

Before we dive into editing and updating the website behind the scenes, we must first understand the website itself. Each page on the website includes 4 key elements- the banner, the tab ribbon, the content, and the footer.

The **banner** displays the official logo of the Alzheimer Network, described later. The **tab ribbon** directs the user to different locations on the website, allowing them to navigate to such things as the Home page or the Contact page. The **content** section varies from page to page, but it presents all the appropriate information needed for each page. The home page and normal pages are edited in different ways- described later. The **footer** describes legal issues related to the association, including terms of service and the privacy policy.



There are several ways to contact us:

- By phone... 330-788-9755 or 1-866-822-2102
- By writing... 4214 Market Street, Youngstown, OH 44512
- By emailing... info@alzarnet.org
- By attending a Support Group meeting... locations listed on our [Support Groups](#) web-page
- Via our Facebook page... [The Alzheimer Network – Youngstown Ohio](#)

Please note if you experience problems with our web-site, please contact... webmaster@alzarnet.org



Home Page



The **home page**, or presentation page as it is called behind the scenes, is the page first visited by users of the website. Examining the content area, we first see the slideshow.

"We are here to help"



The Alzheimer Network is a volunteer, non-profit organization serving families dealing with Alzheimer's Disease in the Mahoning and Shenango valleys, including the Columbiana, Mahoning, and Trumbull counties in Ohio, as well as Mercer county in Pennsylvania. Our organization is also known as Alzheimer's Assistance and Referral Network which was our original name at our beginning in 2004. Our experienced volunteers have been helping families for over 35 years.

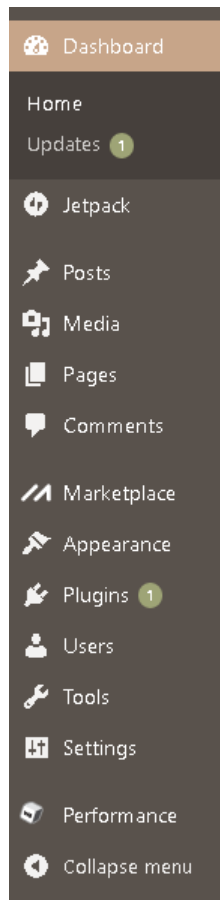
We offer to families:

- | | |
|--------------------|---------------------|
| Phone Info-line | Workshops |
| Referral Resources | Speakers Bureau |
| Support Groups | Faith-based Support |
| Family Meetings | Research Contacts |
| Caregiver Seminars | Pamphlets |



After the slideshow, we see the description section of the home page. This presents a simple image that represents the association, and a short description of the association. Under the description, we find 2 columns. The first provides simple information as to what the association offers to families, and the second is a Facebook feed. Any time the Facebook page is updated; those changes will be reflected in the feed.

Updating the Home Page



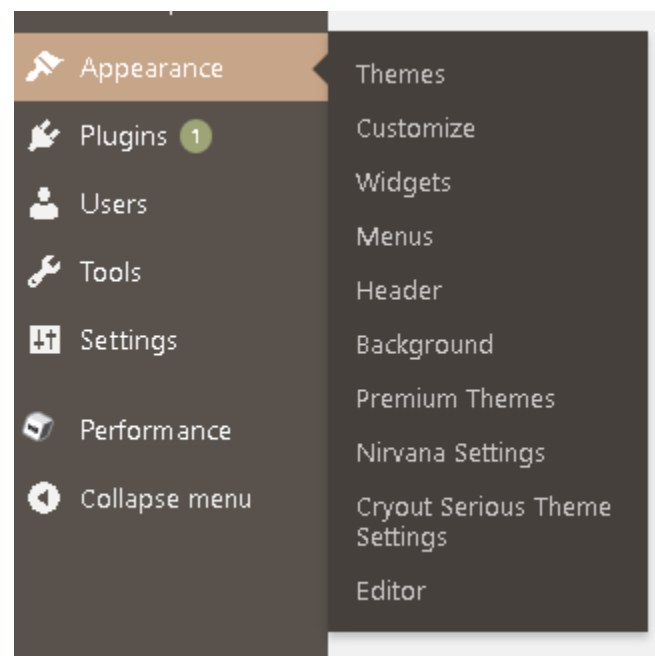
To begin editing the website, we simply log in through the Ipower hosting service. Next, we choose to go to the Word Press editor. You will notice Word Press has a dashboard on the left side of the screen. This includes many rows of options. The ones we are most concerned with are Media, Pages, and Appearance.

