

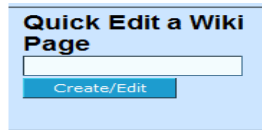
## Instructions for Adding a Page to Bible-pgs

This document will step you through the process of adding a page to **Bible-pgs**. Thank you for contributing to **Bible-pgs**. This adds useful Bible information into the site. Without your contributions, the site will not expand and be useful to the viewers!

First you must login to **Bible-pgs**. Only registered users may add new pages to **Bible-pgs**. This prevents hackers and Bots from added malicious content to the site.

### Starting a new Page

1. Move down to **Quick Edit** found below the Menu area on the left side of the webpage (as shown below)



2. Next click in the text entry box. Now enter the name of your page that you want to add. Name the page something viewers will be able to relate to when looking for your page. Then press the **Create/Edit** button under the text entry box.

The site will now open a wiki-page editor as shown below (I've started a page named Test1)



3. Now we are ready to start building your new page

# Instructions for Adding a Page to Bible-pgs

## Applying the Bible-pgs Template to your New Page

1. When you first start a new page, you should start with our normal template (new page only, when editing and existing page don't use the template as it will paste a 2<sup>nd</sup> copy of the template at the end of your page)
2. Where you see Apply template, to the right you see a box with an arrow. You will need to select the drop down box on the right by clicking on the down arrow.

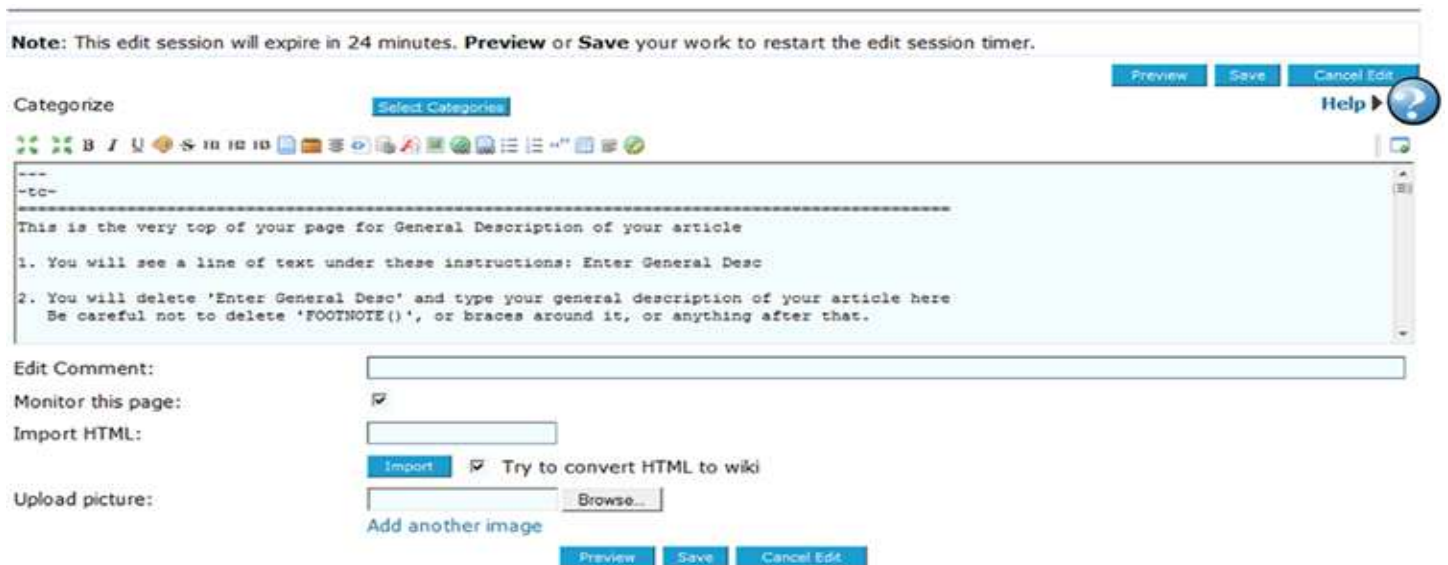


3. Select **pedia Entries**



The site now automatically applies the template and shows you a preview of your page.

