

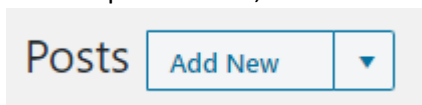
## Contents

How to Add a Post.....	1
Prayer, Children & Youth, Reflection and History.....	1
Using the Fusion Builder .....	3
Introduction .....	3
Step by Step Instructions .....	5
How to Create a Post with an Image over Text .....	5
How to Create a Post with an Image and Text Next to Each Other.....	8
Post with only Text.....	11
If you are having a hard time creating your post.....	11

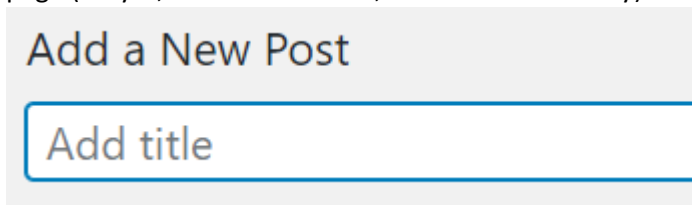
## How to Add a Post

Prayer, Children & Youth, Reflection and History

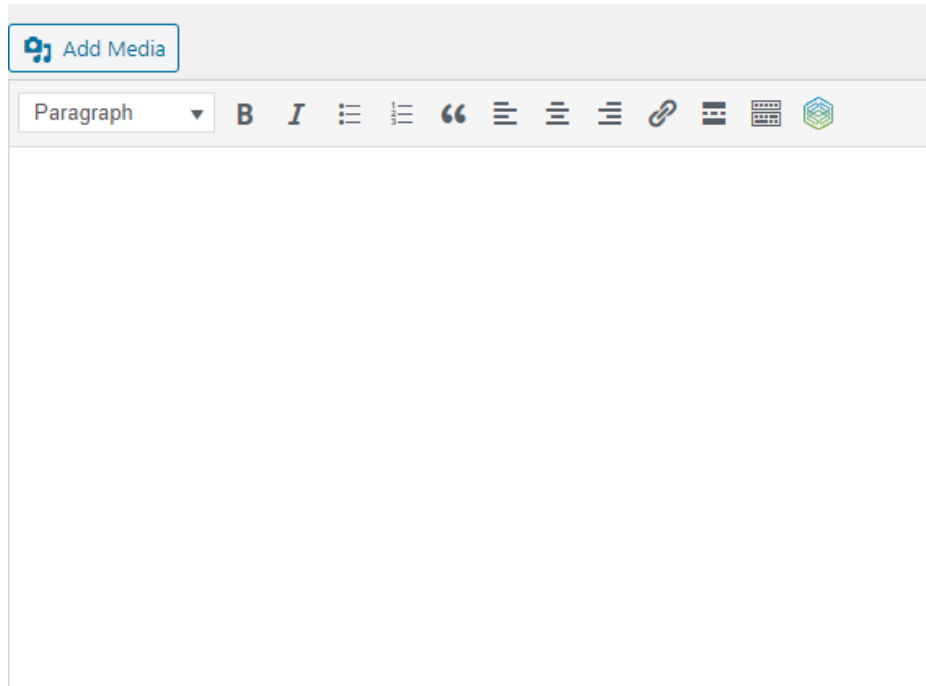
1. Login at <http://emmanuel.wldesign.co.uk/wp-admin/>
2. In the left menu click “Posts”
3. In the top left corner, click the “Add New” button.



4. Add a title in the text field at the top of the page. This will be the header of the post on its page (Prayer, Children & Youth, Reflection or History)



5. You could use this area to write the content of your post, just like a simple word processor.

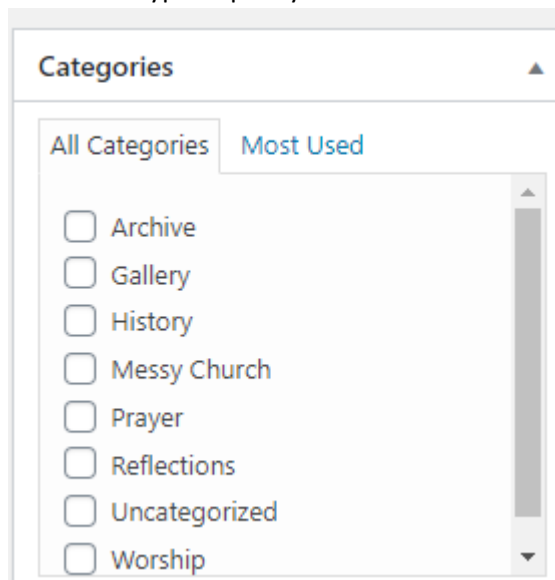


Or, if you want to have more control of the look of your post, or have more advanced elements in the post, we can go into the "Fusion Builder" by clicking on its button.

