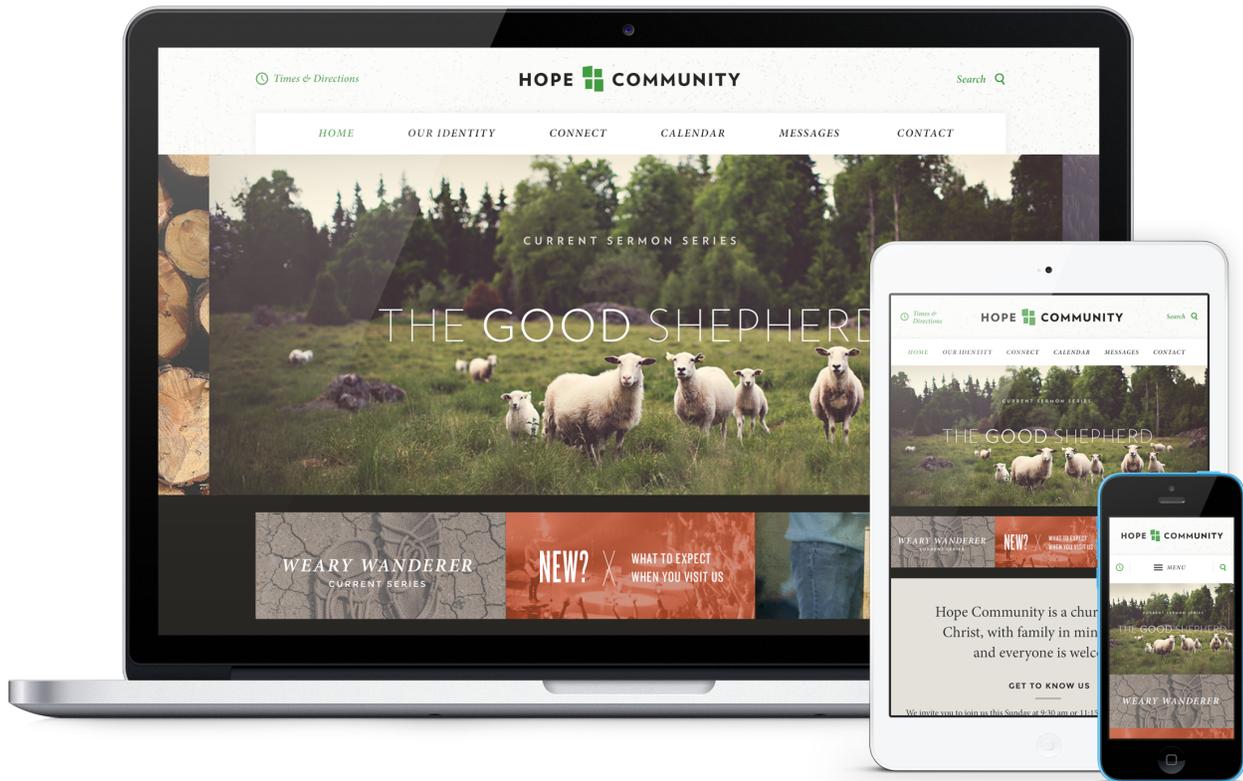


CORNERSTONE USER GUIDE



Cornerstone features a classic and clean church website design, with big and bold graphic areas, and fresh typography.

Cornerstone features a large image rotator, three large quick link graphics, service time(s), prominent church information, announcements (blog posts), upcoming events, and a "Get To Know Us" section. The subpage design offers a wide, full-screen content area for lots of text or graphics. This bold church website design is sure to impress and engage your visitors.

This article will describe the specifics of the Cornerstone 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.

IMAGE SIZES

Homepage

- Homepage Rotator: 2972 x 1186 pixels (see section 4 below)
- Homepage Quicklinks: 1730 x 738 pixels (see section 5 below)

