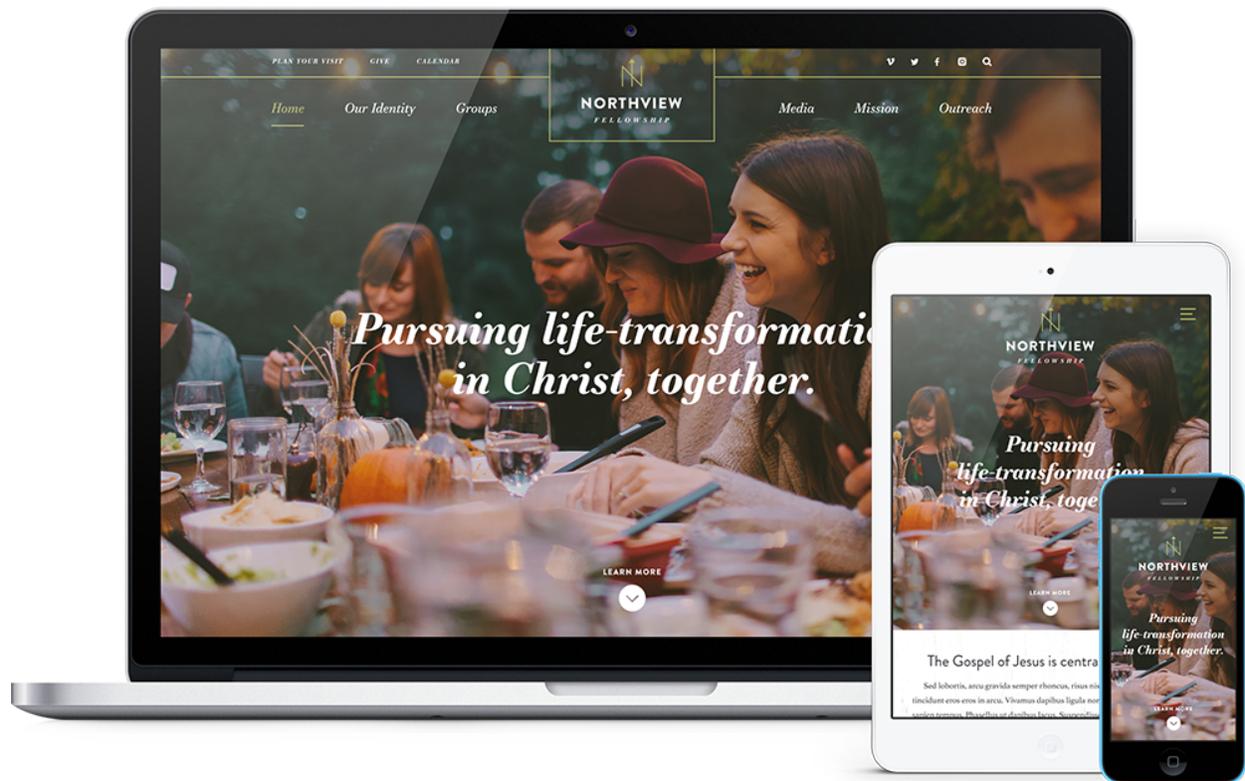


DAMASCUS USER GUIDE



Damascus was designed to keep members and visitors informed and equipped. A super-clean design, crisp typography, a full-width header, sermon graphic areas, engaging graphics, and featured events keep your visitors immersed.

This article will describe the specifics of the Damascus 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.

OVERVIEW VIDEO OF DAMASCUS

First things first! :) We recommend that you watch [this overview video](#) of how to customize the homepage of Damascus.

HOMEPAGE CONFIGURATIONS & DEMOS

Damascus' 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): 3400 x 2038 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*)
- Quicklink Background Image: 3400 x 1510 pixels (*see section 11 below*)
- 3 Quicklink Images: 810 x 631 pixels (*see section 12 below*)
- Featured Event Image: 1080 x 700 pixels (*see section 15 below*)
- Featured Sermon Background Image: 3400 x 2910 pixels (*see section 17 below*)
- Sermon Series Image: 1080 x 700 pixels (*see section 18 below*)

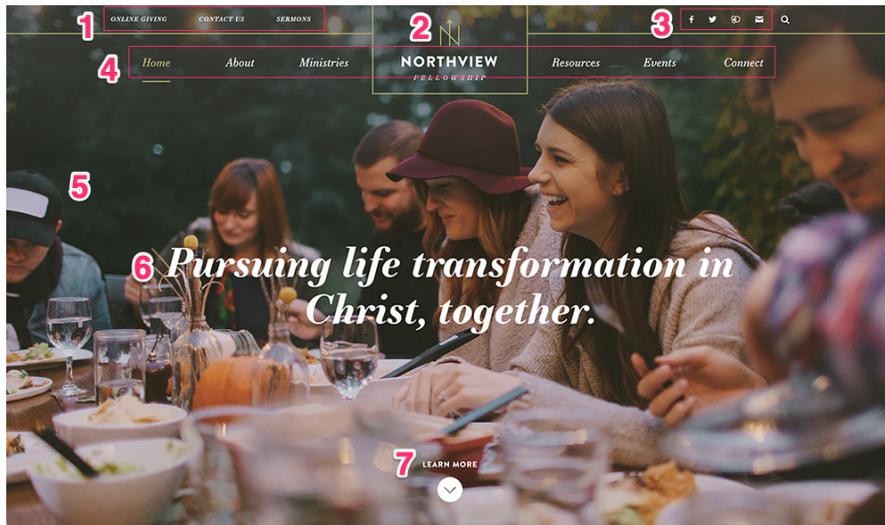
Other Pages

- Subpage Header Image: 3400 x 1024 pixels (*example*)
- Featured Blogpost Image: 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 Links

Go to: Publish > Widgets > Header: Links

The Damascus design features up to 3 links above the navigation area. You can edit the text and what each item links to. When editing the widget, make sure you leave the links in a bulleted list.

