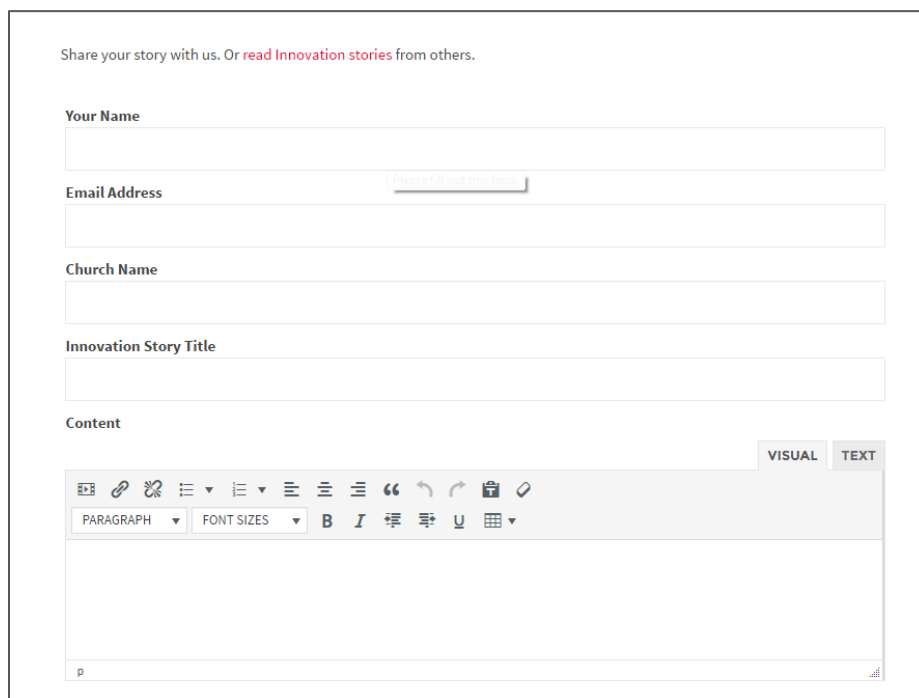


Adding an Innovation Story How-To Guide

This How-To will show you how to add an Innovation Story on the front end of the website, <http://CenterforMissionInnovation.org>.

1. Enter the text in the required fields (Name, Email Address, Church Name, Innovation, Story Title) and then enter the text into the Editor Section. (See Figure 1).



The screenshot shows a web form for submitting an innovation story. At the top, it says "Share your story with us. Or read Innovation stories from others." Below this are five input fields: "Your Name", "Email Address" (with a "Please fill out this field" error message), "Church Name", "Innovation Story Title", and "Content". The "Content" field is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, link, unlink, list, and table. The editor has tabs for "VISUAL" and "TEXT". The "Content" field currently contains a single paragraph tag "p".

Figure 1

2. If there is an image or images that should be in the story, click on the “Choose Files,” button below the editor and select the image(s) to be added from your computer files. (See Figure 2).

Church Name

Innovation Story Title

Content

VISUAL TEXT

PARAGRAPH FONT SIZES B I U

Upload Image(s) - If you have more than one images, upload them all at once. To have the images appear anywhere you want in your content use these tags [img-1], [img-2], [img-3] and so on. Click here for help.

Choose Files No file chosen

I'm not a robot reCAPTCHA

SUBMIT STORY

Figure 2

- Once the images have been uploaded, they will show in order below the “Choose Files,” button. Please enter the proper image number in the Editor, where you would like your image to be placed. (See Figure 3).

VISUAL TEXT

PARAGRAPH FONT SIZES B I U

[img-1] Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions.

[img-2] It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for

Upload Image(s) - to have the image appears anywhere you want in your content use these tags [img-1], [img-2], [img-3] and so on.

Choose Files 2 files

I'm not a robot reCAPTCHA

SUBMIT STORY

Figure 3

4. To embed a video into the post, put the cursor within the Editor where the video should be placed, and then click on the video icon at the top left of the Editor. (See Figure 4).

