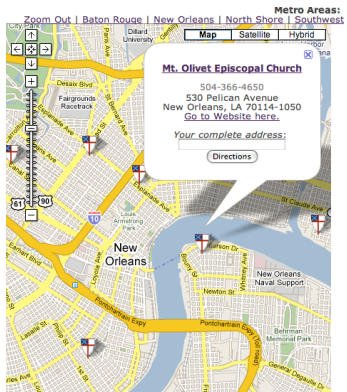


# Digital Faith Community HUB

## PEOPLE



## EVENTS



## FILE STORAGE



In one place you can keep track of your people, events, files, news, blogs and web pages.



## PUBLICATIONS



## WEB PAGES



User friendly website content management; true technology outsourcing for your church.

# Digital Faith Community PAGES

Three clicks and you've published your page.

**1** Select your page and click EDIT.

**2** Click EDIT and use familiar Pages toolbar to create and format your page.

**3** Click UPDATE. You've just published your page.

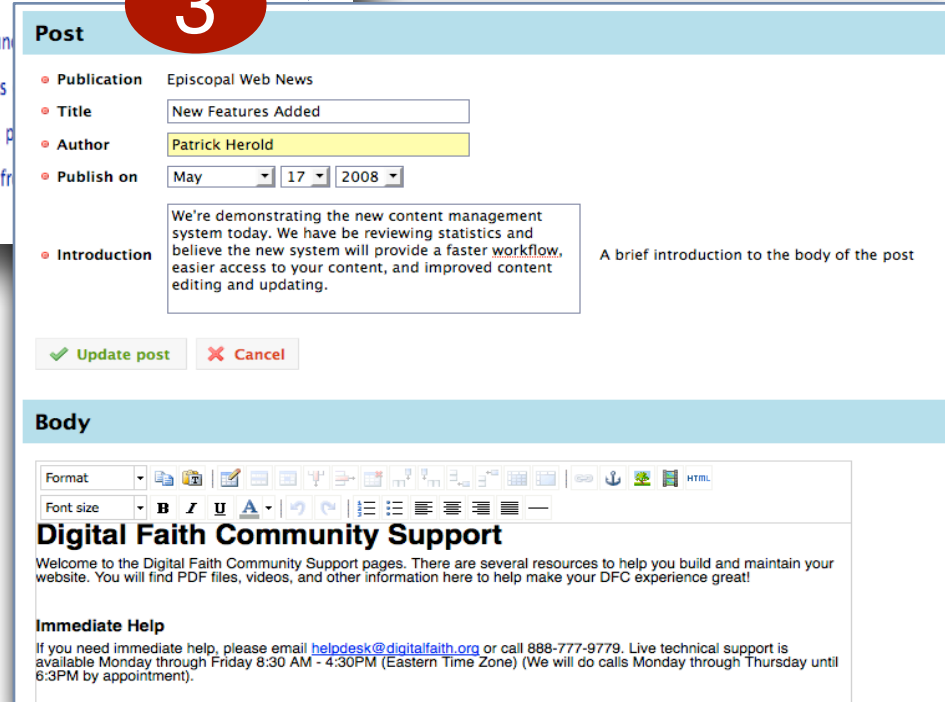
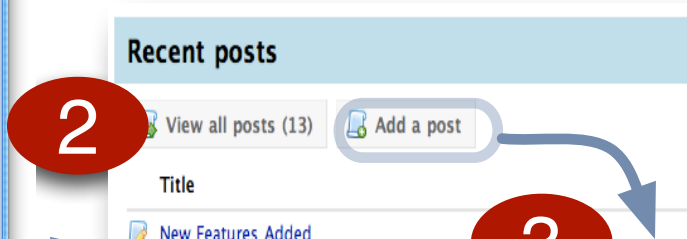
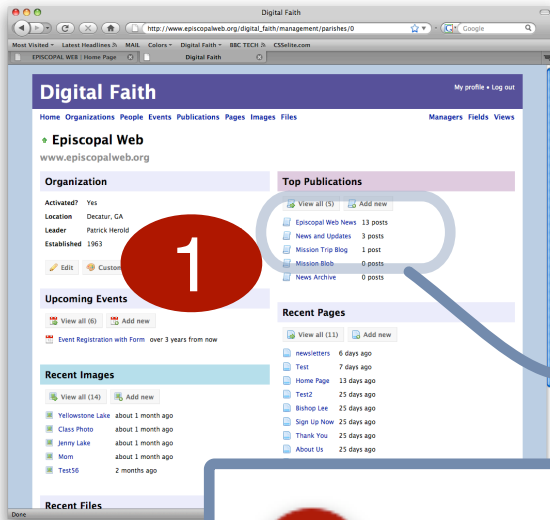
**1** Select your page and click EDIT.