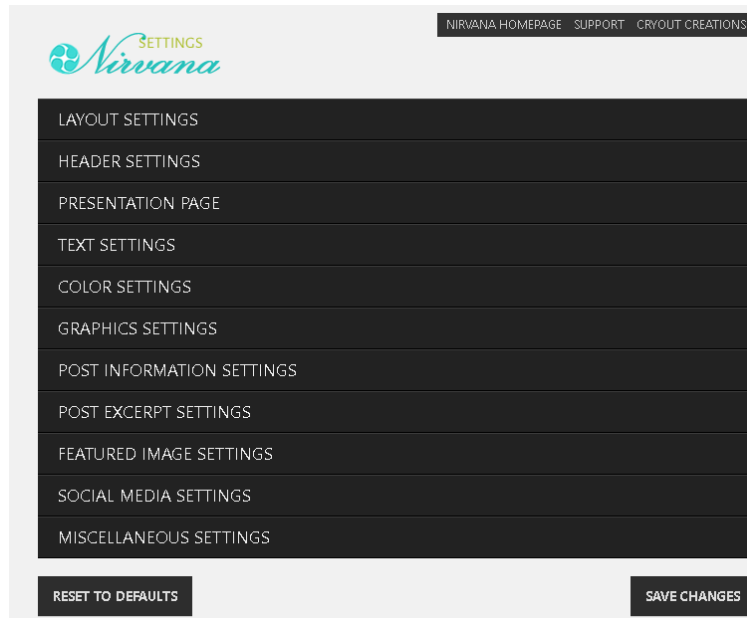
Media handles all images and pdf documents on the website. If we wanted to upload an image to be used on the website, we would simply use the media tab.

Pages include all the pages on the website. You may edit specific webpages from here. However, it is important to note the home page is **not** considered a page.

Finally, the Appearance page handles general site style rules and the home page settings. It is highly recommended only advanced users change general site style rules.

Highlighting over the Appearance tab allows us to access more options. It is recommended that you only touch the Nirvana Settings and Widgets. Nirvana Settings will allow you to change the Home Page's properties: slideshow settings and short description. Widgets will also allow you to change properties on the Home Page: the family offerings and Facebook feed settings.

