Parish Place – Social Media icons in the footer

1. Open the Parish Place interface

2. Click **Colors Header/Footer**

3. Scroll down to the footer. You will see 4 small round graphics in this order: Twitter, YouTube, Pinterest and Instagram.   There is actually a 5th graphic for Facebook sitting to the left of the Twitter logo. Since the background of the footer box is white and the Facebook icon is white it's invisible. If you click under the letters "Soc" in the word Social, the selector handles for the invisible Facebook logo will appear.

4. **To delete an icon**: Click the graphic and click the delete key on your keyboard ONCE. It will delete the graphic from the page, but it will be available in your files should you ever wish to add it again.

5. **To connect an icon to your social media site:**

    a. Click the **new tab** button in your browser.

    b. Visit your social media site. For example, visit your parish Facebook page.

    c. **Right click** on the Web Address or URL of your social media site.

    d. Choose **Copy.**

    e. Switch back to your ParishPlace interface.

    f. Click the social media graphic for which you'd like a link. The selector handles will appear. (Don't forget the Facebook icon is hidden. It is to the left of the Twitter icon directly under the word Social.

    g. Click the **Insert/Edit link** button. It looks like a chain link.

    h. Click in the **URL** field and press **Ctrl + V** to paste in the web page address.

    i. Type "**Visit our _____ site.**" To create hover text. For example, "Visit our Facebook page."

    j. Click **OK**.

    k. Click **Publish**.

6. **To add the MyParish app icon,**
   a. Click the new tab button in your browser.
   b. Visit the Parish Place Training site. http://eriercd.org/pptraining.html
   c. **Right click** on the MyParish app logo in the **Footer** column.
   d. Choose **Save Image As** or **Save Picture As** and save the myparishappSM.png graphic on the desktop.
   e. Switch back to the Color Header/Footer option in the Parish Place Interface.
   f. Click on <u>any</u> existing social media graphic in the footer.
   g. Click **Ctrl + C** on the keyboard.
   h. Click the **left arrow** key on the keyboard.
   i. Click **Ctrl + V** on the keyboard. A duplicate copy of the logo will appear.
   j. Press the **spacebar** to ad a space between the logos.
   k. Click the social media icon you just duplicated.
   l. Click the **Insert/Edit image** button.
   m. Click the **folder** button next to the Source field
   n. Click the **Add Files** button.
   o. Click **Upload** button.
   p. Double click on the MyParishsm.png file you download to your desktop.
   q. Click the **Upload** button and then the **Close** button.
   r. Click the **Insert** button and then click **OK**.
   s. Click the new **MyParish app** logo so the selector handles appear.
   t. Click the **Insert/Edit link** button.
   u. Key in the **URL** and **Title** text you see in this screen shot.
   v. Click the **OK** button.
   w. Click the **Publish** button.

Insert link   ✕

Url   http://myparishapp.com/

Title   Stay connected through the MyParish app

Target   None

                                            Ok   Cancel