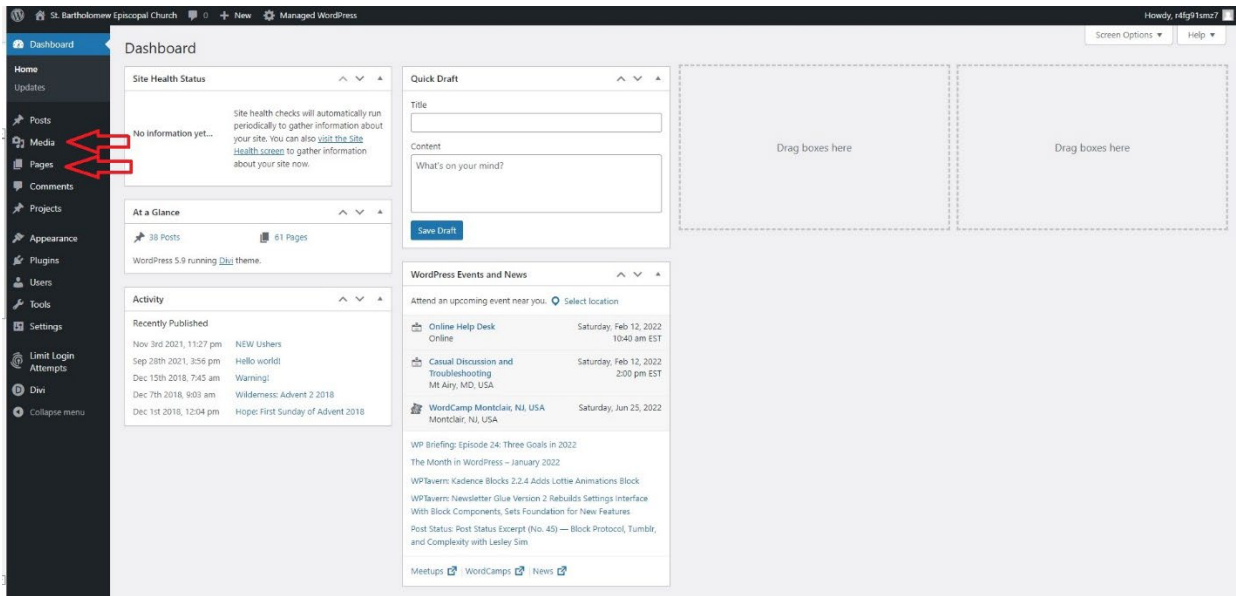
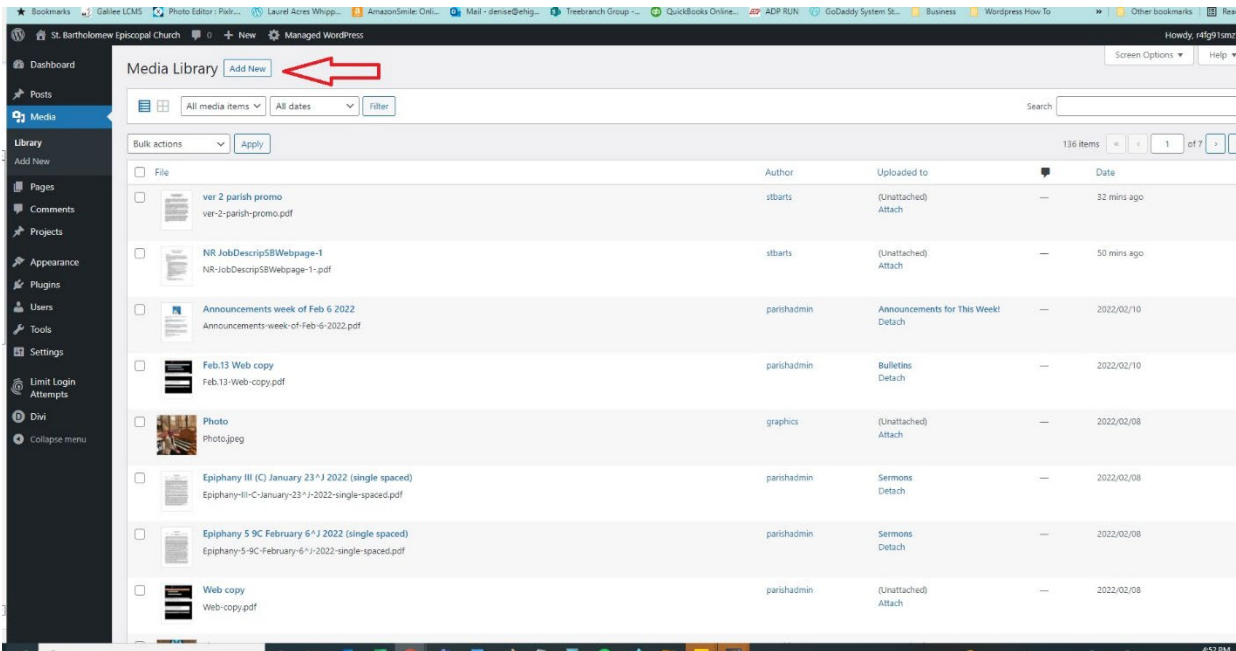