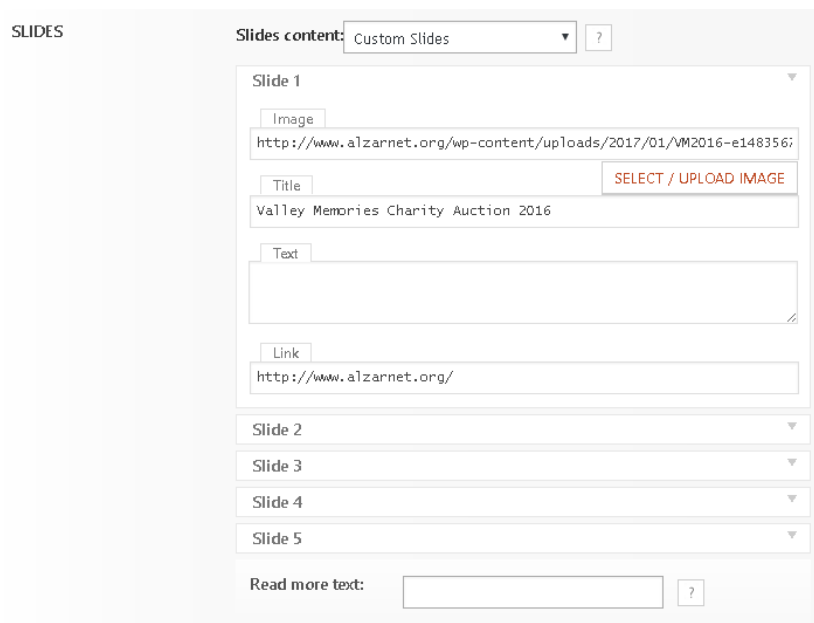




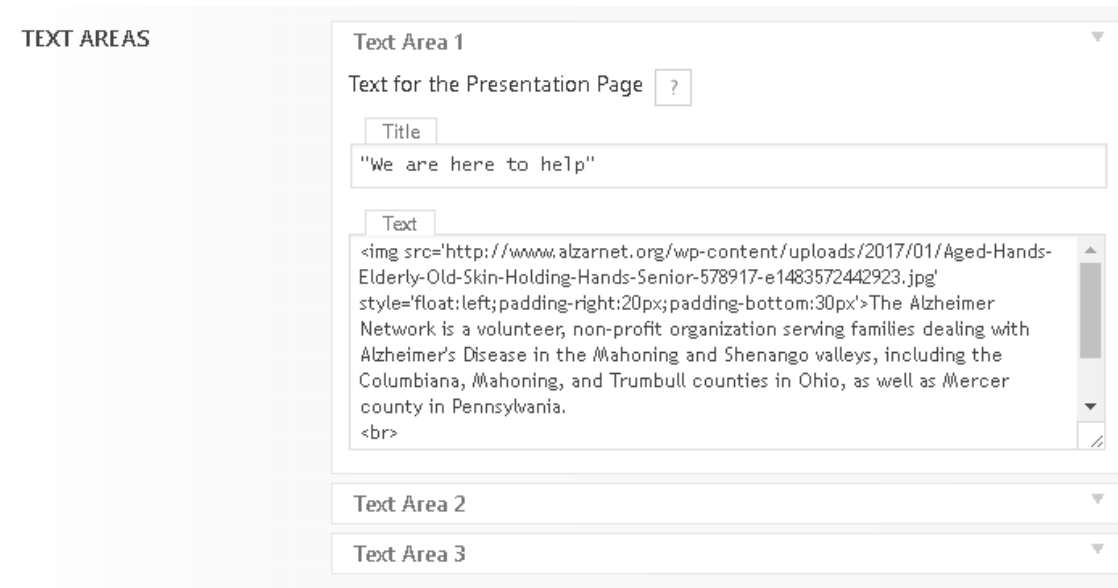
Selecting Nirvana Settings presents all settings related to how the website appears. It is recommended you only touch the Presentation Page settings- those that control the home page

Clicking Presentation Page tab will allow you to change two things: the slideshow settings and Association Description.

The slideshow settings allow up to 5 different images to be displayed in the slideshow. Select the slide you wish to edit. This will expand the slide settings further. From here, you may change the image displayed on each slide, the title associated with the image, and text and links.

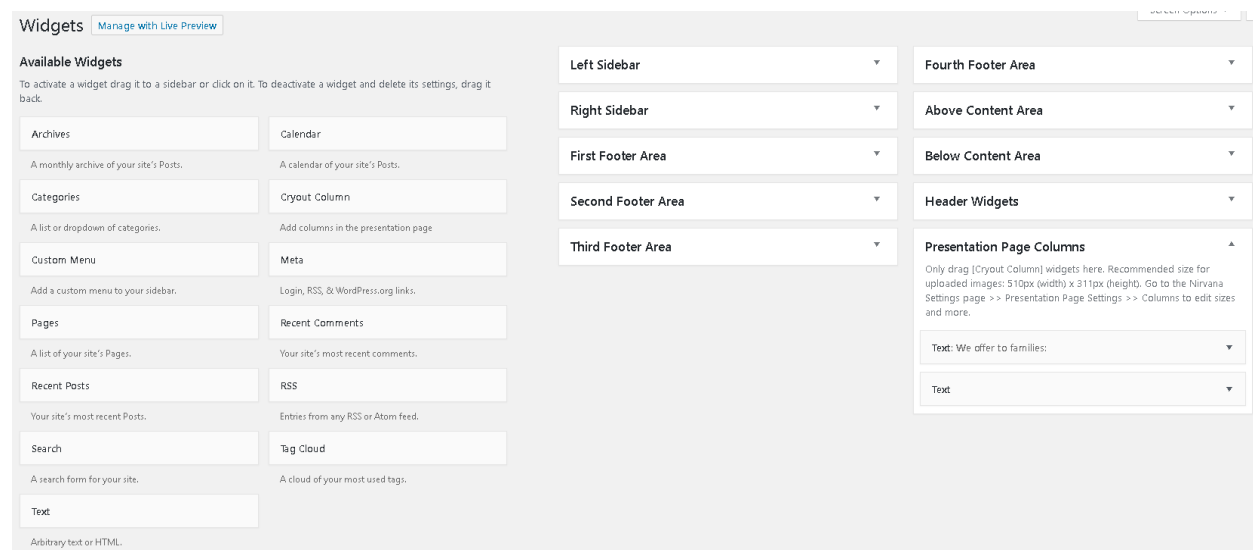


Images used for the slideshow must be 1430 x 579 pixels. To reach this, it is recommended you crop images larger than this to avoid any distortion. All images used must be uploaded to the website, which can be done using the media tab in the Dashboard or the Select/Upload Image button on the Slide editor.