4. You will need to scroll down until you see the area shown below (the Editor)

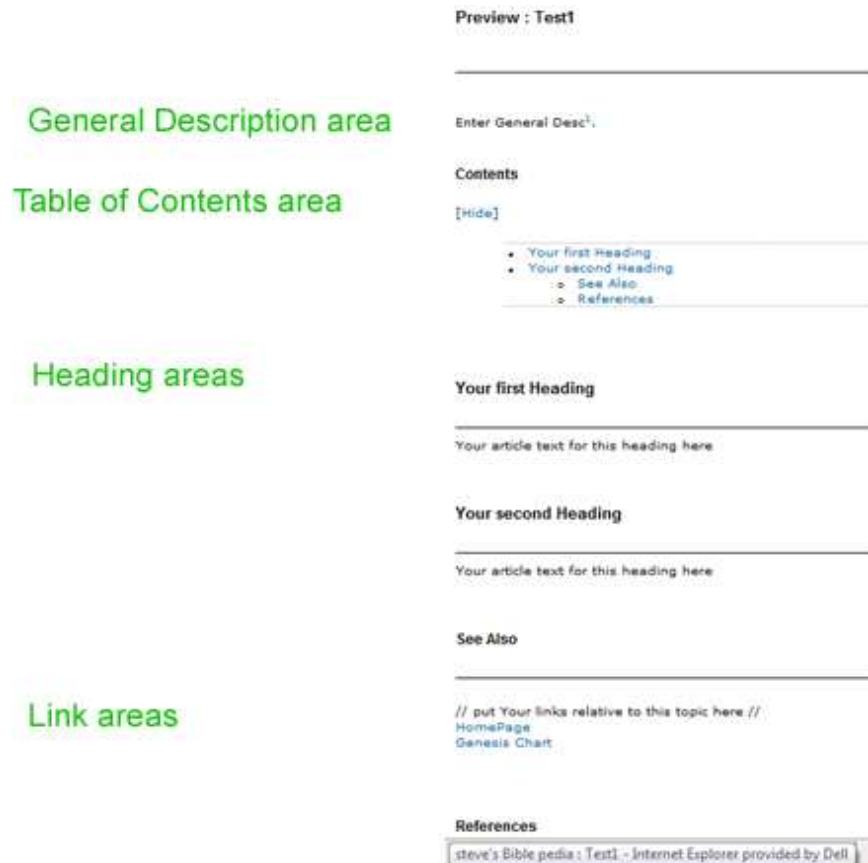


Now the light blue shaded box is where you see a lot of text. This is the area we will be working in. Over it is a bar with icons. The left most icon will enlarge this work area (the light blue shaded box), the icon to the right of it will reduce the work area size. Adjust it as you need it..

# Instructions for Adding a Page to Bible-pgs

## Bible-pgs Page parts

There are 4 areas to your page. The template creates a layout of how all Bible-pgs pages will look. This helps the viewers see a familiar look to each page in the site. See image below



- **General Description area:** where you put general information for your page. What the page is about, what you want the reader to understand, & how it relates to the Bible and so forth.
- **Table of Contents area:** you will not do anything to this area. It is automatically generated when you preview or save the page.
- **Heading areas:** this is where you put the heart of what you are trying to relate to the user about your article (your page). The template has 2 heading areas. You may want only one heading or more than two headings. That is entirely up to you.
- **Link areas:** this is where to put links to other articles in Bible-pgs or on the Internet. You may not want any links, that is up to you.

You will only be changing 3 of the areas for your page [General Description, Heading, and Link]

# Instructions for Adding a Page to Bible-pgs

## Adding the General Description area

Go to the edit area of the Editor (the light blue rectangular area with icon bar above it)

Below is a snippet of what you see in the Editor (on the right side below).