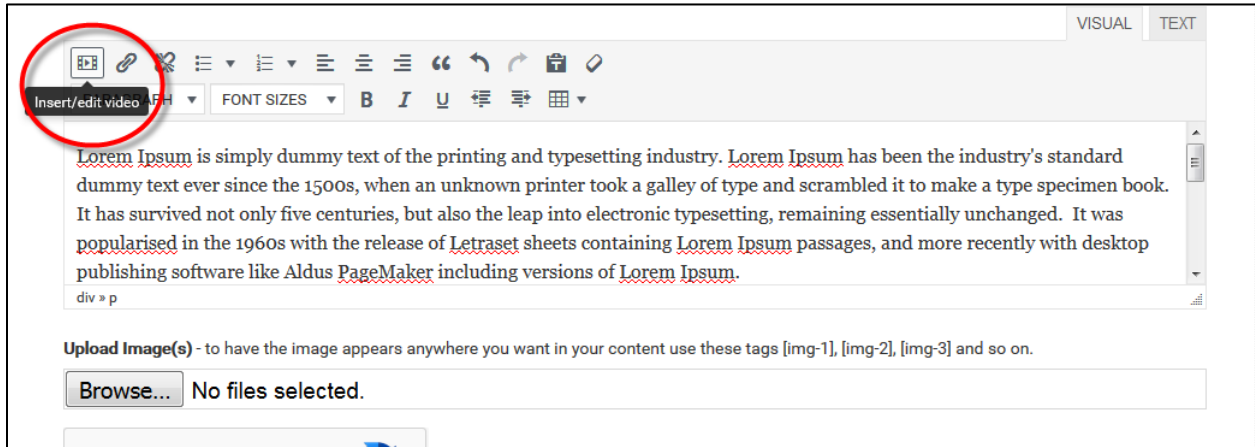


Figure 4

5. In the popup, add the URL for the video into the **Source** field. (See Figure 5).

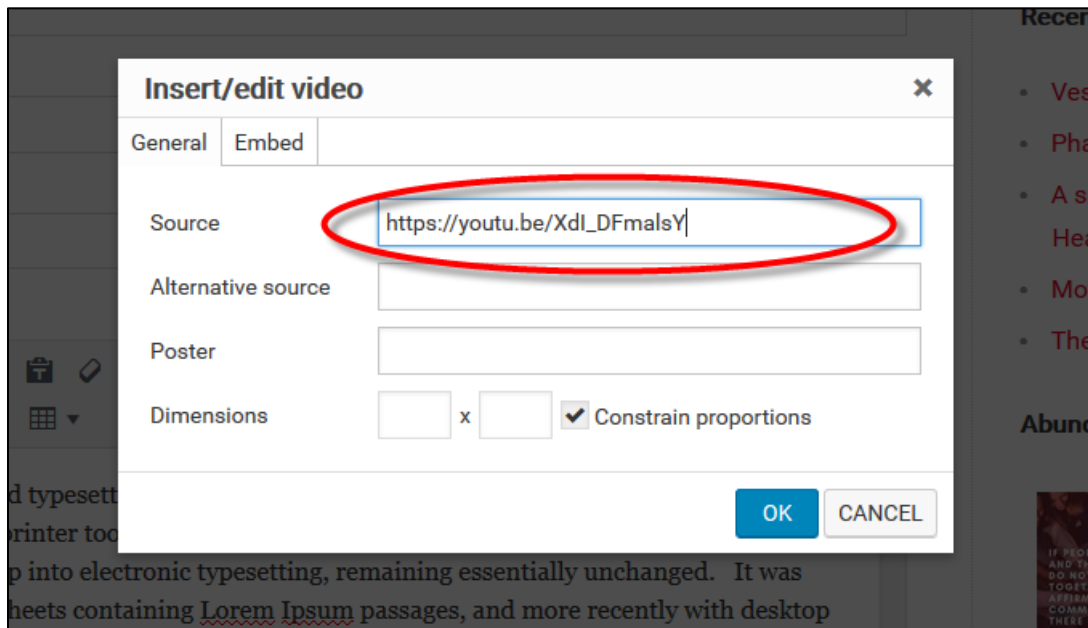


Figure 5

6. After all text, video and/or images have been added, verify the “not a robot,” captcha section and click “**Submit Story.**”

For updates or questions regarding this document, contact the Courtland Consulting support team.

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