

# A Guide to the New Website

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## Navigating the WordPress Dashboard and Tabs: Visual Supplement

Posts will be used for news you want to show up on the homepage under Current News. You can edit and add posts.

Events lets you manage events on our calendar. You can add events and edit information about events.

Pages lets you add sections to the website. These "pages" will show up as tabs and dropdown sections depending on what "Parent" you assign them.

Use Contact to create and edit forms.

Use the Gallery tab for NextGen Gallery features like creating and editing organized picture galleries.

DO NOT UPDATE WordPress or its plugins [redacted] will handle these updates so that code and data aren't lost.

Click Users to add or remove access for Board of [redacted] members.

WordPress 3.5.1 is available. [Please update now.](#)

Right Now

Content	Discussion
3 Posts	0 Comments
51 Pages	0 Approved
5 Categories	0 Pending
0 Tags	0 Spam
21 Events	
0 Event Categories	
6 Event Tags	

Theme [redacted] 3 Widgets  
You are using WordPress 3.5.

Update to 3.5.1

Thank you for creating with WordPress.

Get Version 3.5.1

## WordPress Guide

### 1. Editing Content

#### a. Posts

- i. Click on "Posts"
- ii. Find the post you want to edit by title and hover over it. "Edit" will show up beneath the title. Click that, and edit your content.
- iii. When you've finished your changes, you can do two things: You can preview how the content will look by clicking "Preview" on the right under "Publish," or you can update the posts with the changes you've made by clicking the blue "Update" button on the right. "Preview" will pull up another tab to show you how the page will look. You can go back to the original window and update the post or make more changes after viewing the preview.

#### b. Pages

- i. Click on "Pages"

- ii. Find the page you want to edit by its tab or dropdown title (e.g. “Who We Are,” “Accessibility”). Edit the same way you would edit a post. Hover and click “edit” below the page name.
- c. Post Mistakes
  - i. If you want to go back to an earlier version of a page or post, look under “Revisions” below the textbox of the page or post
  - ii. Find the date and time of the content you’d like to return to, and click “Restore” to the right of the version you want to use. The most recent content before you made changes will be the first entry.

## 2. Creating New Content

- a. Posts
  - i. Hover over “Posts” in left side selection bar and select “Add New” below “All Posts” in that section
  - ii. OR, after clicking on “Posts” in the left side selection bar, click “Add New” next to the overhead text of “Posts”
  - iii. Write or place all of the content you want in the textbox
  - iv. Preview the post using the instructions in the “Editing Content” instructions (a, iii), or finalize the content by clicking the blue “Publish” button in the right sidebar.
    - 1. “Posts” will let you post new articles under “Current News” on the homepage as long as you check the News box underneath “Categories” on the right side of the browser.
- b. Pages
  - i. Use the same instructions for “Pages” as for “Posts” except that you must hover over or click next to “Pages” instead of “Posts”
    - 1. Also, if you want a page that only members can see, create the page as usual, but under Member Access, fill in the circle next to “Ignore the default settings and make this page visible only to members” instead of “Honor the default page visibility settings”
    - 2. Changing the Member Access on pages like this will make sure members-only content doesn’t show up in searches and confuse users
- c. Linking
  - i. To link to an address outside of the website:
    - 1. Copy the address
    - 2. Highlight the words you want to add the link to
    - 3. Click the picture of the chainlinks that’s next to the other formatting options above the textbox
    - 4. The chainlinks button will pull up a place to paste the address into
    - 5. Check the “Open Link in a New Tab/Window” box
    - 6. Click “Add Link”