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**3** Click UPDATE. You've just published your page.

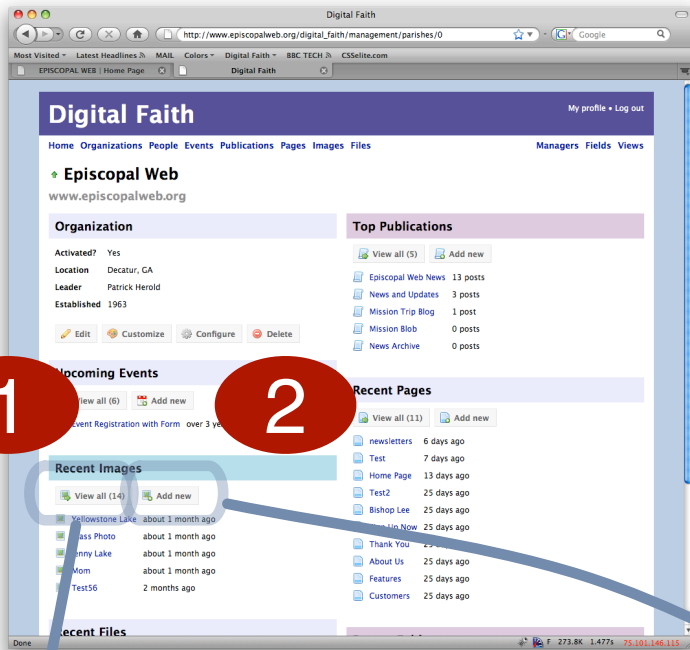
# Digital Faith Community PUBLICATIONS

Three clicks and you've published your page.

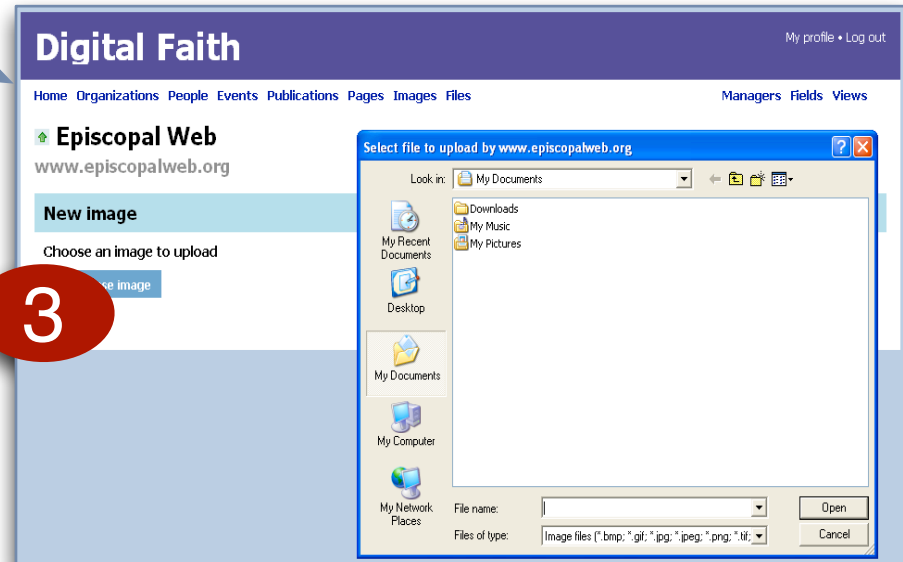


- 1 Select your publication you'd like to add a post to and click add to post.
- 2 Complete the form fields. You can forward the date to the post will go live on the date you specify.
- 3 Click Create Post!

