

Adding an Impact Story How-To Guide

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

1. From your website, www.umcabundanthealth.org hover over the Menu item **Impact Stories**, and then click on the dropdown “*Submit Impact Stories.*” (See Figure 1).

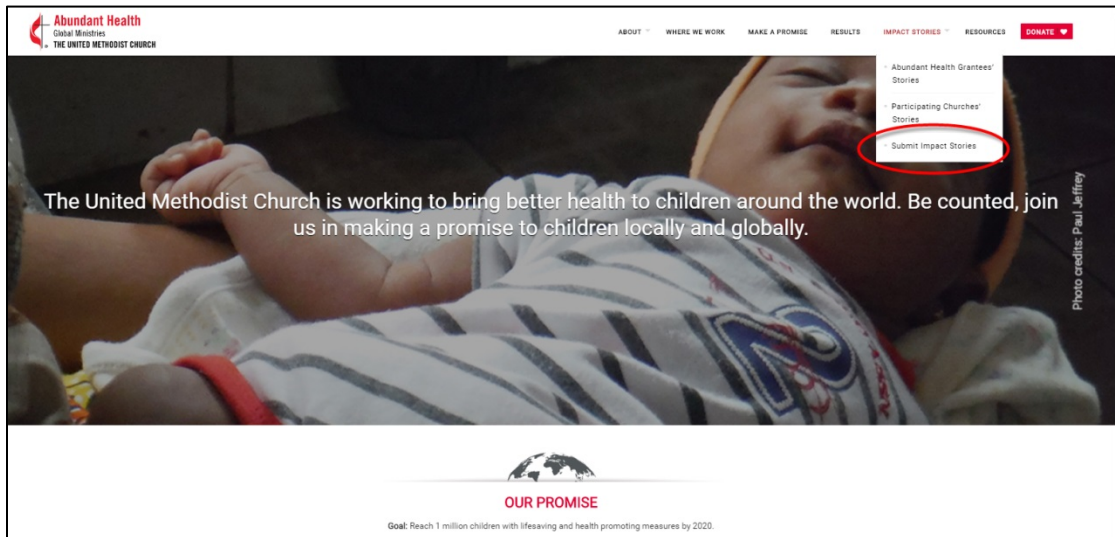


Figure 1

2. Enter the text in the required fields (Name, Email Address, Post Title, Category) and then enter the text into the Editor Section. (See Figure 2).

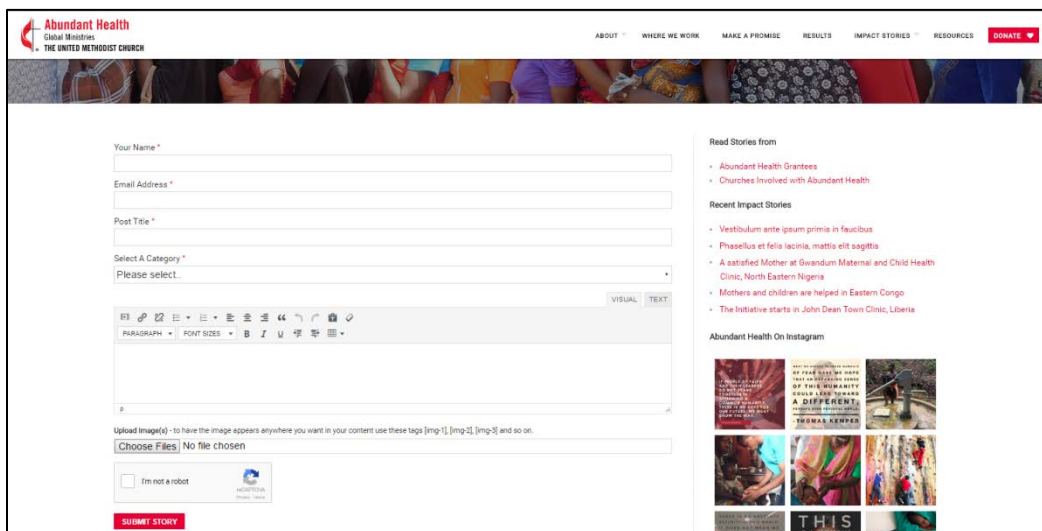
A screenshot of the 'Submit Impact Story' form on the Abundant Health website. The form includes fields for 'Your Name *', 'Email Address *', 'Post Title *', and 'Select A Category *'. Below these is a rich text editor with a toolbar and a 'VISUAL' / 'TEXT' toggle. An 'Upload Image(s)' section is present with a 'Choose Files' button and a note: '- to have the image appears anywhere you want in your content use these tags [img-1], [img-2], [img-3] and so on.' There is also a reCAPTCHA 'I'm not a robot' checkbox and a red 'SUBMIT STORY' button. On the right side of the form, there are sections for 'Read Stories from' (listing 'Abundant Health Grantees' and 'Churches Involved with Abundant Health'), 'Recent Impact Stories' (with a list of story titles), and 'Abundant Health On Instagram' (with a grid of social media posts).

Figure 2

3. 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.
4. 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).

