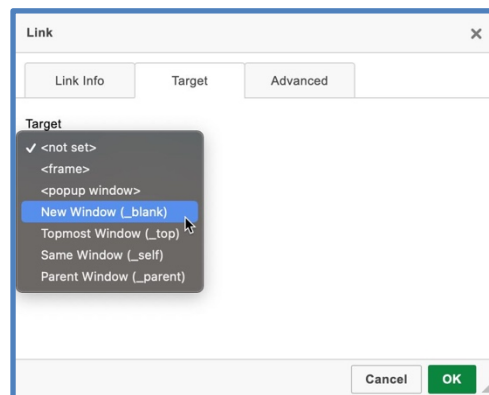


Fig. 143. *Target tab in Link task box*

- a) The recommended option is *New Window (\_blank)*.  
(For anchor links and for internal links to other pages on this website or to media items, you do not need to specify the target; the default *<not set>* – which functions as *Same Window* – is the recommended option.)
8. Click on the **OK** button at the bottom right of the task box.

F. Other features

1. Find and replace text

- a) To find text, click on this link.



Fig. 144. *Icon to find text*

- b) The *Find and Replace* task box appears with the *Find* tab active.

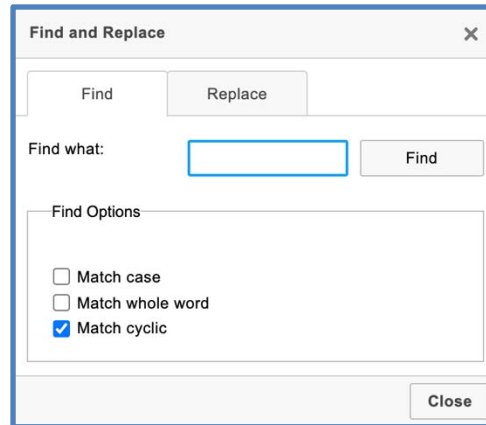


Fig. 145. *Find and Replace task box – Find mode*

- c) To replace text, click on this link.



Fig. 146. *Icon to find and replace text*

- d) The *Find and Replace* task box appears with the *Replace* tab active.

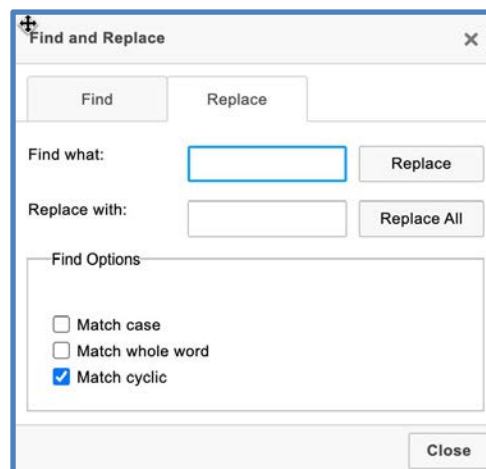


Fig. 147. *Find and Replace task box – Replace mode*

- e) Enter the desired words or phrases in the spaces for *Find what* and *Replace with*.

- f) Use the check boxes in the lower section to refine your search.
- g) To replace one word at a time, click on the **Replace** button.
- h) To replace all items at once, click on the **Replace All** button.
- i) When finished, click on the **Close** button at the bottom right.

2. Spell checker

- a) Turn the spell checker on or off by clicking on this icon.



Fig. 148. *Spell checker icon*

3. Change editor box to full-screen display

While editing page text, you may prefer to enlarge the rich-text editor box to fill the entire screen. This gives you more space to work.

- a) Click on this icon.



Fig. 149. *Icon to enlarge editor box to full screen*

- b) Click on the same icon to return the editor box to normal size.

## 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.

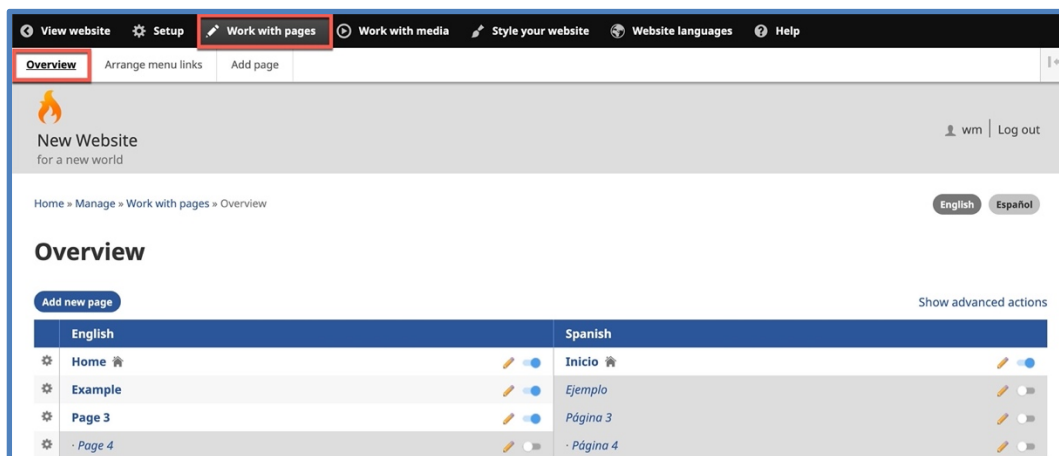


Fig. 150. Overview of website pages

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.



Fig. 151. Published and unpublished pages

### B. Preview or Edit a page



Fig. 152. *Preview links and edit icons*

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](#)).

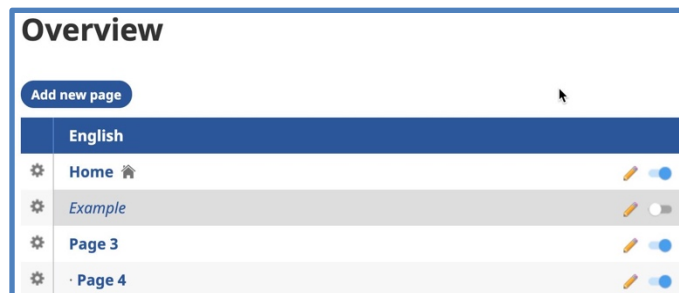


Fig. 153. *Overview chart*

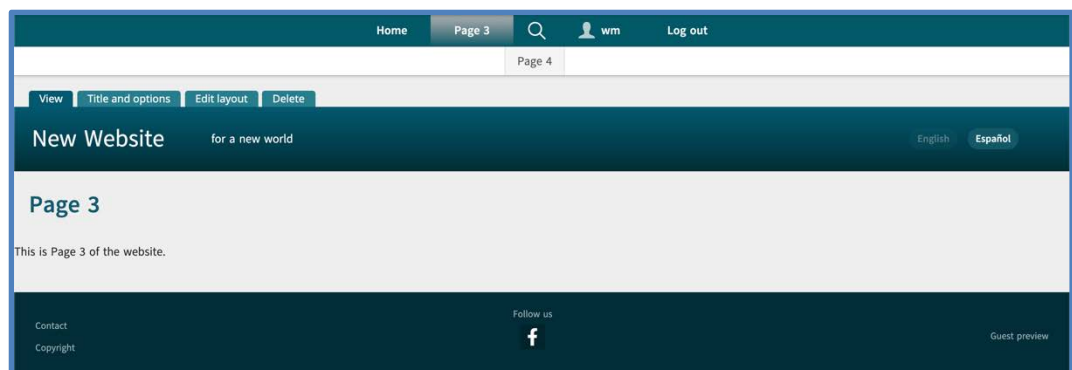


Fig. 154. *Website menu corresponding to chart above*

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*.

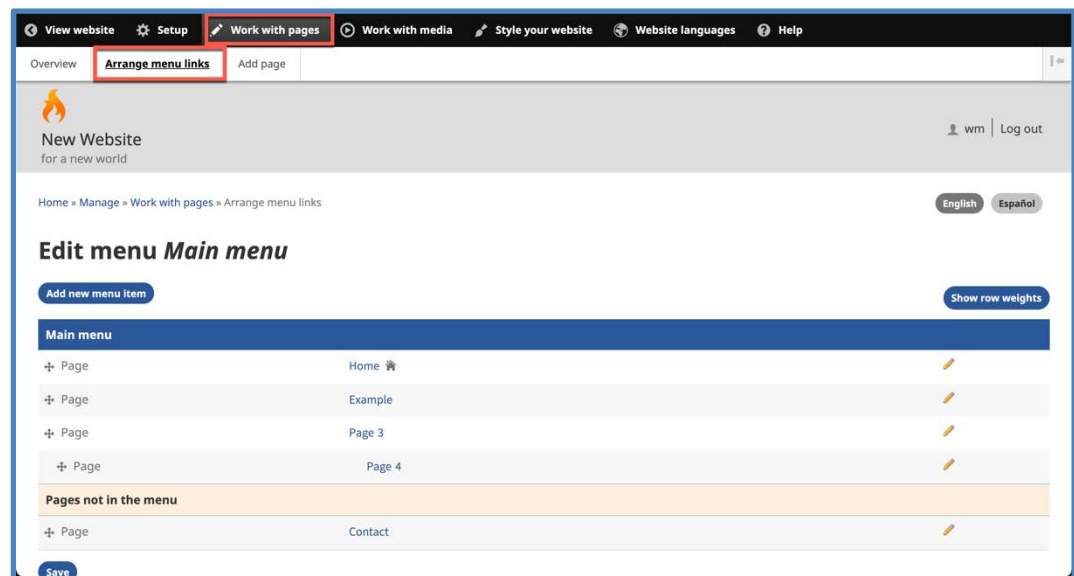


Fig. 155. Chart to Arrange menu links

- 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.



Fig. 156. *Move menu items in your website menu*

#### 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.



Fig. 157. *Overview screen – Show advanced actions*

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

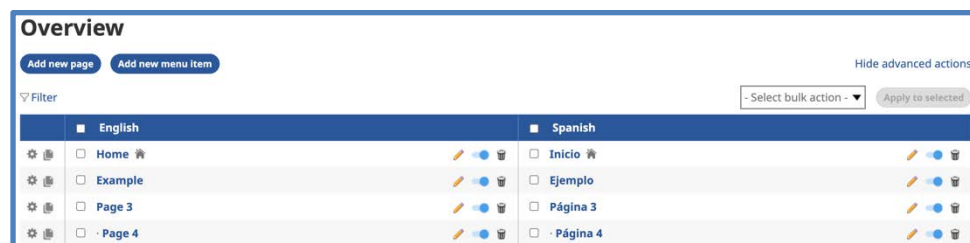


Fig. 158. *Overview screen with advanced actions*



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.)

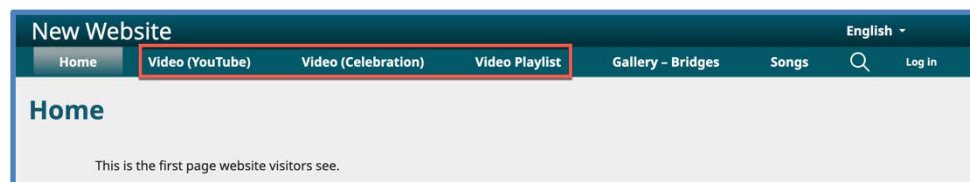


Fig. 159. *Menu with several video pages as top-level menu items*

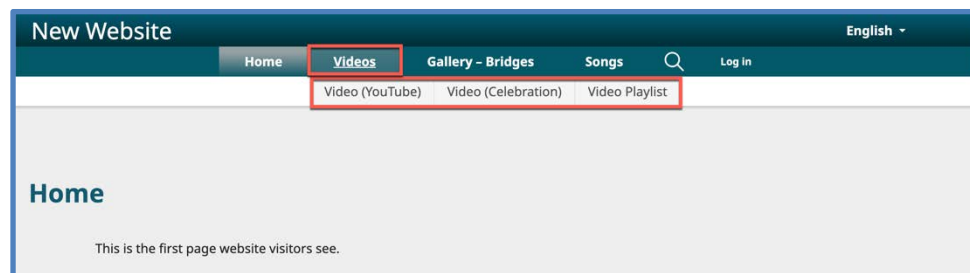


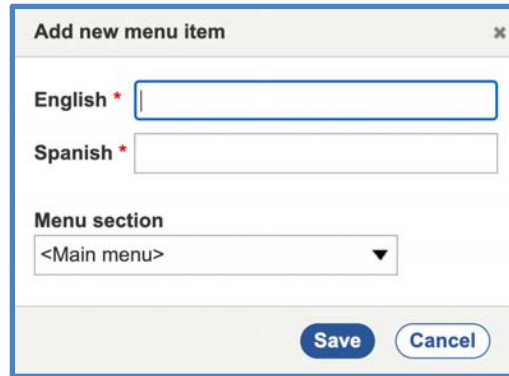
Fig. 160. *Menu with video pages indented under "Videos" menu item*

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



Fig. 161. *Overview screen – Add new menu item*

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



**Add new menu item**

English \*

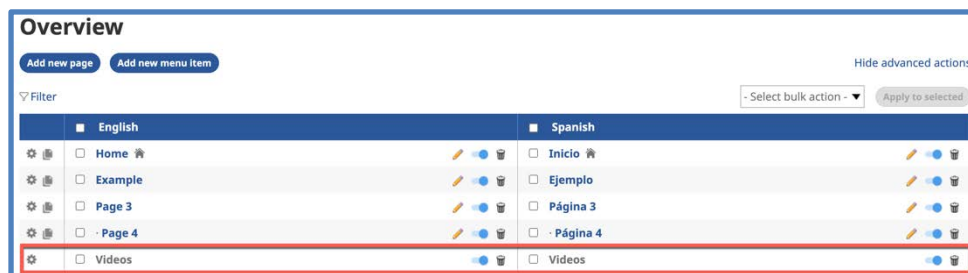
Spanish \*

Menu section

**Save** **Cancel**

Fig. 162. Add new menu item task box

- 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).



**Overview**

**Add new page** **Add new menu item**

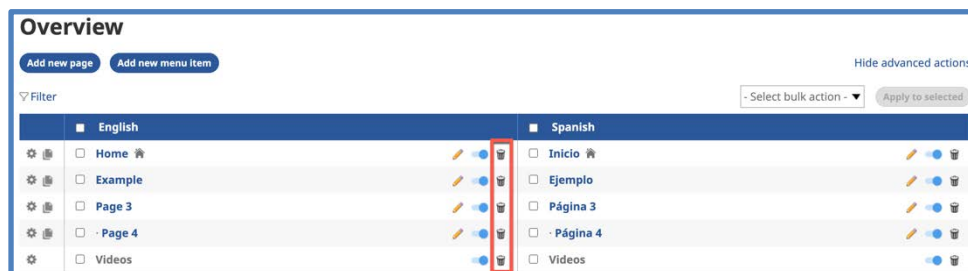
Filter - Select bulk action - **Apply to selected**

	English		Spanish	
	<input type="checkbox"/> Home		<input type="checkbox"/> Inicio	
	<input type="checkbox"/> Example		<input type="checkbox"/> Ejemplo	
	<input type="checkbox"/> Page 3		<input type="checkbox"/> Página 3	
	<input type="checkbox"/> Page 4		<input type="checkbox"/> Página 4	
	<input type="checkbox"/> Videos		<input type="checkbox"/> Videos	

Fig. 163. New menu item added to Overview chart

- 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



**Overview**

**Add new page** **Add new menu item**

Filter - Select bulk action - **Apply to selected**

	English		Spanish	
	<input type="checkbox"/> Home		<input type="checkbox"/> Inicio	
	<input type="checkbox"/> Example		<input type="checkbox"/> Ejemplo	
	<input type="checkbox"/> Page 3		<input type="checkbox"/> Página 3	
	<input type="checkbox"/> Page 4		<input type="checkbox"/> Página 4	
	<input type="checkbox"/> Videos		<input type="checkbox"/> Videos	

Fig. 164. Overview chart – delete icons

- 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.

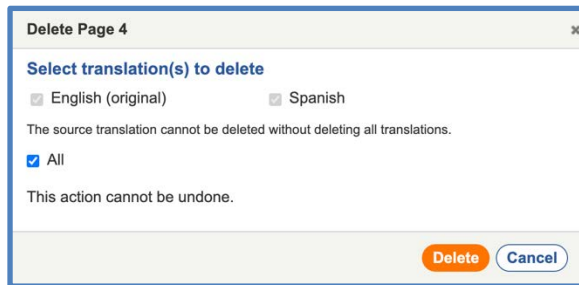


Fig. 165. *Confirm delete page*

- (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.

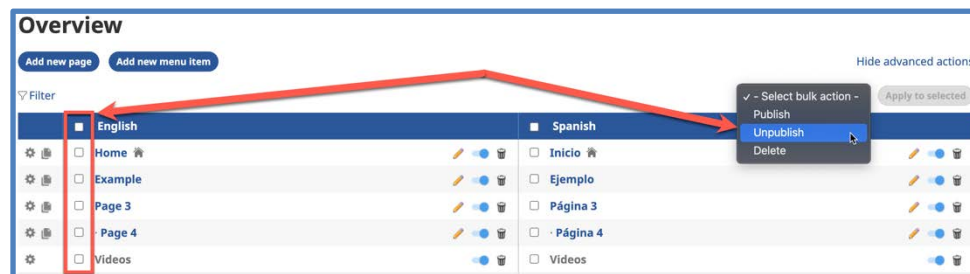


Fig. 166. *Overview chart – bulk actions*

- 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.



Fig. 167. Overview chart – Filter list

- b) The *Filter list* task box appears.

The 'Filter list' task box is a modal window. It contains the following elements:
 

- A title bar with the text 'Filter list' and a close button (X).
- Instructions: 'Use any option below to only show certain pages and menu items in the list.'
- A text input field labeled 'Title or content contains text'.
- A dropdown menu labeled 'Content type' with the selected option '- All -'.
- A dropdown menu labeled 'Publication status' with the selected option '- All -'.
- Two buttons at the bottom: 'Apply' and 'Cancel'.

Fig. 168. Filter list task box

- 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*.

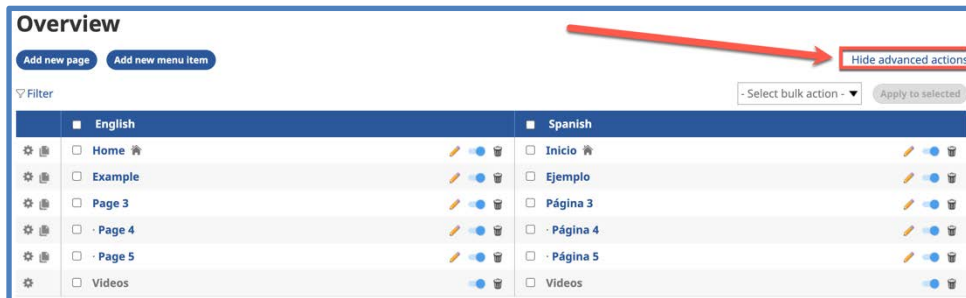


Fig. 169. Overview screen – Hide advanced actions

E. Copy a page

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



Fig. 170. Overview screen – Show advanced actions

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

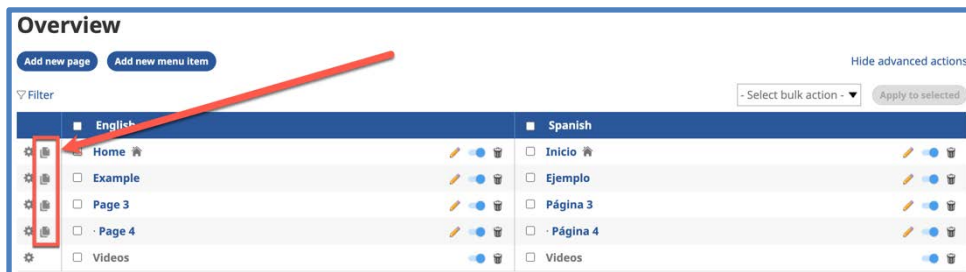


Fig. 171. Overview chart – Copy Page icons

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*.

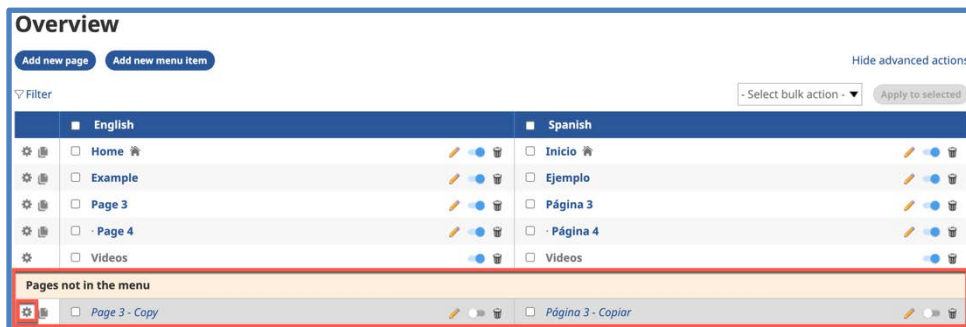


Fig. 172. Page copy added to Overview chart

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.

Fig. 173. *Title and settings pop-up for copied page*

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.

Fig. 174. *New title and settings for copied page*

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.

English	Spanish
Home	Inicio
Example	Ejemplo
Page 3	Página 3
Page 4	Página 4
Page 5	Página 5
Videos	Videos

Fig. 175. *New (copied) page on Overview chart*

- 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*.

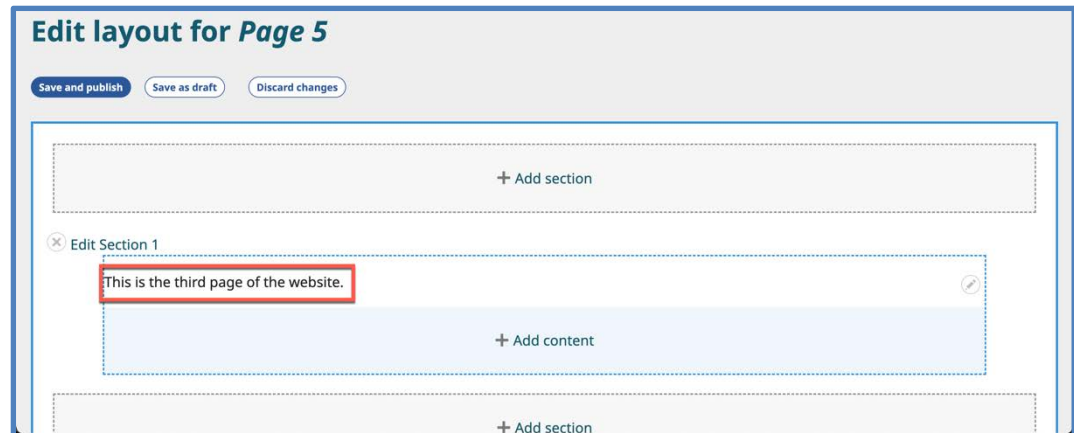


Fig. 176. *New (copied) page in Layout Editor*

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**.

## 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.

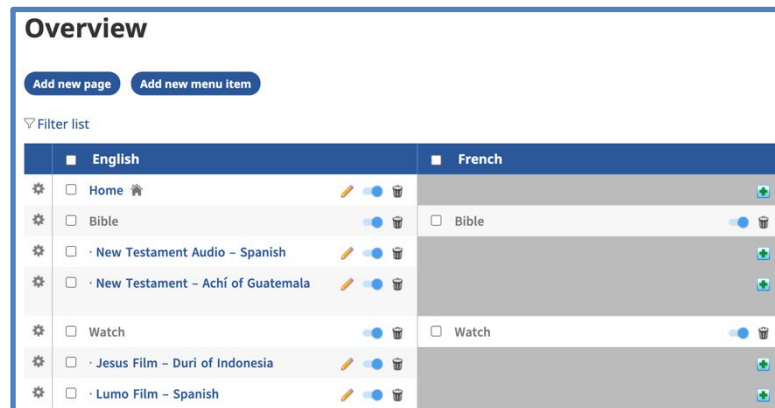


Fig. 177. *Overview chart with sample pages*

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.



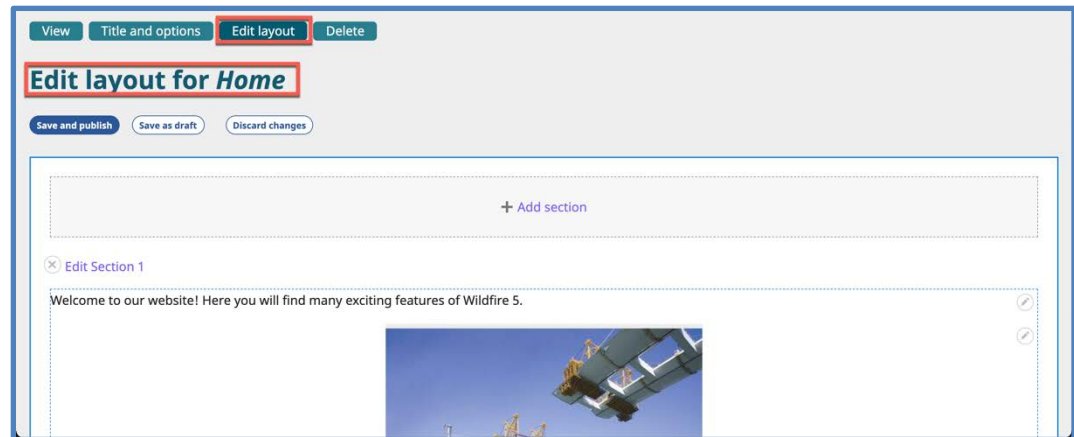


Fig. 178. *Layout Editor for Home page*

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*.

