



**UNITED
LUTHERAN
CHURCH**
ULCPRAIRIEFARM.ORG

Online Information

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Chapter 1: *Wix*

Section 1: *“My Photo Albums”*

Your Wix Albums are what you upload your customer’s photos for them to view online.

Getting to Your Albums

Go to www.Wix.com and select “Wix Photo Albums” under “My Apps”.

This brings you to a list of your albums.

Creating a New Album

1. Select “+ New Photo Album”
2. Select “Other” then “Next”
3. Name it- Ex. _____ Senior Pictures,
_____ Family Photos, _____ Prom, etc.
4. Select Date- Optional
5. Select layout- Default Layout is Best
6. Upload your photos, select next.
7. Select “Layouts” in the top bar, then click “Dark” under the layouts, then select the layout at the beginning of the list.
8. To Change the pictures that appear on the portfolios home screen, select “Photos”, then the page with the photos on it. Then select one at a time and hit “Copy” and “Copy to Home”.

9. To change the title of the you must select “Photos” then the page you want the title changed on, then next to the little settings gear, select the name and edit it.
10. Select “Publish Now”. Feel free to change to “Subdomain” address to something shorter- Make sure it goes with the album title, and has some sort of year indication. This subdomain address cannot be changed after being published.
Ex- Album Title: “Carlsrud//Amick//Segebrecht Family 2015” -
Subdomain Address:
“www.amickandfamily2015.ulcprairiefarm.org”
11. Select “Publish Now”

Editing an Album

1. Hover over the album you want to edit.
2. Select “Edit” when you hover.
3. Edit what you want. Detailed directions on how to edit your Photo Album site are under the “Creating a New Album” category on page 3.

Password Protecting an Album

1. Select “Settings” in the top right.
2. Select “Private”
3. Create a password.
4. Hit “Done”
5. Hit “Publish Now”

Section 2: *“Editing the Site”*

Your site is hosted by Wix. You can edit your site by going to www.Wix.com.

***Note: All topics listed can only be accomplished in “Edit Mode”**

Going to Site Editor

1. Go to Wix.com
2. Select “Manage Site”.
3. Select “Edit Site”

Navigating the Site While Editing

1. In the top left, select “Pages: _____”
2. Then select the page you would like to edit.

Uploading Photos

1. Hit the “+” button on the left.
2. Select “Image”
3. Select “My Image Upload”
4. Create a new folder for your photos to upload into.
5. Select “Upload Images”

Adding Photos to the Site

1. Select the gallery you would like to add the photos into.
2. Select “Change Images”

3. “Add Images”

4. Then select the images you want in the gallery.
5. Make sure to delete the title of the pictures before you select “Done”

Adding Galleries to the Site

1. Select the “+” on the left.
2. Select the “Gallery” category.
3. Add the photo arrangement you like. Try to make sure you pick an arrangement that goes with the previously selected arrangements.

See “Adding Photos to the Site” category for how to add photos to gallery.

Adding/ Editing Site Text

Editing Text

1. Select text box you want to edit.
2. Select “Edit Text”

Adding Text

1. Select the “+” Button on the left.
2. Select “Text”
3. Choose which style you want to add.
4. Place it in desired location on site.

Buttons

Buttons are links that you can place on your site. Buttons can link to different Captured Memories Site pages, other sites (Facebook, Etc.), Email address, and documents.

Adding Buttons

1. Select the “+” Button on the left.
2. Select “Button”
3. Choose which style you want to add.
4. Place it on site and set link.


Changing Pictures (Buttons and Galleries)

To change the pictures in galleries you must...

1. Select the item you wish to change the pictures of.
2. Select “Change Images”
3. Pick out which awesome photo you would like to have take its place!

Crop Photo if necessary with the tool in line with “Change Images”

Uploading Songs

1. Select the  button.
2. Click “Single Tracks”
3. Select “Upload Tracks”
4. Select song. Songs using “Free From YouTube” method will be stored in your “Downloads” folder.

*Note Music Files MUST be in MP3 Format.

Getting a Songs in MP3 Format

You can get songs in MP3 format by either purchasing them off iTunes, or downloading them for free via YouTube.

Free From YouTube

1. Find the song you want for your site.
2. Copy the site address.
3. Go to "<http://www.youtube-mp3.org/>".
4. Paste your link into the bar and click "Convert Video."
5. Select "Download"

*This will be stored in your "Downloads" folder.

Adding Songs to Site Player

1. Select the "Play" button in top right.
2. Select "Change Track"
3. Choose what song you want to replace with.
4. Click "Change Track" in bottom right.

Site Calendar

The Google Calendar for the Google account "Admin@ulcprairiefarm.org" is synced to the site.

Blogging

You can post onto the church's blog easily from your computer or from the WIX app on your phone!

1. Go to Wix.com
2. Click "Manage Blog"
3. Click "New Post"
4. Make your post! Don't forget pictures!

5. Add categories (right column) so people know what the post is about

6. "Publish Post"

7. It is that easy! Post whenever you think the congregation needs to know something! Or just updates...

Chapter 2: *Google*

Section 1: *“Calendar”*

The church’s calendar is linked to a Google Calendar. This calendar can be shared with others within the church so all can update it!

Getting to the Calendar

Go to “www.calendar.google.com”

Creating and Editing an Event

1. Select the “Create” button in the top left.
2. Fill in the details and time.
3. Make sure the it is posting to the “United Lutheran Church of Prairie Farm Calendar” calendar.

Editing an Event

1. Click on the event you wish to edit
2. Select “Edit Event”

Section 2: “Google Drive”

Google drive is a Free Service through Google that has Services that compare to Microsoft Office. We have our custom church emails through G-Suite Everything in your Drive can be accessed anywhere, as long as you know your login!

Getting to Your Drive

To get to your drive, you must go to www.drive.google.com

Services

Google drive has cool services to explore! If you ever have a question on any of their products, just GOOGLE IT! Since it is a Google Product, it will come up on top!