- ii. To link to another page or post within the website, look below “Or to Existing Content” after clicking the chainlinks button
- iii. You can search for the page or post you want to link to by typing the page or post name in the search box, or you can scroll through all of the available pages and posts
- iv. Once you’ve selected the content you want to link to, click “Add Link”
- d. Including Media
  - i. Place your cursor where you want the media (picture, video, audio) to be placed
  - ii. Find the icon above the textbox and formatting tools that looks like a camera and a music note that says “Add Media” next to it
  - iii. If you have already added the media to WordPress, you can click “Media Library” at the top of the box that pops up after you click “Add Media”
  - iv. If you haven’t added the media you want to use to WordPress yet, you can click the “Select Files” button in the “Insert Media” tab in the left sidebar
  - v. Browse your computer for the file you want to download, and click “open”
  - vi. This will bring up a form on the right side of the box:
    - 1. Under “Caption,” you can type a sentence or two that will show up directly beneath the photo
    - 2. Under “Alt Text,” write alternative text that assistive technology will use to explain pictures to people with visual impairments
    - 3. Under “Alignment,” you can pick where you want the media to go (placed to the right of the text, to the left of the text, or on its own line with no alignment)
    - 4. Under “Size,” select what size you want the media to be (which you can change slightly later)
    - 5. Click the blue “Insert into Post” button when you are finished
  - vii. After inserting the media into the post, you will still be able to click it and adjust its features
    - 1. After clicking on the media, you’ll see two little buttons in the top left corner
    - 2. The first button that looks like a landscape painting lets you change the media’s settings, including more incremental control of the media’s size (by percent)
    - 3. The other button that is a picture of the international sign for “no” lets you remove the media from the page or post
- e. Creating a Photo Gallery (NextGen)
  - i. Find “Gallery” toward the bottom of the left sidebar.
  - ii. To add a gallery:
    - 1. Click “Add Gallery/Images”
    - 2. At the top of the screen, there will be more options like “Upload Images,” “Add new gallery,” etc. Click “Add new gallery”

3. Type in a short, descriptive title for the gallery that will help you identify it quickly, and click the blue “Add gallery” button
- iii. To add/remove images and manage a gallery:
    1. Click “Manage Gallery” next to Gallery in the left sidebar
    2. Click the gallery you want to manage
    3. You can create a description for the gallery, write captions for each picture, etc. When you are done managing a gallery, click the blue “Save Changes” button
  - iv. To include a gallery in a page or post:
    1. Place your cursor where you want the pictures to show up on the page
    2. Find and click the icon that looks like two small, overlapping landscape portraits on the top right side of the formatting bar
    3. Use the dropdown list to find the title of the gallery you want to insert
    4. Choose if you want the pictures to show up in a list or as a slideshow. An Imagebrowser won’t be necessary. Then click “Insert.” The code will show up in the editor, but users will instead see the gallery you created
- f. Embedding Videos from YouTube
- i. Search YouTube for the video you want to show directly on the website
  - ii. Under the video, find “Share.” It’ll be next to “About” and “Add to” under the video’s title and rating. Click “Share”
  - iii. Next to “Share this video,” click “Embed”
  - iv. Uncheck the box next to “Share with playlist starting from...”
  - v. Copy the code that appears in the textbox
  - vi. Go to the page/post you want the video to appear on, click on the “Text” tab in the top right corner of the textbox
  - vii. Paste the code where you want it to appear on the page (i.e. find the text you want the video above or below, and paste the code from YouTube there)
  - viii. If/when we get a grant to create a video series, consult ██████████ at ██████████ for the best way to format a gallery. They may recommend and install a WordPress plugin that will format and condense multiple videos so it looks good without causing the website to run slower
- g. Adding PDFs
- i. This process is similar to adding media
  - ii. Go to the page that you want the PDF on
  - iii. Click “Add Media” at the top left of the textbox
  - iv. Click “Upload Files” in the top left corner of the box that comes up
  - v. Click “Select Files” in the middle of the box, find the PDF you want to upload, and click “Open”
  - vi. Next to “Title” on the right side of the box, type the text you want to show up as the link

- vii. Under “Attachment Display Settings,” make sure “Media File” is chosen next to “Link to”
- viii. Click the blue “Insert into Page” button

