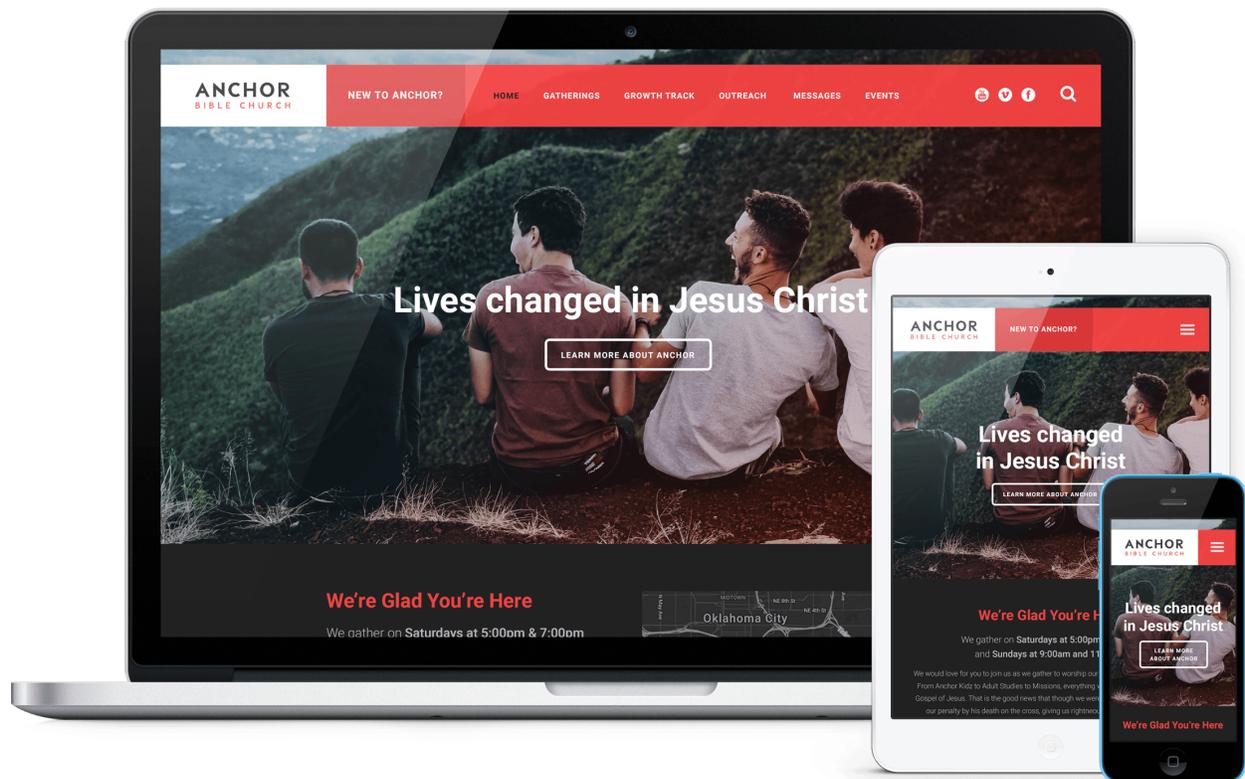


ANCHOR USER GUIDE



Anchor was designed to focus on the visitor. A large "new here" action button lets the visitor know you have them in mind.

Featuring a bold logo and navigation strip, the full-width parallax banner image (or video) grabs attention while providing helpful visitor information and directions. Further down the page are three quicklinks, upcoming events, and the latest sermon. Anchor is an excellent choice for any ministry who wants to quickly engage their visitors and promote their church happenings in a simple and graphically balanced layout.

This article will describe the specifics of the Anchor homepage. The main difference between each of our designs is the homepage content and how it's structured. With the exception of the homepage, all other pages (subpage layout, sermons page, calendar, and blog) across all of our current designs have the same functionality.

HOMEPAGE CONFIGURATIONS & DEMOS

Anchor's homepage is very flexible, allowing for dozens of potential homepage combinations based on what you choose to display.

See [homepage examples](#) and play with the [live demo](#).