### Instructions

```
~tc~
=====
This is the very top of your page for General Description of your article

1. You will see a line of text under these instructions: Enter General Desc

2. You will delete 'Enter General Desc' and type your general description of your article here
   Be careful not to delete 'FOOTNOTE()', or braces around it, or anything after that.

3. At the very end of this section is the footnote, it is for identifying the author
   a) where you see 'Enter your ID here' overwrite it with your ID (i.e. the name you type when login in
      DON'T overwrite the ':', it is needed to separate the author from details
   b) where you see 'short details about your article here' overwrite it with you details

4. Move down to the next directions

Notes: When you enter Bible verse references like John 3:16, they will automatically show
       as popups when the mouse is hovered over them (finished or previewed pages only)
=====
~/tc~
```

### Gen Desc text

```
Enter General Desc{FOOTNOTE()}Enter your ID here: short details about your article here.{FOOTNOTE}.
```

The instructions in the template (as shown in the snippet above) explain how to enter your Page's **General Description** (remember that this is the 1<sup>st</sup> of 4 areas of your page).

It is important to only edit the correct areas in the Editor. Otherwise you will change the format of the Page when it is Previewed or Saved. (i.e. **Enter General Desc** is the only section of text that we will edit for right now).

For this example we will enter the text below for our **General Description** for our Page:

The Bible is the Word of GOD. It was given to mankind to reveal who GOD is and what He expects of us, His created beings. It was handed down to us from men who were moved along by GOD's Holy Spirit.

This is how it should look in the Editor.

```
4. Move down to the next directions

Notes: When you enter Bible verse references like John 3:16, they will automatically show
       as popups when the mouse is hovered over them (finished or previewed pages only)
=====
~/tc~
```

```
The Bible is the Word of GOD. It was given to mankind to reveal who GOD is and what He expects of us, His created beings. It was handed down to us from men
who were moved along by GOD's Holy Spirit.{FOOTNOTE()}Enter your ID here: short details about your article here.{FOOTNOTE}
```

Notice that we have overwritten **Enter General Desc** text in the Edit window and entered the example from above. Also notice that we did not disturb **{FOOTNOTE()}...** area of the text. We have just completed step 2 of the instruction in the edit instructions. You should enter your General Description text as we have done in this example.

## Instructions for Adding a Page to Bible-pgs

Now let's edit the Footnote area link per step 3 of the instructions.

Now we will need to insert our user ID. For this example I will use [Servant\\_of\\_Christ](#) as the user ID (you will need to put your real user ID here so others will know who wrote the page).

So we will overwrite **Enter your ID here** with our user ID

4. Move down to the next directions

Notes: When you enter Bible verse references like John 3:16, they will automatically show as popups when the mouse is hovered over them (finished or previewed pages only)

=====

~/tc~

The Bible is the Word of GOD. It was given to mankind to reveal who GOD is and what He expects of us, His created beings. It was handed down to us from men who were moved along by GOD's Holy Spirit.{FOOTNOTE()}[Servant\\_of\\_Christ](#): short details about your article here.{FOOTNOTE}}

Next we need details that will be shown in the footnotes of our page. We will use the details show below:

[What the Bible is and where we got it.](#)

Now let's enter it into the footnote area link by overwriting **short details about your article here**.

4. Move down to the next directions

Notes: When you enter Bible verse references like John 3:16, they will automatically show as popups when the mouse is hovered over them (finished or previewed pages only)

=====

~/tc~

The Bible is the Word of GOD. It was given to mankind to reveal who GOD is and what He expects of us, His created beings. It was handed down to us from men who were moved along by GOD's Holy Spirit.{FOOTNOTE()}[What the Bible is and where we got it.](#){FOOTNOTE}}

We are done with the **General Description** area.

Let's preview what we have so far. Below the Edit area are blue buttons. One is labeled **Preview**. Press it. The site generates a preview page and automatically repositions your browser window to the top. You now should see the General Description area changed. If you scroll down the page, under **References** you will see your footnote which has your user ID and details that we have just entered.

It is wise to save your work regularly by pressing the **Save** button.

To edit the page after saving, you can press the **Edit** button below your page (when it is showing in [Bible-pgs](#)) or use **Quick Edit** and type the page name. Remember when you are editing a page **not to insert the template!** We only use the template when we create a new page.