# Instructions for Updating Your Website



If you are uploading new documents, go to Media first and upload the pdf. Click on Media.











St. Bartholomew Episcopal Church | New | Managed WordPress | Howdy, r4fg91smz7

Dashboard | Posts | Media | Library | Add New | Pages | Comments | Projects | Appearance | Plugins | Users | Tools | Settings | Limit Login Attempts | Divi | Collapse menu

### Media Library

All media items | All dates | Filter | Search

Bulk actions | Apply | 136 items | 1 of 7

File	Author	Uploaded to	Date
<input type="checkbox"/>  ver 2 parish promo ver-2-parish-promo.pdf Edit   Delete Permanently   View	stbarts	(Unattached) Attach	34 mins ago
<input type="checkbox"/>  JobDescrip5BWebpage-1 JobDescrip5BWebpage-1-.pdf Click on Edit	stbarts	(Unattached) Attach	52 mins ago
<input type="checkbox"/>  Announcements week of Feb 6 2022 Announcements-week-of-Feb-6-2022.pdf	parishadmin	Announcements for This Week! Detach	2022/02/10
<input type="checkbox"/>  Feb.13 Web copy Feb.13-Web-copy.pdf	parishadmin	Bulletins Detach	2022/02/10
<input type="checkbox"/>  Photo Photo.jpeg	graphics	(Unattached) Attach	2022/02/08
<input type="checkbox"/>  Epiphany III (C) January 23^J 2022 (single spaced) Epiphany-III-C-January-23^J-2022-single-spaced.pdf	parishadmin	Sermons Detach	2022/02/08
<input type="checkbox"/>  Epiphany 5 9C February 6^J 2022 (single spaced) Epiphany-5-9C-February-6^J-2022-single-spaced.pdf	parishadmin	Sermons Detach	2022/02/08
<input type="checkbox"/>  Web copy Web-copy.pdf	parishadmin	(Unattached) Attach	2022/02/08

Hover over the document you have loaded and want to place on the site.

Click on Edit

St. Bartholomew Episcopal Church | New | View Attachment Page | Managed WordPress | Howdy, r4fg91smz7

Visit Site | Edit media | Add New

ver 2 parish promo

Permalink: <https://saintbartholomews.org/ver-2-parish-promo/>

## A Uniquely Attractive Parish

### St. Bartholomew's Episcopal Church

#### Laytonsville, Maryland

St. Bartholomew's Episcopal Church in Laytonsville, Maryland is an iconic parish, established in 1812, and located within an incorporated township in Montgomery County's agricultural preserve. In addition to residences, our town includes an elementary school, firehouse, small businesses, and other churches.

St. Bartholomew's owns 3.5 acres upon which sit the church, a cottage rectory, an additional house (previously a thrift shop) available for a variety of uses, and a memorial labyrinth garden. We are debt free with well-maintained buildings and grounds. We have recently installed a state-of-the-art audio/visual system for high quality hybrid worship. With a robust vitality enhancement strategy, we are well-positioned for growth within our growing Upper Montgomery County community.