IMAGE SIZES

Homepage

- Hero Image(s): 3200 x 1856 pixels (*see section 5 below*)
- Hero Video: 1920 x 1080 pixels; keep around 15-20 seconds and around 3-4 MB (*see section 5 below*)
- Map: 480 x 450 pixels; if you prefer an image, size it to 960 pixels wide (height doesn't matter) (*see section 9 below*)
- Slogan Background Image: 3200 x 1222 pixels (*see section 11 below*)
- 3 Quicklink Images: 672 wide by 410 tall (*see section 13 below*)
- Sermon Series Image: 1080 x 700 pixels (*see section 15 below*)
- Scripture Background Image: 3200 x 704 pixels (*see section 16 below*)

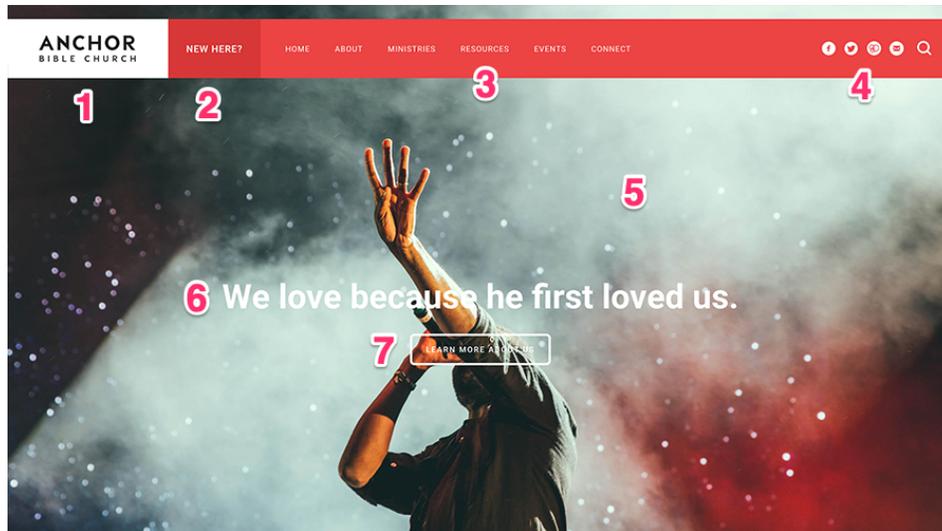
Other Pages

- Subpage Header Image: 3200 x 998 pixels ([example](#))
- Featured Blogpost Image: 1080 x 700 pixels
- Featured Event Images: 1080 x 700 pixels

EDITING THE HOMEPAGE

We will install your site running the full, standard homepage. It displays a lot of content, so we've broken it down into sections in this user guide to make it a bit easier to explain.

Header Section



1) Header Logo

Go to: Publish > Files

- Create a transparent PNG of your logo and name it logo.png.
- Go to Publish > Files, and upload your logo file.
- Your logo will now appear in the header. If any spacing adjustments are needed, please open an email case by going to *Help Center* > *Create a New Case* from within the CMS, and we will assist. *Note: you may need to clear your cache to see the new logo appear on your site.*

2) Header Button

Go to: Publish > Widgets > Header Button

You can change the text of the “New Here” button as well as change what the button links to under in the Header Button widget. Although this button can be used to link to any important page, we recommend linking to a page that will answer every question a visitor might have about your church.

3) Primary Navigation

Go to: Publish > Navigation

The navigation allows for about 6 top level links to pages and an unlimited number of 2nd and 3rd level links. When we install the site there is a “Home” link to the homepage for usability reasons; however, you can remove this link to create create room for another link as needed.

Note: It will be easier to organize your navigation by first creating your pages at Publish > Pages.

4) Header Social Links

Go to: Publish > Social Links

This section allows you to display multiple social media icons in the header and footer. From here you can edit, add, and arrange different social media links.

5) Video or Homepage Image(s)

On the homepage header area, you can choose between a video, a single hero image, or an image rotator.

Video

Go to: Publish > Pages > Home > Header Video

Go to: Publish > Pages > Home > Header Image

Please create your video at 1920 x 1080 pixels, around 15-20 seconds in length, and around 3-4 MB in size. Our system will loop (repeat) the video automatically. The video will only show on larger screens, and not on mobile devices. You'll want to make sure and have a 3200 pixel by 1856 pixel “header image” assigned, which will appear in place of the video on mobile devices.

Single Hero Image

Go to: Publish > Pages > Home > Header Image

This image needs to be sized to 3200 by 1856 pixels.

