

## How to Add or Edit a Document

1) Click on Website Administration and then click on "Add or edit a DOCUMENT":

The screenshot shows the Website Administration interface. At the top, there is a navigation bar with tabs: Home, About Us, Quick Links, Teacher Pages, Extracurricular, Multimedia, and Website Administration. The Website Administration tab is circled in blue. Below the navigation bar, there is a section titled "WebsiteAdmin" with three main options:

- Add this**: Includes a "Click Here" link and a "How-to & Hints" link. It features a newspaper icon and the text "Add or edit SCHOOL NEWS". A hint states: "You can also post news directly using Microsoft Word or Email: zzz-school-News@nbed.net (include the term 'from email' in subject line)".
- Add or edit a CALENDAR Event**: Includes a "Click Here" link and a "How-to & Hints" link. It features a calendar icon and the text "Add or edit a CALENDAR Event". A hint states: "Double Click on the calendar date and 'Add' AVOID: Do not use 'All day event' - select a start and end time.".
- Add or edit a DOCUMENT**: Includes a "Click Here" link and a "How-to & Hints" link. It features a folder icon and the text "Add or edit a DOCUMENT". A hint states: "You can easily convert Microsoft Word documents by clicking on FILE->SAVE AS, then choose the .pdf format. Click on this link for more .pdf instructions." This option is circled in blue.

At the bottom, there is a yellow highlighted box with the text: "Did you add a document by uploading a file as an attachment to a New item in one of these subsites (News/Sports/Guidance/Club/Home&School/PSSC) but now want".

2) Click on "+Add document". If you already have a lot of documents listed you may have to **SCROLL DOWN THE PAGE** to see this "+Add document" option.

The screenshot shows the Website Administration interface with a list of documents. The navigation bar at the top includes Home, About Us, Quick Links, Teacher Pages, and Extracurricular. Below the navigation bar, there is a table with columns: Type, Name, Modified, and Docur. The table is empty, and the text "There are no items to show in this view of the 'Documents' docume" is displayed. Below the table, there is a "+ Add document" button, which is circled in blue. A blue arrow points from the button down towards the bottom of the page.

3) Browse to find a file on your computer. .PDF files are recommended.

4) Choose the Document Category carefully. This file will appear on the appropriate page(s) based on the category you select. For example, if you select the category “Cafeteria” it will automatically appear on the Cafeteria page. Document Form → Yes or No will place it in the “Forms” section when Yes is selected, otherwise let it default as No. Be sure to “CHECK IN” when finished uploading and selecting category.

5) This page will also allow you to delete a document by placing a checkmark on the left hand side and then clicking on delete.

<input type="checkbox"/>	Type	Name	Modified	Document Categories	Document Form
<input type="checkbox"/>		Sample Class Supply List <small>NEW</small>	6/11/2015 9:02 AM	Clubs	No
<input checked="" type="checkbox"/>		Sample Cafeteria Menu <small>NEW</small>	6/11/2015 9:02 AM	Cafeteria	No

[Add document](#)