

Internet Addresses	
Current site	<a href="http://www.institute-christ-king.org">http://www.institute-christ-king.org</a>
Site for editing web pages - Joomla	<a href="http://insitute-christ-king.org/administrator">http://insitute-christ-king.org/administrator</a>
Admin pages - Uploading bulletins	<a href="http://insitute-christ-king.org/admin/admin.php">http://insitute-christ-king.org/admin/admin.php</a>
Web Site Editor Resources	Click the copyright symbol © in the footer of any page on the web site.
Access to old site for web site editor reference	Coming soon
Logins	
Joomla User name – usually your last name	
Joomla Password (Provided by e-mail)	
Admin pages for bulletins - user name (city of your apostolate) {city} <i>kansascity</i>	
Admin pages password (Provided by e-mail)	
FTP login name {city}@institute-christ-king.org <i>sanjose@insitute-christ-king.org</i>	
FTP password (Provided by e-mail)	
Folder locations for files and images on web server	
Joomla - Images for Photo gallery	<i>/{city}/gallery</i>
Joomla - Documents for web pages	<i>/{city}/files</i>
Bulletins	Upload using Admin pages (listed above)
FTP - Images for web pages	<i>/images/{city}/images</i>
FTP - Images for Photo gallery – Create a folder for each photo gallery	<i>/images/{city}/gallery</i>
FTP - Documents for web pages	<i>/images/{city}/files</i>
Image Dimensions	
New story thumbnail image	130 x 110 (w x h) 72 dpi or higher
Note – generic institute thumbnail exists on Web Site Editor Resources page.	

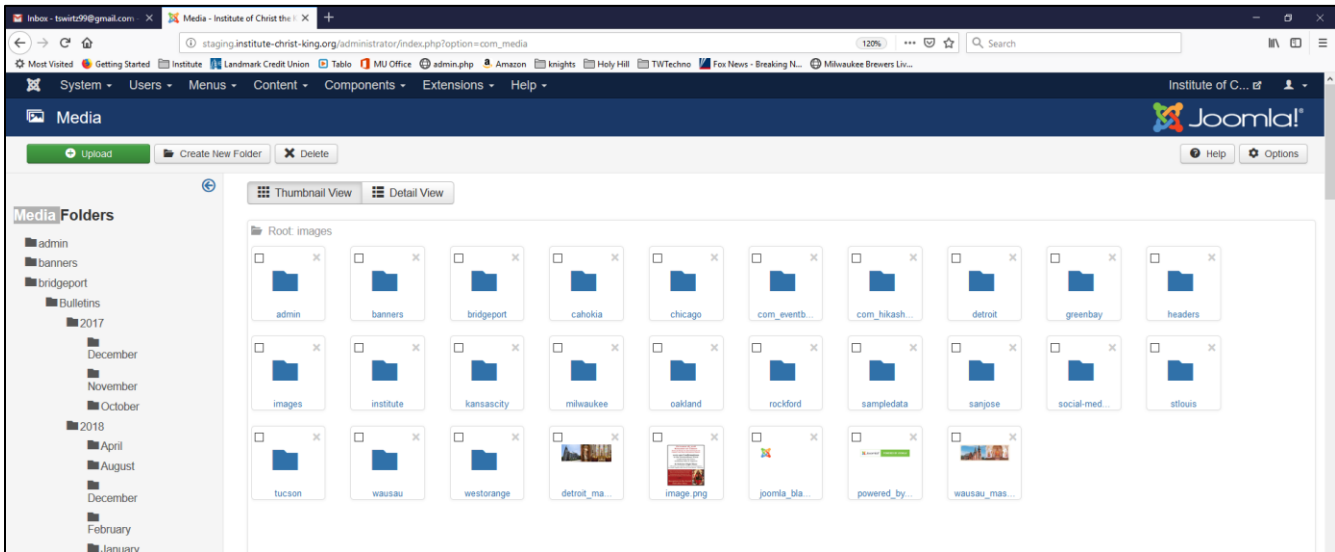
**Apostolate city names**

bridgeport, chicago, detroit, kansascity, greenbay, milwaukee, oakland, rockford, sanjose, stlouis, tucson, wausau, westorange

# Institute of Christ the King Sovereign Priest Web Site Reference Sheet

When you are working in Joomla, you will need to go into the folder for your apostolate. Click on your city name, then you will see the “images” folder and the “gallery” folder for your apostolate.

## In Joomla – Content – Media



## In Joomla – Editor – Image button