Image Rotator

Go to: Publish > Rotator

Your rotator images will need to be sized to 3200 by 1856 pixels. Then, add them at Publish > Rotator. You can manage the rotator settings on the “rotator settings” tab. The rotator will show on the site if you have an image added to the rotator module and no homepage video is set under Publish > Pages > Home > Header Video

6) Welcome Text

Go to: Publish > Widgets > Home Banner Text

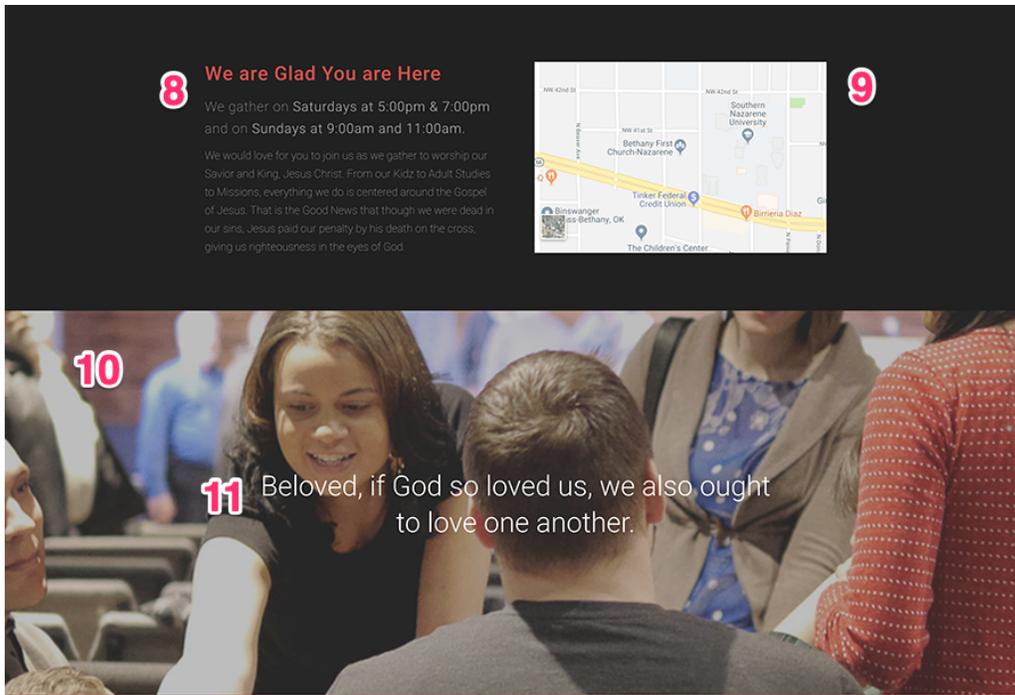
We recommend that you add your mission statement/welcome text to this section.

7) Button

Go to: Publish > Widgets > Home Banner Text

The text you link in this widget will display as a button under the banner text.

Welcome Section



8) Welcome Message

Go to: Publish > Widgets > HP Block 1 Text

Here, you can display any text you would like to display on the homepage. It is one of the first things a visitor to your site will see so, we recommend including your service times and some information about your church.

9) Map

Go to: Publish > Widgets > HP Block 1 Map

You will need to paste the embed code for the map under the "Edit HTML" tab on the widget. If you do not want to add a here, you can add an image or a video. Use a map that is 480 x 450 pixels; if you prefer an image, size it to 960 pixels wide (height doesn't matter)

10) Parallax Image

Go to: Publish > Quicklinks > Quicklink 1

This image needs to be 3200 pixels wide by 1222 pixels tall.

11) Parallax Image Text

Go to: Publish > Quicklinks > Quicklinks 1

You can add one line of text that will display over the image. If you don't want any text over the image, leave the description for the quicklink blank.

