

## To post a document on an already published page

1. If necessary convert the document to a pdf by opening it and clicking 'saving as' and 'pdf' from the dropdown. Rename the document at this stage if necessary.
2. Log in, go to the website page you want to edit and click Edit Page in the toolbar at the top
3. Place the cursor where you want the document to appear, then click the 'Add Media' tab above (camera icon)
4. On the 'Insert Media' page click 'Upload files' then 'Select Files' to fetch your document from the P Drive etc. (if the document is already on the website find it by clicking Media Library)
5. Click on the desired document and so that it appears in the 'File Name' panel at the bottom.
6. Click 'Open' and wait for the document to appear (with a blue border) back on the 'Insert Media' page.
7. Ensure the caption on the right hand side is as desired. **Please note** that this page has two scroll bars, one for the document itself, the other for the Attachment Details.
8. Click 'Insert into page'.
9. The document should appear back on the destination page.
10. If all is well, click 'Update' and select 'View Page' from the top toolbar to see the result on the website itself.

## To create a new page

Go to any page of the Admin site, then Pages and 'Add New' on LHS scrollbar, name and start

## To place the page in a RHS menu

- Go to any page of the Admin site>Menus>Select the menu you want it to go in
- Search for your document in the left box>click>Add to menu
- When your document appears in the Menu Structure on the Right, drag it to the desired position
- SAVE!

## To post a photo in the Gallery

1. First, **reduce the resolution of the photo** to 500KB max by opening the photo with Microsoft Office 2010 and clicking 'Resize' from the 'Picture' dropdown in the top toolbar. From the RHS menu, go to the section 'Percentage of original width x height' and enter your estimate needed for reducing the resolution.

Click 'OK', then save this new photo by going to 'Save as', re-naming it with the suffix LR in 'File Name' and click 'Save'. Access the photo from your folder. Repeat process if necessary

NB Click 'Don't save' when you are given a notice reading 'There are changes that have not been saved' so that the original is not changed.

2. **The posting process starts here.** Log in and go to the Gallery, and click Edit Page at the top
3. On the Gallery page click anywhere within the existing group of photos to make the Edit/Delete icons appear, then click on the Edit icon to take you to the Edit Gallery page.
4. From the left hand side bar click on 'Add to Gallery'
5. On the 'Add to Gallery' page click 'Upload files' then 'Select Files' to fetch your photo from the P Drive etc.
6. Click to highlight the desired photo so that it appears in the 'File Name' panel at the bottom.
7. Click 'Open' and wait for the photo to re-appear (with a blue border) on the 'Add to Gallery' page.
8. Ensure the caption on the right hand side is as desired. **Please note** that this page has two scroll bars, one for the document, the other for the Attachment Details.
9. Click 'Add to Gallery'.
10. The photo should appear back on the 'Edit Gallery' page right at the bottom of the group, from where it can be dragged and dropped back up to the top. **NB** There is a 'Reverse Order' tab, but this reverses the whole group which may not be desirable.
11. When that is done, click 'Update gallery' and **importantly** again 'Update' on the Gallery page.
12. Select 'View Page' from the top toolbar to see the result on the website itself.