# Instructions for Adding a Page to Bible-pgs

## Adding Headings to our Page

Scroll back down to the Editor. (if you are not editing the page, then follow directions in the last paragraph of the previous page)

In the Editor area, scroll past General Description and Table of Contents until you see the text shown below (the 1<sup>st</sup> Heading area)

```
~tc~
=====
This is your 1st heading on your page
You can have as many headings as you want on your page
A heading is in Bold, you will need to put an exclamation mark as the first character
this signals the site to make this a heading

After the '!', enter the text for your heading (you should overwrite 'Your first Heading' below

After your heading, you should put ---, this signals the site to make a horizontal line

On the line below ---, you should enter your article text which you want under this heading

Move down to the next directions when you are done with your Heading & heading text.
=====
~/tc~

!Your first Heading
---
Your article text for this heading here
```

We need to name this Heading. Let's name it as shown below  
[How we got the Bible](#)

So let's follow the instruction, we will overwrite **Your first Heading** as shown below

```
After the '!', enter the text for your heading (you should overwrite 'Your first Heading' below

After your heading, you should put ---, this signals the site to make a horizontal line

On the line below ---, you should enter your article text which you want under this heading

Move down to the next directions when you are done with your Heading & heading text.
=====
~/tc~

!How we got the Bible
---
Your article text for this heading here
```

Next we need to enter the Heading text. This is the heart of what you want to say on your page. So for this example we will use the text below:

[The Bible was originally written in ancient languages \(Hebrew, Aramaic, and Greek\) by men who were inspired by God. The Bible itself tells us that it is an inspired text. It says, "All Scripture is God-inspired".<sup>1</sup>](#)

---

<sup>1</sup>Comfort, P. W. (1991). *The complete guide to Bible versions*. Wheaton, Ill.: Living Books.

## Instructions for Adding a Page to Bible-pgs

So we will overwrite **Your article text for this heading here** with our new Heading text as shown below:

After the '!', enter the text for your heading (you should overwrite 'Your first Heading' below

After your heading, you should put ---, this signals the site to make a horizontal line

On the line below ---, you should enter your article text which you want under this heading

Move down to the next directions when you are done with your Heading & heading text.

```
=====
~/tc~
```

!How we got the Bible

---

[The Bible was originally written in ancient languages \(Hebrew, Aramaic, and Greek\) by men who were inspired by God. The Bible itself tells us that it is an inspired text. It says, "All Scripture is God-inspired".](#)

Now we have finished entering Heading 1. The template inserted a 2<sup>nd</sup> heading for us. If you are going to have 2 or more headings, repeat what we have done for Heading 1. On subsequent headings after the second one, you will need to add the following below heading 2.

!Your Heading

---

Your article text for this heading here

Then continue to overwrite the Heading title and Heading area that you have pasted. Just like we have done in this example.

If you are going to use only 1 heading, then you will need to delete the following in the edit area

!Your second Heading

---

Your article text for this heading here

You will probably need to delete the blank lines above and below what you deleted above. This will keep the page from displaying to large a gap between Heading 1 and the See Also area.

Now would be a good time to Preview your page. Remember that after you preview, you will need to scroll down to the Editor. And in the Editor you will need to scroll down to the Heading areas to make changes if you need to.

We have just finished the 2<sup>nd</sup> of 3 areas that we need to edit for creating our page.

# Instructions for Adding a Page to Bible-pgs

## Adding Links to our Page

Now we need to scroll down in the Editor to the area shown below

```
!!See Also
---
~tc~
=====
This is where you can enter links to other pages on Bible-pgs or links to other sites on the internet
This is not required, but can be helpful to the reader.

1. for entering link to other page in Bible-pgs:
a) you will need to know the page name just like it appears at the top of the page that you want to
   link to. (i.e. HomePage or Genesis TimeLine)

b) You will need to put double parenthesis around the page name
   (i.e. ((HomePage))

c) And thats it, you can create as many links as you like.

2. for entering links to internet sites
a) you will need the full internet address
   (i.e. http://www.clark-tx.net/Charts-sc/index.htm )
   It is important to have the 'http://www' at the front of the link
   You can experiment on another Internet Explorer page with the address to ensure that you have
   it typed correctly, before pasting it into your page here

b) now there are 3 parts to using the internet link
   aa) the internet address from a)
   bb) the text that you want to appear for the link
       (i.e. Go Here)
   cc) a flag which you just need to use
```

You are done  
If you want to add more footnotes to your article, see the instructions below  
these instructions.

```
=====
~tc~
// put Your links relative to this topic here //
((HomePage))
[http://www.clark-tx.net/Charts-sc/Genesis.pdf|Genesis Chart|nocache]
```

If you are not going to have links on your page you will need to delete the following text in the edit area. Then jump forward in this document to **Adding Categories**.

```
// put Your links relative to this topic here //
((HomePage))
[http://www.clark-tx.net/Charts-sc/Genesis.pdf|Genesis Chart|nocache]
```

---

Let's start by getting rid of the line **// put Your links relative to this topic here //**. Deleted this text in the edit area.