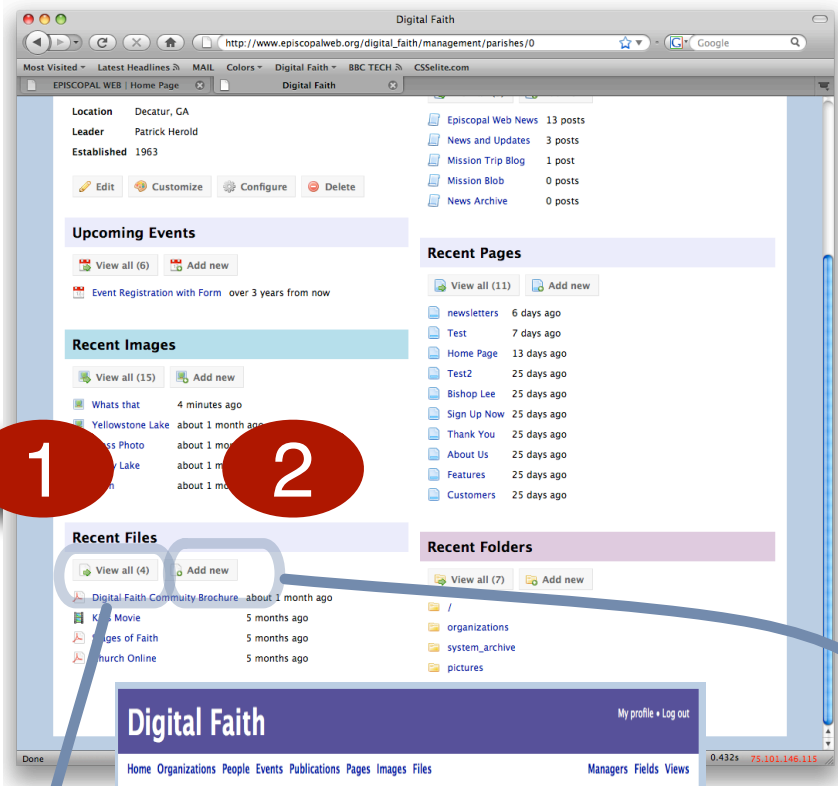
# Digital Faith Community IMAGES



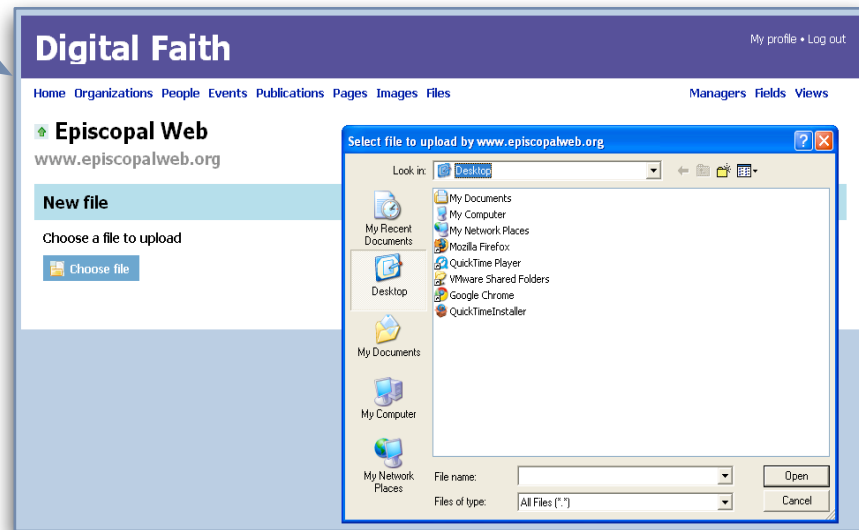
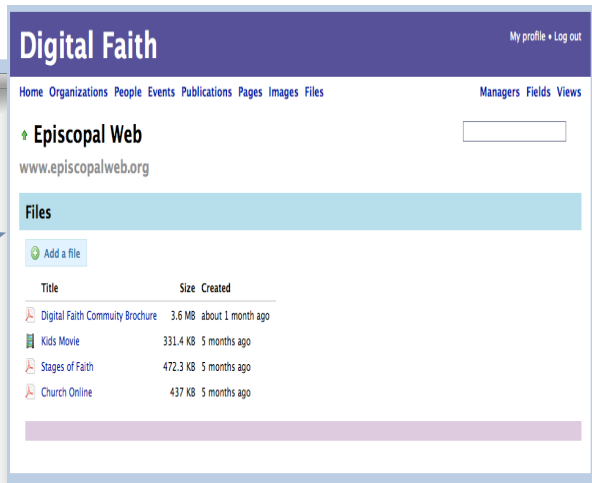
- 1 Click VIEW ALL to see your image library or;
- 2 Click ADD NEW to upload a new image
- 3 Give your image a descriptive name and click UPLOAD.