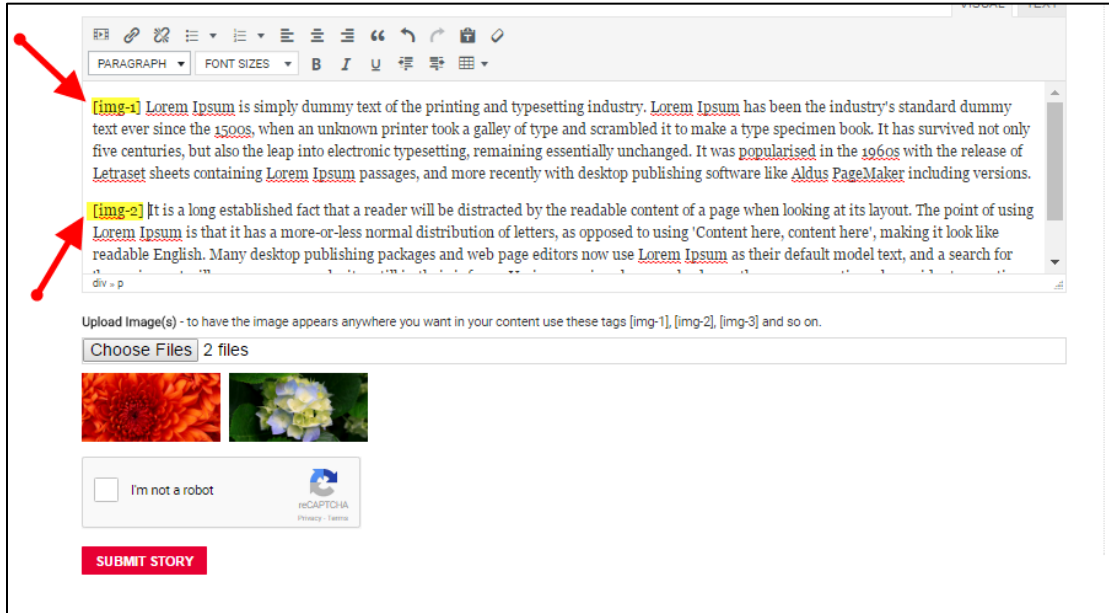


Figure 3

5. 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).

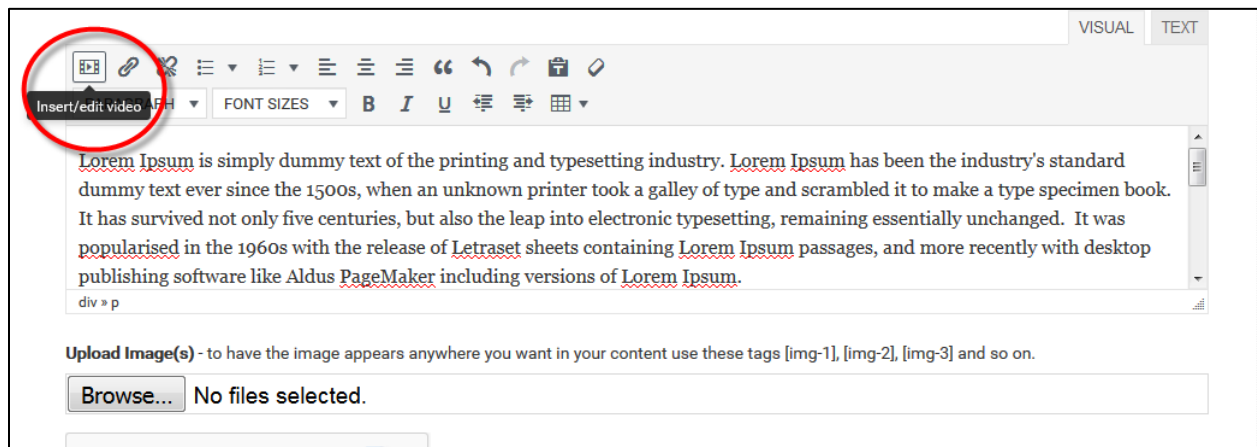


Figure 4

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

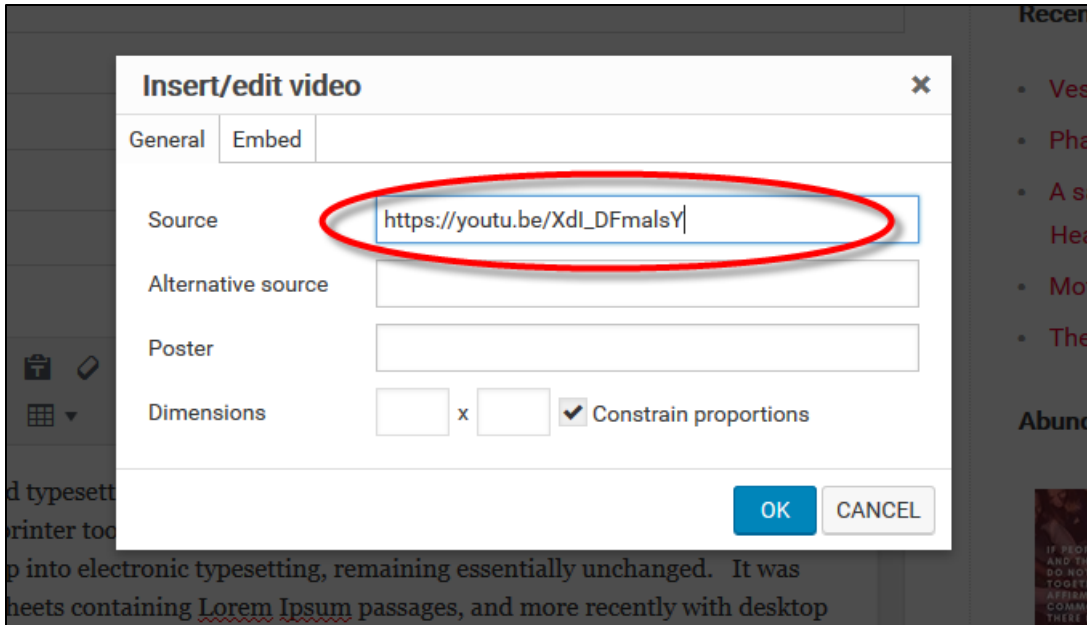


Figure 5

7. 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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