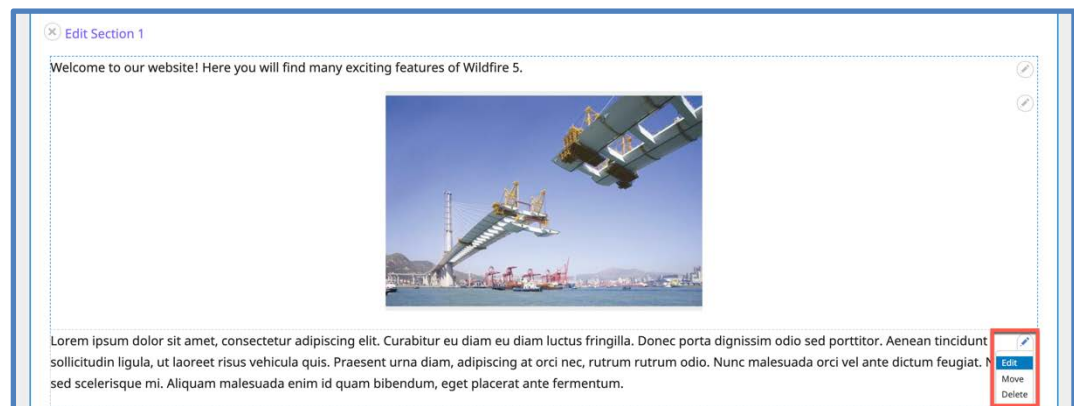


Fig. 179. *Edit a text block*

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.

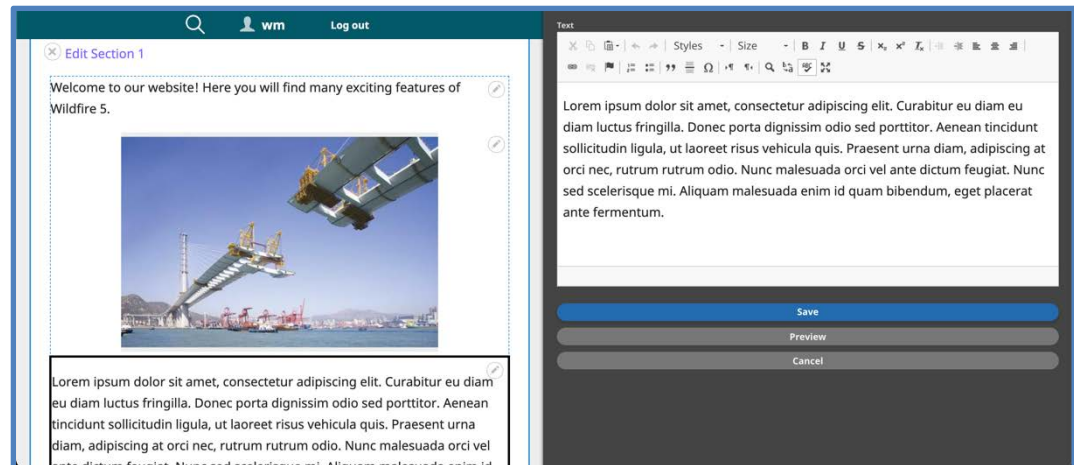


Fig. 180. *Text editor sidebar*

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 link *Edit Section* at the upper left edge of the section.

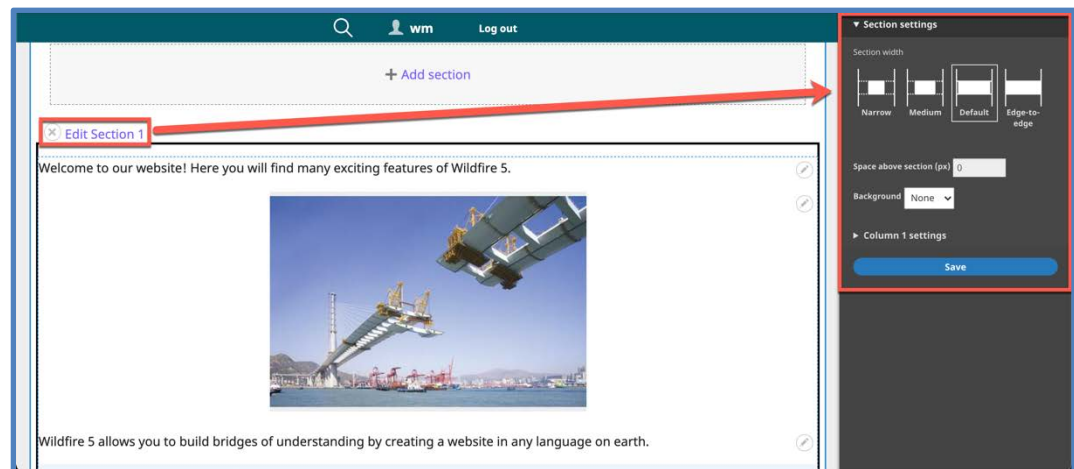


Fig. 181. *Edit Section link*

- 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.

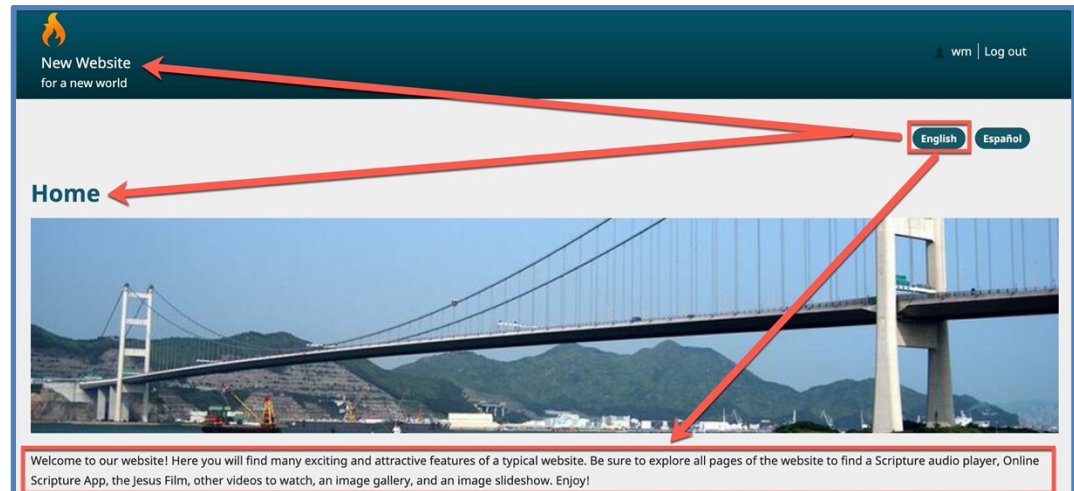


Fig. 182. *English text on English navigation page*

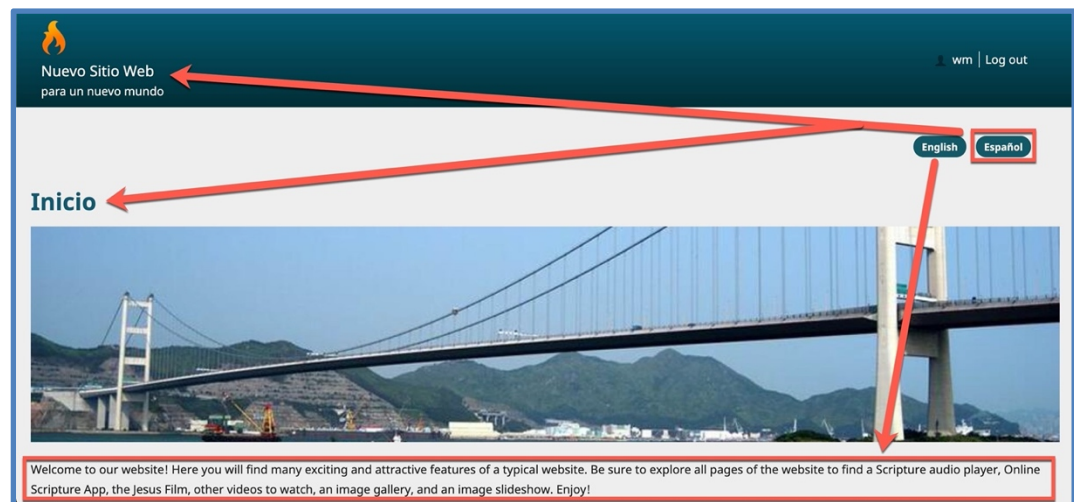


Fig. 183. *English text on Spanish navigation page*

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.



Fig. 184. *Select page and language for translation*

2. The *Layout Editor* screen opens.

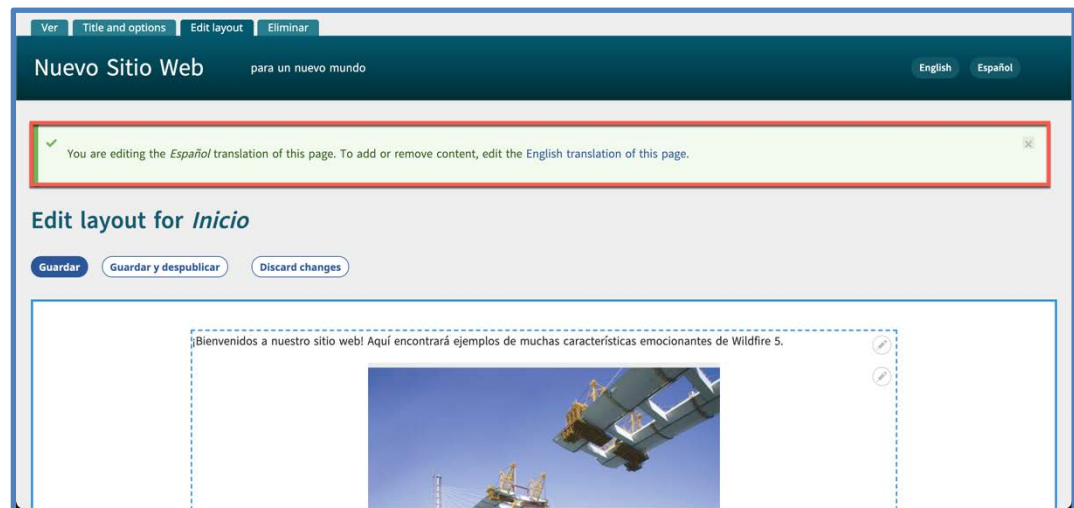


Fig. 185. *Layout Editor for page to be translated*

- 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).

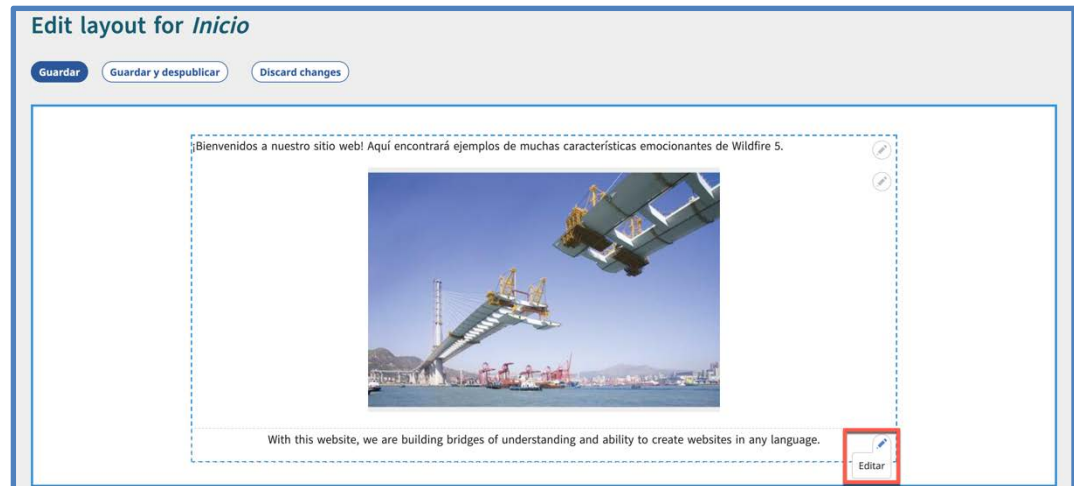


Fig. 186. *Select Content block to edit*

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.

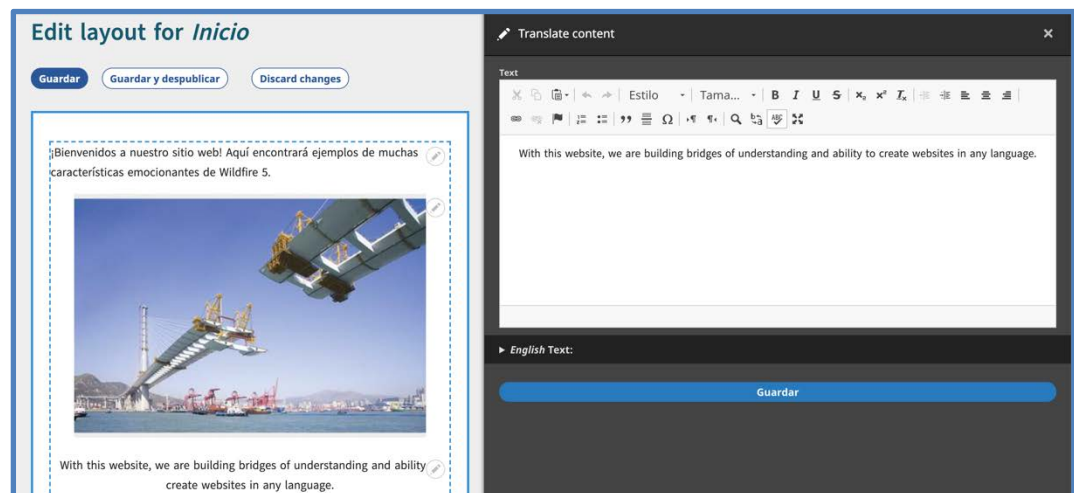


Fig. 187. *Text editor sidebar*

7. Edit the block content as desired.
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. Select the Content block to which you want to add an image with text by clicking on a *+ Add content* link.
2. A sidebar opens, displaying the types of block content.

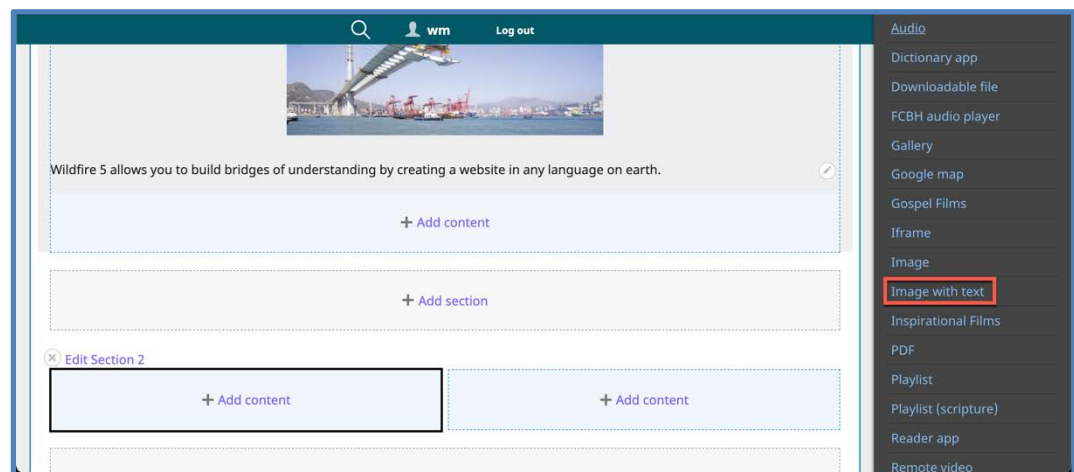


Fig. 188. *Content block sidebar*

3. Click on the option *Image with Text*.
4. A new sidebar opens with features to select an image and write and format text.

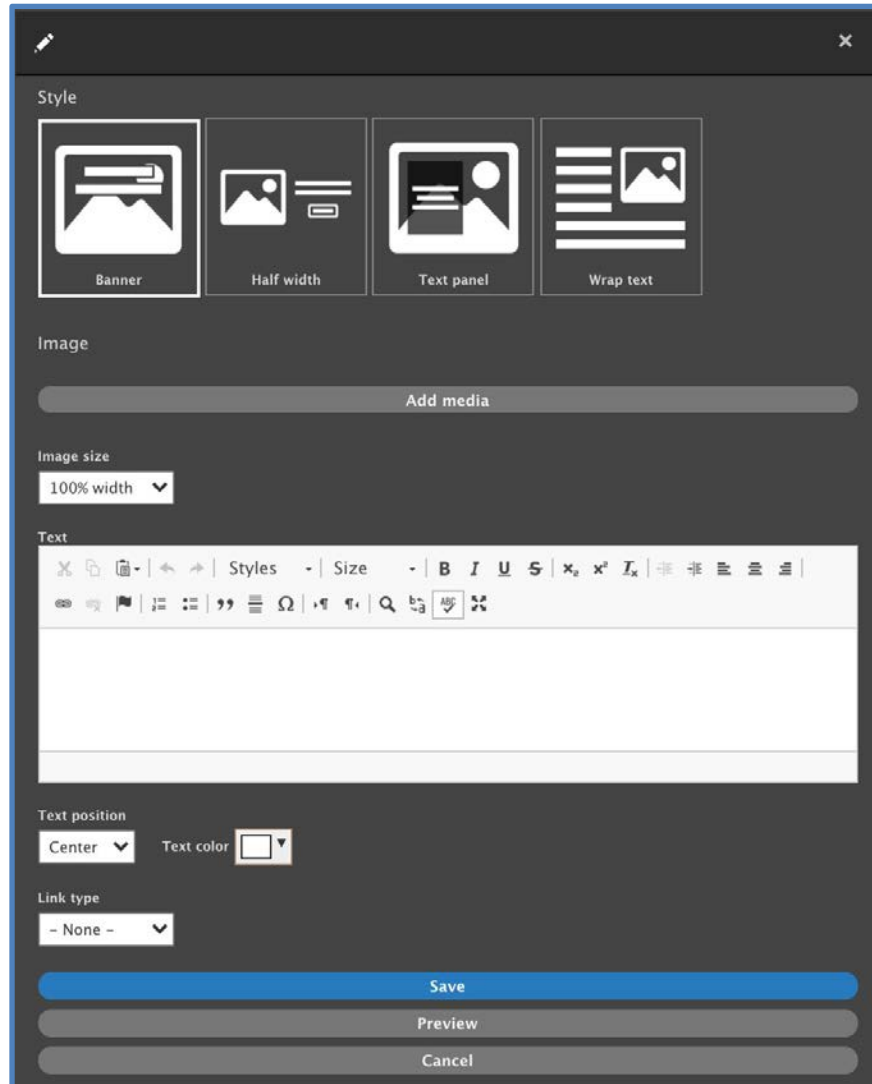


Fig. 189. *Image with text sidebar*

5. 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





Fig. 190. *Image with text – Banner style*

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



Fig. 191. *Image with text – Half width style*

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



Fig. 192. *Image with text – Text panel style*

- 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).

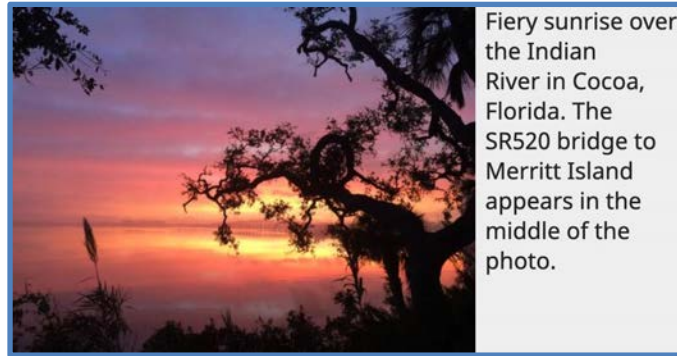


Fig. 193. *Text with image – Wrap text style*

6. 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.

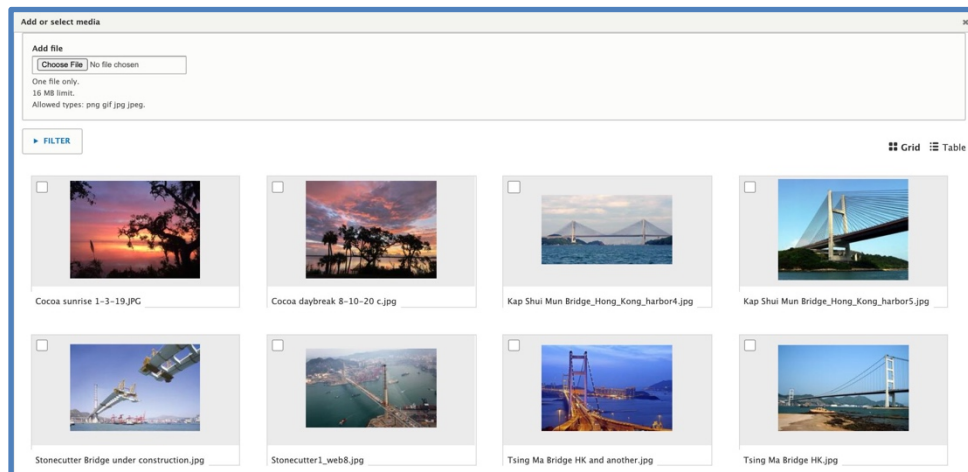


Fig. 194. *Add or select media working box*

- 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.

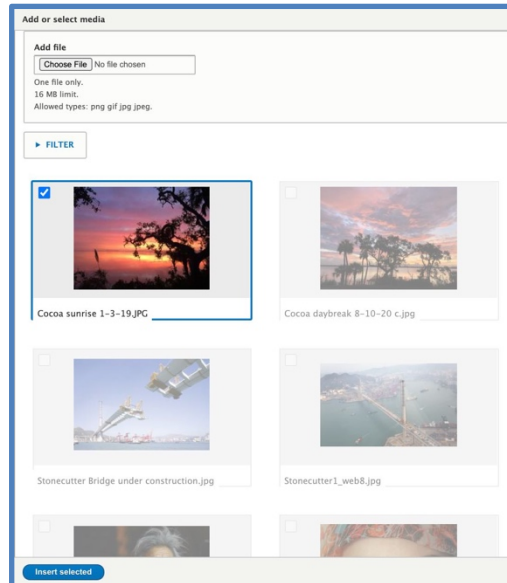


Fig. 195. *Image selected*

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

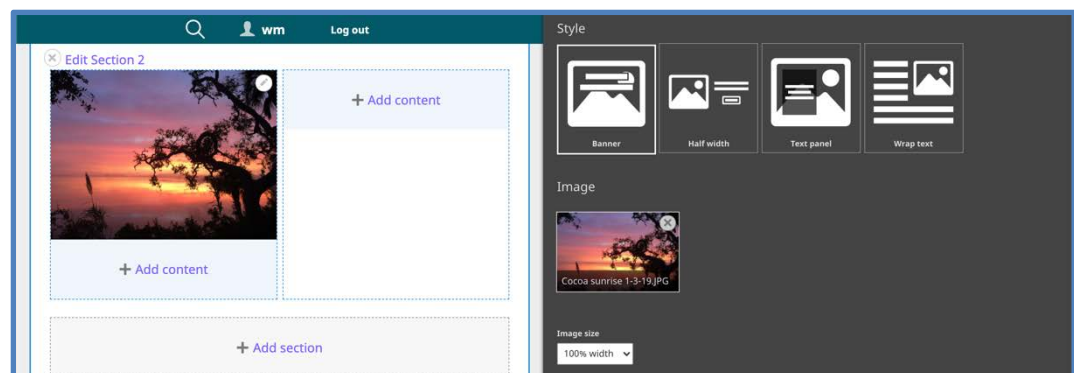


Fig. 196. *Selected image in layout panel and sidebar*

7. 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
8. 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.
9. Other formatting options appear below the text editor box.

- a) These vary depending on the style chosen in Step 5 above.
10. In the lower section of the sidebar, you may configure the *Image with text* as a hyperlink.

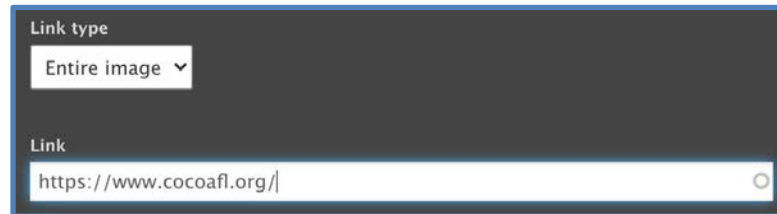


Fig. 197. *Link section of Image with text sidebar*

- 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.