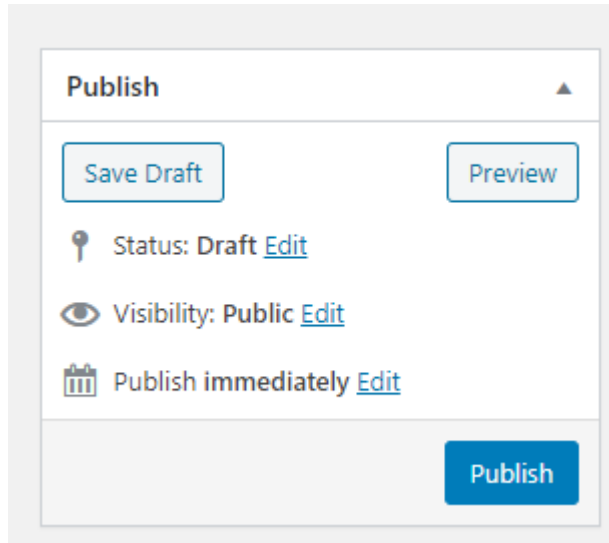


I'll go into more details about using the Fusion Builder in the next segment. **The Fusion Builder is by far my preferred method to add content and really worth getting your head around!**

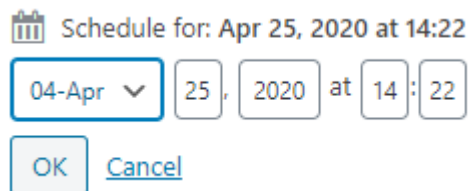
6. Tick which type of post you have created under "Categories".



7. To save your post, press the blue “Publish” button in the top right.



- a. If you want the post to be published at a later time, click the “Edit” link after “Publish immediately”. Change the date and time, click the “Ok” button and after that the blue “Schedule” button.

