

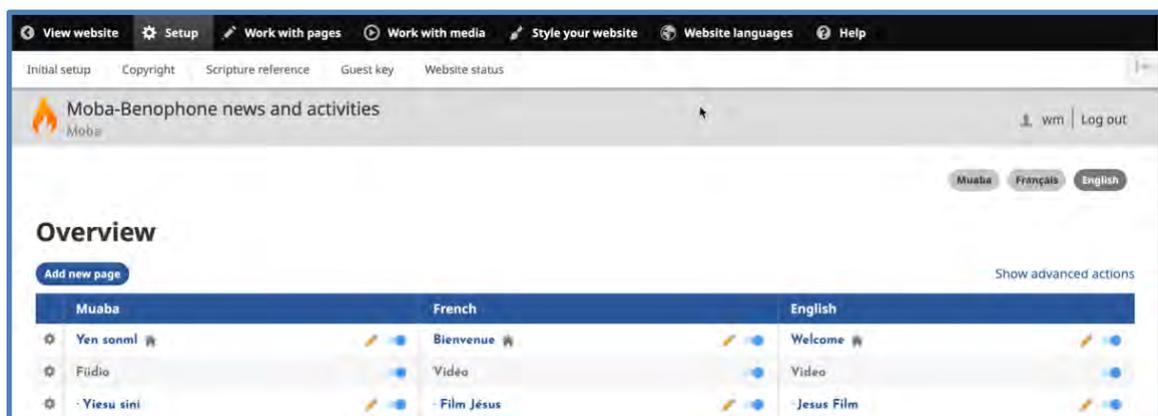


Wildfire 5 Quick Start Guide.docx

We are glad you are interested in learning the new and improved version of **Wildfire** so you can continue to manage your website. **Wildfire 5** is a new platform that offers greater design flexibility and new features for your website. This document will provide information you need to begin to use **Wildfire 5**. A *Digital Publishing Manager* from our staff will work with you as you prepare to relaunch your website on the new platform.

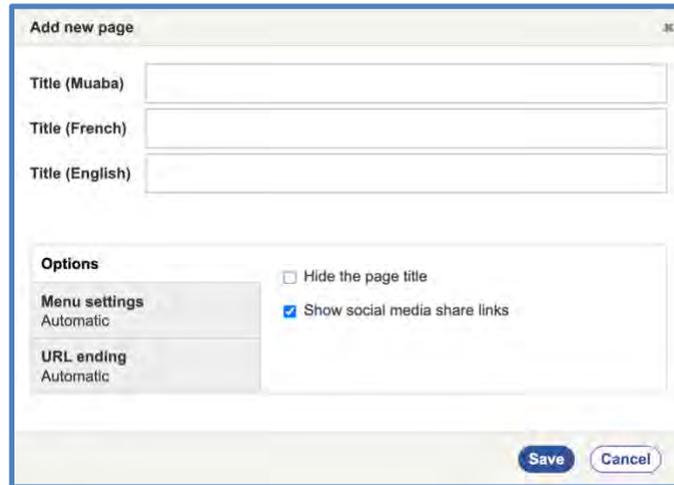
With **Wildfire 5**, we have a new and much-improved *Help* website. You will find it currently at 5.wildfirehelp.net. Here you will find written documentation on how to use **Wildfire 5**, along with example content and detailed tutorial videos.

1. To work on your website in **Wildfire 5**, log in at your home page just as you have done in **Wildfire 4**. Depending on the website theme, you will find the log-in link in one of the following locations:
 - a) *Stone* and *Tide* themes: The right end of the horizontal menu bar.
 - b) *Surf* theme: The footer section of the website.
 - c) *Tower* theme: Click on the “hamburger” icon (three horizontal lines) at the upper left to open the lateral (vertical) menu. The log-in link is at the bottom of the sidebar.
2. Your password is the same as before. If you have forgotten your password, you can use the indicated link in the log-in box to reset it. If you do not quickly receive a response, check your spam or junk folder for a message from noreply@internetpublishingservice.com.
3. When you log in, you arrive at the *Overview* screen.



- a) You will see a table illustrating your website layout, very similar to the *Overview* screen in **Wildfire 4**.
4. Click on the blue button to **Add new page**.

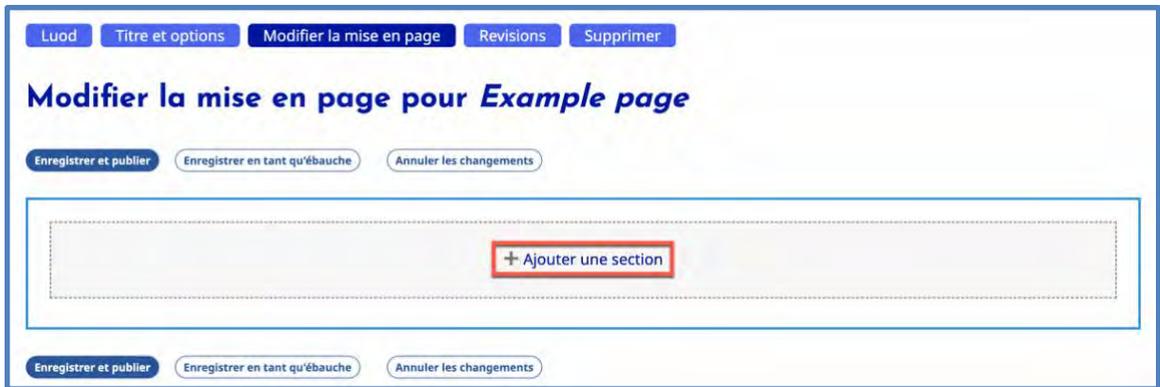
- a) **New in Wildfire 5:** A pop-up window prompts you for a page title in each of the website's Navigation Languages.