### 3. Adding a New Tab

- a. Note: The spacing between tabs will need to be changed in the code before any other tabs are added. Once the spacing is reduced, all of the tabs will be able to reside on the same line without dropping down and ruining the design of the website. Contact [REDACTED] and ask them to reduce the spacing so DRI can add another tab
- b. Go to “Pages” in the left-hand sidebar
- c. Click “Add New” next to the title for “Pages”
- d. Write what you want the tab to say in the top wide box on the page. Include any information you want users to see when they click on this tab
- e. Determine where the tab will go by assigning it a number under Order in the right-hand box
- f. Home=0, Who We Are=1, What We Do=2, etc., so if you change a tab between other existing tabs, make sure you change the order number of the other tabs so here aren’t any replications
  - i. For further clarification, refer to “Changing Dropdown Order” in instructions

### 4. Changing Dropdown Order

- a. In the right sidebar underneath “Page Attributes,” find “Order”
- b. Underneath this will be a box with a number in it. Whatever number you assign to that box will decide where the page falls in the dropdown
- c. Remember: Start counting from 0 (i.e. 0=first page in dropdown, 1=second page, 2=third...). If you always want a tab to be last, give it a very high number

### 5. Moving Pages Under Different Tabs

- a. Go to the page you want to move
- b. On the right side of the textbox, there will be a dropdown box under Page Attributes and Parent
- c. Select the dropdown and look for the tab’s name that you want the page to move under. Select the new tab the page will fall under
- d. Click “Update”

### 6. Turning Special Announcements On/Off

- a. Turning Announcements Off
  - i. Go into Posts, and click Special Announcements
  - ii. On the right in the Publish box, find the part that says, “Status: Published.” Click “Edit” next to it.

- iii. Choose “Draft” from the dropdown options, click “OK,” and click the blue Update button at the bottom of the Publish box
- b. Turning Announcements On
  - i. Follow instructions for turning announcements off but the status will say “Draft,” which you need to use the dropdown to change to “Published”

## 7. Editing a Form or Creating a New Form

- a. Find “Contact” in the left sidebar, and select “Edit” next to it.
- b. To edit a form:
  - i. Select the form, and use the dropdown named “Generate Tag” to add other questions or requirements to the form
  - ii. Ignore the Name box and the optional boxes that appear in the right-hand box after you select an option under “Generate Tag”
  - iii. Follow the instructions on the page (“Copy this code and paste...,” “And, put this code into all the mail fields below,” which means to copy the code and include it in the “Message” that people will automatically receive after submitting this form) to add the new questions or requirements
  - iv. After pasting the first code into the left field, add a label/question above it by writing “<p><br />” above the code, writing your message between the two commands (<p>MESSAGE/QUESTION HERE<br />), and writing “</p>” after the pasted code from the right field.
    - 1. <p> stands for “paragraph,” and <br /> stands for line break. Any code that doesn’t have the space and slash ( /) as the <br /> does, needs a closing code (i.e. </p>) also. It won’t work if you forget the ending </p>. Bonus: Now you know some HTML code.
  - v. When you’re finished creating new fields for users to fill out, look in the Mail field to make sure the “To:” email address is correct and the other fields like Subject say what you want them to say
  - vi. Click “Save,” and copy the code that appears
  - vii. Paste that code into the textbox of the page you want the form to appear on
- c. To create a new form:
  - i. Click “Contact” in the left sidebar, and click “Add New” next to the “Contact Form 7” title
  - ii. Click “Add New” under English as default language
  - iii. Change the name of the form from “Untitled” to whatever you want to call it
  - iv. The left field will automatically populate with name, email address, phone number, message, and subject fields as well as a submit button. You can probably remove the subject field most of the time.
  - v. You can follow the same instructions given for editing a form.

## 8. Adding Events

- a. Find “Events” in the left sidebar
- b. Hover over it and select “Add New” beneath “All Events”
- c. Fill in all of the applicable fields and click “Publish” to the right of the textbox
- d. The event will appear on the “Events” calendar under News & Events as well as under “Upcoming Events” on the homepage

## 9. Adding Pictures to the Gallery

- a. The only gallery on DRI’s website is in the “Pictures” section under the News & Events and Media Gallery tabs
- b. Make any changes to the gallery by finding the “Gallery” tab in the left sidebar underneath the tab for “Settings”
- c. To make changes to the pictures and overall gallery:
  - i. Click “Manage Gallery”
  - ii. You can change captions, descriptions, where the gallery goes, the picture’s rotation, etc.
- d. To add a picture to the gallery:
  - i. Click “Add Gallery/Images”
  - ii. Click “Select Files,” and browse the computer for the picture you want to add
  - iii. Check the box next to “Scale images to max width 800px or max height 600px” to make the photos load faster
  - iv. Select “1 - Pictures” from the “Choose gallery” dropdown
  - v. Click “Upload images”