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) 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. *Note: the search icon is a standard icon in the header and cannot be removed.*

4) 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.*

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 1080pixels, 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 3400 pixel by 2038 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 3400 by 2038 pixels.

Image Rotator

Go to: Publish > Rotator

Your rotator images will need to be sized to 3400 by 2038 pixels. Then, add them at Publish > Rotator. You can manage the rotator settings on the "rotator settings" tab.

6) Hero Image Headline

Go to: Publish > Widgets > Home: Main Title

Over your homepage image you can display one line of text. We recommend that you keep this text to 49 characters or less so it fits properly on the image.

7) Hero Image Arrow Text

Go to: Publish > Widgets > Home: Arrow Text

There is an arrow at the bottom of your homepage hero image with a small blurb of text. We recommend that you keep this at 1-2 words.

Text & Quicklinks Section



8) Title

Go to: Publish > Widgets > Home: Section 1 Title

This will display in a larger font size than the text beneath it.

9) Text

Go to: Publish > Widgets > Home: Section 1 Text

This text displays below the title, and you can add multiple lines of text in this section.

10) Buttons

Go to: Publish > Widgets > Home: Section 1 Buttons

These buttons can be linked to any page on your site. When editing the widget, make sure you leave the links in a bulleted list.

11) Quicklinks Background

Go to: Publish > Quicklinks > Quicklinks Background

The image you specify here will appear as a background image. We recommend a grayscale map, sized to 3400 x 1510 pixels. Our system will colorize the map automatically to match the color scheme of your site.

12) Quicklinks

Go to: Publish > Quicklinks > Quicklinks

You can add up to 3 quicklink images and link them to any page on your site. You can also add a title to each image that will display over the quicklink. The recommended size for each image is 810 x 631 pixels.

13) Text

Go to: Publish > Widgets > Home: Section 2 Text

We recommend adding a call-to-action to this section.

14) Button

Go to: Publish > Widgets > Home: Section 2 Buttons

To create the button, simply type in your text, then link it to your destination page.

Event Section



15) Featured Event

Go to: Publish > Events > Your Chosen Event

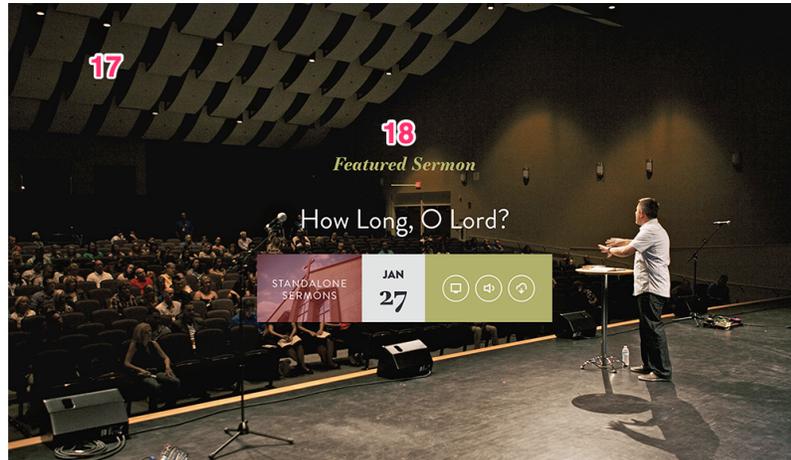
This section will display the next event that is published as *featured*. You'll want to make sure this event has a 1080 x 700 pixel image set as the "featured image."

16) Featured Event Listing

Go to: Publish > Events > Your Chosen Events

This section will display the next 6 events. The "all events" link will automatically link to your events calendar. *Note: you can control the types of events (featured or regular) that appear in this list by going to Publish > Events > Settings.*

Sermon Section



17) Sermon Background

Go to: Publish > Quicklinks > HP Sermon Background

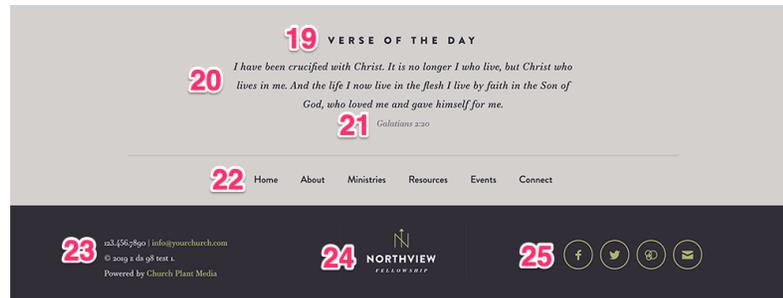
The image you specify here will appear as a background image; it should be sized to 3400 x 2910 pixels.

18) Featured Sermon Listing

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



19) Title

Go to: Publish > Widgets > Home: Section 3 Title

The title is the top line of text of the section. It will display in all-caps, and in a larger font size than the text beneath it.

20) Text

Go to: Publish > Widgets > Home: Section 3 Text

This text displays below the title, and you can add multiple lines of text in this section.

21) Footnote

Go to: Publish > Widgets > Home: Section 3 Footnote

This text displays below the text section.

22) Footer Links

Go to: Publish > Widgets > Footer: Links

This section will display multiple links. You can link each of them to any page on your site; be sure to keep all links in a bulleted list.

23) Footer Contact Info

Go to: Publish > Widgets > Footer: Contact Info

The text you place in this section will appear above the copyright and “powered by” lines.

24) 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.*

25) 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.

QUESTIONS?

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