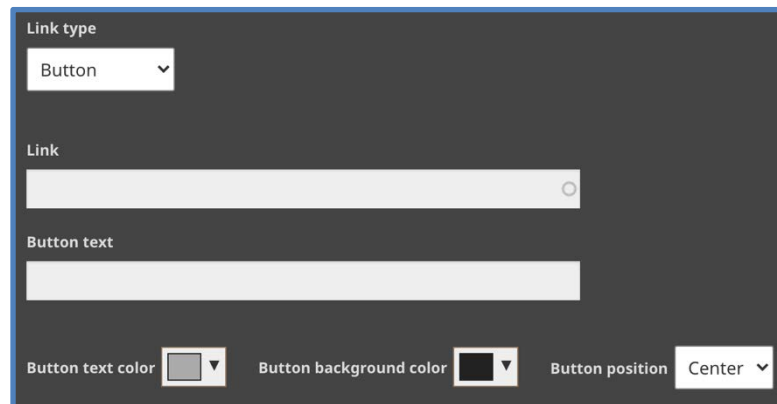


Fig. 198. *Configure button link*

- (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.
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.

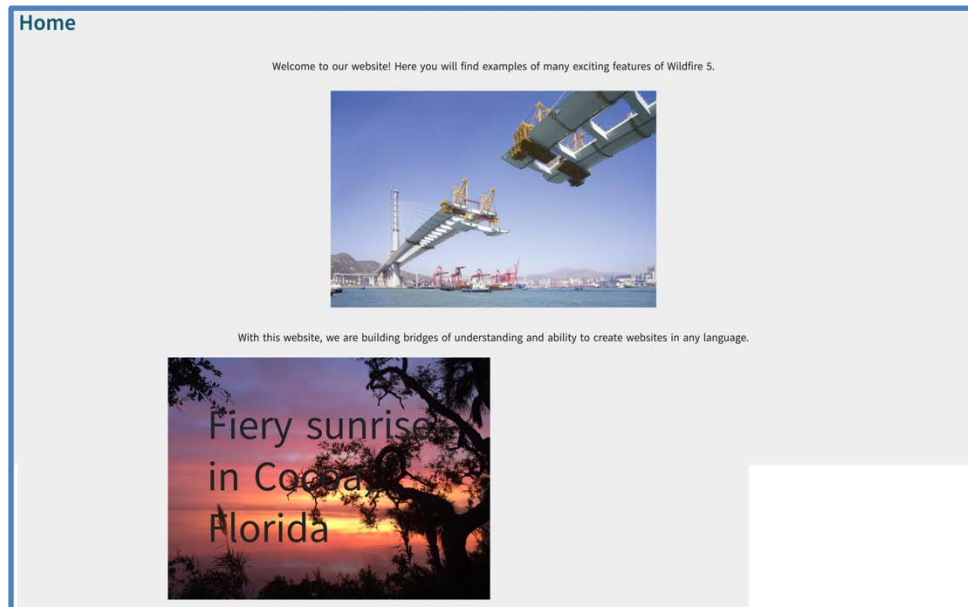


Fig. 199. *Image with text on a website page*

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.

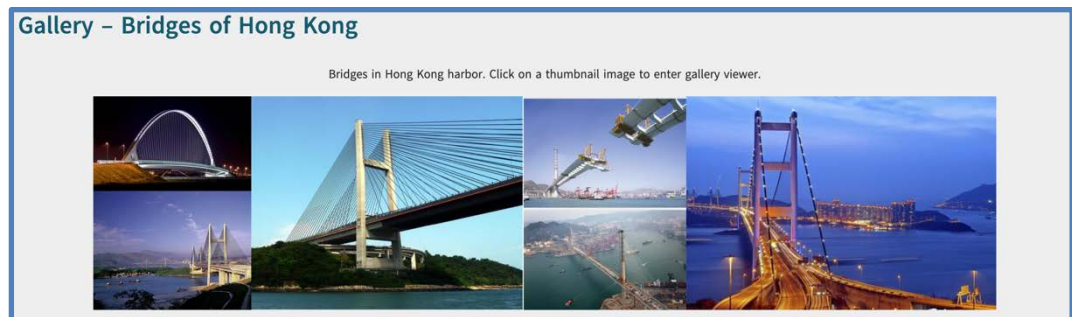


Fig. 200. *Gallery collage with image thumbnails*

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

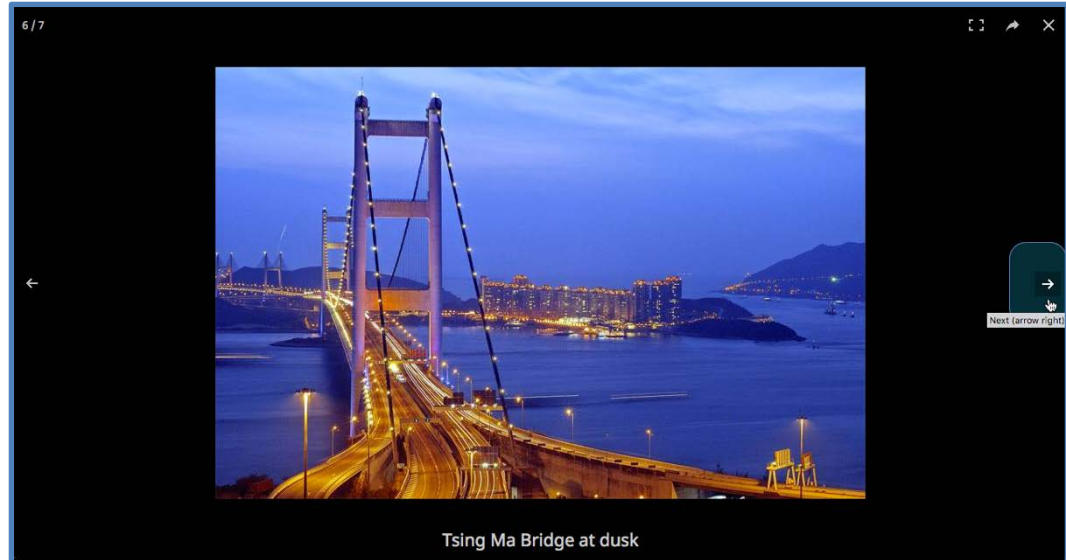


Fig. 201. *Full-image gallery viewer with navigation controls*

- 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.

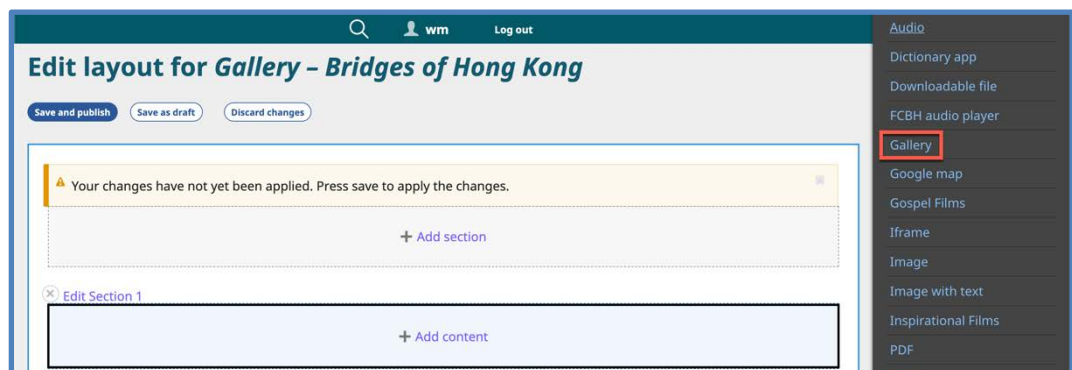


Fig. 202. *Content block sidebar*

7. Click on the option *Gallery*.
8. A new sidebar opens with features to select images for the gallery.



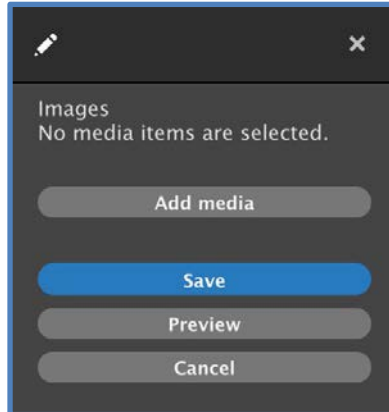


Fig. 203. *Gallery sidebar*

9. Click on the **Add media** button.
  - a) The *Add or select media* working box opens.

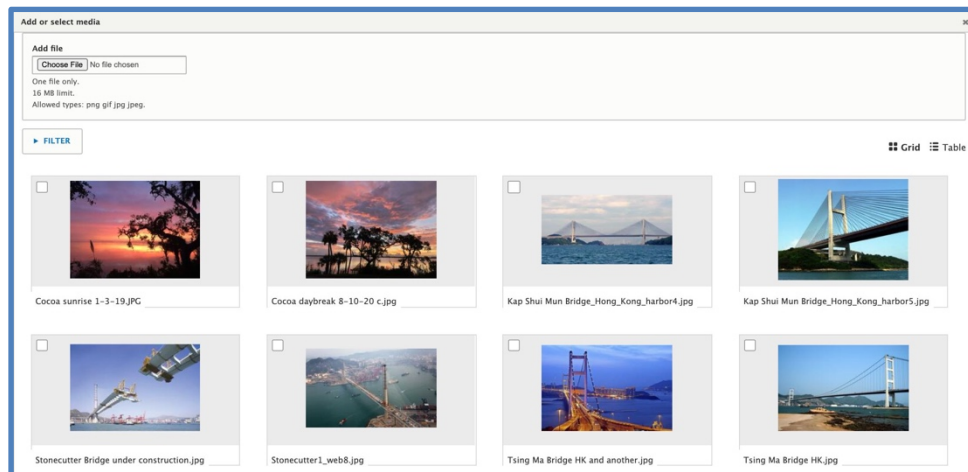


Fig. 204. *Add or select media working box*

- 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.

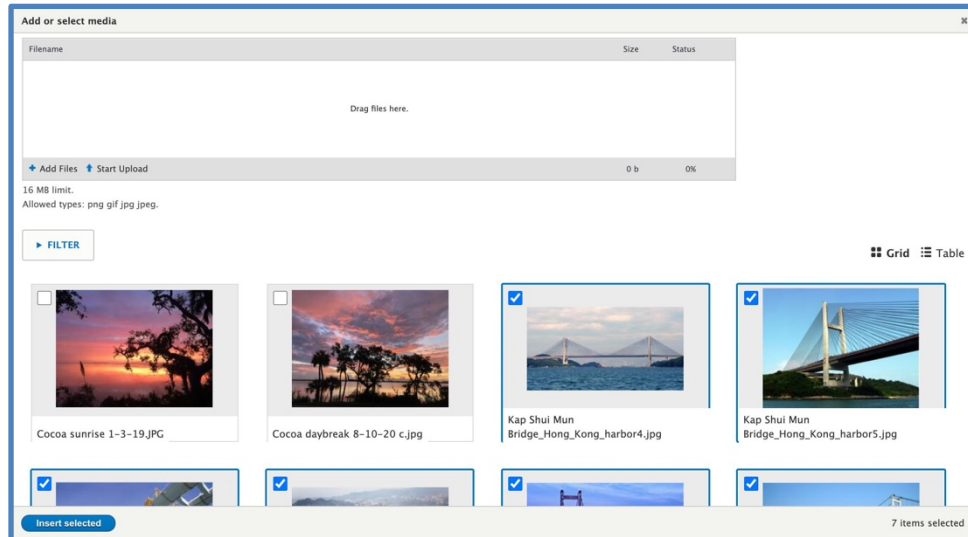


Fig. 205. *Images selected*

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

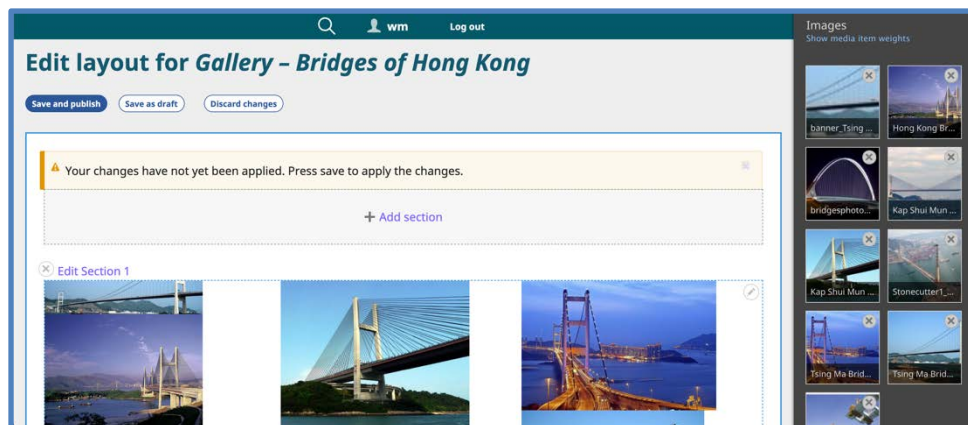


Fig. 206. *Selected images in layout panel and sidebar*

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.

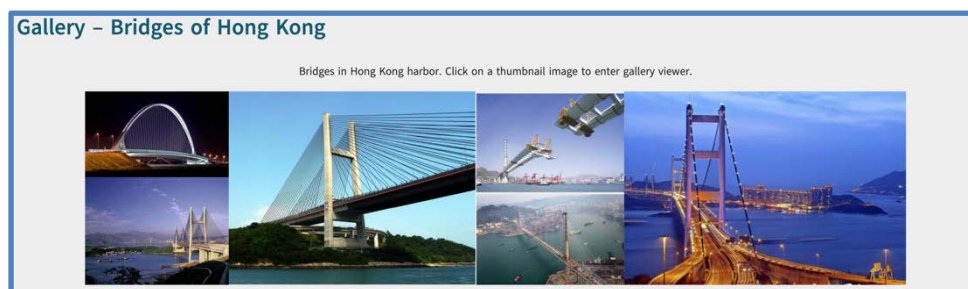


Fig. 207. *Image gallery on a website page*



D. Image slideshow

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

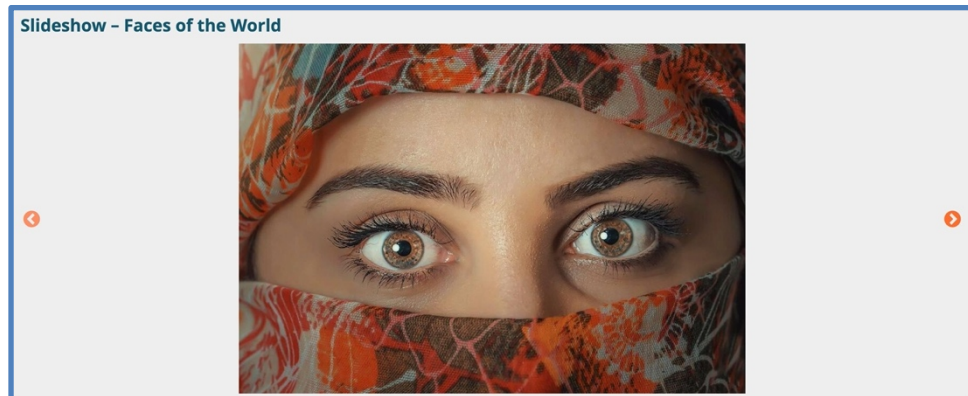


Fig. 208. *Image slideshow on a website page*

- 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.

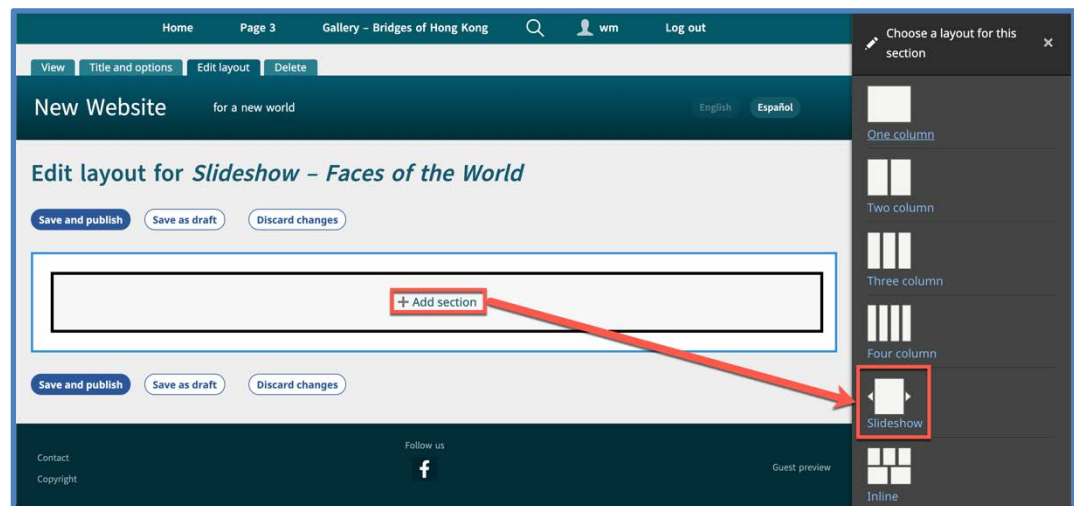


Fig. 209. *Layout section sidebar*

5. Click on the option *Slideshow*.
6. A new section area appears for the slideshow.



Fig. 210. *New section for slideshow*

7. Click on the link *+ Add images to slideshow*.
8. A new sidebar opens with features to select images for the slideshow.

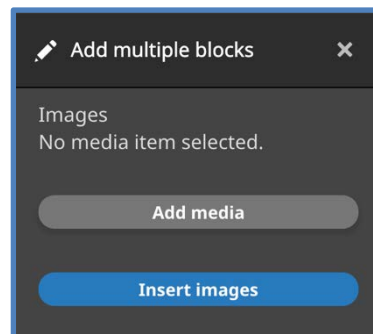


Fig. 211. *Slideshow sidebar*

9. Click on the **Add media** button.
  - a) The *Add or select media* working box opens.

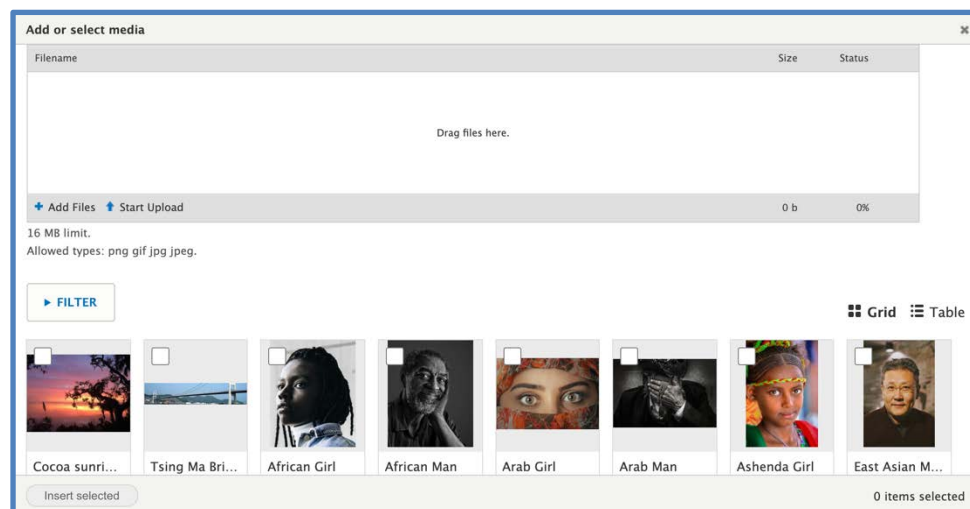


Fig. 212. *Add or select media working box*

- 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.

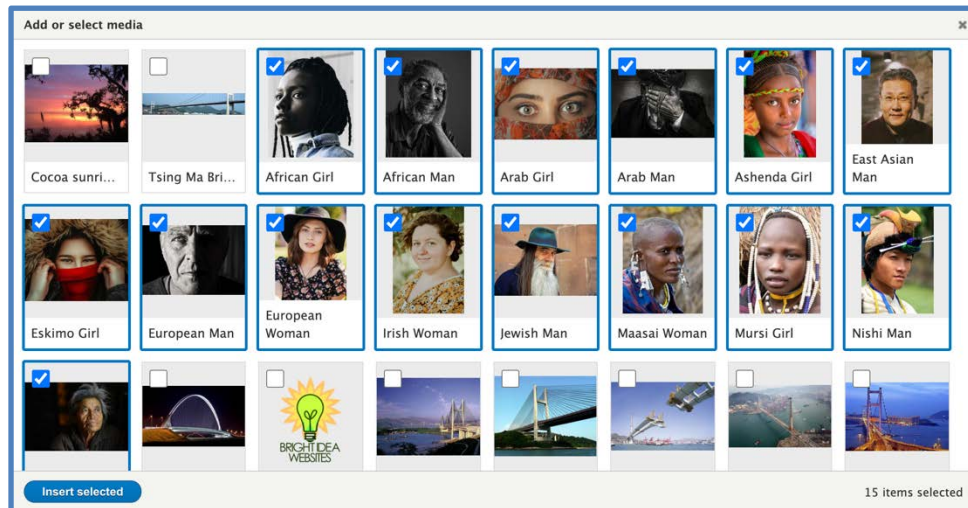


Fig. 213. *Images selected*

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

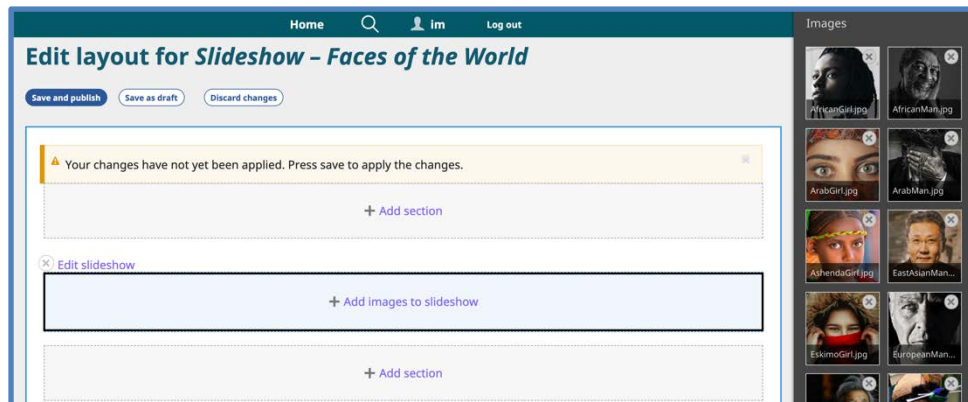


Fig. 214. *Selected images in sidebar*

- 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.

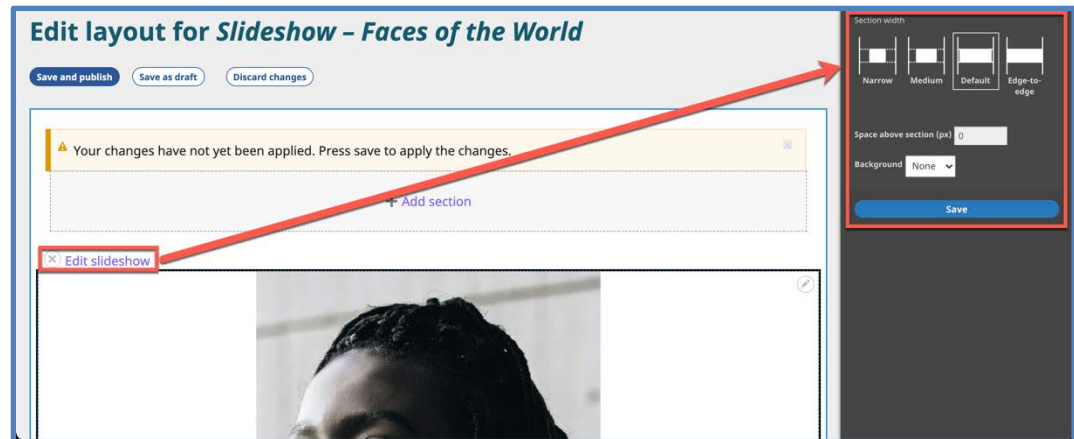


Fig. 215. *Configure slideshow section*

- 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.