Now let's add a link to **Genesis TimeLine**. You will need to know the exact name of the page that you want to link to, including spaces. We will overwrite **HomePage** text in the edit area with the desired destination page.

```
((Genesis TimeLine))
[http://www.clark-tx.net/Charts-sc/Genesis.pdf|Genesis Chart|nocache]
```

And that creates a link to **Genesis TimeLine**. Notice that **Bible-pgs** page links are enclosed with double sets of parenthesis. You will need to do this for each **Bible-pgs** page link that you insert.

## Instructions for Adding a Page to Bible-pgs

Now let's add the Internet link below to our page's Internet links:

<http://www.biblegateway.com/passage/?search=gen%201;&version=31;>

You can usually use your browser to navigate to the site that you want to link to. Then click in the address area at the top of the browser and copy the link (Ctrl C, when the link is highlighted).

You will notice that the Internet link is enclosed with brackets in the edit area as shown below:

[<http://www.clark-tx.net/Charts-sc/Genesis.pdf>Genesis Chart]nocache]

This has 3 parts, the link address, the text that Bible-pgs will show, and flags (nocache).

First we will overwrite the link with the link at the top of this page.

[<http://www.biblegateway.com/passage/?search=gen%201;&version=31;>]Genesis Chart]nocache]

Next we will change the text that Bible-pgs shows to Internet Bible by overwriting Genesis Chart.

[<http://www.biblegateway.com/passage/?search=gen%201;&version=31;>]Internet Bible]nocache]

And we will not change the flag.

To add more internet links, you copy the original Internet link line and paste it below your new Internet link line(s). Then just edit it as we have just done.

We are done with the page.

Now Save the page.

Remember to view the page and try the links that you have added to make sure that you typed everything correctly. Also proof read the page and re-edit it as needed.

We have one more task. That is to assign a **Category** for Bible-pgs to link with. This helps the viewer by letting them select a category, then see all the pages in the category that they selected.

# Instructions for Adding a Page to Bible-pgs

## Assigning a Category to Your Page

Edit your Page by viewing it, then selecting the **Edit** button at the bottom of your page. Or going to **Quick Edit** and entering your Page's name and pressing the Enter key.

### Edit: Test1

**Note:** This edit session will expire in 24 minutes. **Preview** or **Save** your work to r

Categorize [Select Categories](#)

Apply template: none [Admin Content Templates](#)



You will see a blue button above the edit area named **Select Categories**. Press that button.

Now you see all the Categories that Bible-pgs has available (there may be others that have been added since this document was created).

### Edit: Test1

**Note:** This edit session will expire in 24 minutes. **Preview** or **Save** your work to restart the edit session timer.

[Preview](#) [Save](#) [Cancel Edit](#)

Categorize [Select Categories \(Hide\)](#)

<input type="checkbox"/> 1. Salvation [-]	<input type="checkbox"/> 2. Bible Topics	<input type="checkbox"/> 3. Bible Charts	<input type="checkbox"/> 4. Bible Notes, Books, etc
	<input type="checkbox"/> Jesus Christ		
	<input type="checkbox"/> New Testament		
	<input type="checkbox"/> Old Testament		

Select/deselect all categories [Admin Categories](#)

Apply template: none [Admin Content Templates](#)



Select the Categories that your page most closely aligns with. It can be more than one category.

Press the Save button to save your page and exit.

Now on Bible-pgs's Menubar, select Categories to view Bible-pgs's categories. Check to make sure that your page shows up under the category that you have selected.

You are **DONE**. Your page is published!

Thank you for contributing to Bible-pgs!

Please feel free to build more pages, so that others can learn about the Bible!