The next part editable on the Presentation Page section of Nirvana Settings is the Text Area. It is recommended you only edit Text Area 1. By default, the Text Area displays “We are here to help” as the title, with an image of hands and a brief description of the association.

Going back to the Appearance tab on the Dashboard, we may choose the widgets section.



The widgets page may appear daunting, but the current layout of the website actually only utilizes the Presentation Page Columns widgets!

Presentation Page Columns

Only drag [Cryout Column] widgets here. Recommended size for uploaded images: 510px (width) x 311px (height). Go to the Nirvana Settings page >> Presentation Page Settings >> Columns to edit sizes and more.

Text: We offer to families:

Title:
We offer to families:

Content:

```

<div style="float: left; width: 50%;">
<ul>
<li>Phone Info-line</li>
<li>Referral Resources</li>
<li>Support Groups</li>
<li>Family Meetings</li>
<li>Caregiver Seminars</li>
</ul>
</div>
<div style="float: right; width: 50%;">
<ul>
<li>Workshops</li>
<li>Speakers Bureau</li>
<li>Faith-based Support</li>
<li>Research Contacts</li>
<li>Pamphlets</li>
</ul>

```

☐ Automatically add paragraphs

Delete | Close

Save

Text

Clicking the Presentation Page Columns bar we are presented more options. There are only 2 widgets presented on the Presentation Page (home page); the left and right columns discussed earlier.

The widget titled “We offer to families” is an HTML widget that provides formatting to the list of what is offered by the association on the home page. It is recommended to be very careful editing this.

The other widget provides the HTML code for the Facebook feed. It is highly recommended only advanced users attempt to touch this.

Presentation Page Columns

Only drag [Cryout Column] widgets here. Recommended size for uploaded images: 510px (width) x 311px (height). Go to the Nirvana Settings page >> Presentation Page Settings >> Columns to edit sizes and more.

Text: We offer to families:

Text

Title:

Content:

```

<iframe src="https://www.facebook.com/plugins/page.php?href=https%3A%2F%2Fwww.facebook.com%2FTheAlzheimerNetworkYoungstownOhio%2F&tabs=timeline&width=1020&height=311&small_header=true&adapt_container_width=true&hide_cover=false&show_facepile=false&appId=" width="510" height="350" style="border:none;overflow:hidden" scrolling="no" frameborder="0" allowTransparency="true">
</iframe>

```

☐ Automatically add paragraphs

Delete | Close

Save

Editing Pages

Going back to the dashboard, select the Pages tab.

Pages [Add New](#)

All (7) | [Published \(7\)](#)

Bulk Actions ▼ Apply All dates ▼ Filter

<input type="checkbox"/>	Title
<input type="checkbox"/>	Privacy Policy
<input type="checkbox"/>	Terms of Use
<input type="checkbox"/>	About Us
<input type="checkbox"/>	Resources
<input type="checkbox"/>	Support Groups
<input type="checkbox"/>	Events
<input type="checkbox"/>	Contact
<input type="checkbox"/>	Title

Bulk Actions ▼ Apply

Each page (besides the home page) is listed here. Pages may be visible in the tab ribbon or invisible (as in the cases of the Privacy Policy and Terms of Use).

Highlighting one of the pages in the list will reveal further options. Simply select edit to edit the associated page, or view to view the page.