St. Bartholomew's is committed to working with our new priest to enhance our various ministries, fellowship events and other activities based on the

Save

Uploaded on: Feb 11, 2022 at 21:19

Uploaded by: stbarts

File URL:

Copy URL to clipboard

File name: ver-2-parish-promo.pdf

File type: PDF

File size: 71 KB

Delete permanently | Update

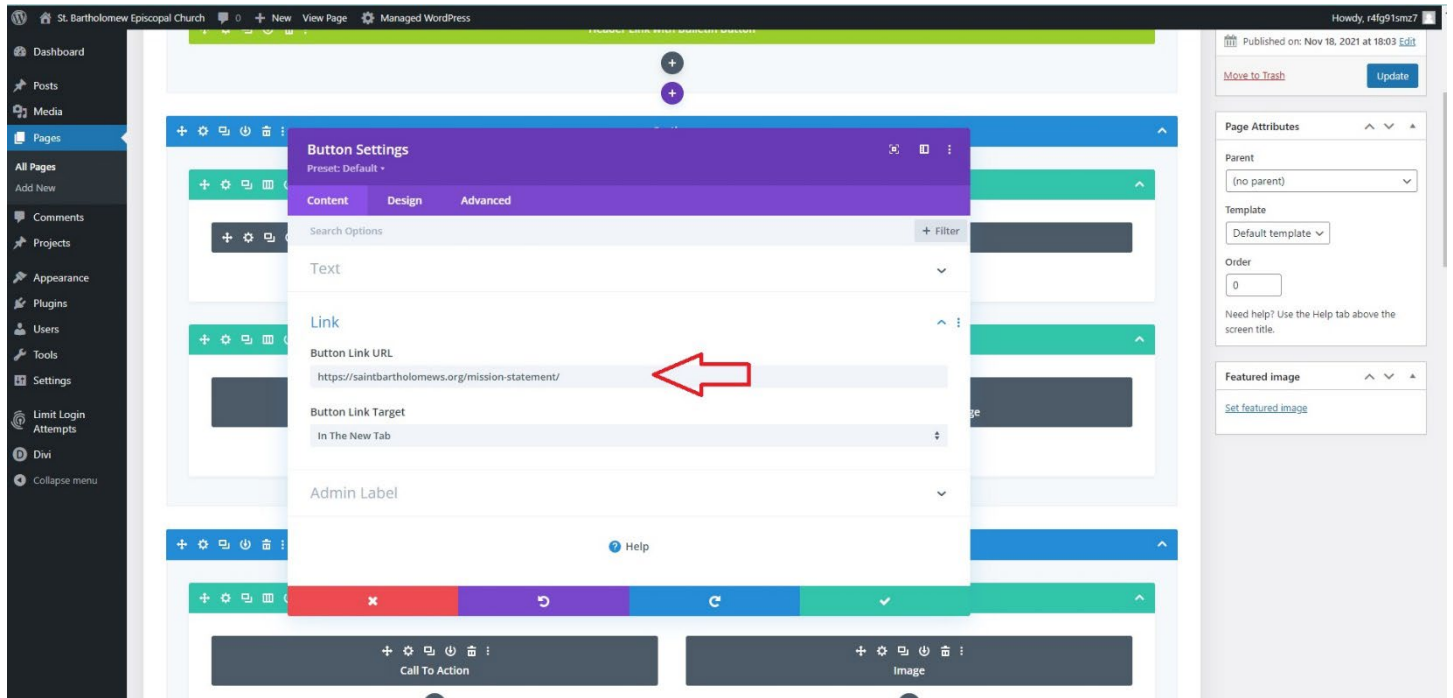
Click on Copy URL to clipboard.

Once the content is loaded, go back to the Dashboard and click Page and select the page you will be updating.