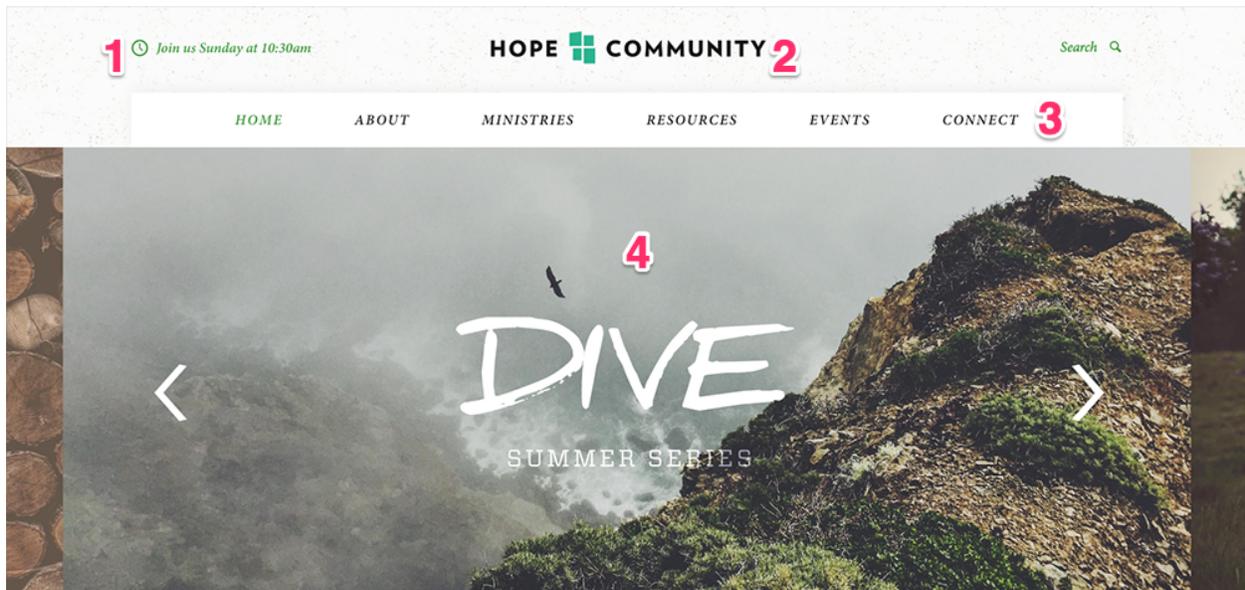
Other Pages

- Subpage Headers: 3600 x 786 pixels
- Sermon Series: 1000 x 672 pixels
- Featured Blogposts: 618 x 398 pixels
- Featured Events: 310 x 200 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 Link

Go to: Publish > Widgets > Service Times

If your ministry does not have service times, feel free to use this section to say whatever you need. To edit the text, go to Publish > Widgets > Service Times. Please be very brief with the text that you add (5-8 words max). This line also displays in the footer before the Church Address + Contact Info. Note: this page links to the page in the CMS titled "Service Times". You cannot change what page this text links to but you can change the name/URL of the page in the CMS under Publish > Pages > Service Times. Please do not delete this page or your service times text will not be linked to anything.

2) 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.*

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 room for another link as needed.

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

4) Homepage Rotator Image(s)

Go to: Publish > Rotator

Your rotator images will need to be sized to 2972 pixels by 1186 pixels. Then, add them at Publish > Rotator. You can manage the rotator settings on the “rotator settings” tab.

Text, Quicklinks, Events and Blog Section

The screenshot shows a church website homepage with the following sections:

- 5 WEARY WANDERER CURRENT SERIES**: A banner with a cracked stone background.
- 6 To know Christ, and make Him known**: A central heading with a red '6' icon.
- 7 PASTOR'S BLOG**: A section with two blog posts:
 - Disowned for Jesus: What I Lost and Found in Christ**: A post about leaving Islam to follow Jesus.
 - Can you experience the love of God alone?**: A post about the joy of knowing and enjoying God.
- 8 GET TO KNOW US!**: A section with a mission statement and two buttons: **WHAT TO EXPECT** and **HOW TO GET HERE**.
- 9 COMING UP NEXT**: A table of upcoming events:

Event	Date
Serve & Pray	MAY 22
Men's Breakfast	MAY 25
Sunday Service	MAY 26
Student Group	MAY 26

5) Quicklinks

Go to: Publish > Quicklinks

You can add up to 3 quicklink images and link them to any page on your site. The recommended size for each image is 1730 pixels by 738 pixels.

6) Text

Go to: Publish > Widgets > Homepage Slogan

This text will display below the quicklink images. Please keep the text in the "Paragraph" font.

7) Blog

Go to: Publish > Posts

This section will display your 2 most recently dated blog posts. To change the title of your blog, go to Publish > Posts > All Blogs and edit the title of your Primary Blog (blog must be set to "Primary" to display on homepage).

8) Text & Buttons

Go to: Publish > Widgets > Information Widget

Please make sure that the "Title" (first line) section stays in the Heading 3 font, and the "Paragraph" text stays in the Paragraph font. You can also add a bulleted list of up to 2 items that will display as buttons.

9) Events

Go to: Publish > Events

This section will display the next 4 events. *Note: you can control the types of events (featured or regular) that appear in this list by going to Publish > Events > Settings.*

Footer Section



10) Footer Links

Go to: Publish > Widgets > Footer Navigation

Keep the items in a bulleted list, as this is how this widget keeps its styling.

11) Church Address

Go to: Publish > Widgets > Church Address

The address you put in the widget will appear after the “Service Times” link.

12) Footer Contact Info

Go to: Publish > Widgets > Church Contact Information

This text will appear after your church or ministry name.

13) Footer Social Links

Go to: Publish > Social Links

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

QUESTIONS?

Please open an email case by going to *Help Center > Create a New Case* from within the CMS, and we will assist. Thank you!