<input type="checkbox"/>	Support Groups
	Edit Quick Edit Trash View

Edit Page [Add New](#)

Contact

Permalink: <http://www.alzarnet.org/contact/> [Edit](#)

[Add Media](#) Visual Text

b **i** **link** **b-quote** **del** **ins** **img** **ul** **ol** **li** **code** **more** **close tags**

There are several ways to contact us:

```
<ul>
  <li>By phone... 330-788-9755 or 1-866-822-2182</li>
  <li>By writing... 4214 Market Street, Youngstown, OH 44512</li>
  <li>By emailing... info@alzarnet.org</li>
  <li>By attending a Support Group meeting... locations listed on our <a href="http://www.alzarnet.org/support-groups/">Support Groups</a> web-page</li>
  <li>Via our Facebook page... <a href="https://www.facebook.com/TheAlzheimerNetworkYoungstownOhio/">The Alzheimer Network - Youngstown Ohio</a></li>
</ul>
```

Please note if you experience problems with our web-site, please contact... webmaster@alzarnet.org

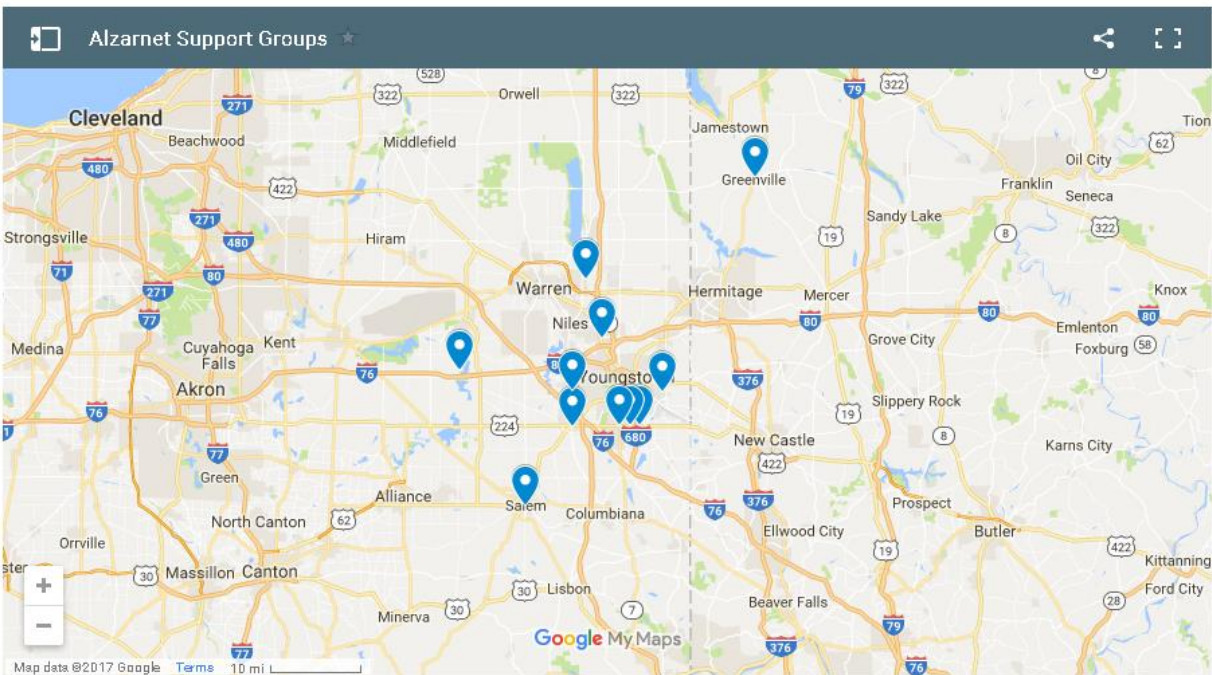
```
<center></center>
```

Word count: 53 Last edited by Admin on January 30, 2017 at 2:26 am

Let's take a look at the Contact page. The editing interface allows you to change the page title, URL for the page, and page HTML code. The HTML code will only edit that page's content section. It is recommended advanced users use the Text editor to edit the HTML, and new users to use the Visual editor. The Visual editor provides a live view of what the page looks like, as well as simple buttons to format the content. However, the Text editor provides user the complete HTML code for that specific content, giving an advanced user much more freedom in how they change things.

It is highly recommended the user use HTML code to change images in the content area as opposed to any built in tools.

A few pages support special tools, such as the Support Groups page.

