

Posting a file on the Website (Used for Minutes, photos, or other files)

Prep the file:

- Download the email attachment (e.g., the Minutes file) onto the local drive / desktop.
- Create a PDF version of the file if it is not already in PDF format.

Upload the file:

- In Admin mode, go to the Website tab and click on the File tab at the top, on the menu bar.
- Open the Documents folder, then open the Board Meetings sub-folder.
- At the bottom of the page, upload both versions of the file into the sub-folder.
- Open the PDF version of the file.

Create the entry on the webpage:

- Click on the Site pages tab on the far left of the menu bar.
- Bring up the appropriate webpage in Edit mode.
- Create the line of text, photo, etc. that will be the link.

For Meeting Minutes:

- Edit the box at the top, with the current year's list of meetings.
- Create a new line with the current month's meeting date.

Link the file:

- Highlight the new line.
- From the "Link" drop-down in the Edit bar, select the Insert Link option.
- Copy and paste the URL from the displayed PDF file into the website address box.
- Click Insert Link, at the bottom of the dialog box.
- Save the changes to the page.

Test in Public mode.

To undo/remove the link:

- Highlight the text to be unlinked.
- From the "Link" drop-down in the Edit bar, select the Edit Link option.
- Click the Unlink button at the bottom of the dialog box.