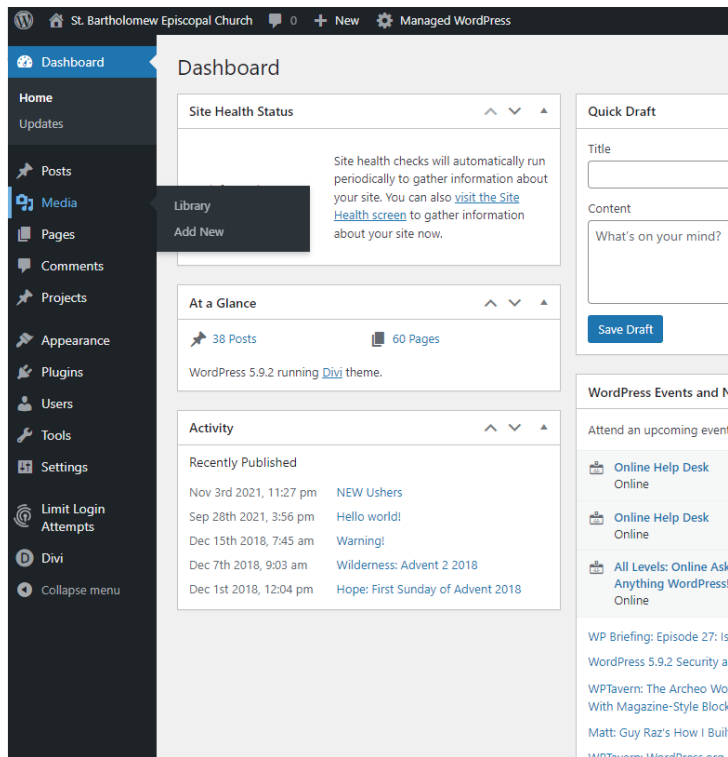
This screenshot shows the WordPress 'Edit Page' interface for a page titled 'Bulletins'. The page is currently in 'The Divi Builder' mode. The main content area shows a 'Section' containing a 'Row' with a 'Bulletins Header' and a 'Link to Bulletins'. A red arrow points to the gear icon on the 'Link to Bulletins' element, with a text overlay: 'Click the gear wheel to Edit and add content or change out links.' The right sidebar contains 'Divi Page Settings', 'Publish' options (Status: Published, Visibility: Public, Revisions: 4), and 'Page Attributes' (Parent: no parent, Template: Default template, Order: 0). The bottom of the page shows a 'Revisions' list with three entries.

This screenshot shows the 'Text Settings' panel open in the Divi Builder. The panel has three tabs: 'Content', 'Design', and 'Advanced'. The 'Content' tab is active, showing a 'Text' element with a 'Body' field containing the text 'Bulletin for Feb 13, 2022'. A red arrow points to the 'ADD MEDIA' button in the 'Body' field, with a text overlay: 'Click Add media to add a pdf link'. Another red arrow points to the link icon in the text editor toolbar, with a text overlay: 'Or click the link icon and paste the URL you copied in the Media section.' The background shows the 'Bulletins' page being edited, with the 'Link to Bulletins' element visible.

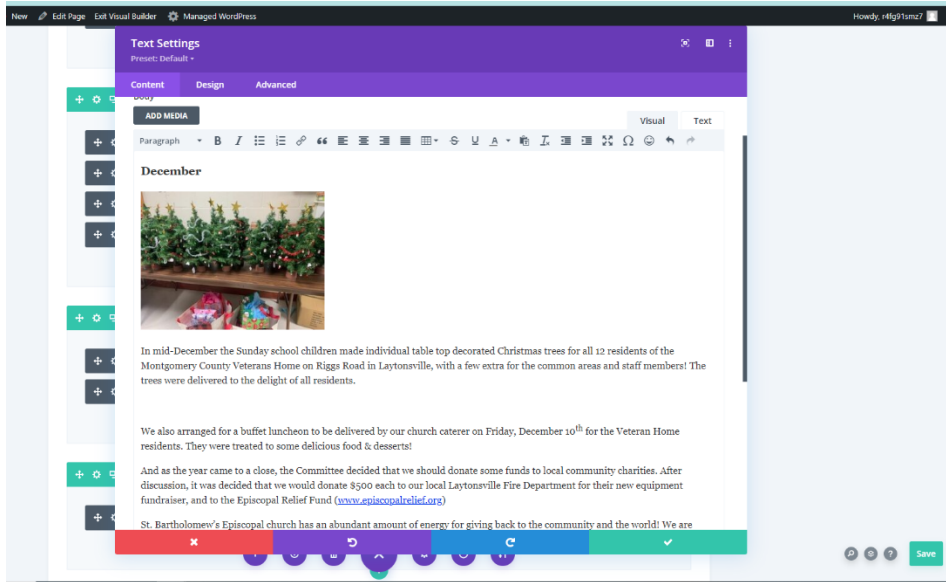
If you are changing out a link to a PDF on a button you will go to the page the button is on and go to the button you are updating and click on the gear wheel. Place the link to the updated pdf.