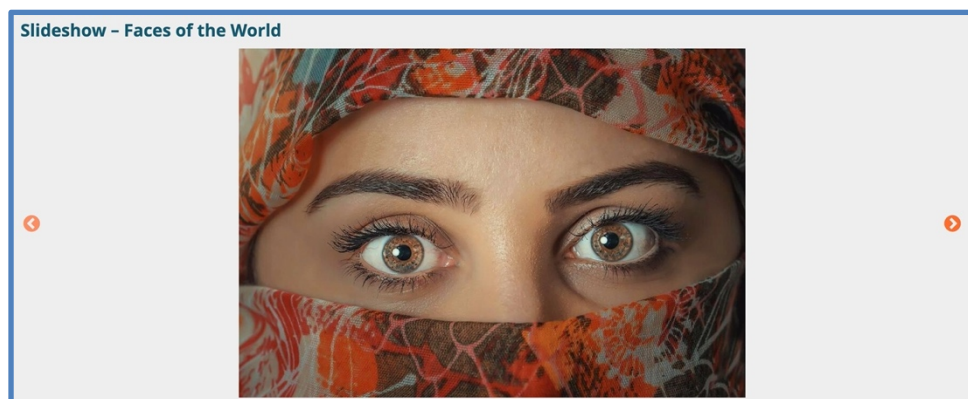


Fig. 216. *Image slideshow on a website page*

#### 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.

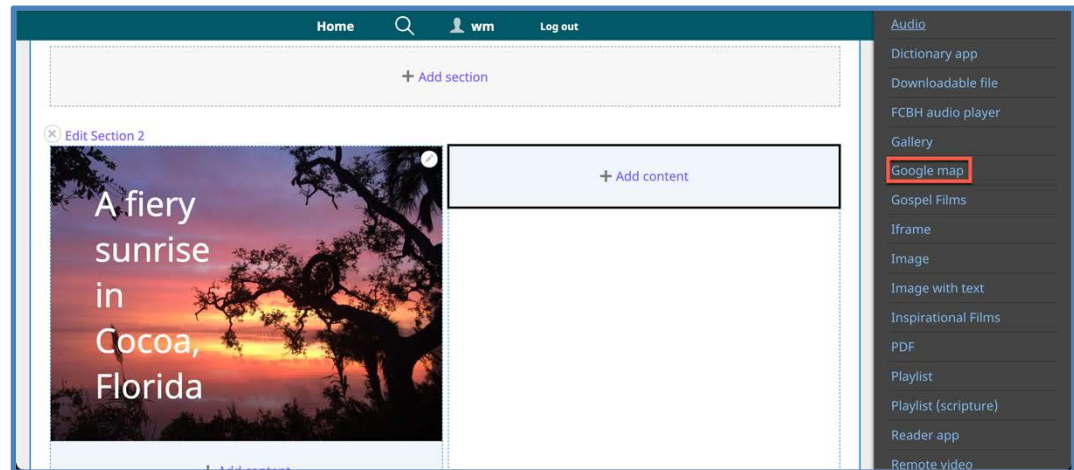


Fig. 217. *Content block sidebar*

4. Click on the option *Google Map*.
5. A new sidebar opens with features to configure the Google map.

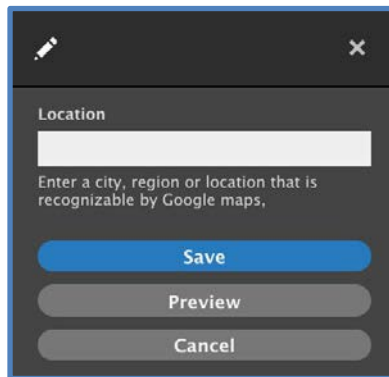


Fig. 218. *Google map sidebar*

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.



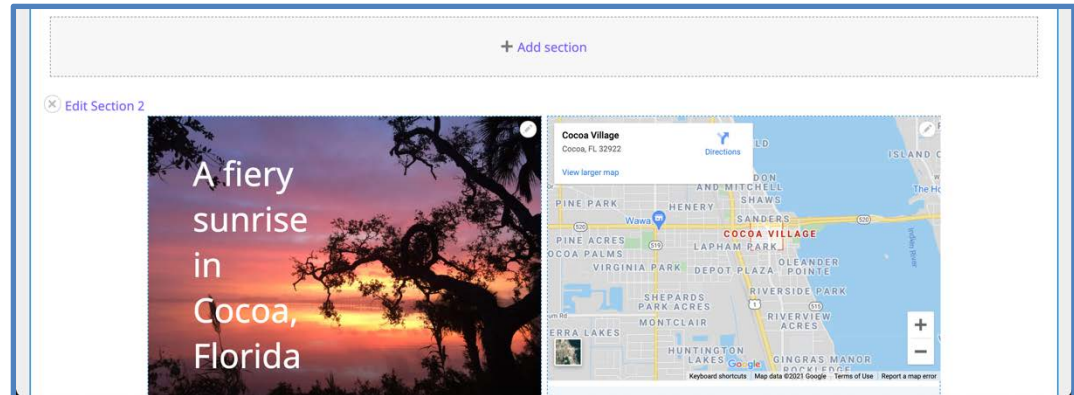


Fig. 219. Google map on Layout Editor screen

9. Click on the **Save** button on the *Layout Editor* screen.
10. Your work appears on a preview of the page.

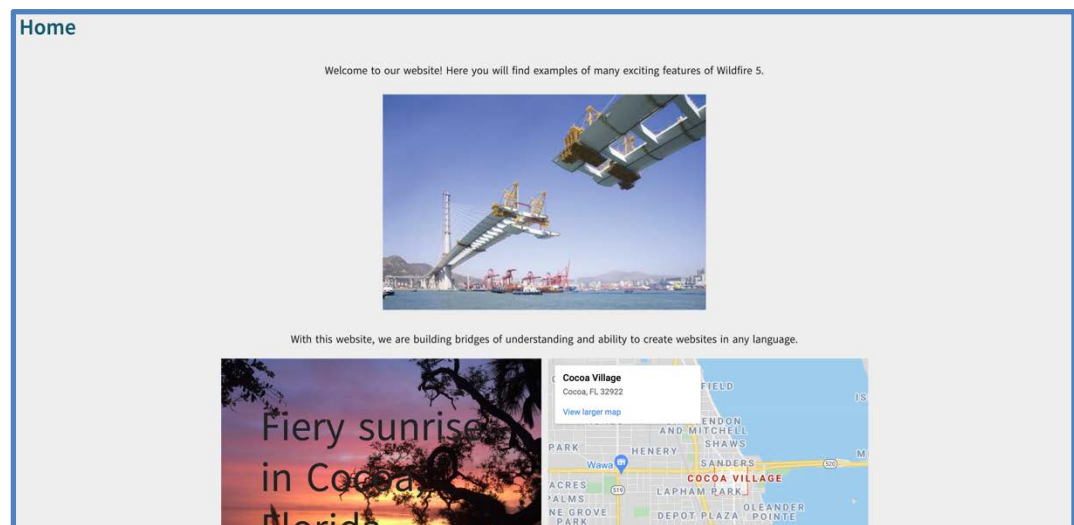


Fig. 220. Google map on website page

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.

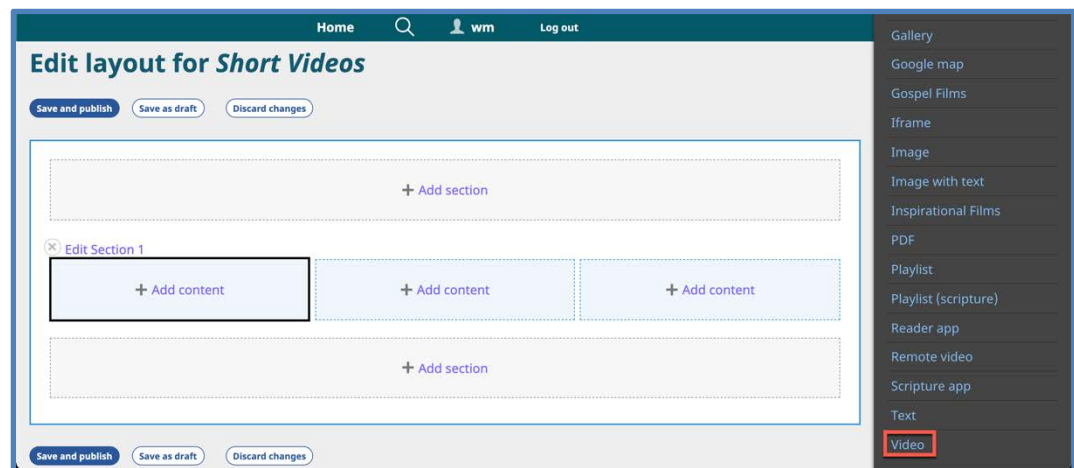


Fig. 221. Content block sidebar

3. Click on the option *Video*.
4. A new sidebar opens with features to select a video.

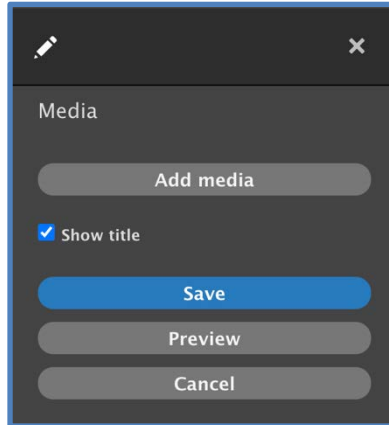


Fig. 222. *Video sidebar*

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

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

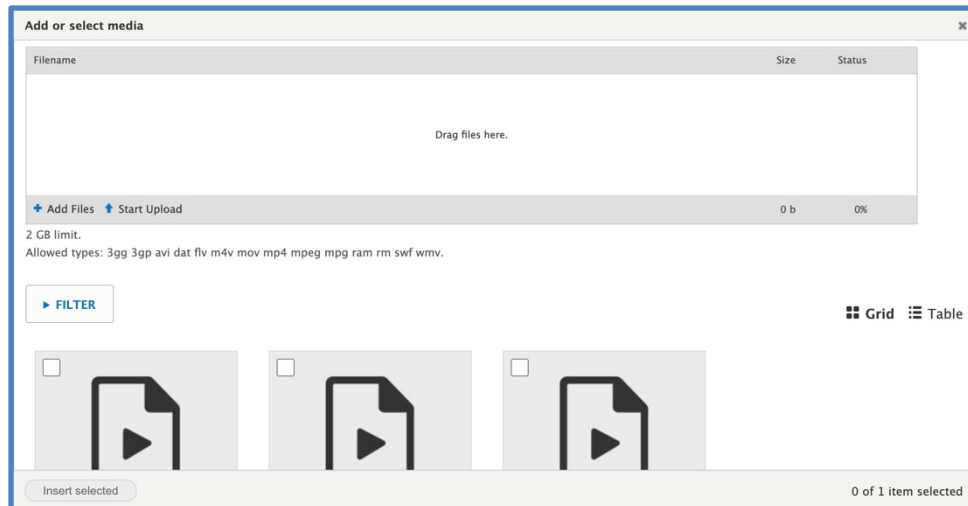


Fig. 223. *Add or select media working box*

- 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.



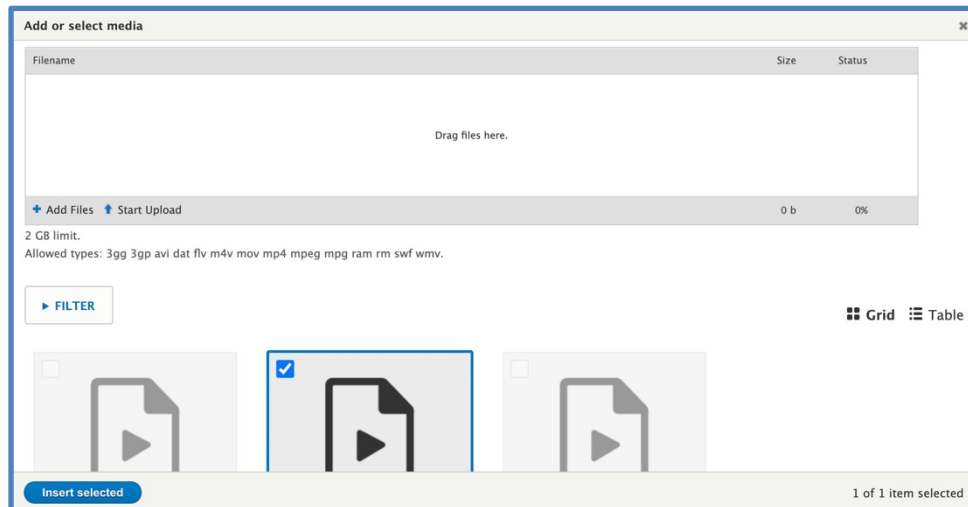


Fig. 224. *Video selected*

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

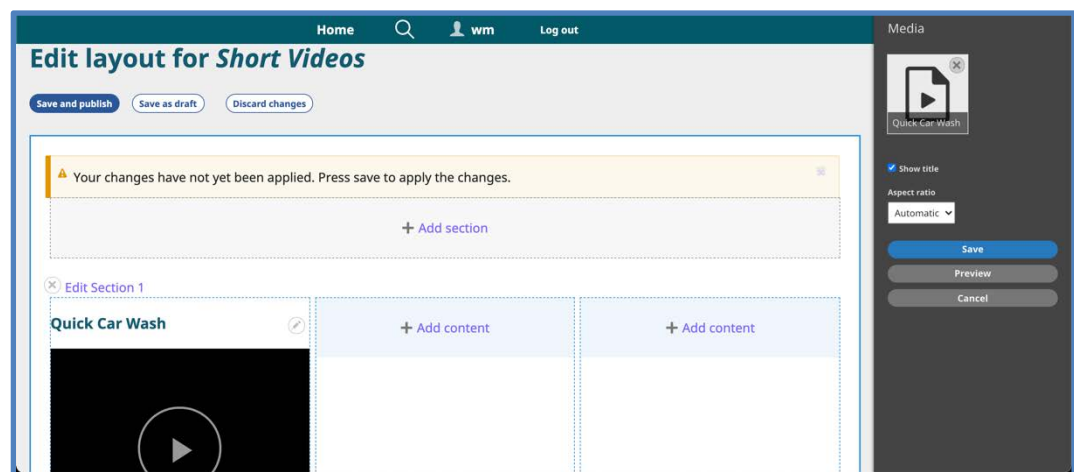


Fig. 225. *Selected video in layout panel and sidebar*

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.



Fig. 226. *Single videos on a website 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.

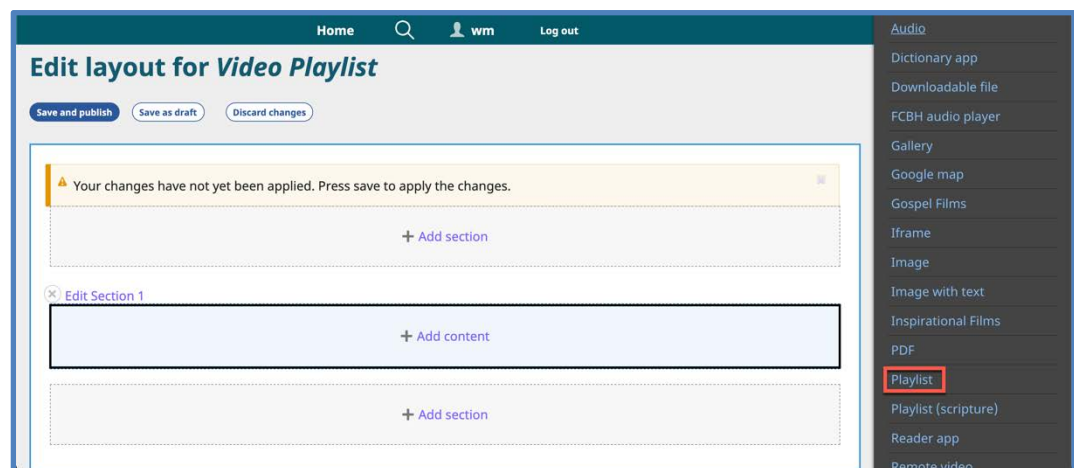


Fig. 227. *Content block sidebar*

3. Click on the option *Playlist*.
4. A new sidebar opens with features to configure a playlist.

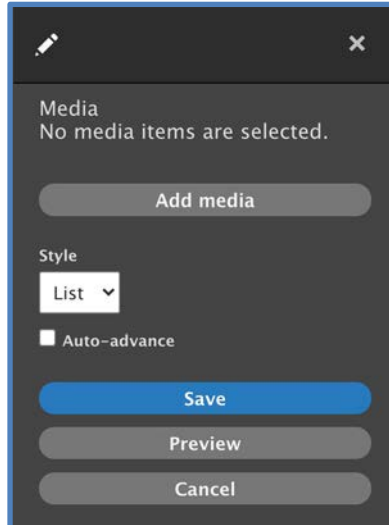


Fig. 228. *Playlist sidebar*

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

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

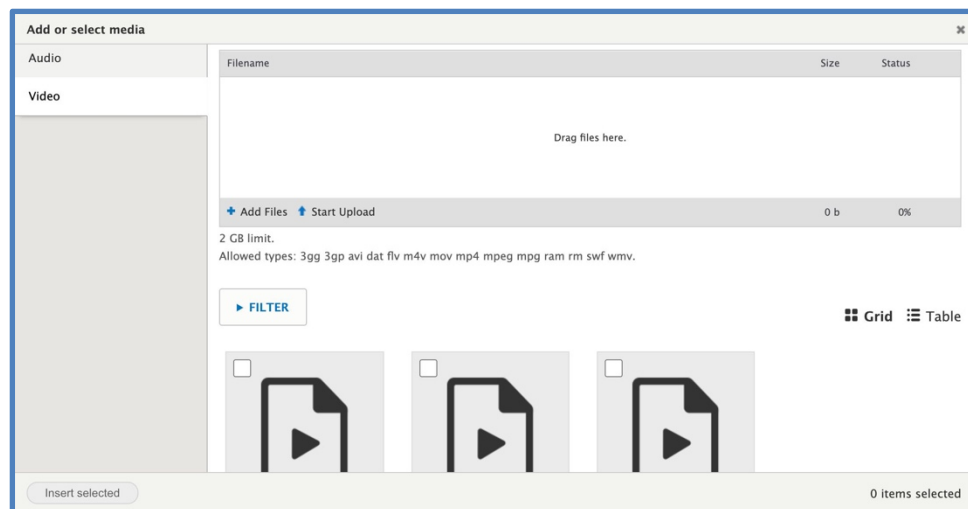


Fig. 229. *Add or select media working box*

- 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.

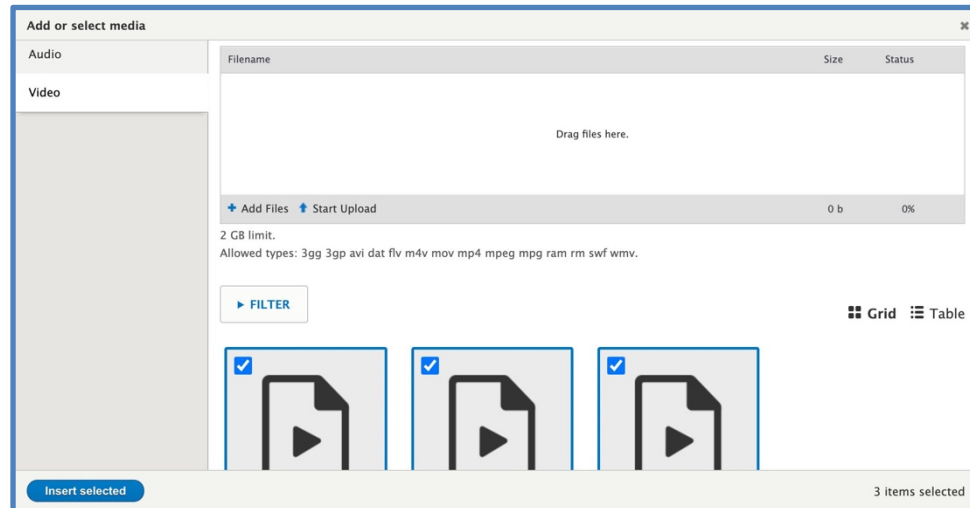


Fig. 230. *Videos selected*

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

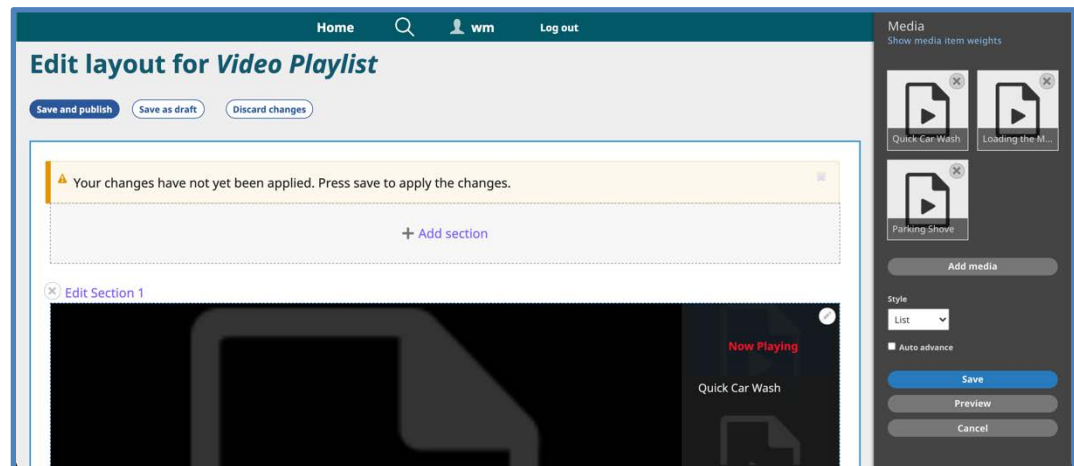


Fig. 231. *Video playlist in layout panel and sidebar*

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. 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.



Fig. 232. Video playlist (list mode) on a website page

11. 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.
  12. 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) Vimeo
    - c) Facebook
    - d) Instagram
    - e) Livestream
    - f) 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.

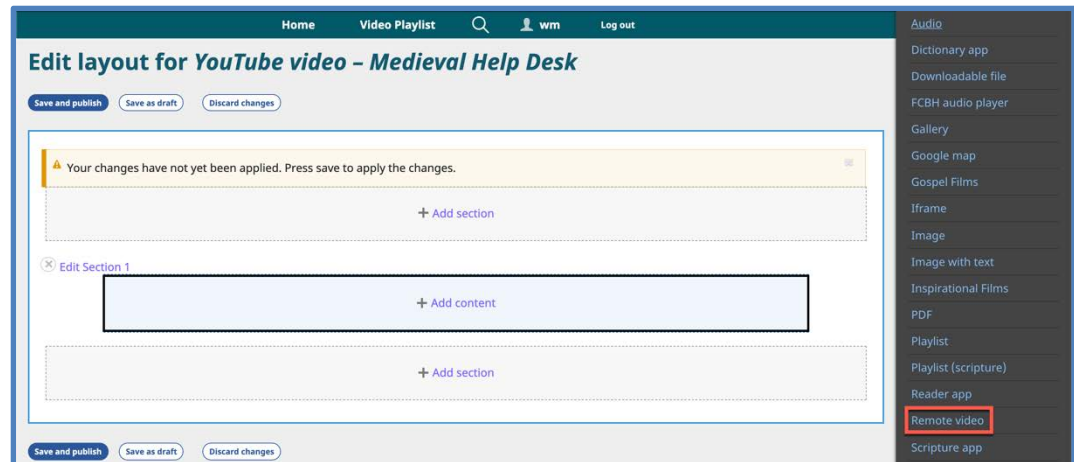


Fig. 233. *Content block sidebar*

4. Click on the option *Remote Video*.
5. A new sidebar opens with features to select a video.

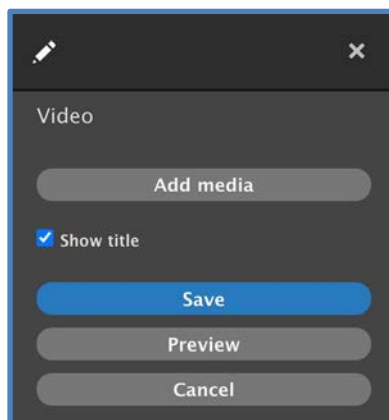


Fig. 234. *Remote video sidebar*

6. Click on the **Add media** button.
- a) The *Add or select media* working box opens.

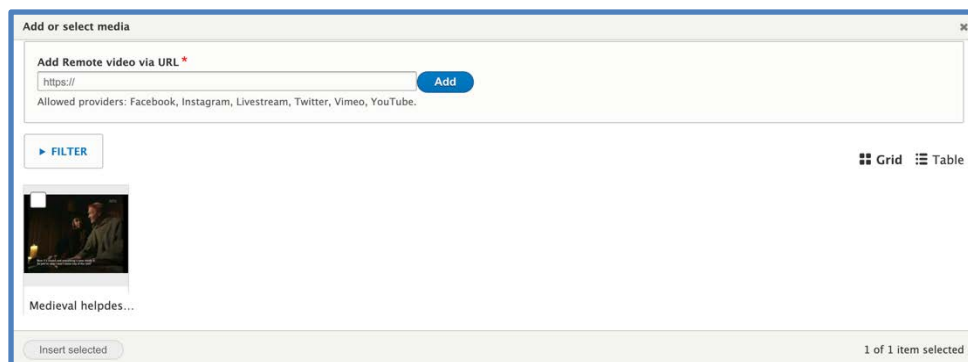


Fig. 235. *Add or select media working box*

- 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.