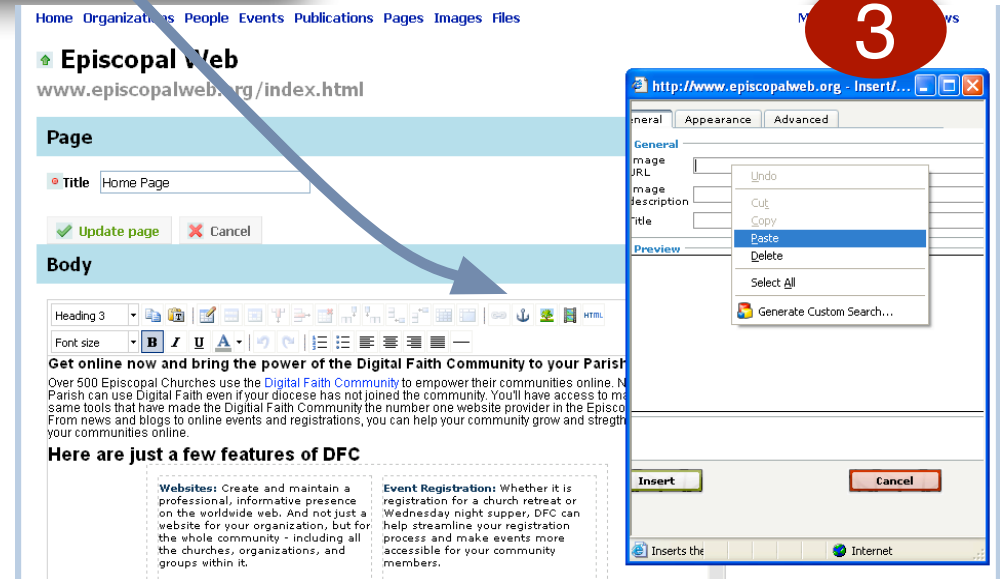
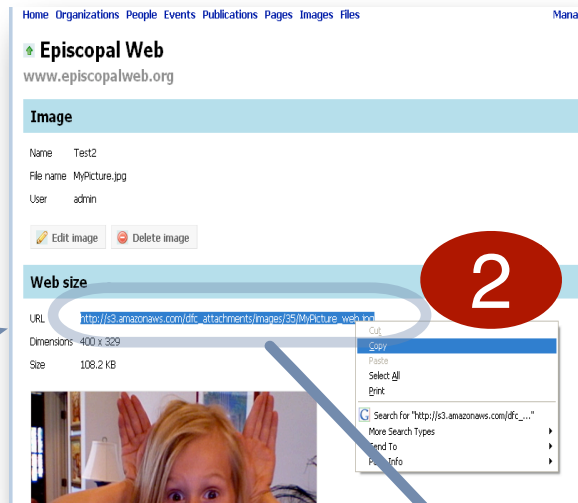
# Digital Faith Community FILES



- 1 Click VIEW ALL to see your document library or;
- 2 Click ADD A FILE to upload a new file.
- 3 Give your file a descriptive name and click UPLOAD FILE. You can upload .pdf, .doc, .xls, .mov, .mp3 and many more formats.