## 10. Managing Member Access

- a. Only Disability Rights IOWA staff with the admin password have full permission to log in to the WordPress dashboard and allow members access or take away their access
- b. To add users:
  - i. Click “Users” in the left sidebar
  - ii. On the “Users” page, click the “Add New” button next to the overhead title
  - iii. Fill out all of the required fields, and make sure their “Role” is listed as “Subscriber”
  - iv. If you want to send new members their password via email, feel free to check the box below the password fields before clicking “Add New User”
- c. To remove access from a user:
  - i. Click “Users” in the left sidebar
  - ii. Check the box next to the name of the member you want to remove access from
  - iii. In the top left corner, above the names, there is a dropdown box that says “Bulk Actions.” Select “Delete” from the list, and click the “Apply” button next to the dropdown list

## 11. Troubleshooting

- a. Inconsistent fonts, color, size of text
  - i. If fonts aren't coming out consistently, highlight the body text and select "Paragraph" from the formatting dropdown for font and size and the "A" two buttons over from the "Format" dropdown above the textbox for color.
  - ii. If that doesn't work and you *really* want to make it consistent:
    1. Click on the "Text" tab in the upper right-hand corner of the textbox
    2. The text will be surrounded by tags that begin with "span." Span determines the color, size, and font of the text
    3. To fix font:
      - a. Find the part of the paragraph that is inconsistent and delete the "Calibri" part of the tag with these signs <> around it, or delete the whole tag with <> around it if it only contains the words "Span" and "Calibri"
      - b. Then count how many span tags there are in front of the text and delete one of the span tags that will look like this: <span> at the end of the text, so the beginning number of span tags corresponds with the end number
    4. To fix the size, follow the same instructions, except the span tag or the part of the span tag you want to delete will include the word "Medium"
    5. Color shouldn't be an issue that has to be resolved with code
  - iii. Also, if links aren't turning blue, you can check the Text tab to make sure the address or linked text isn't between <span> and </span>

## 12. Tips

- a. Page Visibility
  - i. To limit or expand who sees a page or post, look in the "Publish" sidebar on the right for "Visibility."
  - ii. Click "edit" next to it, and change it to "Public," "Password Protected," or "Private."
  - iii. While anyone can see pages set to "Public," "Password Protected" content requires users to type in a password to see content whereas "Private" content won't show up on the website.
- b. Protecting Content
  - i. Type what you are going to add to the website into a Word document first. You never know when the Internet will go down
  - ii. Also, type everything out before modifying the text (making things bold, formatting things, etc.). The code can get confused and inconsistent if you try to modify as you type
- c. Controlling Spacing

- i. WordPress automatically adds spaces when you hit Enter. If you want to write something immediately below something else and WordPress keeps adding a space, delete the space between the two sentences until they're on the same line. Then hold Shift and hit Enter to place one just below the other. Note: This doesn't work above or below sets of bullet points
- d. Updates
  - i. DO NOT INITIATE ANY UPDATES; ignore the updates available for plugins and the number at the top of WordPress when you're logged in as Admin. Also, don't update the website's theme (i.e. Don't click "Please update now" despite the top banner on the admin page saying there's a new version of WordPress available). It'll lose all of the customizations that [REDACTED] made to create our unique website. [REDACTED] will update anything that needs to be updated so they can limit problems.
- e. Current News
  - i. The more news stories you post to the front page, the longer the front page will get. I would recommend keeping the number of front page stories to two so the page doesn't get unnecessarily long.
  - ii. You can keep all the stories on the story *page* because the "More News" button beneath the front page news articles will lead directly to the "News" page. But limit the number of *posts* categorized as News because those are the only ones that will show up on the front page

