

Putting new weekly results on the web

Key: [something you click] “text you enter” “window or pane name”

You need to have prepared:

(a) PDF file of Racing results

1. Log in to website and view the web site page which shows the post containing the table of weekly racing results
(at present this is <http://srcmbc.org.uk/2016/09/26/srcmyc-programme-iom-spring-series-2017/>)
2. On the top black bar click **[Edit Post]** - this will open a window labelled "*Edit Post*" and in the *text entry area* you should see the results table. If you see something that looks like a computer program instead of a table, click on the tab (top right of the text entry window) which says **[Visual]**
3. click in the cell of the table where you want to put the new results so that the typing cursor is inserted there.
4. click on the **[Add Media]** button (just above the text entry tools and left of a button marked "Add Latest Posts"), this opens a window labelled "*Insert Media*" and showing the folders in the Media Library.
4. click on the **[Sailing Section]** folder, click on the **[Racing programs & Results]** folder, Click on **[Upload Files]** (just under "*Insert media*" at the top of the window)
5. Drag and drop, or use [Select Files], to upload your PDF file containing the results.
6. When your PDF file has finished uploading click on **[(the uploaded file)]** to select it.
7. Click the **[Insert into Post]** button (bottom right)...this will take you back to the *edit post window* with the name of your file inserted into the table cell as a link. Below the link there should be a popup window showing the file URL, a pencil, and a breaking link symbol (if not click once on the name of your uploaded file and the popup window will appear).
8. Click once on the **[pencil]**. The broken link symbol changes to a cog, click on the **[cog]**
9. an "*Insert/edit link*" popup window opens. In the "*Link Text*" box type "**[Results of race 3]**" (or what ever you want to appear in the table for the user to click); click **[Update]**
10. On the "*Edit Post*" page in the "*Publish*" pane click **[Update]**
11. When a green bar and "Post updated" appears near the top of the window, click on **[View Post]** to go back to the web site with the edit completed.