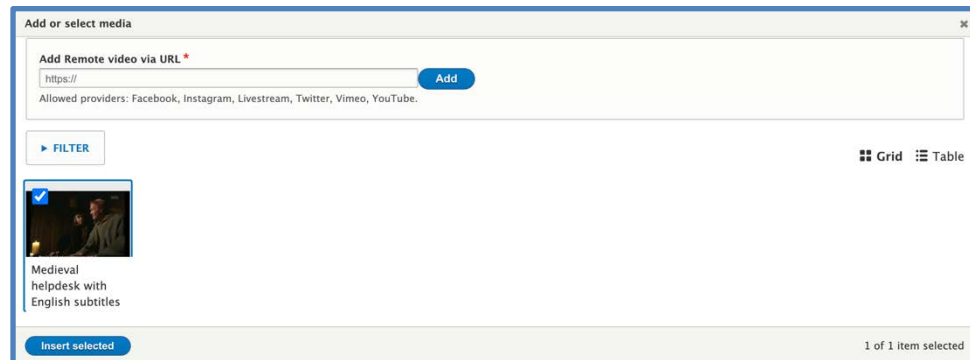


Fig. 236. *Remote video selected*

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

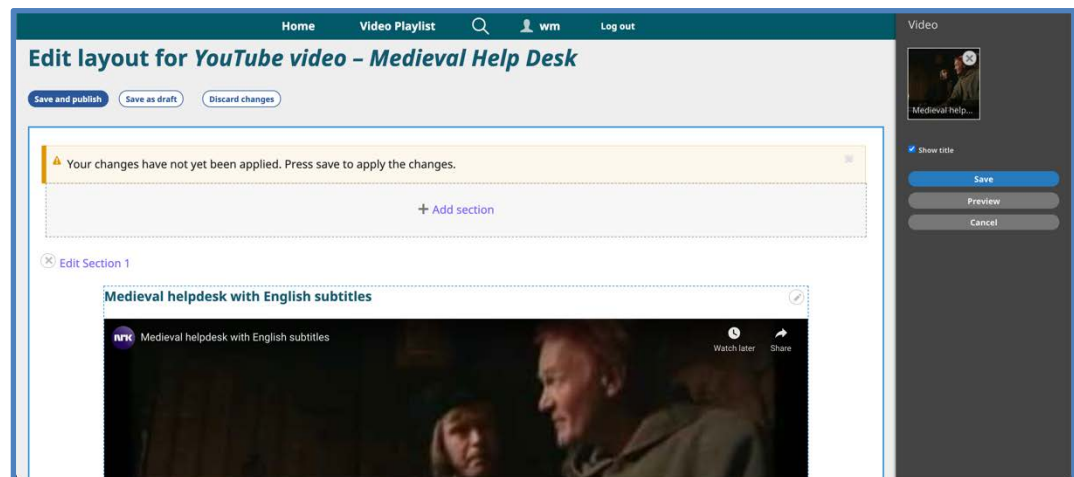


Fig. 237. *Selected video in layout panel and sidebar*

- 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.

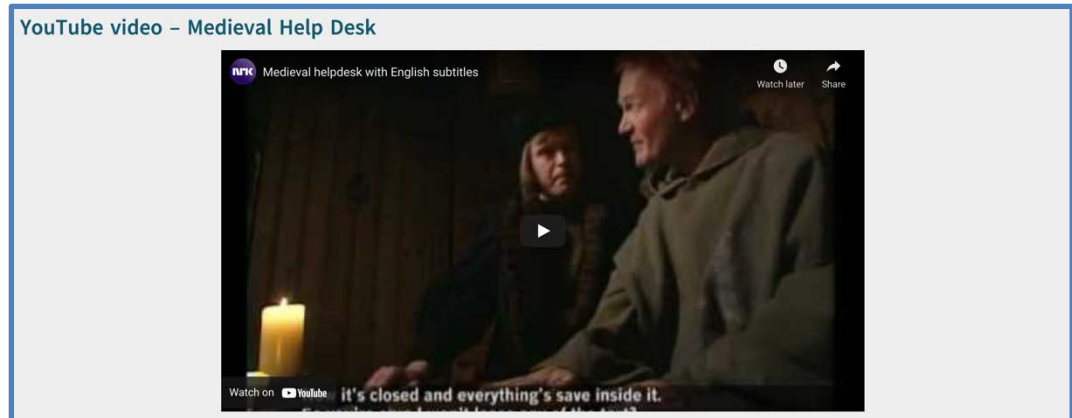


Fig. 238. Remote video on a website page

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. Inspirational Film

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 Film* by clicking on a *+ Add content* link.
5. A sidebar opens, displaying the types of block content.

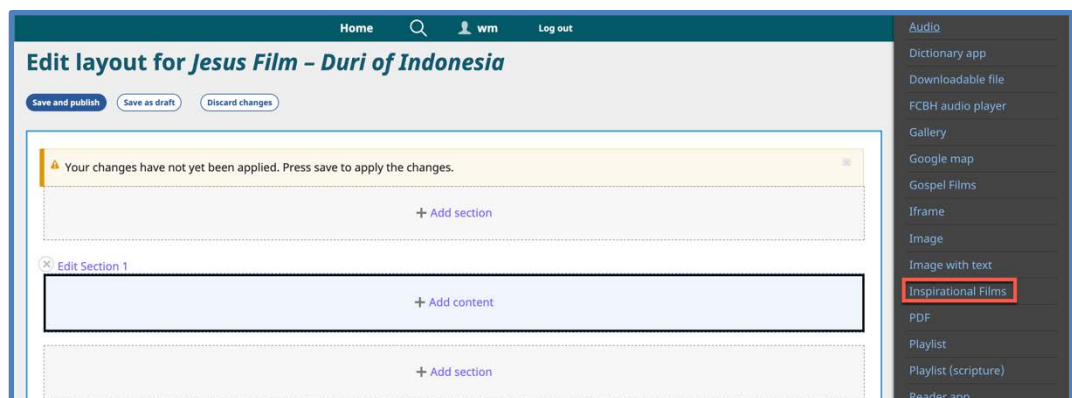


Fig. 239. Content block sidebar



6. Click on the option *Inspirational Films*.
7. A new sidebar opens with features to select a video.

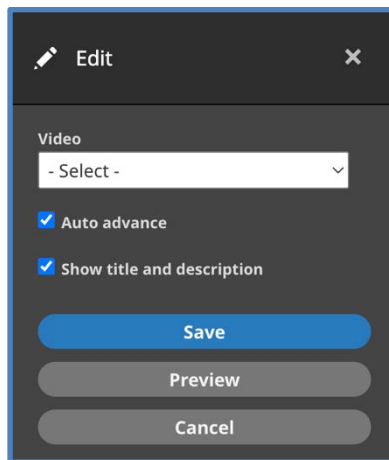


Fig. 240. *Inspirational Films sidebar*

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.



Fig. 241. *Selection of Inspirational Films*

- 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.

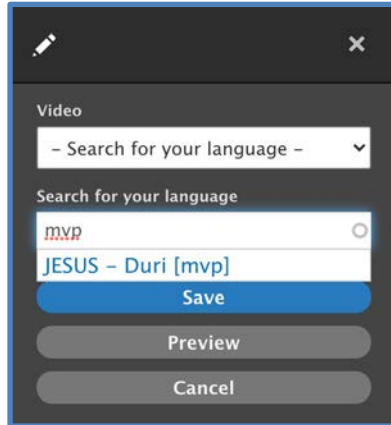


Fig. 242. *Search for an Inspirational Film*

- (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.

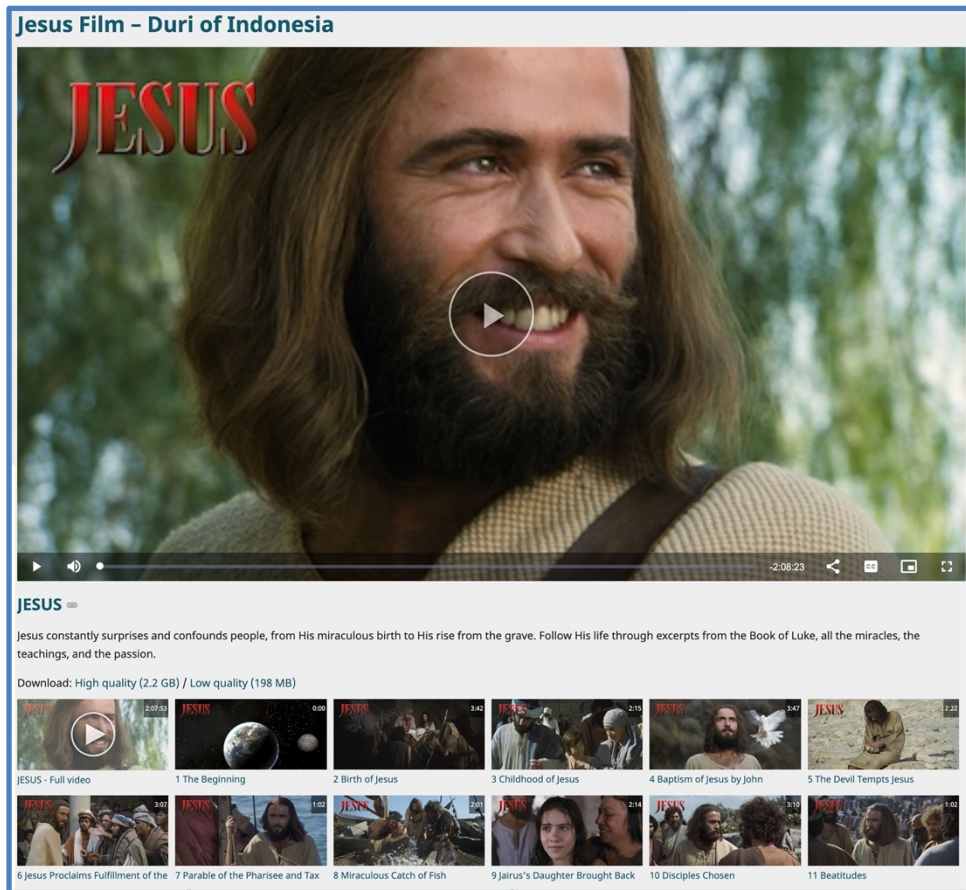


Fig. 243. *Jesus film on a website page*

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.

#### F. Gospel Film

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.

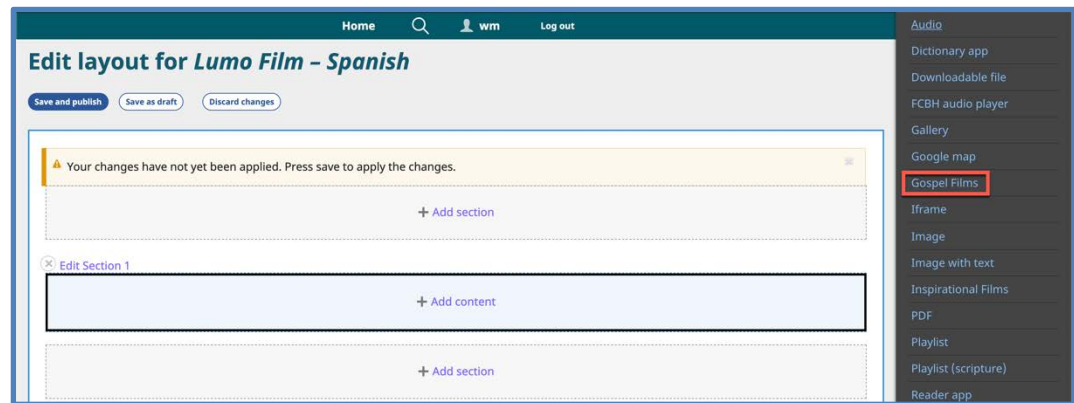


Fig. 244. *Content block sidebar*

5. Click on the option *Gospel Films*.
6. A new sidebar opens with features to select a video.

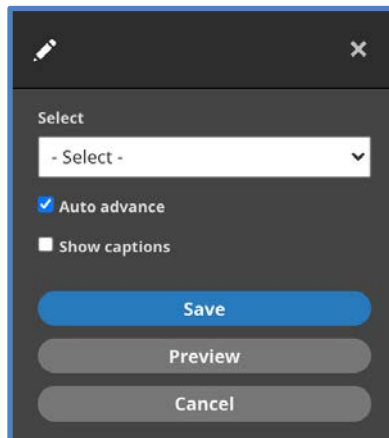


Fig. 245. *Gospel Films sidebar*

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.

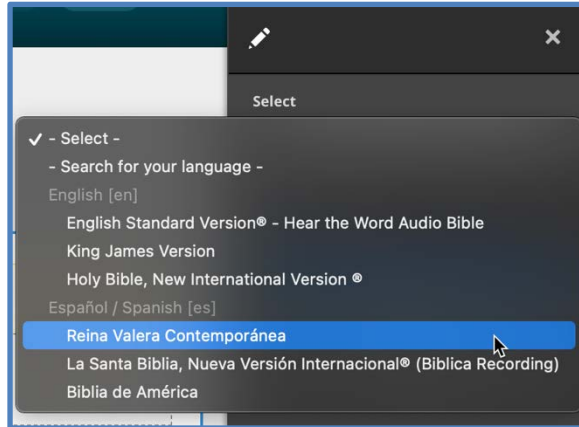


Fig. 246. *Selection of Gospel Films*

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.

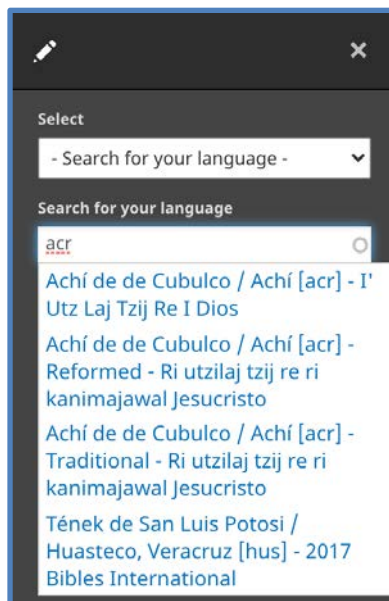


Fig. 247. *Search for a Gospel Film*

(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.

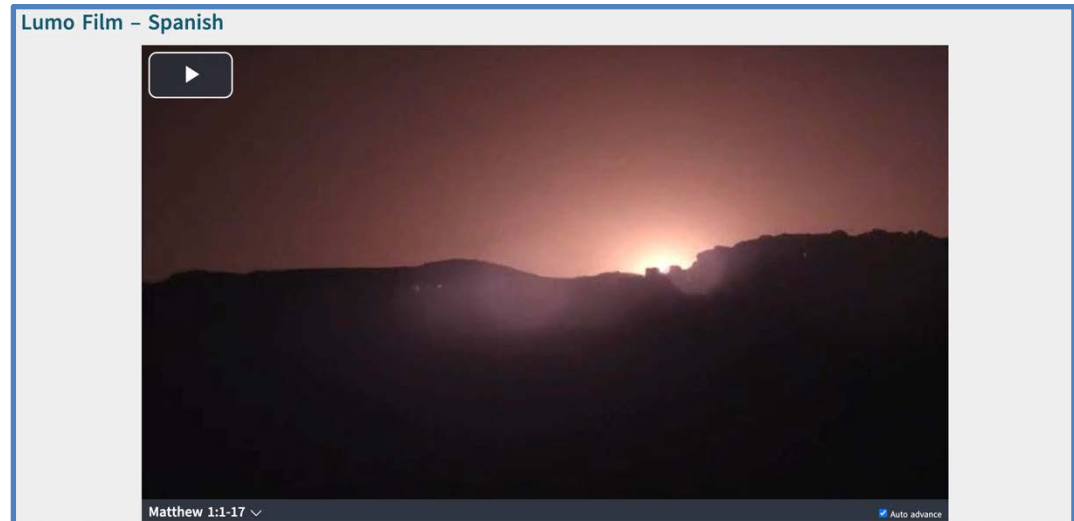


Fig. 248. *Lumo film on a website page*

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.

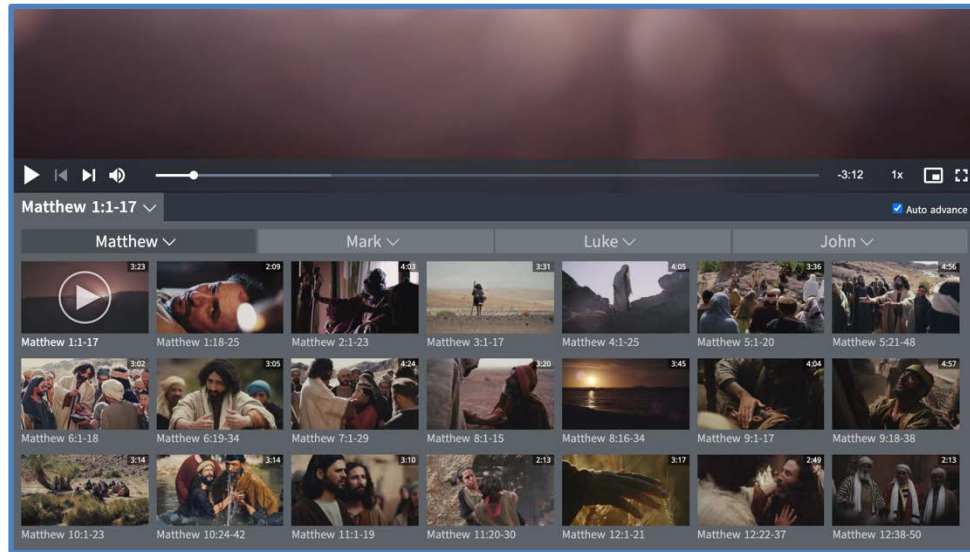


Fig. 249. *Lumo film segments*

- (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 by clicking on a *+ Add content* link.
2. A sidebar opens, displaying the types of block content.

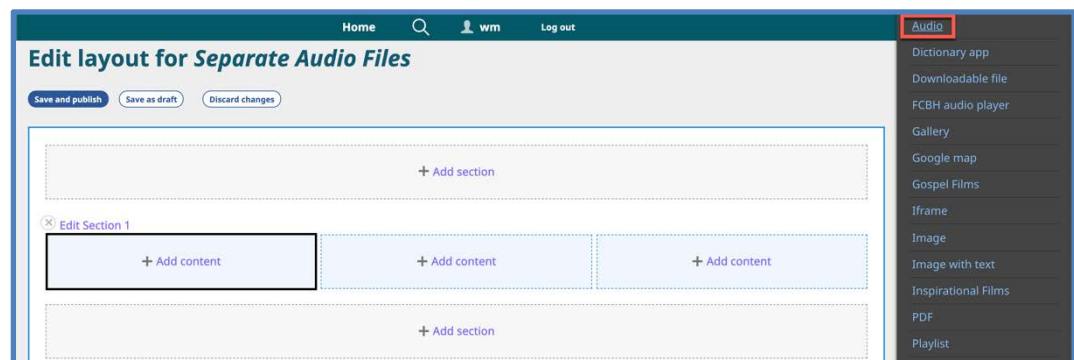


Fig. 250. *Content block sidebar*

3. Click on the option *Audio*.
4. A new sidebar opens with features to select an audio file.

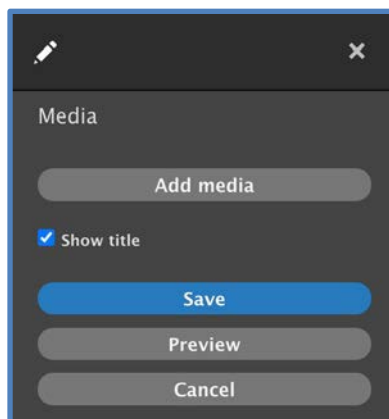
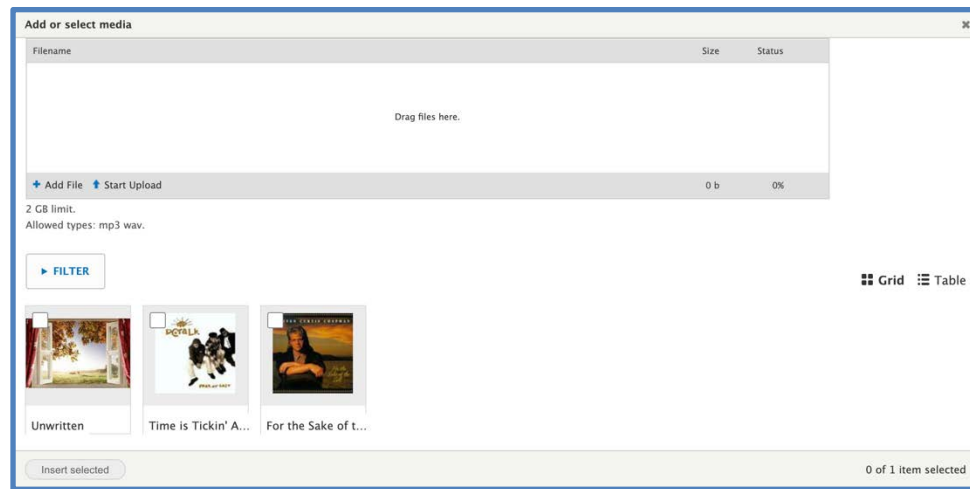


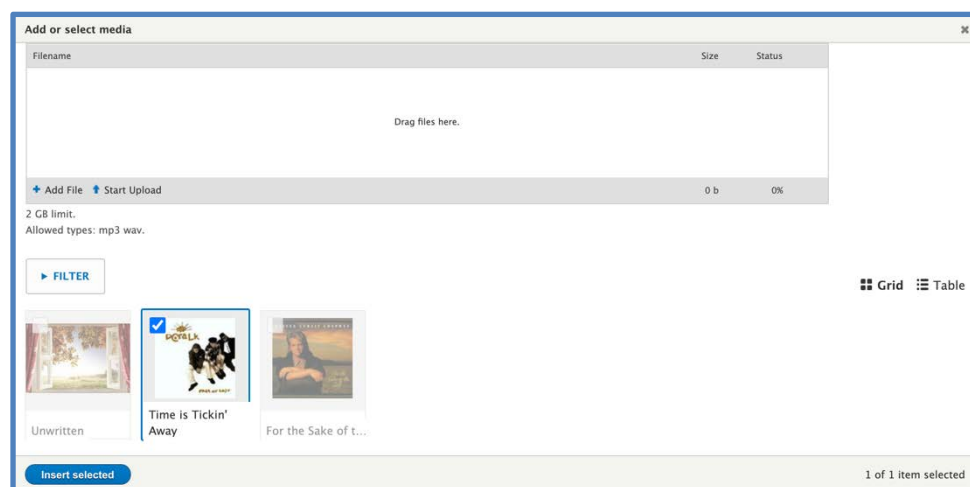
Fig. 251. *Audio sidebar*



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.

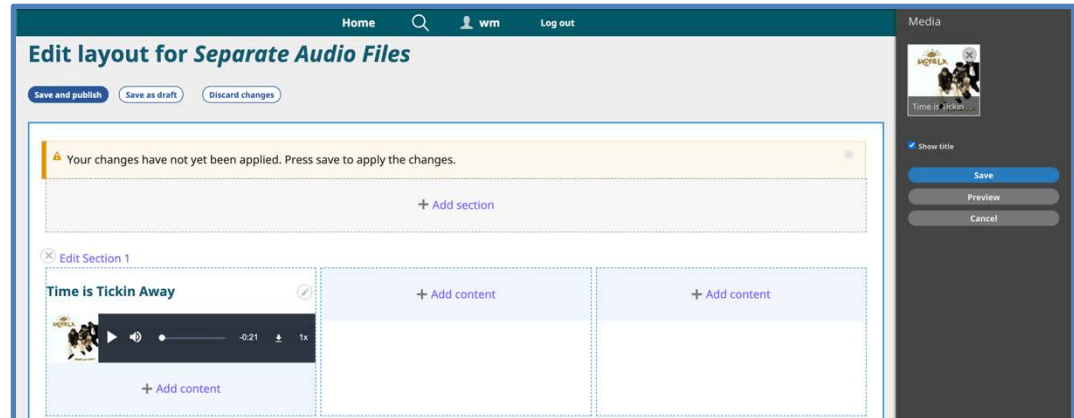


Fig. 254. Selected audio in layout panel and sidebar

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.

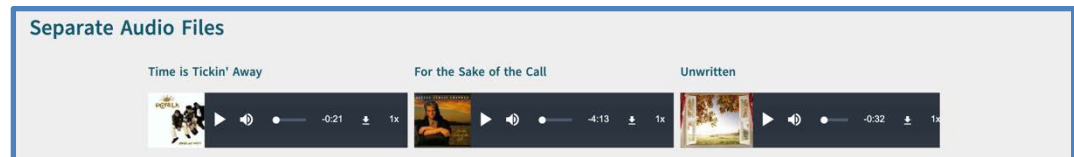


Fig. 255. Single audio files on a website page

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.