**13. Things You Can't Change:** If the below items need to be changed, you will have to contact

[REDACTED] and get the programmer to change them

- a. The paragraph above "Report Bullying"
- b. Homepage tabs (Justice, Safety, Respect, Community)
- c. Paragraph in newsletter signup
- d. Disability Rights IOWA logo
- e. In the code:
  - i. Footer information

## Future Plan

1. **Homepage pictures:** Switch the Justice, Safety, and Respect pictures with pictures of real people whenever possible or as seen fit.
2. **Events:** As events get closer, make sure the information stated in the calendar is correct and include any more information that the organizations add.
3. **Staff picture:** Take another picture of the staff in business attire to post on the Staff Biographies page. This can be done whenever possible.
4. **Continue to add:**

- a. **Pictures**- Take pictures and add them to the “Pictures” section under News & Events and Media Gallery. Adding pictures will make the page look better and give DRI more good PR. Also, always remember to include alternative text whenever you add photos anywhere on the website.
  - b. **Minutes**- Add documents in PDF format before and after each meeting (Board or PAIMI Advisory Council). Make a page within the Members page to put all pertinent documents in, and label it with either Board Meeting or PAIMI Advisory Council Meeting and the date of the meeting. Only keep documents from the current fiscal year on the Members page. Add these documents to the Board Meeting Minutes and Meeting Minutes page after they’re finalized.
  - c. **Videos**- Add any information you find out to keep people updated about the video series. When the videos are produced, you will use our YouTube channel and embed videos from there onto our “Videos” page. Remember to include captions or a transcript for all of the videos; you can use CaptionTube to add captions to videos: <http://captiontube.appspot.com/help/>. When you start to add videos on the website, [REDACTED] at [REDACTED] will be able to give you more instructions if need be.
  - d. **Events**- Continue updating the calendar with any events applicable to disabilityrightsiowa.com users.
  - e. **Other stories**- Search for a story every week or two that is about disability rights in Iowa. The news can be triumphs or obstacles people with disabilities or mental illness have encountered anywhere in Iowa. And if national stories have an Iowa slant where they talk about previous or current Iowa representatives, Iowa schools or universities, etc., these stories would work for the Other Stories tab in the News & Events, Iowa Stories section. I used a lot of the news articles DRI staff emailed around the office because, many times, these articles included important information and issues about Iowan disability rights.
5. **Ideas about Section to Recognize Company Donors/Partners and Helpful People/Companies**
- a. Place tab at top between News & Events and Contact Us
    - i. Ask [REDACTED] to reduce spacing between the top tabs
  - b. Tab name: Recognition
  - c. Dropdown categories:
    - i. **Donors/Donation Partners**: List companies who have donated to Disability Rights IOWA or are supporting our fundraiser in some way
    - ii. **Setting an Example**: Articles/details about people and places that have been recognized for helping the community of people with disabilities
    - iii. **Recognize Someone**: Explain immediately that users can also recognize a place of business instead of only recognizing individuals. Provide a form, using Contact Form 7, that users can fill out for people or places that have helped the efforts of disability rights and equality among people. Explain what those recognized will receive from DRI

## Login & Other Information for Website Maintenance

Modified: 2/7/2013

Website	Username	Password	Notes
GoDaddy	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Google (Calendar, Docs/Drive, Mail, etc.) & YouTube	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Notes:

**GoDaddy Auto Renewal:** GoDaddy sites [REDACTED] are set to Auto Renew. They will pull money from the account attached to the username to keep the website from expiring and to keep us from losing all of our website content and code. To turn this feature off:

1. Log in to GoDaddy
2. Find "Products" underneath the "My Account" information
3. Next to "Domains," click the +, and select the domain you want to turn Auto Renew off in
4. You'll come to the Control Panel where you need to click "Manage" next to "Auto Renew: On" under "Domain Information"
5. A box titled "Automatically Renew Domain" will pop up
6. Select which renewal method you want. You can use the blue, circular question marks (?) to read more information about each

**Changing Email Address attached to Google and YouTube:** Right now, Google will send any updates to [REDACTED]. To change this:

1. Log in, find [REDACTED] in the top right corner, and click it
2. A little window with Account, Privacy, and Join Google+ should pop up

3. Click Account
4. At the top, there will be an Email section
5. Underneath, it will list primary, alternative, and recovery email addresses. You can change alternative and recovery to different email addresses, so you receive any updates from Google and can recover anything lost

**Adding the Google Email Address to Outlook:** Get all of your new Gmail messages sent to Outlook so you don't have to check both.