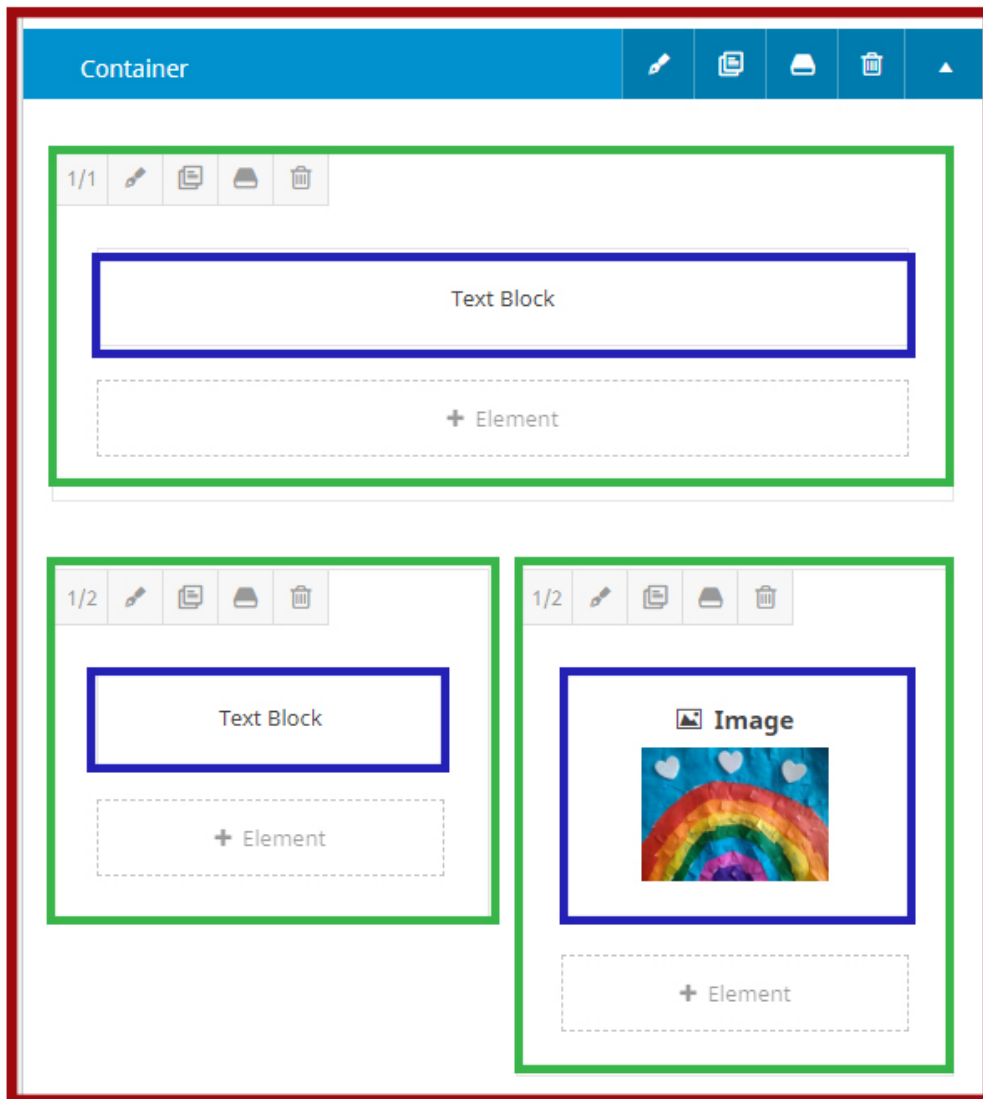


## Using the Fusion Builder

### Introduction

The Fusion Builder is a tool to visually drag and drop content to create posts. This is much more accurate than using the default editor and you can create complex posts with lots of different elements and layouts.

With Fusion Builder you create **Containers** that contain **Columns** which in turn contain **Elements** such as Text Blocks, Images, Videos, Buttons, Separators and so much more. These elements can then be edited to your liking.

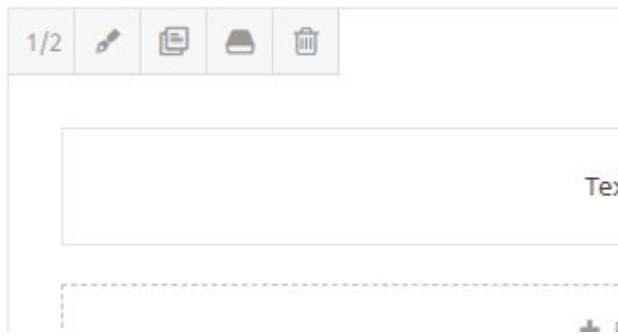


Red - Container  
Green - Columns  
Blue - Elements

If you hover over an element it brings up four buttons; to edit an element click the button that looks like a brush, to duplicate an element you click on the button that looks like two sheets of paper and of course to delete an element you click on the trashcan button.



Note that these buttons are used to edit the column, not the element.



If this sounds confusing, don't worry! I've made some step by step instructions below for post types that seems to be commonly used on your site, they use 'Library Containers' which are simply containers that I have premade to make it a bit easier for you to get started. I am more than happy to make more Library Containers for you and to make a post for you if you are struggling to create it the way you want.

