

The Spirit Exchange

**Thanks for choosing our unique social network to begin sharing your spirit, words, pictures, and services!
This is a brief overview on how to navigate our dashboard:**

You may first want to head on over to the "manage themes" tab located to the left. Here, you can choose from a wide selection of templates to customize your page/blog/site. When you created an account and opted for a new blog, we automatically chose a default theme for you that is easy to customize and understand. You may keep this theme as yours and head over to the, "customize my design" tab or proceed to the templates as described. In choosing a template you can simply hit preview to see an example of what your site would look like. If you are happy with a template you have previewed, just click, "activate," and your new site style will be live. After which you can go to, "customize design" to edit your widgets. Widgets are pre-installed modules that appear on your side bars (content on the right or left of the body of the page,) or, if your template allows, your footers, (the area underneath the main body of the page generally where copyright info is located).

* You can also edit your header and customize colors by going to your "manage themes" item on the menu and looking at your current theme (located at the top,) clicking appropriate links just below your template.

**Now that you have your design all spiffy you can begin by adding posts and/or pages to your site.
Here's how:**

Creating a Post

To create a post, simply click on the left and select, "new post." If you'd like to see all of your posts, you would select, "my posts." On posts you can edit, publish, delete or draft. (Same is true for page creation, see below). You can also opt to, "post to facebook." This option is located at the bottom of your post's editing space. If you opt to post your content to facebook, you will need to tick the box that says, "I want to publish this post/page to facebook." If your account is already connected to your Spirit Exchange account, you will be given a choice of which account you would like to post to, if applicable.

Creating a Page

Navigate over to the "New Page" tab on the left of your dashboard. Name the Page in the first section where it says, "Enter Title Here." Then go down to the large white box and start typing what you'd like to be presented on the page. For example: My name is so-and-so and I have _____ gifts. This would be a good "About Me" page example introduction. You will also see a sample page already filled in, you can alternatively remove the current title and text to get the hang of how creating a page on our exchange works. Easy peasy, huh?

Handling comments:

Your site or blog has options to allow you to receive comments from members and visitors to your pages. To manage your comments click, "comments" in the dashboard. You will be given a list of comments to approve, disapprove, or delete (if your site has comments of course). Choose whichever suits you.

*You have the option to allow comments on both posts and pages, to edit those settings, in edit view, click the grey "screen options" button at the top, right of the page and select, "discussion." Once ticked, a new box will appear just under the text input box on your edit page. Select or de-select options there and... as with all posts and pages, remember to hit publish!

**Again thank you for becoming a member of our exchange, we hope you enjoy!
-The tSE Crew**