1. Go to File, and click the "Add Account" button under Account Information and your current email address
2. Add information about the Gmail account into the appropriate boxes, and follow the buttons to finish
3. Anything you delete from your Gmail address in your Outlook will be deleted from your Gmail account as well

**Using Google Calendar:** The calendar plugin has almost everything Google Calendar has, but instructions for Google Calendar are below if you ever want to switch.

#### 1. Create an event

- a. Click the red "Create" button in the top left corner of the website
- b. Fill in the event title, the date, time, location, etc.
  - i. If the events will last for a full day, you can check the "All day" box under the date and time boxes
  - ii. If the event will occur every few days or weeks, you can check "Repeat..." which will cause a box of options to pop up
    1. Select the correct frequency of events (Weekly, monthly, yearly), if it will occur every week/month/year, every other week/month/year, etc., when the first event will occur and when the last event of the series will occur
    2. When you have filled in all of the necessary information, click "Done"
- c. If you only want specific people to see the event you're creating, you can add the email addresses of those specific people under "Add guests," and then click "Add"
- d. "Calendar" gives you the ability to choose which calendar, if you have more than one, to add the event to
  - i. Example: If you want to consolidate all of the Board Member meetings into one calendar, you can create a calendar named Board Member Meetings. This will only show the Board member meetings and none of the other events. And whenever you create an event on Google Calendars, you can select Board Member Meetings from the dropdown next to "Calendar"
- e. You can categorize events by color, but that may get confusing as there is no key to share with everyone else who views the calendar

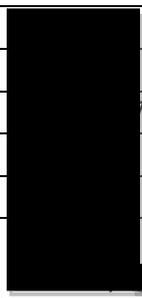
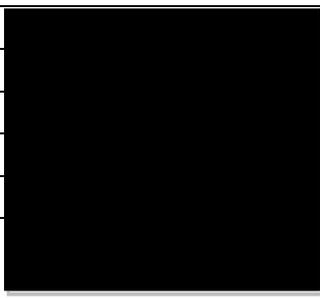
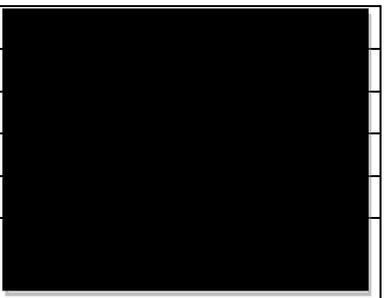
- f. "Show me as" can remain "busy" because it is assumed that the viewers will be attending the events we list and will therefore be busy
- g. Change "Privacy" to "Public" so others can see any events you post
- h. Go back to the red button in the top left corner and click "Save" to add the event to your calendar

**2. Creating different calendars**

- a. This is the first step in the process seen in the example under "Create an Event," letter "d." You can categorize events using different calendars
- b. Under the small month calendar on the left side of the Google Calendar website, find "My calendars"
- c. Click the downward-facing arrow to the right of "My calendars"
- d. Click "Create new calendar"
- e. Fill in what you want the calendar to be called, its description, and where most of the events will occur (probably always Iowa)
- f. Calendar time zone will probably always be central time
- g. Check the box next to "Make this calendar public" if you want to allow all users to see the events within the calendar
  - i. If you only want a specific group to see the events, leave the "Make this calendar public" box unchecked, and type the email addresses in the "Enter email addresses" box under "Share with specific people." Set each person's permissions by using the dropdown list under "Permission Settings"
  - ii. Click "Add Person" after you have entered the above information
- h. When you are finished filling out information for the new calendar, click "Create Calendar" at the bottom of the website

Login information can also be found on 

Domain Information

Website Address			
Authorization Codes			
Transaction IDs			
Security Codes			
Domain Expiration			
Nameservers			