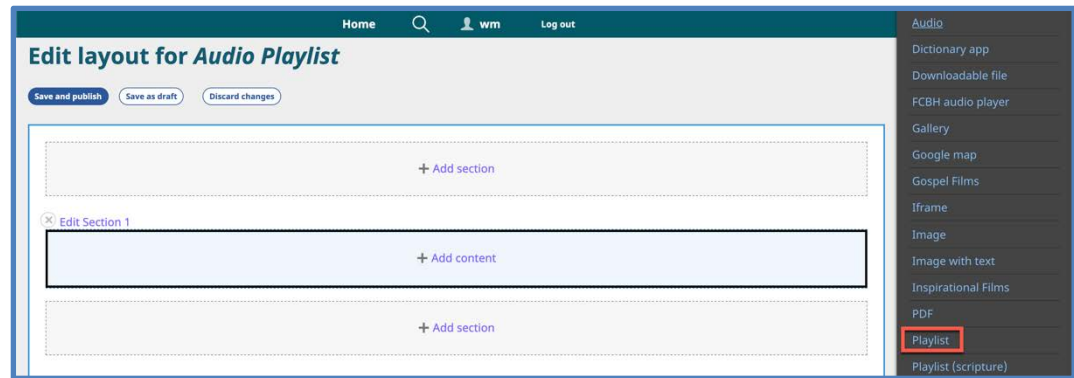


Fig. 256. *Content block sidebar*

3. Click on the option *Playlist*.
4. A new sidebar opens with features to configure a playlist.

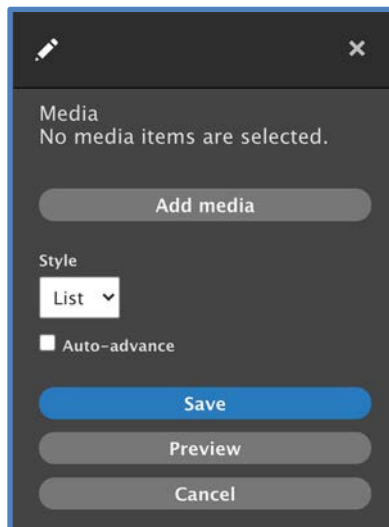


Fig. 257. *Playlist sidebar*

5. Click on the **Add media** button.
  - a) The *Add or select media* working box opens.

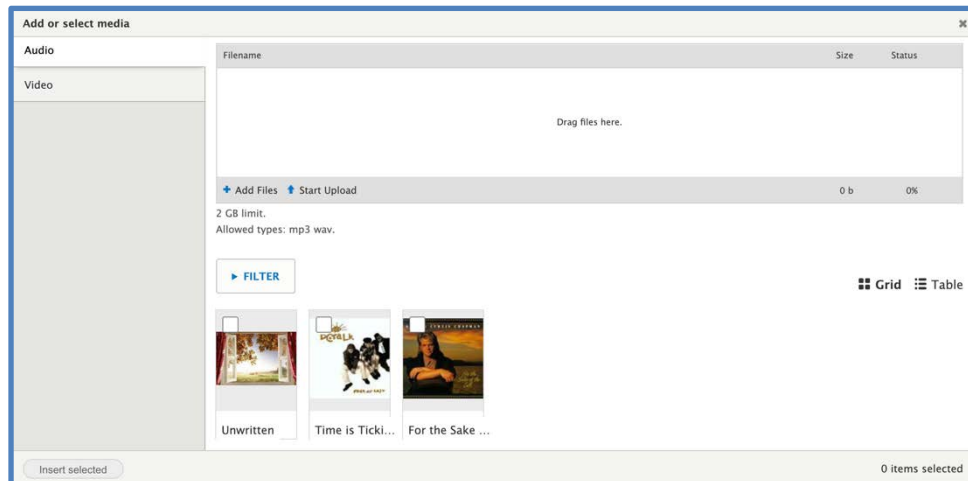


Fig. 258. *Add or select media working box*

- 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.

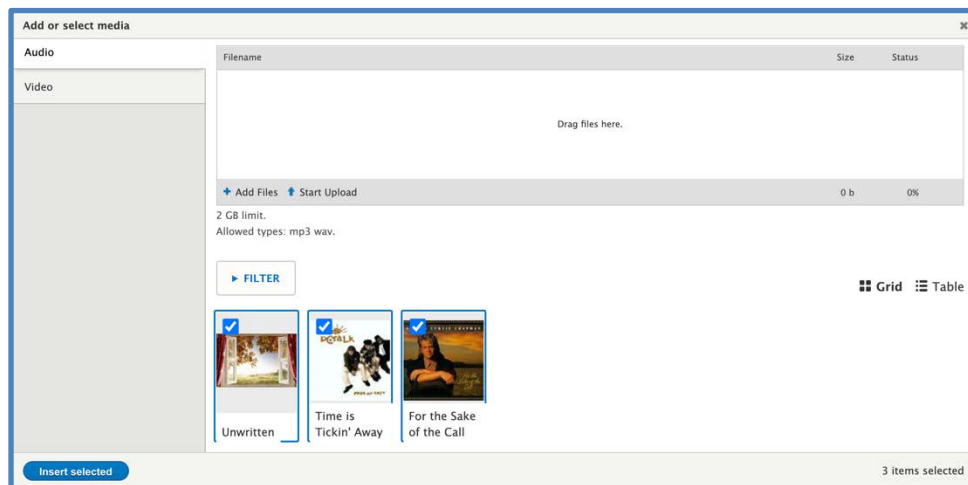


Fig. 259. *Audios selected*

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

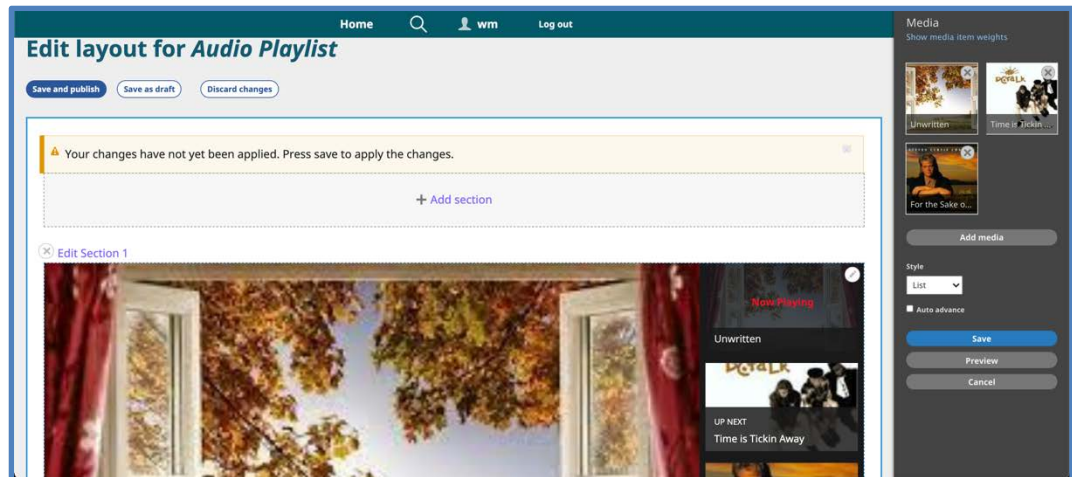


Fig. 260. Audio playlist in layout panel and sidebar

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. 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.

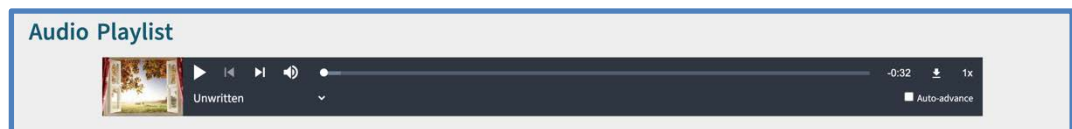


Fig. 261. Audio playlist on a website page (compact style)

11. 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.
12. In *List* and *Grid* styles, click on item on the playlist to play it.
13. 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.

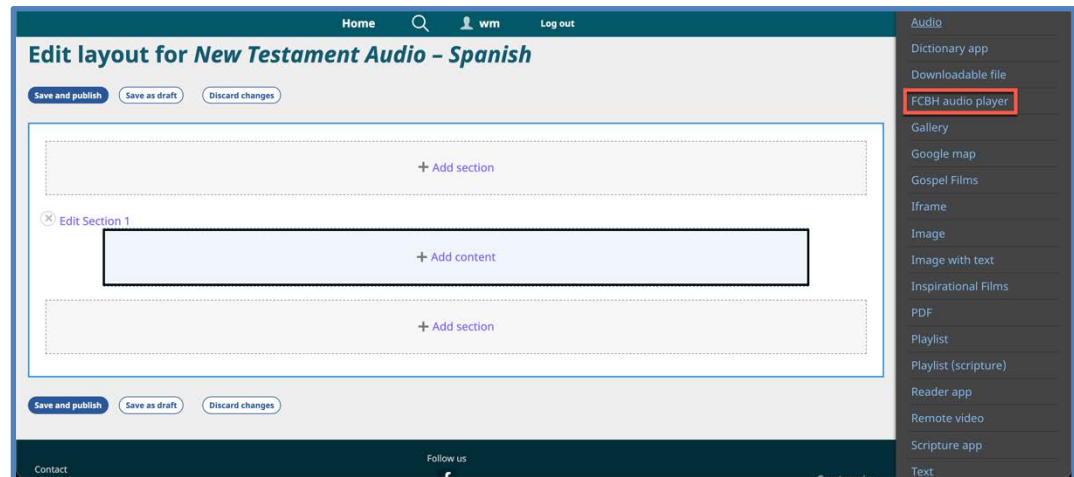


Fig. 262. *Content block sidebar*

4. Click on the option *FCBH Audio Player*.
5. A new sidebar opens with features to select a language volume for the FCBH player.

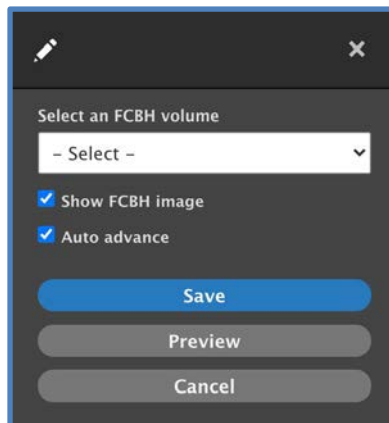


Fig. 263. *FCBH sidebar*

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.



Fig. 264. Selection of FCBH volumes

- 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.

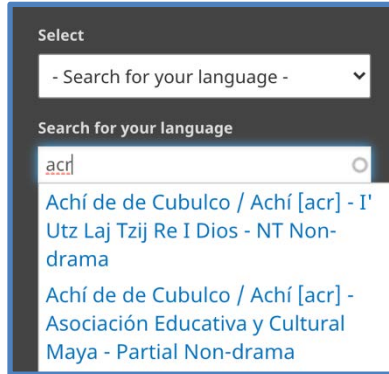


Fig. 265. Search for an FCBH volume

- (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.*

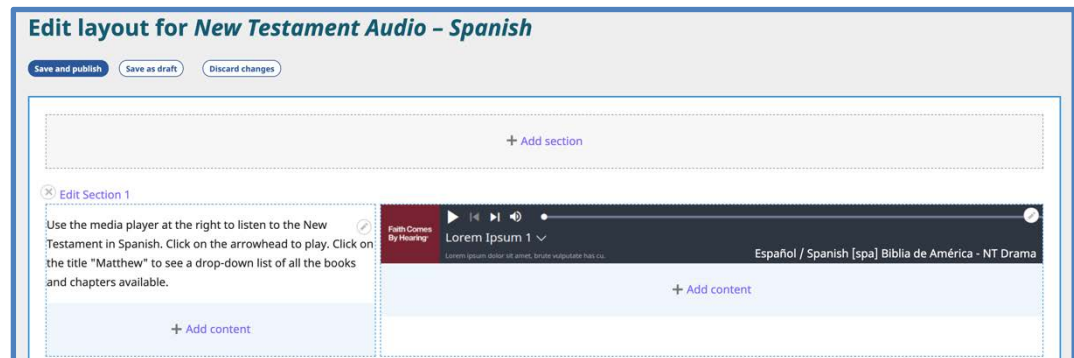


Fig. 266. Instructions for FCBH audio player

11. Click on the **Save** button on the *Layout Editor* screen.
12. Your work appears on a preview of the page.

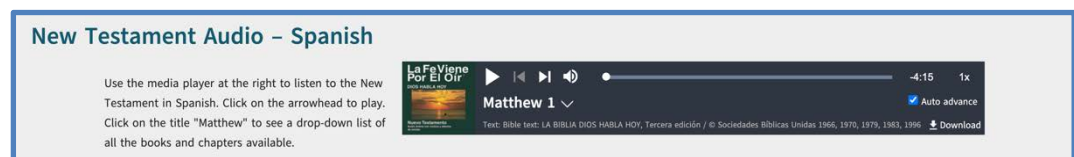


Fig. 267. FCBH audio player on a website page



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.

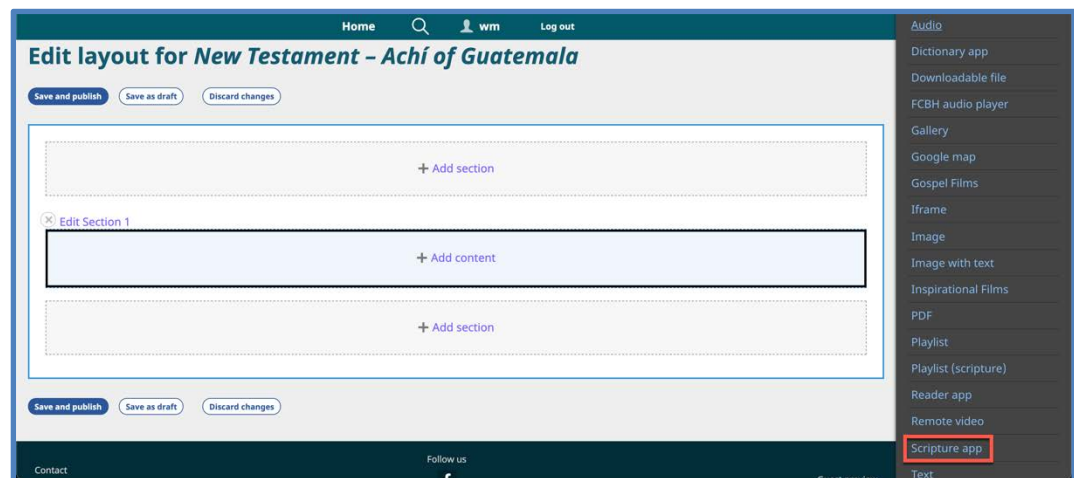


Fig. 268. Content block sidebar

4. Click on the option *Scripture App*.
5. A new sidebar opens with features to select a language for the Scripture app.

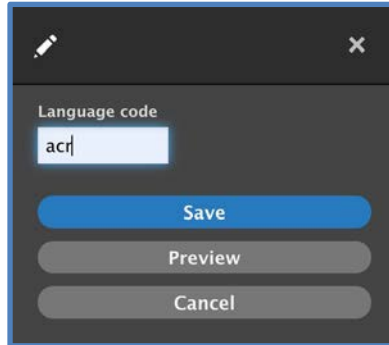


Fig. 269. Scripture app sidebar

6. Enter the language code provided by your *Digital Publishing Manager* or workshop facilitator.
  - a) 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.*

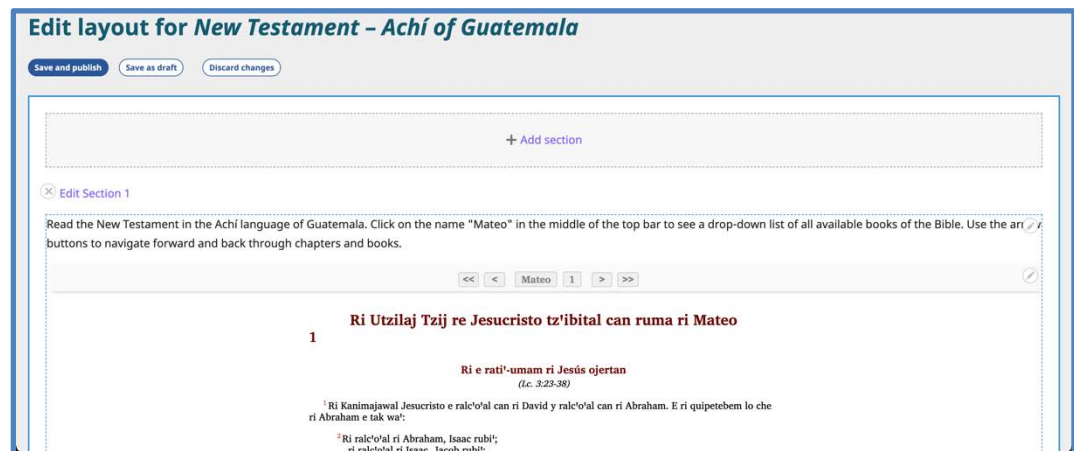


Fig. 270. Instructions for Scripture app

9. Click on the **Save** button on the *Layout Editor* screen.
10. Your work appears on a preview of the page.



Fig. 271. *Scripture app on a website 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.
  - (1) 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.



Fig. 272. *Content block sidebar*

4. Click on the option *Dictionary App*.
5. A new sidebar opens with features to select a language for the Dictionary app.

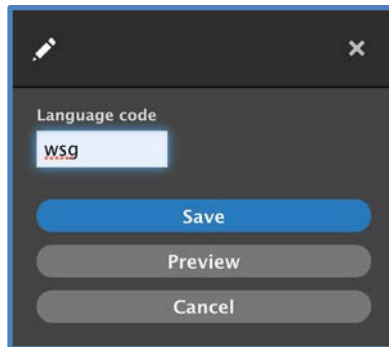


Fig. 273. Dictionary app sidebar

6. Enter the language code provided by your *Digital Publishing Manager* or workshop facilitator.
  - a) 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.*

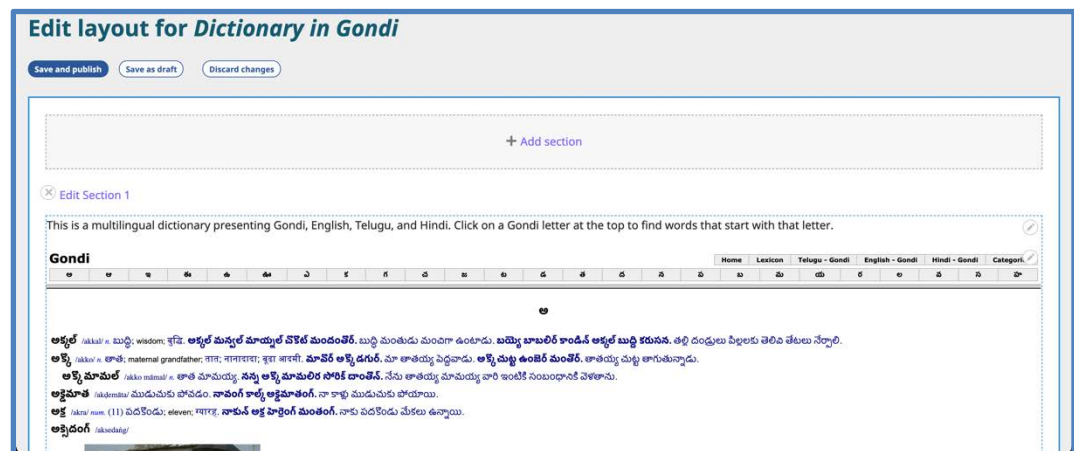


Fig. 274. Instructions for dictionary app

9. Click on the **Save** button on the *Layout Editor* screen.
10. Your work appears on a preview of the page.

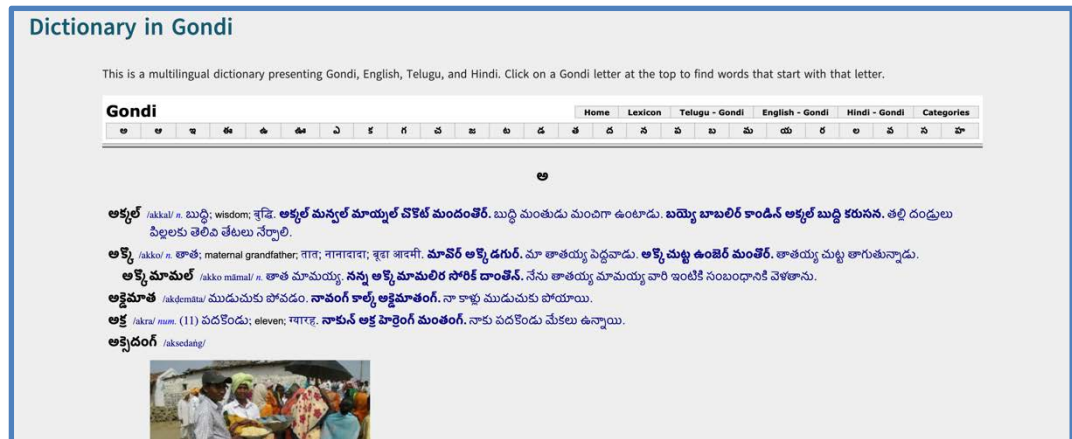


Fig. 275. Dictionary app on a website page

#### 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.

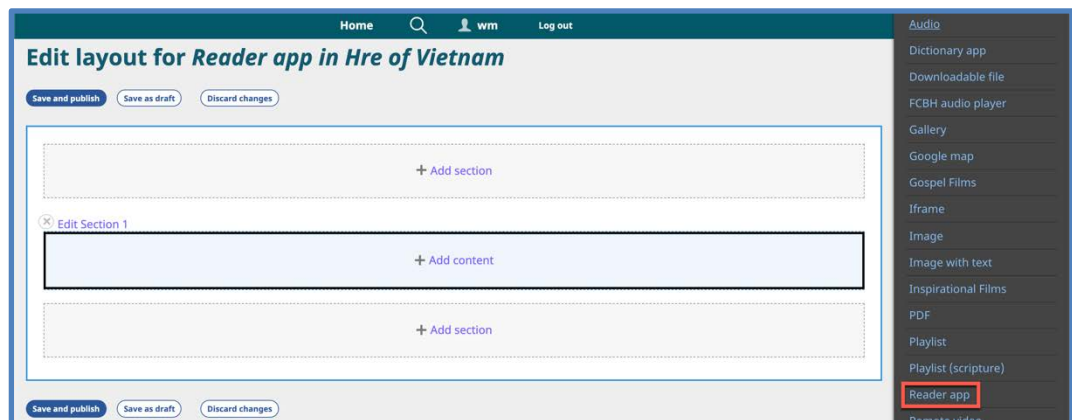


Fig. 276. Content block sidebar

4. Click on the option *Reader App*.
5. A new sidebar opens with features to select a language for the Reader app.

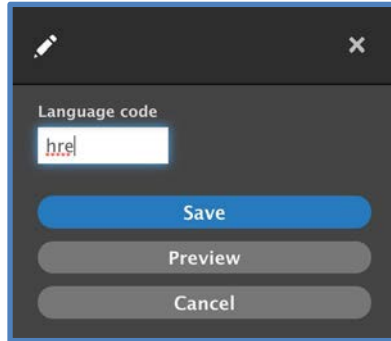


Fig. 277. Reader app sidebar

6. Enter the language code provided by your *Digital Publishing Manager* or workshop facilitator.
  - a) 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.*