- b) In the lower sections of this window, you can also select *Options*, *Menu settings*, and *URL ending*.
- c) Click on the **Save** button.
- d) **New in Wildfire 5:** The pop-up window will close, and you will go to the *Layout Editor* screen.
- e) **New in Wildfire 5:** You can only add content on the *Layout Editor* screen in the website's Default Language. If you arrive at the *Layout Editor* screen in one of the other Navigation Languages, you will see a note to that effect at the top of the screen.



- f) If needed, change to the Default Language by clicking on the link in the green message box.
- g) You will now see a link to *Add new section*.



- h) For further instructions about creating page content in **Wildfire 5**, please visit our *Help* website at 5.wildfirehelp.net.
5. You can edit an existing page by clicking the pencil icon next to the page title on the *Overview* table.
- a) Click on the pencil in the column for the Default Language to add content.
 - b) Click on the pencil in the column for another Navigation Language to translate text.
6. Overview of the **Wildfire 5** menu
- a) Menu item *Setup* has 5 submenu items.



- (1) *Initial setup* – This is for first-time website setup; you will not need to use this.
 - (2) *Copyright* – **You need to review the information here to make sure it is correct.**
 - (3) *Scripture reference* – You should not need to use this.
 - (4) *Guest Key* – A way to generate a new key (replacing the current one) and give someone access to the site before pages are published. You should not need to use this.
 - (5) ***New in Wildfire 5: Website status*** – Useful details and information about your website.
- b) Menu item *Work with pages* has 3 submenu items.



- (1) *Overview* – Described above.

(2) **New in Wildfire 5: Arrange menu links** – Use this screen to move pages and menu items on your website menu

(3) **Add new page** – Same function as the blue button on the *Overview* screen.

c) Menu item *Work with Media* has 3 submenu items and several sub-submenu items.



(1) *Media library*

(a) View your current media. **New in Wildfire 5:** All uploaded files are considered “media” and are found in the *Media library*. There is no longer a separate *Files* directory.

(b) Add a new media item using the **Add media** button.

(c) Filter your media to find what you want faster.

(d) Hover over submenu item *Media library* to reveal and select *Grid mode*, *Media usage*, and *Media duplicates*.

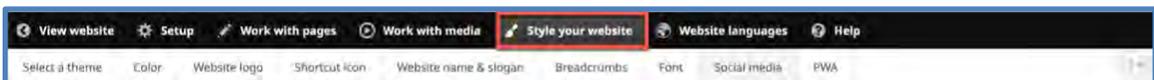
(2) *Add media* (directly from the submenu)

(a) Click to open the *Add media* screen.

(b) Hover over submenu item *Add media* to reveal and select a media category: *Audio*, *Document*, *Image*, *PDF*, *Remote video*, or *Video*.

(3) *Encoding queue* – Shows progress of audio and video items being encoded for use on the website.

d) Menu item *Style your website* has 9 submenu items.



(1) *Select a theme* from the options displayed.

(2) *Color* – Change the color scheme.

(3) *Website logo* – Add or change the logo displayed in the banner (if supported) and log-in screen.

(4) *Shortcut icon* – Add or change the favicon displayed on the browser tab for your website.

- (5) *Website name & slogan* – Change your website name (the title in the banner area) and/or add a slogan (website subtitle).
- (6) *Breadcrumbs* – Select whether menu breadcrumbs are displayed at the top left of each page, above the page title.
- (7) *Font* – Change the fonts used for standard text and headers.
- (8) *Social media* – Select what social media *Follow* and *Share* links to show.
 - (a) **New in Wildfire 5:** *Follow* links appear in the website footer section.
 - (b) *Share* links appear at the bottom left of pages which have this feature selected in the *Page Title* pop-up window. (See screenshot at top of Page 2 above.)
- (9) *PWA* – **New in Wildfire 5:** Choose which website pages are included if a visitor downloads your website as a *Progressive Web App* for off-line viewing.

e) Menu item *Website languages* has 2 submenu items.



- (1) *Add/modify languages* – **DO NOT CHANGE THE DEFAULT LANGUAGE WITHOUT CONSULTING YOUR DIGITAL PUBLISHING MANAGER.**
- (2) *Translate Interface*
 - (a) There are quite a few new texts in **Wildfire 5**, so you will need to return to this task.
 - (b) Select your publication language and click the **Leave** button in the pop-up.
 - (c) Translate the texts and continue working through 16 screens until all the categories on the left change from blue to green. **IMPORTANT:** If there is already a code, character, or phrase in the translation box, it **MUST** be left as it is, with the rest of the phrase translated around it.

f) Menu item *Help*



- (1) Click here to go to our *Help* website (5.wildfirehelp.net), with detailed help – including tutorial videos – on all features of **Wildfire 5**.