Quicklinks, Events, and Sermon Section

12 CHURCH LIFE AT ANCHOR

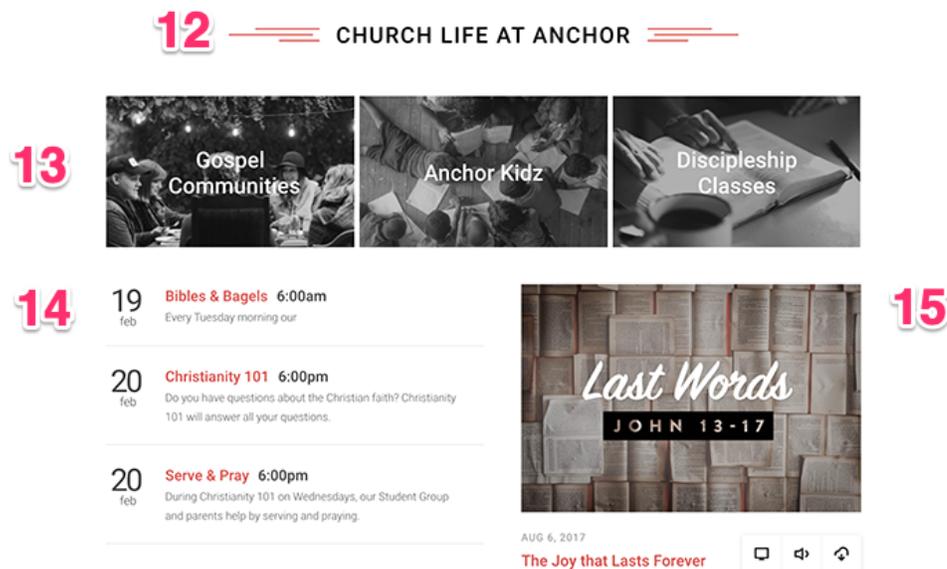
13 Gospel Communities Anchor Kidz Discipleship Classes

14 19 **Bibles & Bagels** 6:00am
feb Every Tuesday morning our

20 **Christianity 101** 6:00pm
feb Do you have questions about the Christian faith? Christianity 101 will answer all your questions.

20 **Serve & Pray** 6:00pm
feb During Christianity 101 on Wednesdays, our Student Group and parents help by serving and praying.

15 *Last Words*
JOHN 13-17
AUG 6, 2017
The Joy that Lasts Forever

The image shows a website layout for a church. At the top, there's a header with a large number '12' and the text 'CHURCH LIFE AT ANCHOR'. Below this, there are three quicklink images labeled '13': 'Gospel Communities', 'Anchor Kidz', and 'Discipleship Classes'. Underneath is an event listing labeled '14' with three items: 'Bibles & Bagels' (Feb 19, 6:00am), 'Christianity 101' (Feb 20, 6:00pm), and 'Serve & Pray' (Feb 20, 6:00pm). To the right of the event listing is a featured sermon image labeled '15' titled 'Last Words' (John 13-17) dated August 6, 2017, with the subtitle 'The Joy that Lasts Forever'.

12) Title Text

Go to: Publish > Widgets > HP Block 3 Title

This text will display in all-caps.

13) Three Quicklink Images

Go to: Publish > Quicklinks > Quicklinks 2

These quicklinks can feature 1 to 2 words over the image as well as the ability to link the image to any page. These images need to be 672 pixels wide by 410 tall.

14) Featured Event Listing

Go to: Publish > Events > Your Chosen Events

This section will display the next 3 events. *Note: you can control the types of events (featured or regular) that appear in this list by going to Publish > Events > Settings.*

15) Featured Sermon

Go to: Publish > Sermons > Your Chosen Sermon

This section will display the last sermon that is published as *featured*. If the sermon is assigned to a series, the series graphic will appear to the left of the date (sermon series images should be sized to 1080 x 700 pixels). The sermon's title, associated series graphic, date, and media links will appear automatically.

Footer Section



16) Parallax Image

Go to: Publish > Quicklinks > Quicklinks 3

The image needs to be 3200 pixels wide by 704 tall.

17) Text Overlay

Go to: Publish > Quicklinks > Quicklinks 3 > Title/Description

This image will scroll behind the text that you set for the quicklink.

18) Footer Logo

Go to: Publish > Files

- a. Create a transparent PNG of your logo and name it footer-logo.png.
- b. Go to Publish > Files, and upload your logo file.
- c. Your logo will now appear in the footer. If any spacing adjustments are needed, please open an email case by going to Help Center > Create a New Case from within the CMS, and we will assist. *Note: you may need to clear your cache to see the new logo appear on your site.*

19) Footer Social Links

Go to: Publish > Social Links

This section allows you to display multiple social media icons in the header and footer. From here you can edit, add, and arrange different social media links.

20) Footer Button

Go to: Publish > Widgets > Footer Button

The text you link in this widget will display as a button in the footer.

21) Footer Contact Info

Go to: Publish > Widgets > Footer - Contact Info

Here, you can add in your contact information (church address, phone number, etc.).

QUESTIONS?

Please open an email case by going to our [Help Center](#). Thank you!