# Digital Faith Community INSERT IMAGE

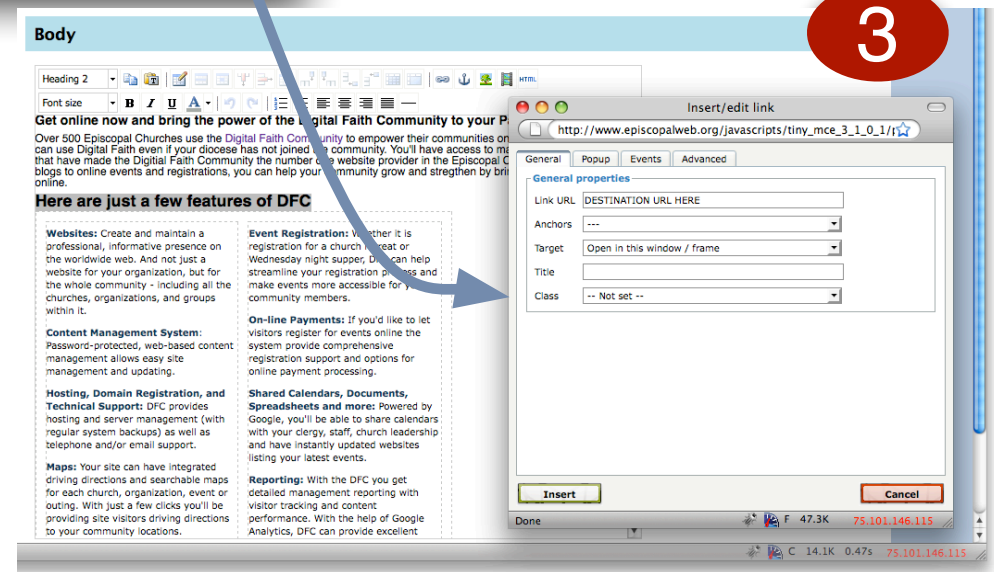
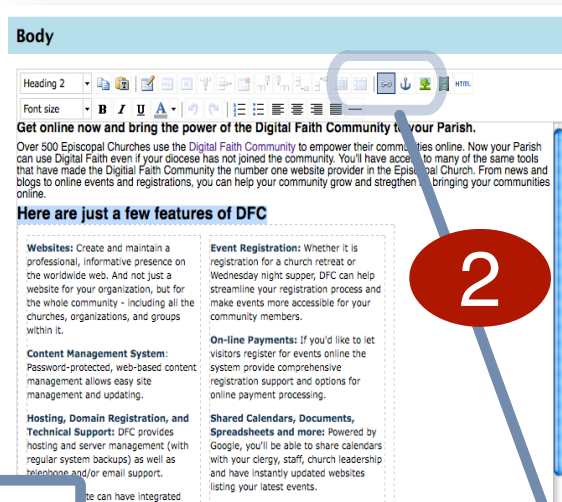
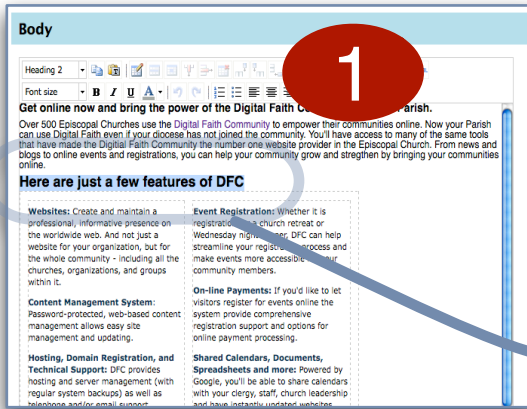


- 1 Select the image from the image library.
- 2 Highlight and copy the image URL.
- 3 Paste the Image URL into the image tool box.