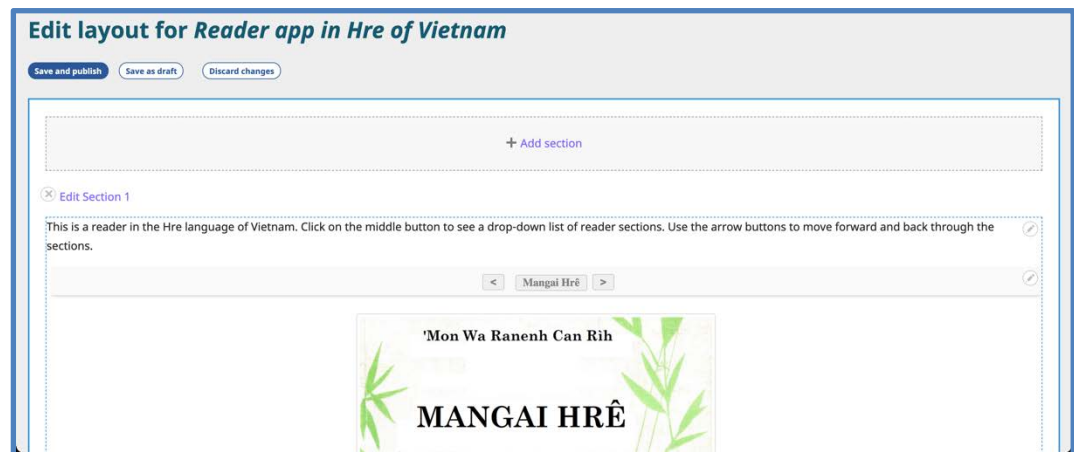


Fig. 278. Instructions for reader app

9. Click on the **Save** button on the *Layout Editor* screen.
10. Your work appears on a preview of the page.

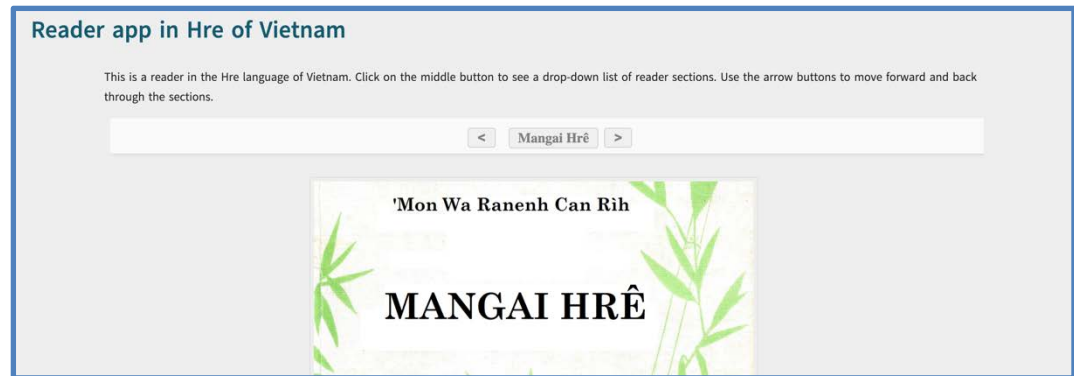


Fig. 279. *Reader app on a website page*



## 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.

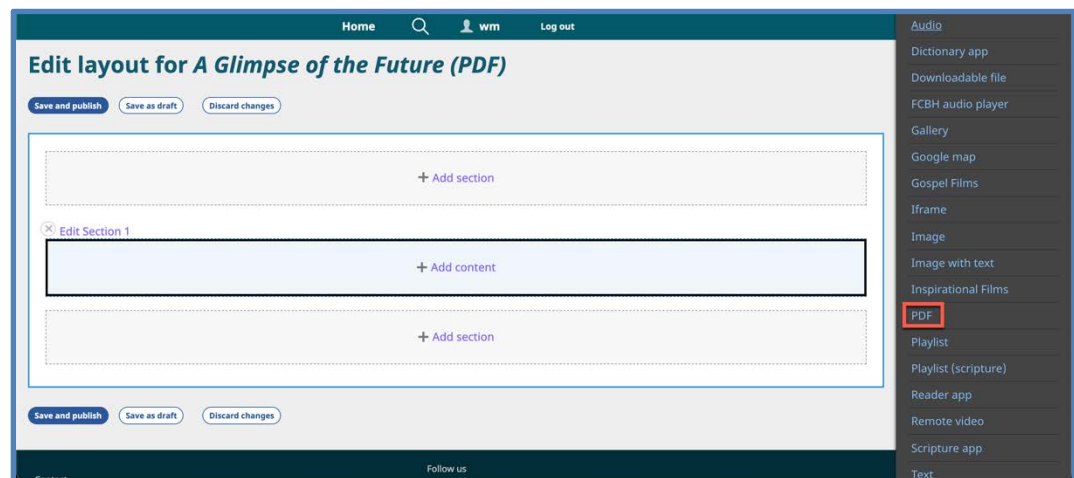


Fig. 280. Content block sidebar

5. Click on the option *PDF*.
6. A new sidebar opens with features to select and configure a PDF file.

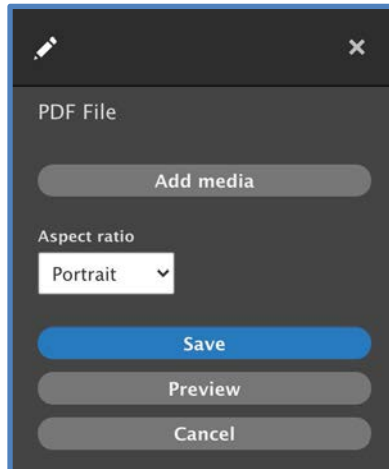


Fig. 281. *PDF sidebar*

7. Click on the **Add media** button.
  - a) The *Add or select media* working box opens.

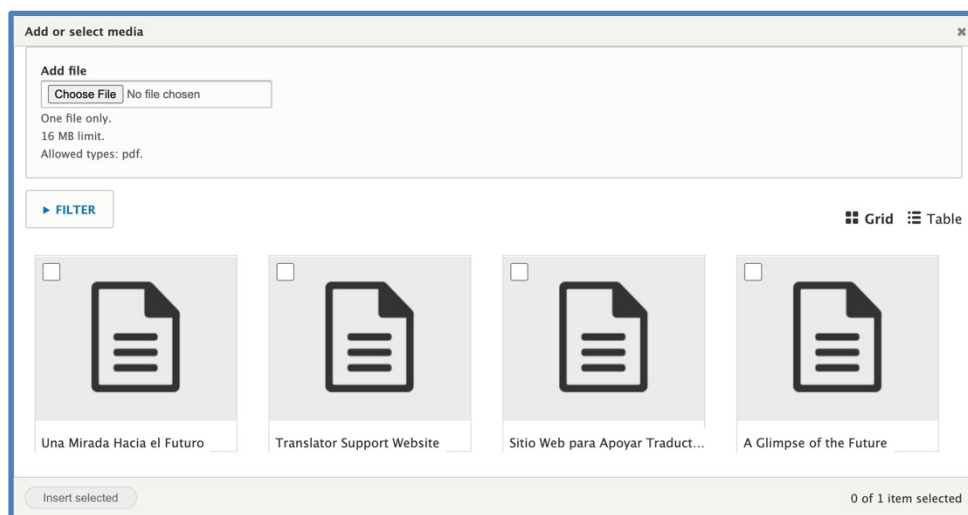


Fig. 282. *Add or select media working box*

- 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.
  - (1) You may only select one file per viewer frame.
- e) Click on the **Insert selected** button at bottom left of the working box.

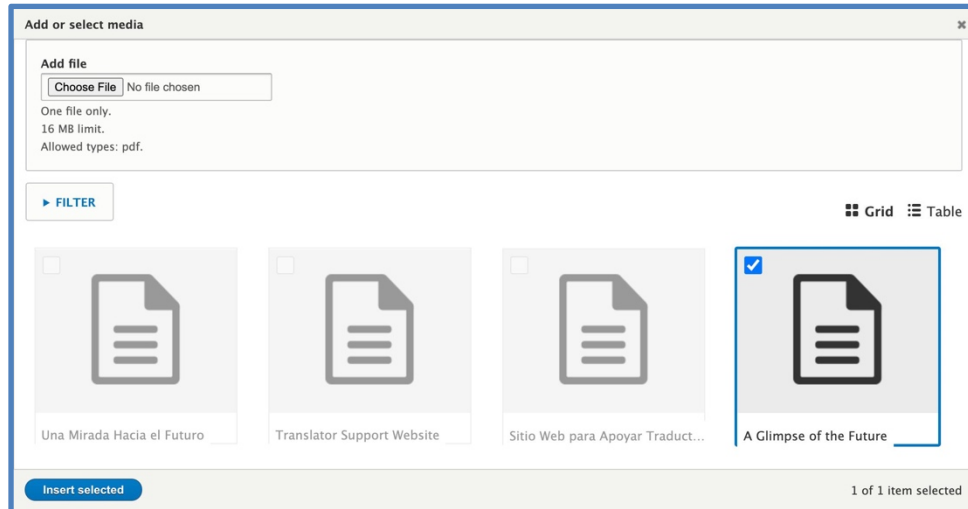


Fig. 283. *PDF selected*

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

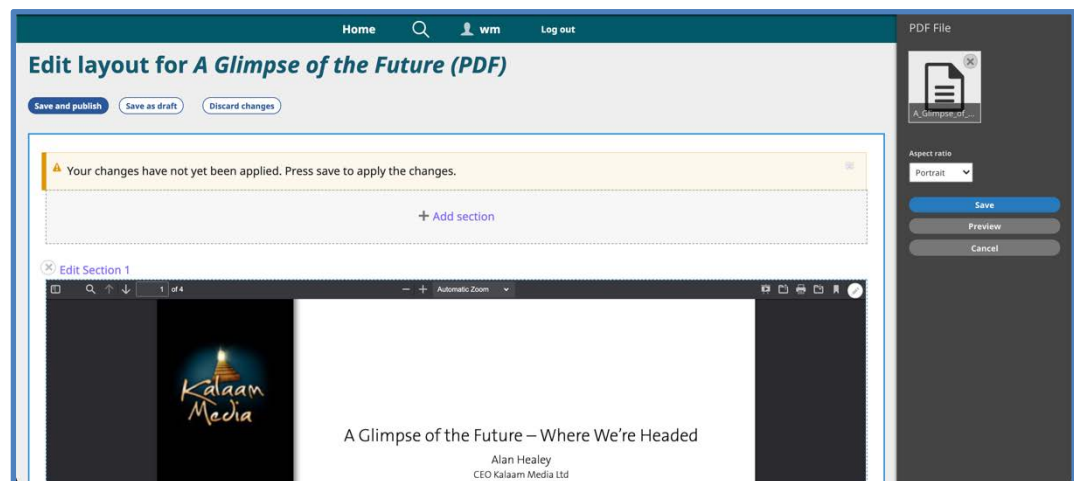


Fig. 284. *Selected images in layout panel and sidebar*

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. Click on the **Save** button on the *Layout Editor* screen.
11. Your work appears on a preview of the page.

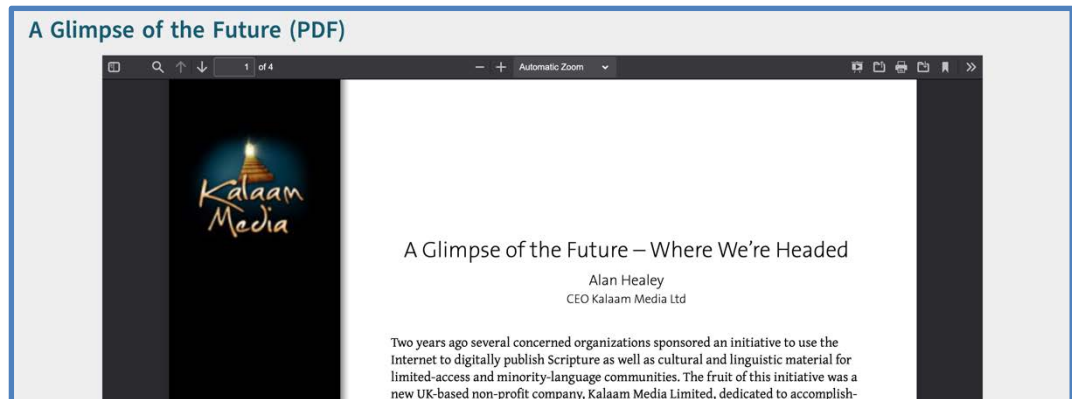


Fig. 285. *PDF on a website page – portrait orientation*



Fig. 286. *PDF on a website page – landscape orientation*

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. 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.

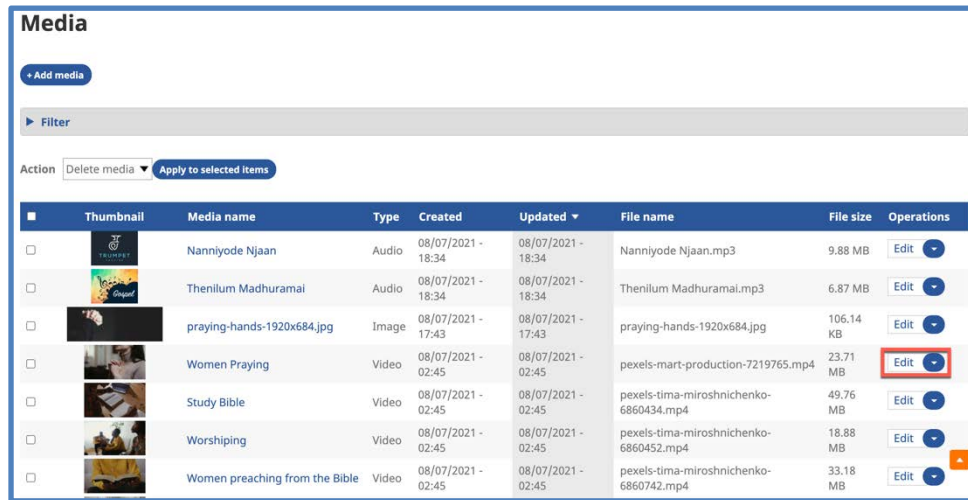


Fig. 287. *Edit a media item*

- c) On the *Edit* screen, use the drop-down lists to enter a Scripture reference.

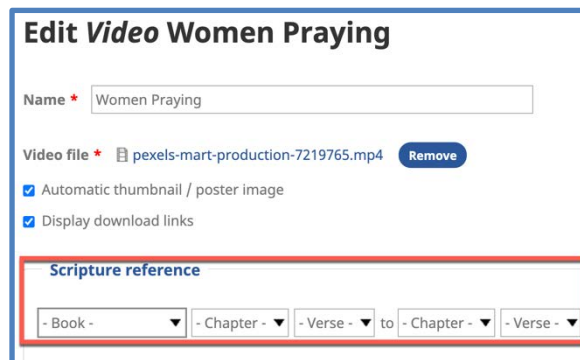


Fig. 288. *Add Scripture reference*

- (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.

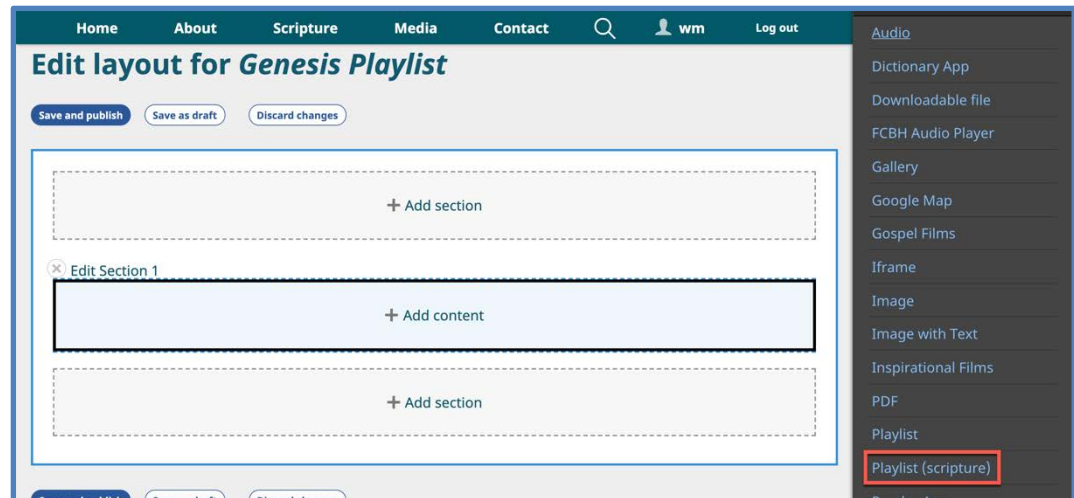


Fig. 289. *Content block sidebar*

6. Click on the option *Playlist (scripture)*.
7. A new sidebar opens with features to specify the Scripture references for the playlist.

Fig. 290. *Playlist (scripture) sidebar*

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.

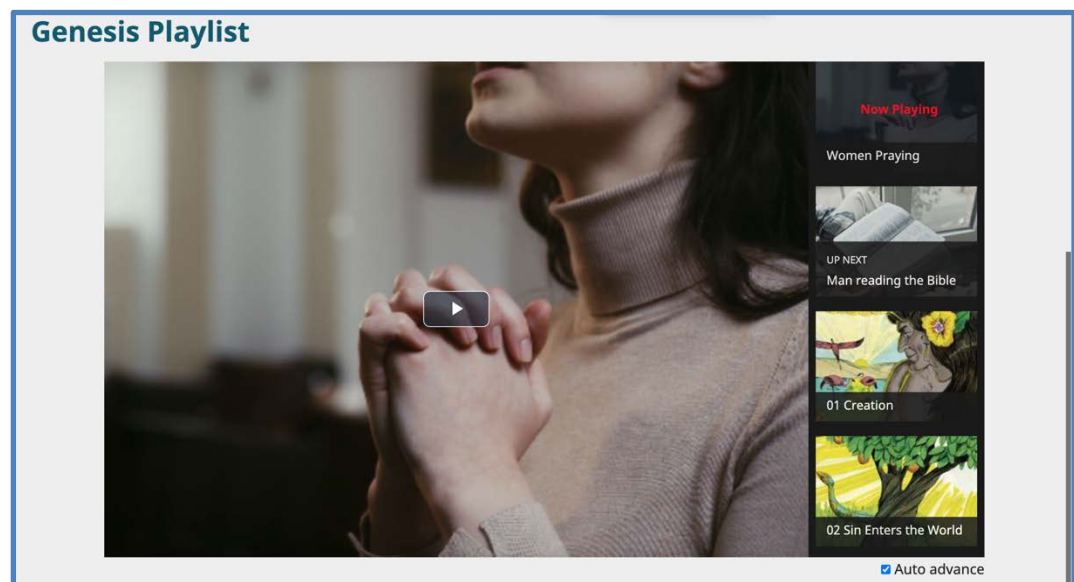


Fig. 291. *Scripture playlist (list mode) on a web page*

#### D. Downloads

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.

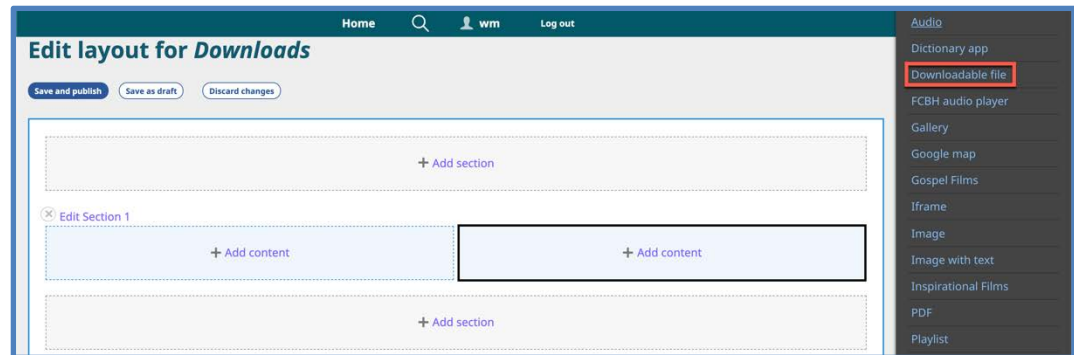


Fig. 292. *Content block sidebar*

4. Click on the option *Downloadable file*.
5. A new sidebar opens with features to select files for the list.

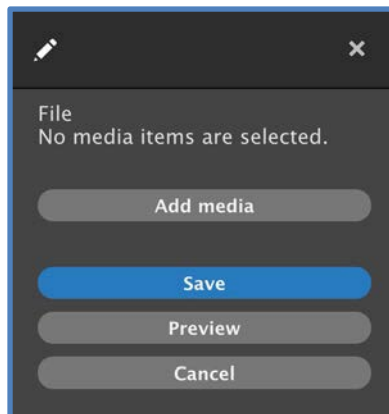


Fig. 293. *Downloadable file sidebar*

6. Click on the **Add media** button.
  - a) The *Add or select media* working box opens in the default *Document* mode.

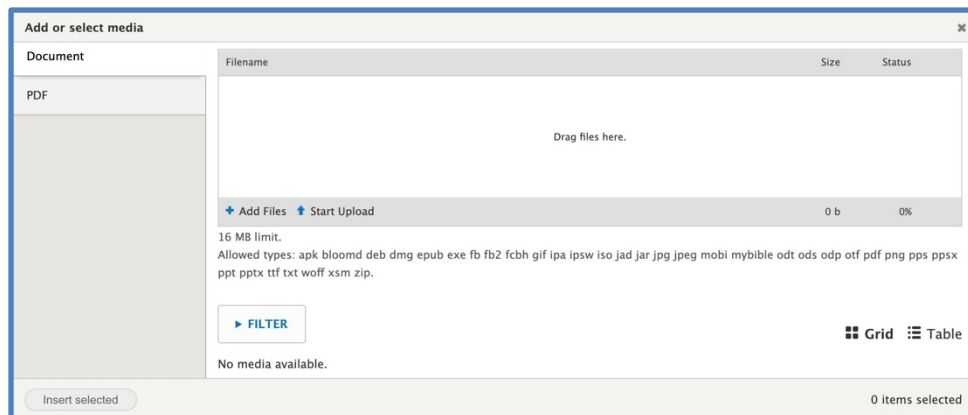


Fig. 294. *Add or select media working box – Document mode*

- 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.

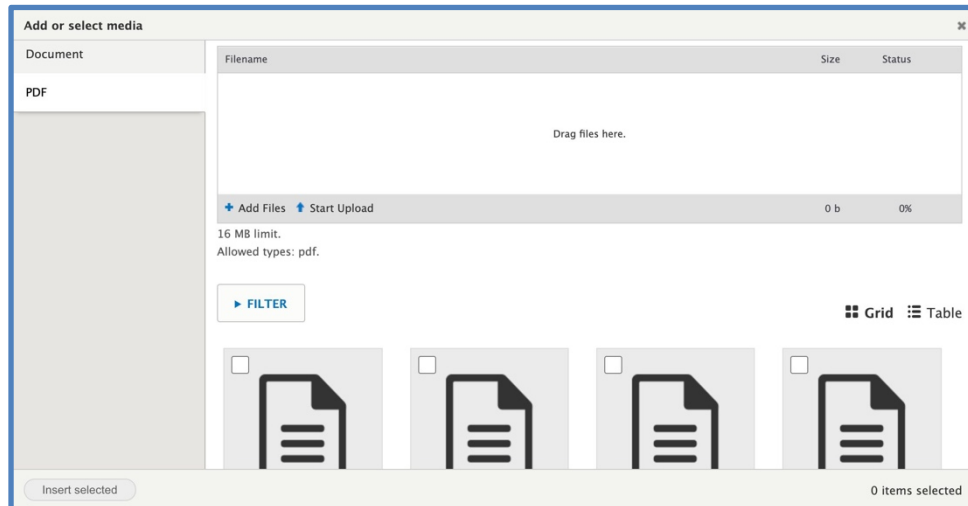


Fig. 295. *Add or select media working box – PDF mode*

- 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.

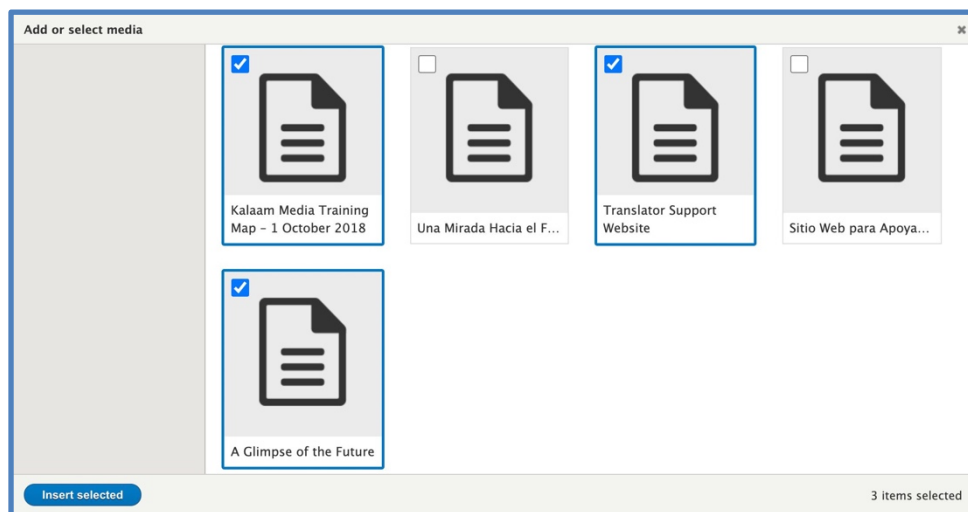


Fig. 296. *Files selected*

- i) The file list now appears in both the layout panel on the left and in the sidebar on the right.

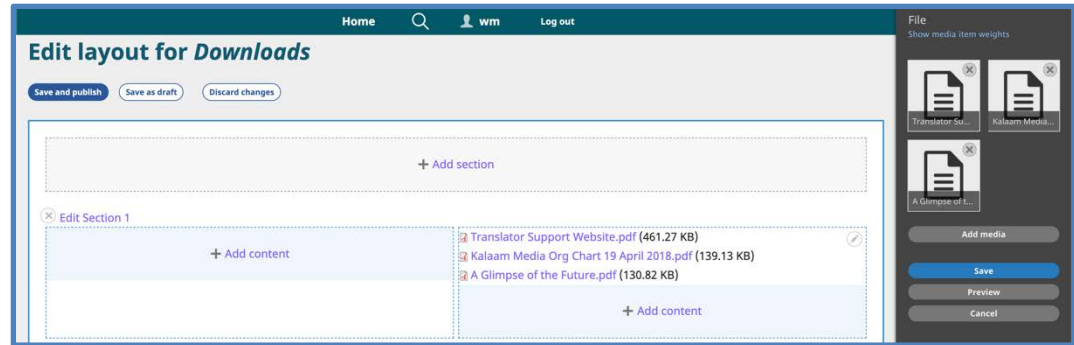


Fig. 297. Downloadable files in layout panel and sidebar

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.