## Step by Step Instructions

### How to Create a Post with an Image over Text

*Used in for example the prayer 'A Prayer for those on the Frontline'*

1. Follow steps 1-4 from 'How to Add a Post'
2. Click the Fusion builder button.



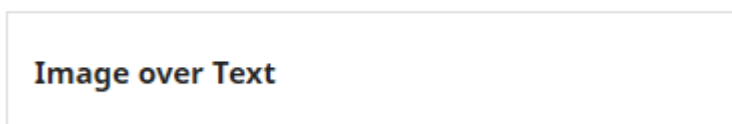
3. Click the "+ Container" button



4. Choose the Library Containers tab

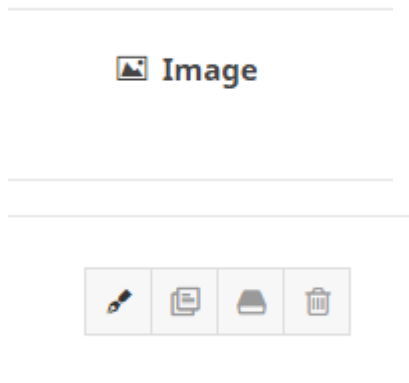


5. Click on 'Image over Text'



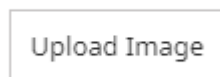
You have now added a **Container** called 'Image over Text'. The container has a full width **Column** (indicated by 1/1 in the corner). In the column you have three **Elements**; an image, a separator and a text box.

6. Hover over the Image element to show the menu buttons for the image

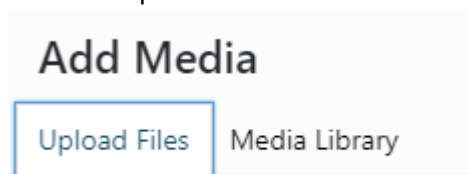


Click on the first button that looks like a brush.

7. Click on the Upload Image button in the top right corner.



8. This takes you to the Media Library where all uploaded images end up. If you would have already uploaded an image you could have chosen it here but for a new image we need to click the 'Upload Files' tab.



9. Click on the Select Files button and find your image on your computer.

Drop files to upload

or




Maximum upload file size: 2 MB.

10. When the image is fully uploaded have a look at the 'Attachment Details' section on the right. The 'Title' text box will end up as a label when you hover over the image. Delete the

title to remove the label or change it to what you like the label to say.

ATTACHMENT DETAILS



butterfly-1.png  
25 April 2020  
1 MB  
834 by 835 pixels  
[Edit Image](#)  
[Delete Permanently](#)

Alt Text

[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

Caption

11. Click the 'Insert into post' button in the bottom right corner.

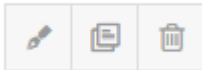


12. Click 'Save'



13. Hover over the 'Text Box' element to show the menu buttons for the Text Box

Text Box

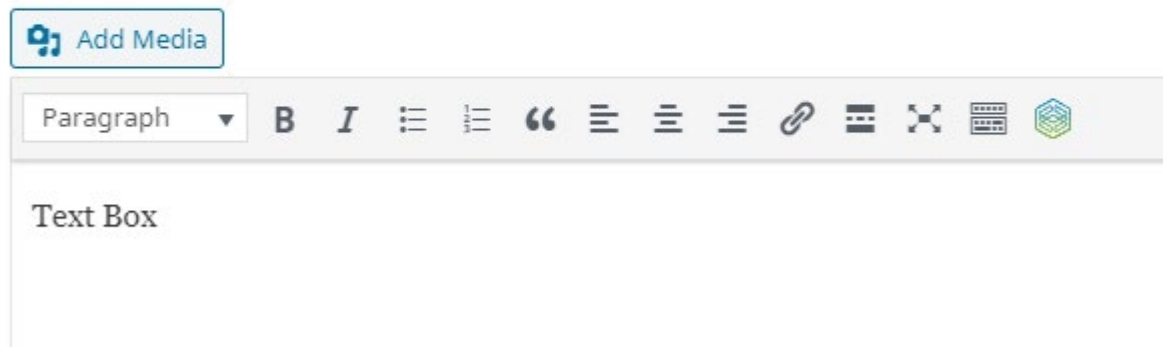


14. Click on the first button that looks like a brush to edit the text.

15. Under 'Content', change the text 'Text Box' to your text.

**Content** ☰

*Enter some content for this text block.*



16. Click the 'Save' button.
17. Follow steps 6-7 under 'How to Add a Post'.

## How to Create a Post with an Image and Text Next to Each Other

*Used in for example the reflection 'Light of the World'*

1. Follow steps 1-4 from 'How to Add a Post'
2. Click the Fusion builder button.



3. Click the "+ Container" button



4. Choose the Library Containers tab



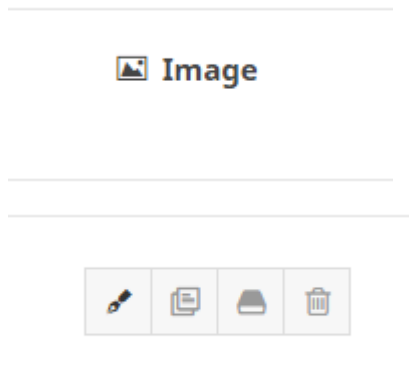
5. Click on 'Text and Image - 2 Columns'