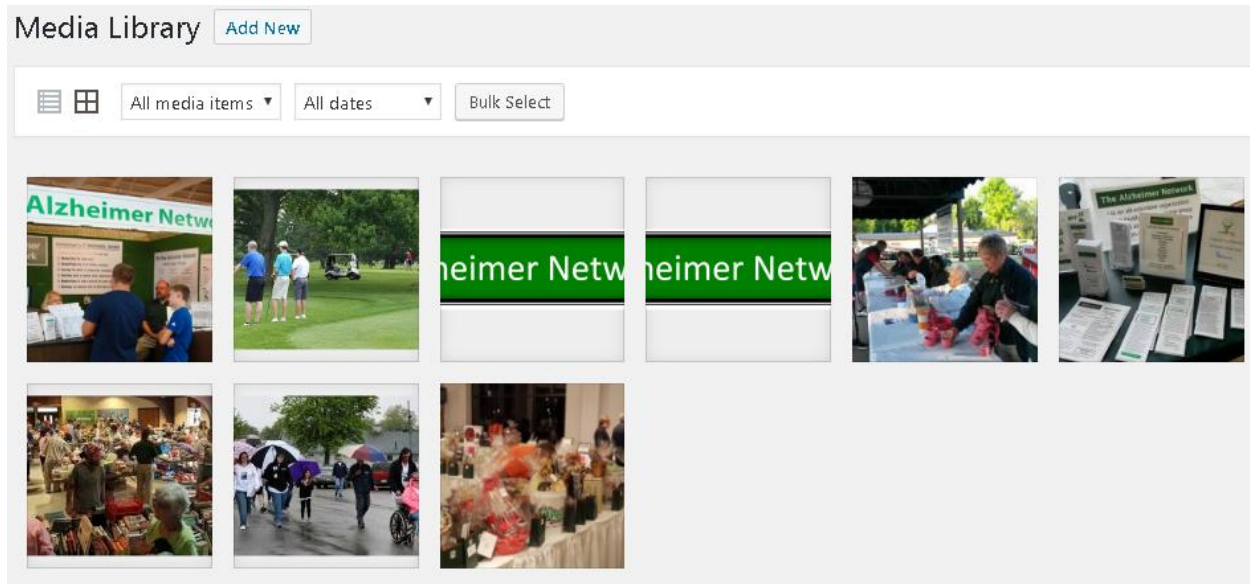


The Support Groups page displays a map showing different support group locations and a spreadsheet showing times of future events. However, viewing the HTML will reveal these are actually embedded links to Google utilities. These utilities will be explained later. For now, understand that this section only changes how this information is projected onto the website.

Date	Week Day	Time	City	Place	Notes
Jan. 17	Tuesday	6:00 PM	Girard	Girard Free Library E. Prospect St.	
Jan. 20	Friday	10:00 AM	Canfield	Canfield Christian Church 123 S. Broad St.	
Jan. 21	Saturday	12:00 PM	Poland	Sunrise Senior Living 335 W. McKinley Way	Call 330-707-1313 for reservation
Jan. 23	Monday	1:30 PM	Boardman	Easter Seals Adult Day Center 721 Boardman Poland Rd.	Rt. 224
Jan. 24	Tuesday	6:30 PM	Salem	Emmanuel Education Building 251 S. Broadway Ave	
Feb. 1	Wednesday	10:00 AM	Howland	Childrens Rehabilitation Center 855 Howland Wilson Rd.	
Feb. 4	Saturday	12:00 PM	Poland	Sunrise Senior Living 335 W. McKinley Way	Call 330-707-1313 for reservation
Feb. 7	Tuesday	7:00 PM	Greenville	Zion's Reformed United Church of Christ 260 Main St	
Feb. 8	Wednesday	7:00 PM	Boardman	St. Charles Catholic Church Boardman-Canfield Rd.	Rt. 224 at first light west of Market
Feb. 14	Tuesday	7:00 PM	Austintown	Redeemer Lutheran Church 2305 S. Canfield Niles Rd.	Rt. 46
Feb. 17	Friday	10:00 AM	Canfield	Canfield Christian Church 123 S. Broad St.	
Feb. 18	Saturday	12:00 PM	Poland	Sunrise Senior Living 335 W. McKinley Way	Call 330-707-1313 for reservation.
Feb. 21	Tuesday	6:00 PM	Girard	Girard Free Library E. Prospect St.	
Feb. 27	Monday	1:30 PM	Boardman	Easter Seals Adult Day Center 721 Boardman Poland Rd.	Rt. 224
Feb. 28	Tuesday	6:30 PM	Salem	Emmanuel Education Building 251 S. Broadway Ave	
Mar. 1	Wednesday	10:00 AM	Howland	Childrens Rehabilitation Center 855 Howland Wilson Rd.	
Mar. 4	Saturday	12:00 PM	Poland	Sunrise Senior Living 335 W. McKinley Way	Call 330-707-1313 for reservation.
Mar. 7	Tuesday	7:00 PM	Greenville	Zion's Reformed United Church of Christ 260 Main St	
Mar. 8	Wednesday	7:00 PM	Boardman	St. Charles Catholic Church Boardman-Canfield Rd.	Rt. 224 at first light west of Market
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Mar. 28	Tuesday	6:30 PM	Salem	Emmanuel Education Building 251 S. Broadway Ave	