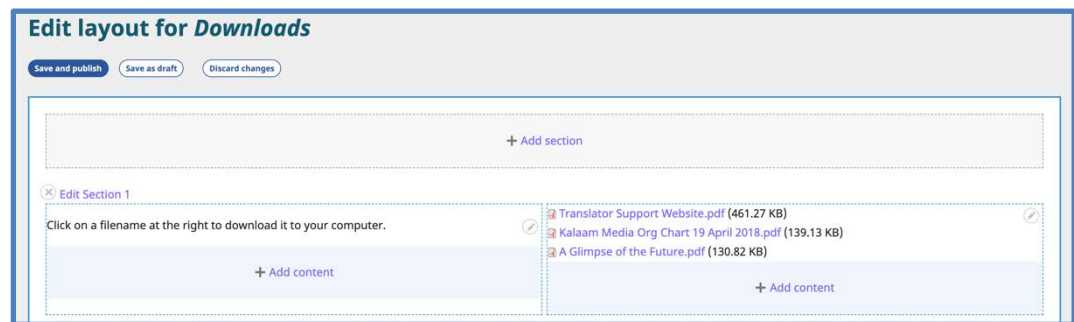


Fig. 298. Add text instructions about Downloads list

9. Click on the **Save** button on the *Layout Editor* screen.
10. Your work appears on a preview of the page.



Fig. 299. Downloads list on a website page

#### E. 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.

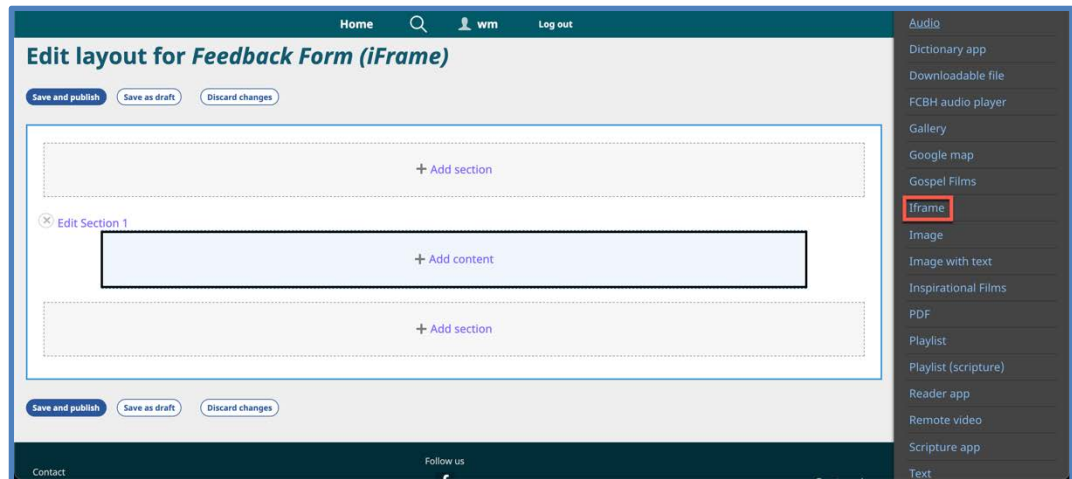


Fig. 300. *Content block sidebar*

5. Click on the option *Iframe*.
6. A new sidebar opens with features to specify the desired iframe.

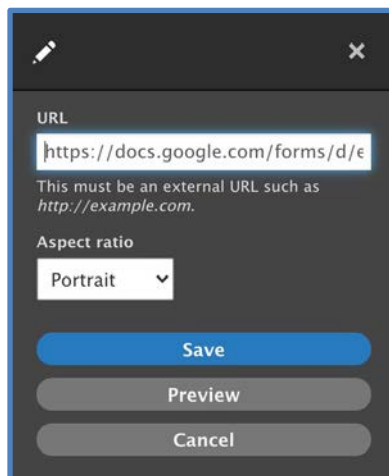


Fig. 301. *Iframe sidebar*

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.



Fig. 302. *Iframe on Layout Editor screen*

11. Click on the **Save** button on the *Layout Editor* screen.
12. Your work appears on a preview of the page.

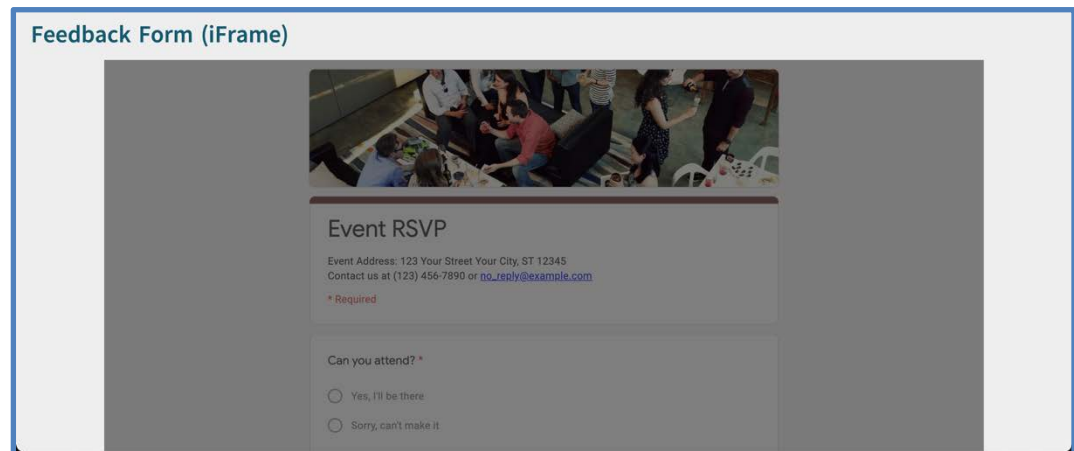


Fig. 303. *Iframe on a website page*

#### F. YouTube Playlist

1. These instructions assume that you have already created a playlist at YouTube, or that you have permission to link to a playlist there created by someone else.
2. You will use an iframe, following the instructions in Section E, but you need to edit the website URL after you paste it into the iframe sidebar.
3. 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.

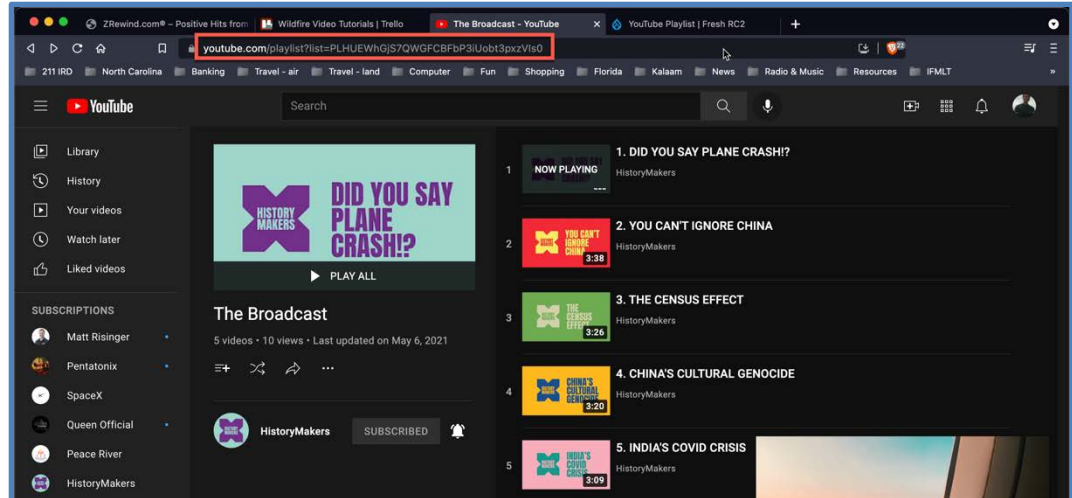


Fig. 304. *Playlist on YouTube website*

4. Copy the entire URL in the browser address bar.  
Example (from image above):  
*<https://www.youtube.com/playlist?list=PLHUEWhGjS7QWGFCBFbP3iUobt3pxzVIs0>*
5. Return to your Wildfire website and open the *Layout Editor* for the page on which you want to insert the playlist.
6. Prepare a Section and select a Content Block for the playlist.
7. In the Content Block sidebar, select *Iframe*.
8. In the Iframe sidebar, paste the URL you copied in Step 4 into the space titled *URL*.
9. Insert your cursor before the “p” of *playlist* and type *embed/*  
It will look something like this:  
*<https://www.youtube.com/embed/playlist?list=PLHUEWhGjS7QWGFCBFbP3iUobt3pxzVIs0>*
10. Click on the drop-down list *Aspect ratio* and select the option *16:9*, as this produces the best results for a YouTube playlist.
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.

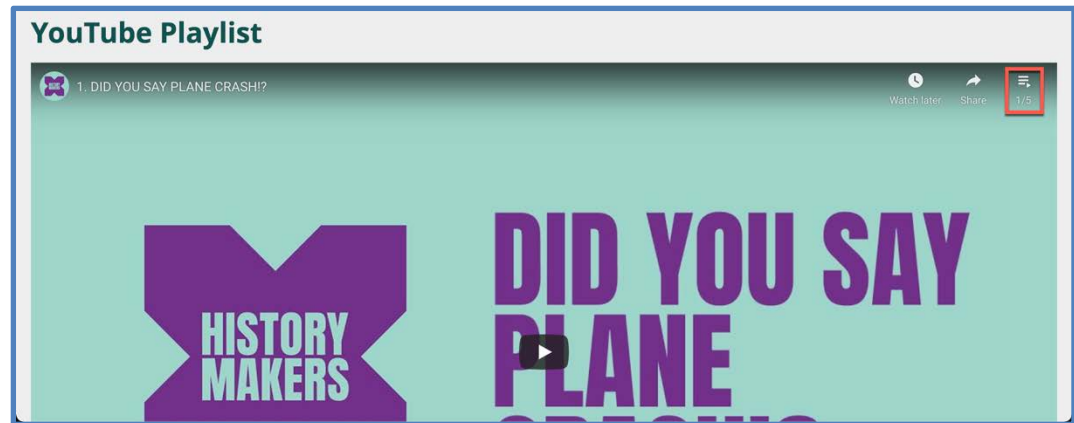


Fig. 305. *YouTube playlist on a website page*

14. To see the list of videos, click on the icon in the upper right corner of the viewer frame.
  - a) The list appears.

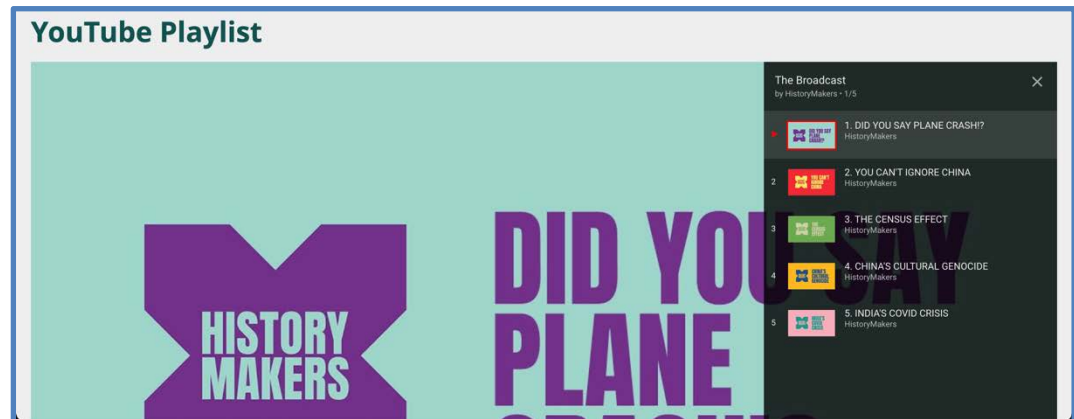


Fig. 306. *List of videos in YouTube playlist*

15. Click on a list item to play it.
- 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.

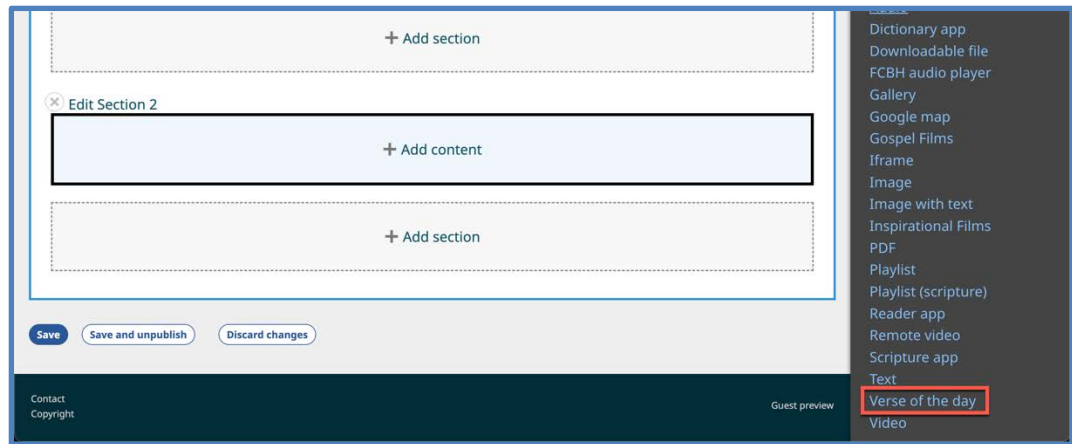


Fig. 307. *Content block sidebar*

4. Click on the option *Verse of the day*.
5. A new sidebar opens with features to configure the *Verse of the Day* block.

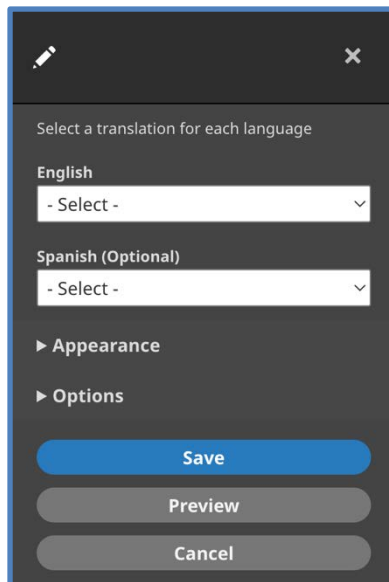


Fig. 308. *Verse of the Day sidebar*

6. Click on the drop-down list titled *- Select -* under each language name and choose a version of the Bible to display.



Fig. 309. *Select Bible version in each language*

7. Click on the title *Appearance* to open that section of the sidebar.

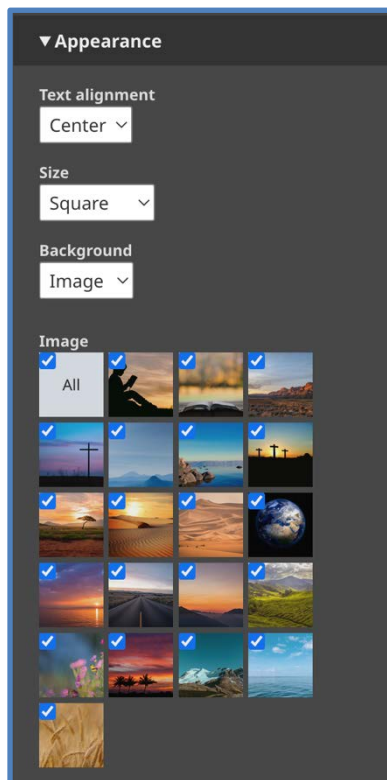


Fig. 310. *Verse of the Day sidebar – Appearance*

- 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.

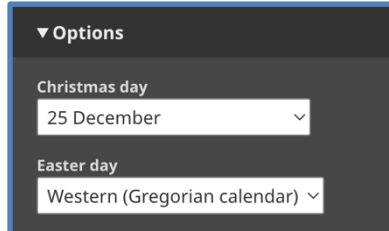


Fig. 311. *Verse of the Day sidebar – Options*

- 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.



Fig. 312. *Verse of the Day on website 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*.

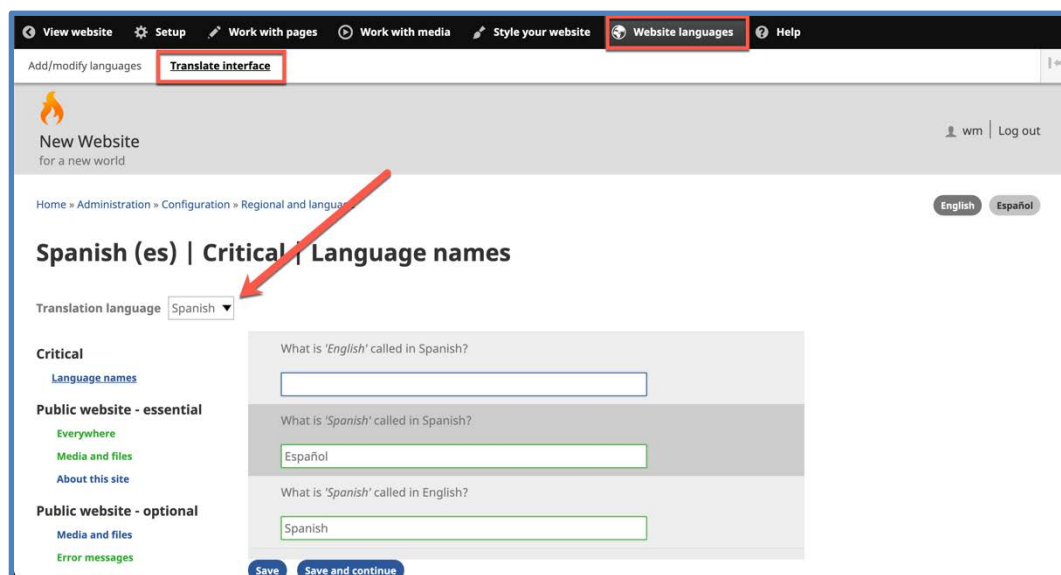


Fig. 313. Wildfire Menu – Website languages – Translate interface

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.

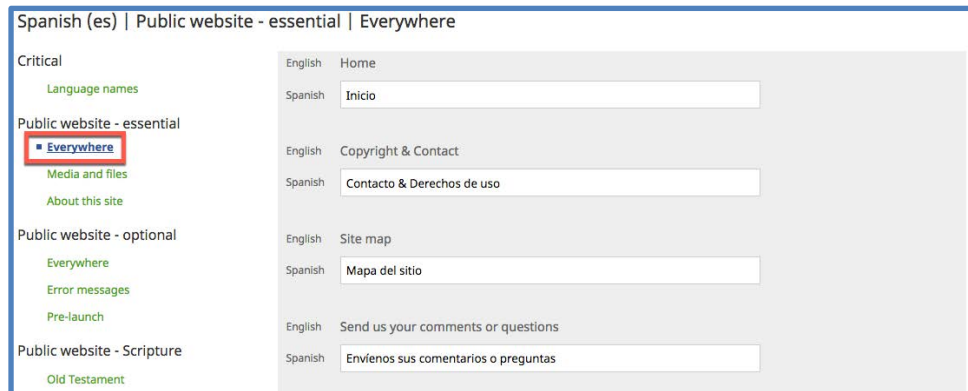


Fig. 314. *Translate each interface word or phrase*

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.

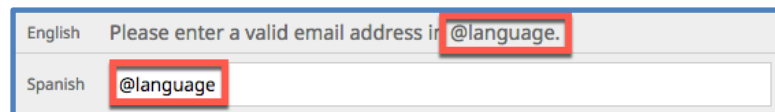


Fig. 315. *Translation field with text already present*

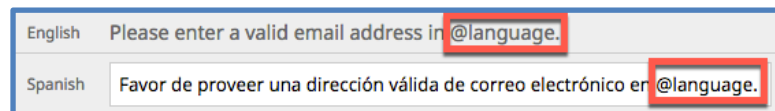


Fig. 316. *Phrase translated with unchanged piece of text in appropriate location*

- (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>`.

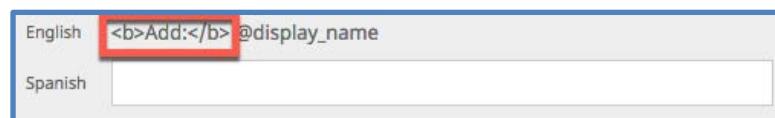


Fig. 317. *Phrase with HTML code <b> </b>*

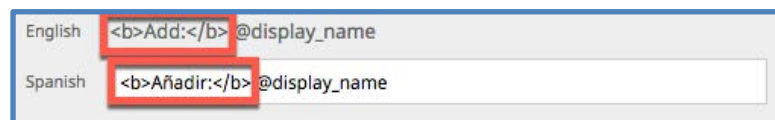


Fig. 318. *HTML code copied; text translated between <b> and </b>*

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.
  - (1) 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**.

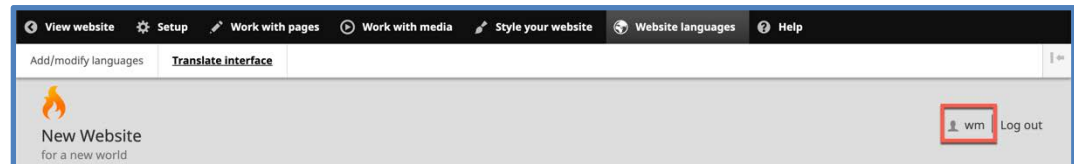


Fig. 319. *Link to My account*

2. A new screen opens displaying the details of your account.

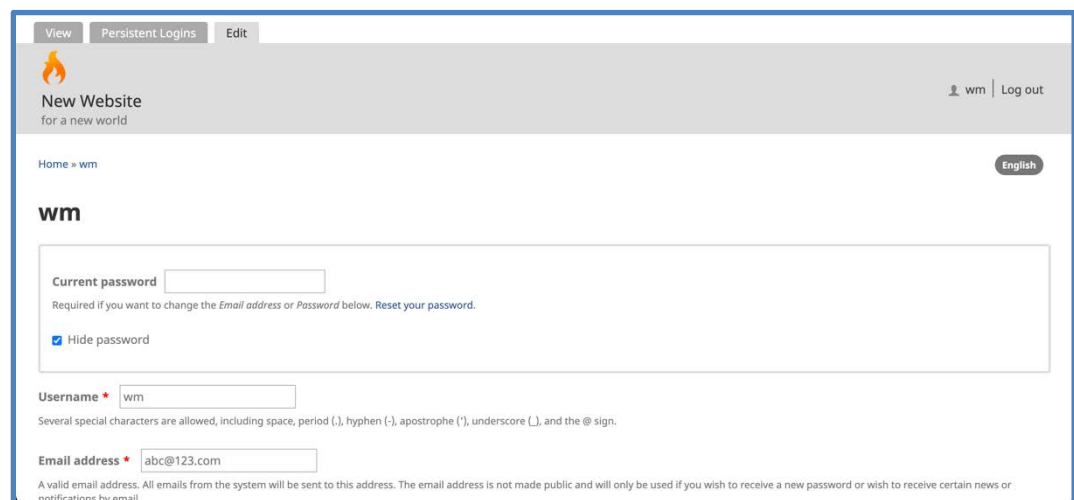


Fig. 320. *Details of user account*

3. You may update the following:
  - a) Username
  - b) E-mail address
  - c) Password
  - d) Real name
  - e) Time zone location
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.

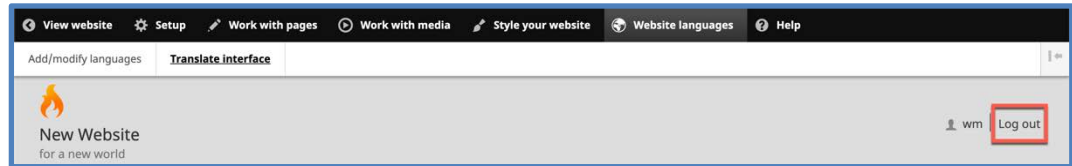


Fig. 321. *Log out link*

2. The next screen you see will depend on the status of your website.
  - a) If you are still building your website and it has not yet been launched, you will see a screen like this:

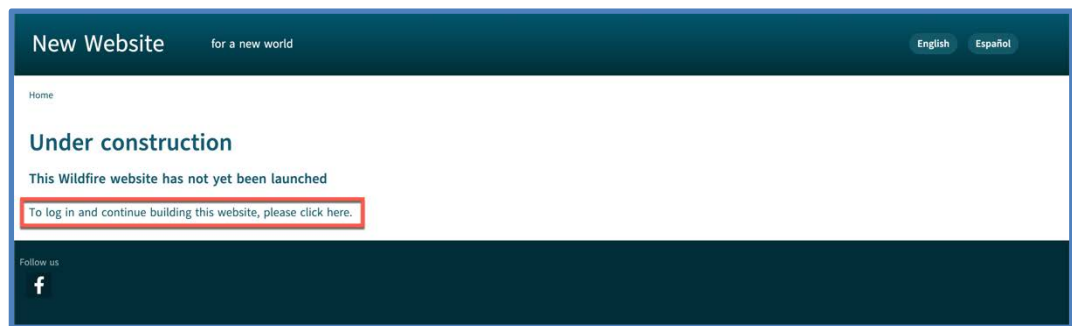


Fig. 322. *Under construction log-in screen*

- (1) Click on the link to log in and continue building your website.
  - b) If your website has been launched, you will see the public *Home* page of the website.
    - (1) 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.