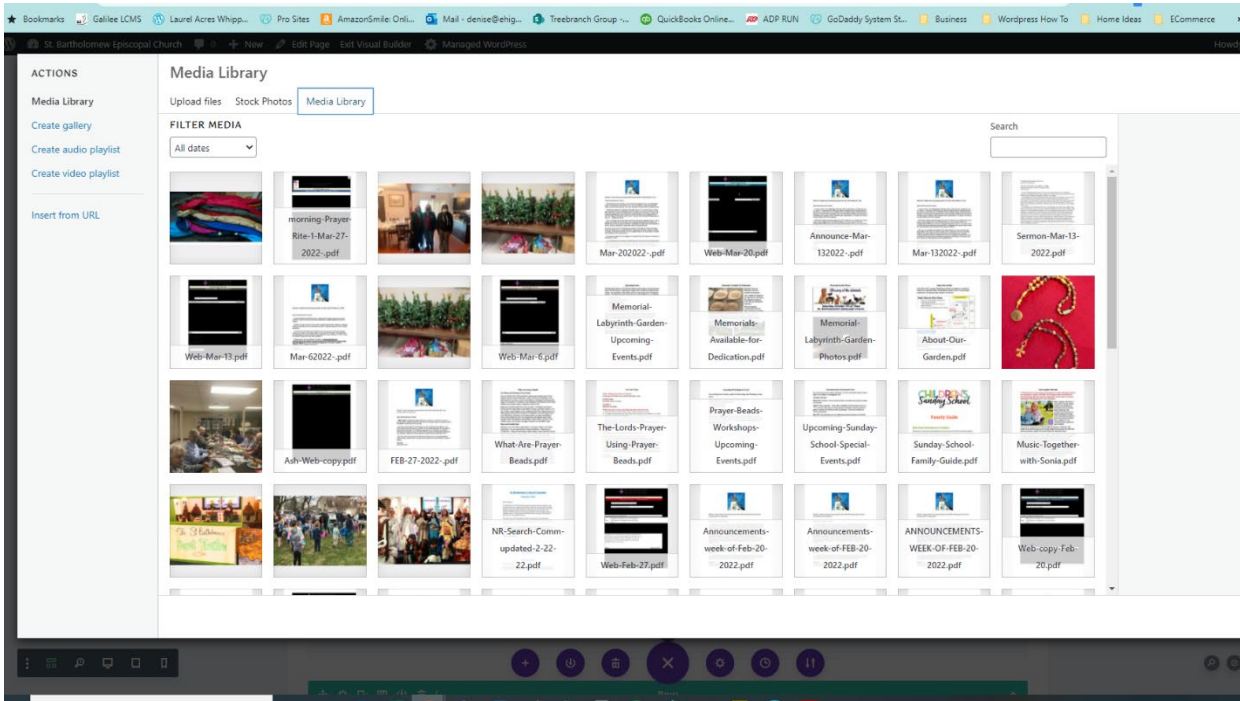
## Uploading Images



Hover over Media and click Add New or click on Media as referenced above and upload from there. Once the image is loaded, go to the place you would like it placed. Open the module where you would like to place the image. Click where you would like the image to go and click on “Add Media”.



Choose the image or images you would like to add.



The image should now show up in the module. Make sure that all images are resized before loading so not to slow down the site with large images.