

## **Post a Unit Document to the Website**

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There are several steps to take to get a document like the minutes of a meeting posted on the website. This is the process I use but it is subject to improvements or changes.

### **On your computer:**

1. The documents (docs) are usually received in a word processor file format (.doc, .docx, .odt, etc.). I never post a doc in its raw format as it would be too easy for someone to download the file, open it and modify it. In addition, not everyone has a suitable word processor.
2. Download the file to your computer, open it in your word processor, and export it to the PDF format file. If it was send as a PDF (hardly ever) then you are good to go.
3. Confirm that the PDF is viewable without any errors in format. Adjust as necessary.
4. Change the file name if necessary. The format I like to use starts with the date followed by a description of its contents. As an example, the Fall Rally business meeting would be something like '2016-09 Fall Business Meeting.pdf'. Modify the source file name to match the PDF name.
5. Open up the Google Drive associated with [0124@wbcci.net](mailto:0124@wbcci.net) and upload the source file to the appropriate directory. In this case, I would store it in 'OntarioAirstream/Business Documents' . That way, if there are any questions, we can provide the original source document.

### **On the website:**

7. Insure you have a page available to host the doc. In this case, it is the Fall 2016 Rally, but it will be filed in the 2017 fiscal year so you would create a new page called '2017 Club Business Reports'. This page would provide all docs associated with the 2017 fiscal year. The page would only contain the shortcode [dg]. Save the page.

I have chosen a plugin called 'Document Gallery' to display PDF's on a page. 'Document Gallery' will create a thumbnail for each PDF and display it on the page. A PDF thumbnail is displayed when it is attached to a page, and disappears when unattached. It is not necessary to add or remove each media file from the page. When you click on the thumbnail, the PDF viewer is invoked to display the PDF for viewing, or downloading and printing.

6. Use the Media File Manager to upload the PDF to the website (Dashboard > Media > AddNew).
7. From the Dashboard select Media and then Assistant.

8. Enter the name of the PDF file that was just uploaded in the search box, and look for it. When found hover over the file, and select 'Quick Edit'. Click the Select button, and in the window click on the name of the page that you have just created. This will attach the doc PDF to the parent page. Click on 'Update' to save the choice, and then click on the 'Update' button on the Assistant page to save the modified file.

9. If the page that you are working on already exists, you are done except for testing the result.

10. If the host page is a new page, then you will have to edit the 'Members Only' page to include a link to the new page so it is displayed when a user accesses the 'Members Only' menu item.

11. Create a new post advising everyone that the reports(s) are available for viewing. I use Categories 'Latest News' and 'Club Business' for this type of post.

12. TaDah! Your done.