Uploading Media

To upload media to the website such as images and pdf's, simply select the media tab of the Dashboard.



To view settings for each media document, simply click the media document you wish to view. To add new media, simply click Add New, and then click Select Files to navigate to where the media document is located on your computer. This method only supports media files as large as 20MB.

If you wish to access the media uploaded, simply click the newly uploaded media document's icon, then copy the URL in the URL given in the opened interface. If you paste this URL into your URL field on your browser, you will be taken to that image. Now, if you want to show this image somewhere on the website, such as in a page's content, simply use that URL in the provided image HTML fields described before.

Alzheimer Network Logo Guide



The logo has strict creation guidelines. It must be made using Microsoft Word 2010 or above. It is created using a Shape with specific properties:

The RGB color of the shape must be 0, 128, 0: the official Alzheimer Network Green. In Hex, this is a value of 008000.

The text is white, using Calibri font. The size may vary depending on the use. The text must be centered inside the shape.

The shape has a black outline, with a width of 3.25pt, a Thin Thick compound type, a solid dash type, a Flat cap type, and a Miter join type.

The shape includes a shadow effect, achieved using the shape effect Shadow, with Inner- Inside Center settings.

The shape's size may vary in relation to the size of the text, as appropriate.

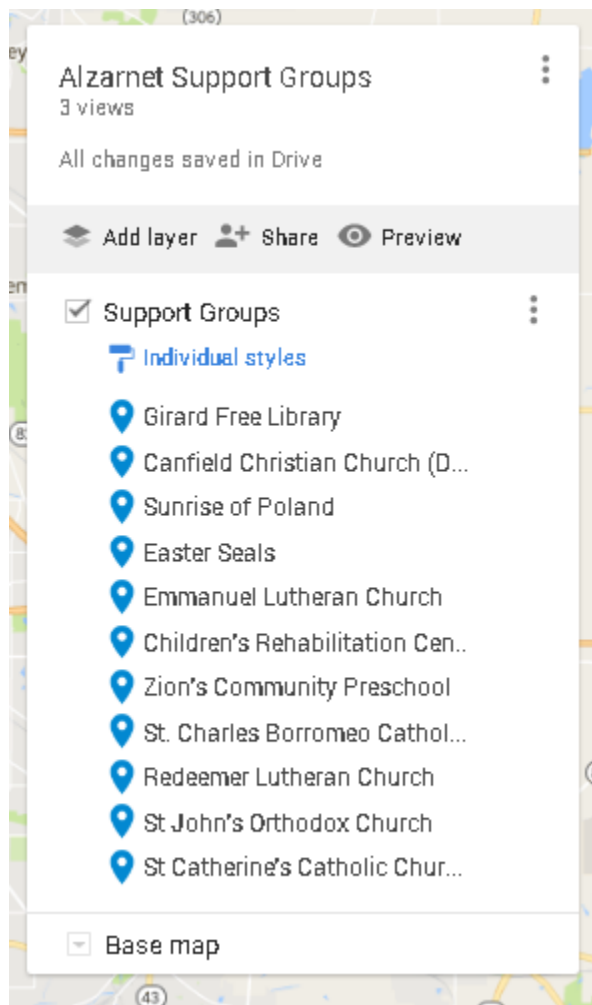
It is recommended that the logo be displayed on top of a field of white, with all four sides surrounded.

The master copy of the logo will be supplied with the USB given to the association by the web developer.

Google Utilities

As described before, the Support groups page streams content from two Google utilities: the map and spreadsheet. The Google account shares its username and password with the website.