# Digital Faith Community

## CREATE LINK

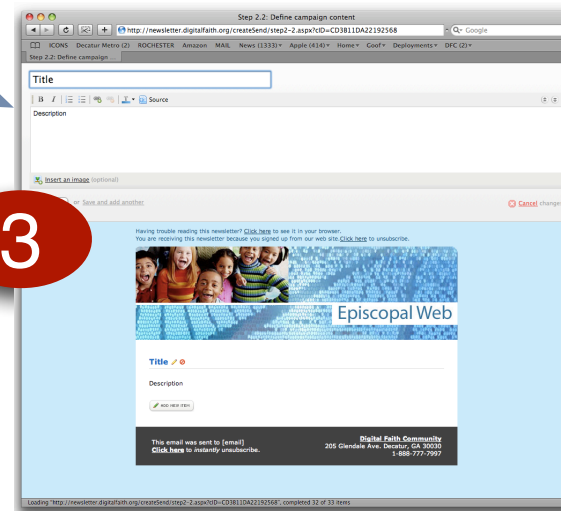
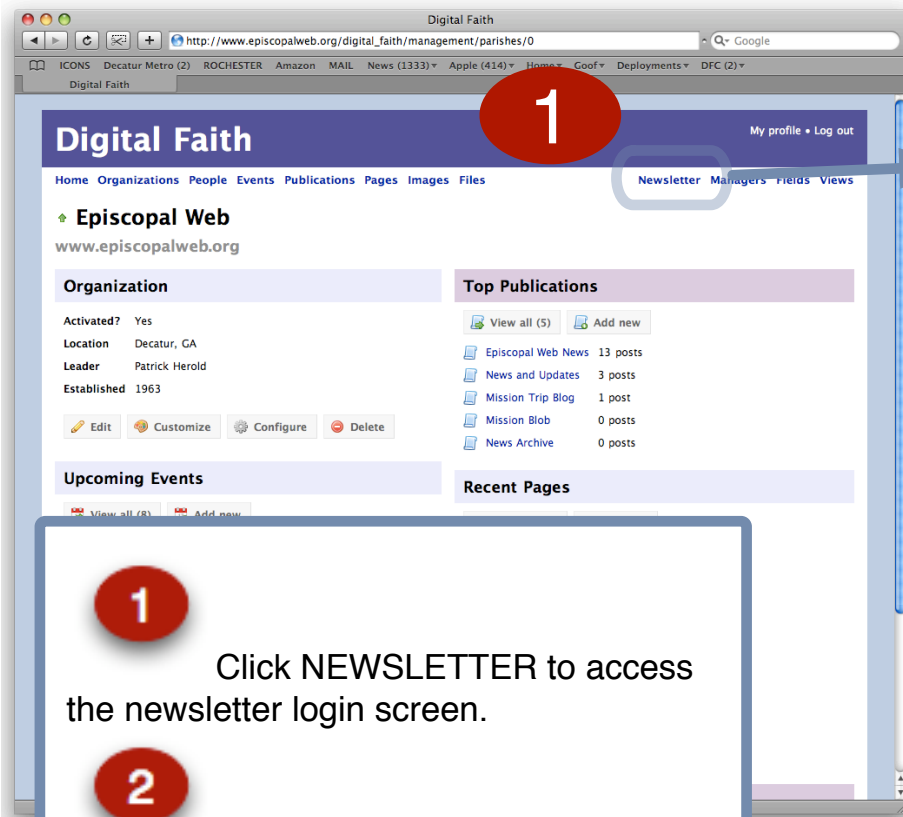
(to a webpage, image or file)



- 1 Highlight the text you want to use for your link.
- 2 Click the insert/edit link tool and enter the full URL for the image destination
- 3 Click insert and your done!

# Digital Faith Community NEWSLETTER TOOL

(email campaign builder)



- 1 Click NEWSLETTER to access the newsletter login screen.
- 2 Sign into the Newsletter portal.
- 3 Create your newsletter, inform your community and drive more visitors to your website.