You have now added a **Container** called 'Text and Image - 2 Columns'. Feel free to change this name if you'd like by clicking on the name. The container has a two **Columns** of equal size next to each other (indicated by 1/2 in the corners). In the first column you have a Text **Box Element** and in the second an Image **Element**.

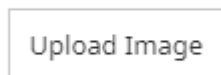


6. Hover over the Image element to show the menu buttons for the image

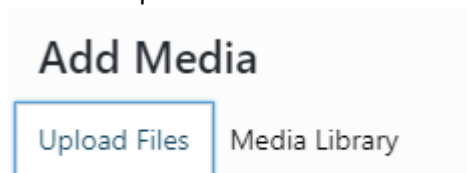


Click on the first button that looks like a brush.

7. Click on the Upload Image button in the top right corner.



8. This takes you to the Media Library where all uploaded images end up. If you would have already uploaded an image you could have chosen it here but for a new image we need to click the 'Upload Files' tab.



9. Click on the Select Files button and find your image on your computer.

Drop files to upload

or




Maximum upload file size: 2 MB.

10. When the image is fully uploaded have a look at the 'Attachment Details' section on the right. The 'Title' text box will end up as a label when you hover over the image. Delete the

title to remove the label or change it to what you like the label to say.

ATTACHMENT DETAILS



butterfly-1.png  
25 April 2020  
1 MB  
834 by 835 pixels  
[Edit Image](#)  
[Delete Permanently](#)

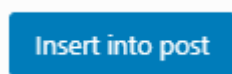
Alt Text

[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

Caption

11. Click the 'Insert into post' button in the bottom right corner.

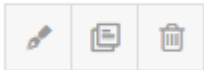


12. Click 'Save'



13. Hover over the 'Text Box' element to show the menu buttons for the Text Box

Text Box

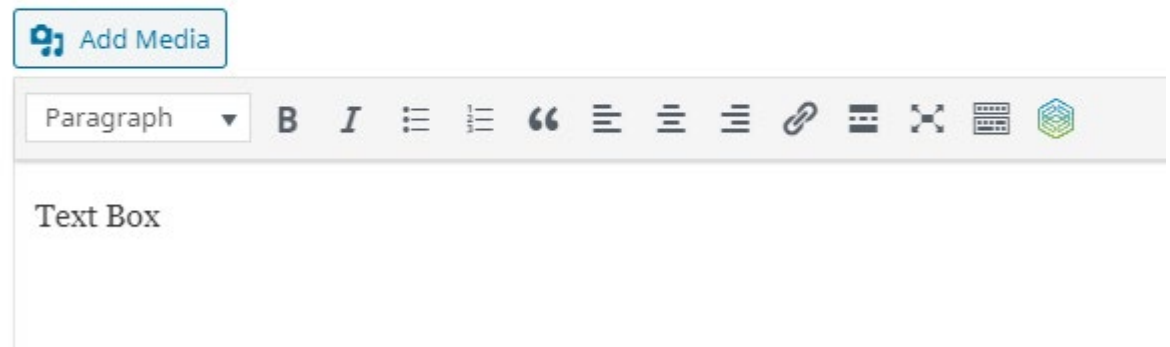


14. Click on the first button that looks like a brush to edit the text.

15. Under 'Content', change the text 'Text Box' to your text.

**Content** 

*Enter some content for this text block.*



16. Click the 'Save' button.

17. Follow steps 6-7 under 'How to Add a Post'.

### Post with only Text

1. This is the one time that the default editor actually works great, follow the instructions in 'How to Add a Post'.

### If you are having a hard time creating your post

Don't struggle, we would love to help! Please get in touch.

Phone: 07549 385 238

Email: [mail@villagecs.co.uk](mailto:mail@villagecs.co.uk)