To access the map utility, simply navigate to <https://www.google.com/maps/d/> and make sure you are logged in. From there, simply click the Alzarnet Support Groups box and you will be directed to edit it. To add a new location, or update an existing one, simply select the three dots next to Support Groups (labeled Layer Options) and select 'Open Data Table'. From there, the map's locations may be edited like a spreadsheet. Any changes made to this map will be displayed on the website in real time.



To edit the Support Groups dates and times spreadsheet, simply navigate to <https://docs.google.com/spreadsheets/u/0/> and make sure you are logged in. This page will display a list of spreadsheets attached to this Google account. Select the 'Support Groups Sheet' from the list.

Support Groups Sheet ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was 17 minutes ago

fx

	A	B	C	D	E	F
1	Date	Week Day	Time	City	Place	Notes
2	Jan. 17	Tuesday	6:00 PM	Girard	Girard Free Library E. Prospect St.	
3	Jan. 20	Friday	10:00 AM	Canfield	Canfield Christian Church 123 S. Broad St.	
4	Jan. 21	Saturday	12:00 PM	Poland	Sunrise Senior Living 335 W. McKinley Way	Call 330-707-1313 for reservation
5	Jan. 23	Monday	1:30 PM	Boardman	Easter Seals Adult Day Center 721 Boardman Poland Rd.	Rt. 224
6	Jan. 24	Tuesday	6:30 PM	Salem	Emmanuel Education Building 251 S. Broadway Ave	
7	Feb. 1	Wednesday	10:00 AM	Howland	Childrens Rehabilitation Center 855 Howland Wilson Rd.	
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9	Feb. 7	Tuesday	7:00 PM	Greenville	Zion's Reformed United Church of Christ 260 Main St	
10	Feb. 8	Wednesday	7:00 PM	Boardman	St. Charles Catholic Church Boardman-Canfield Rd.	Rt. 224 at first light west of Market
11	Feb. 14	Tuesday	7:00 PM	Austintown	Redeemer Lutheran Church 2305 S. Canfield Niles Rd.	Rt. 46
12	Feb. 17	Friday	10:00 AM	Canfield	Canfield Christian Church 123 S. Broad St.	
13	Feb. 18	Saturday	12:00 PM	Poland	Sunrise Senior Living 335 W. McKinley Way	Call 330-707-1313 for reservation.
14	Feb. 21	Tuesday	6:00 PM	Girard	Girard Free Library E. Prospect St.	
15	Feb. 27	Monday	1:30 PM	Boardman	Easter Seals Adult Day Center 721 Boardman Poland Rd.	Rt. 224
16	Feb. 28	Tuesday	6:30 PM	Salem	Emmanuel Education Building 251 S. Broadway Ave	
17	Mar. 1	Wednesday	10:00 AM	Howland	Childrens Rehabilitation Center 855 Howland Wilson Rd.	
18	Mar. 4	Saturday	12:00 PM	Poland	Sunrise Senior Living 335 W. McKinley Way	Call 330-707-1313 for reservation.
19	Mar. 7	Tuesday	7:00 PM	Greenville	Zion's Reformed United Church of Christ 260 Main St	
20	Mar. 8	Wednesday	7:00 PM	Boardman	St. Charles Catholic Church Boardman-Canfield Rd.	Rt. 224 at first light west of Market
21	Mar. 14	Tuesday	7:00 PM	Austintown	Redeemer Lutheran Church 2305 S. Canfield Niles Rd.	Rt. 46
22	Mar. 17	Friday	10:00 AM	Canfield	Canfield Christian Church 123 S. Broad St.	
23	Mar. 18	Saturday	12:00 PM	Poland	Sunrise Senior Living 335 W. McKinley Way	Call 330-707-1313 for reservation.
24	Mar. 21	Tuesday	6:00 PM	Girard	Girard Free Library E. Prospect St.	
25	Mar. 27	Monday	1:30 PM	Boardman	Easter Seals Adult Day Center 721 Boardman Poland Rd.	Rt. 224
26	Mar. 28	Tuesday	6:30 PM	Salem	Emmanuel Education Building 251 S. Broadway Ave	

You will now be allowed to edit the spreadsheet. It is important you keep the formatting supplied with the original spreadsheet, as it is provided formatting support on the main website. Any changed made to this sheet will be displayed on the website in real time.