Putting a new racing Programme on the web

Key: **[something you click or choose]**   **"text you enter"**   *"window or pane name"*

You need to have prepared:

      (a) PDF file of Racing programme

      (b) jpg image of the programme... max width 1280px, not less than 900px.

        (discuss with me if making jpg image is a problem)

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1. choose **[new post]**

2. enter title (short if possible) e.g. "**Racing Programme - Winter Series Jan-Feb '17**"

3. click in *text entry area*; if you want to put any explanatory remarks about the new programme, type them now, then click on the **[Add Media]** button, 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, **[upload]** both your new PDF file and your new jpg file into this folder.

5. click on the **[uploaded jpg file]** to select it, then in the side pane:

      under *"ATTACHMENT DETAILS"* enter as a (suggested) Caption: "**Click above to Enlarge**";

      under *"ATTACHMENT DISPLAY SETTINGS"* choose:

            Alignment: Centre;

            Link to: Media File;

            Size: Large

6. Click the **[Insert into Post]** button ...this will take you back to the "*Edit Post"* window with the image inserted

7. Click the **[Add Media]** button again to go back to the *"Insert Media"* window

8. Click on the **[uploaded PDF file]** to select it, then in the side pane under *"ATTACHMENT DETAILS"* highlight the text in the *"URL"* window and copy it to the clipboard.

9. Click the little **[X]** at the top right to go back to the edit window. N.B. DO NOT click *"Insert into post"*.

10. in the *"Format"* pane choose **[Link]**; this will open a pane labelled *"Format: Link"*:

      under *"Link URL"* paste the URL for the PDF file which you copied to the clipboard whilst viewing the "I*nsert Media"* page;

      under *"Link Title"* enter for example: "**Racing programme: Winter Series Jan-Feb '17 (click for PDF file)"**

11. in the *"Post Options"* pane under "Select Widget zone for the left sidebar" choose **[Sailing Program left Bar]**

12. in the Categories pane choose: **[Sailing Section News]** + **[SRCMYC Racing programme]**

13. in the *"Featured Image"* pane click **[set featured image]** This will open "Featured Image" window, click on the **[uploaded jpg file]** to select it; click **[set featured image]**. Note that if you have saved a draft of the post since you were last in the Media Library, then you will have first to navigate through the folders to find again the jpg which you uploaded.

14. click **[Publish]** this will place the new post in the correct places on the web site. Job Done!