

Upload file and insert a link to a web page

April 12, 2008 – Bob Marks

A. Login

Use your web browser to open the page at collingswoodpres.com. Click on the *Login* link in the right column under the heading LINKS. This will bring you to the WordPress login page.

LINKS

Login

Posting Instructions

 **WORDPRESS**

Username

Password

Remember Me

Log In

B. Edit Web Page And Upload File

Logging in will bring you to this Dashboard page. To modify the web page for the *Services* archive, click on the *Manage* tab.

Dashboard

Howdy, Bob Marks! | [Log Out](#) | [Help](#) | [Forums](#)

Support

Collingswood Presbyterian Church

Visit Site

Write **Manage** Design Comments Upgrades

Settings Users

[Dashboard](#) [Blog Stats](#) [Blog Surfer](#) [My Comments](#) [Tag Surfer](#)

Dashboard

Right Now

Write a New Page

Write a New Post

You have [5 posts](#), [10 pages](#), contained within [12 categories](#) and [2 tags](#).

You are using Pool theme with [5 widgets](#). [Change Theme](#)

[Akismet](#) has protected your site from 2 spam comments already, but there's nothing in your [spam queue](#) at the moment.

This will bring you the *Manage Posts* page.

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The screenshot shows the WordPress 'Write Page' interface. At the top, there are tabs for 'Write', 'Manage', 'Design', 'Comments', and 'Upgrades'. Below these are links for 'Posts', 'Pages', 'Links', 'Categories', 'Tags', 'Link Categories', 'Media Library', 'Import', and 'Export'. The main content area has a 'Title' field with 'Services' entered. Below the title is a 'Permalink' field with the URL 'http://collingswoodpres.com/services/ Edit'. The 'Page' editor shows a 'Services Archive' with a bulleted list of links: 'April 13, 2008 Worship', 'April 13, 2008 Announcements', 'April 6, 2008 Worship', 'April 6, 2008 Announcements', 'March 30th, 2008 Worship', 'March 30th Bulletin', and 'March 23rd, 2008 - Easter Sunday'. The 'Add media' toolbar is visible with icons for image, video, audio, and a gear icon. The right sidebar shows 'View this Page', 'Publish Status' (Published), and 'Save' and 'Delete page' buttons.

To insert a new entry, put your cursor at the beginning of the line *April 13, 2008 Worship*. Press the enter key to insert a new list entry that will look like this.



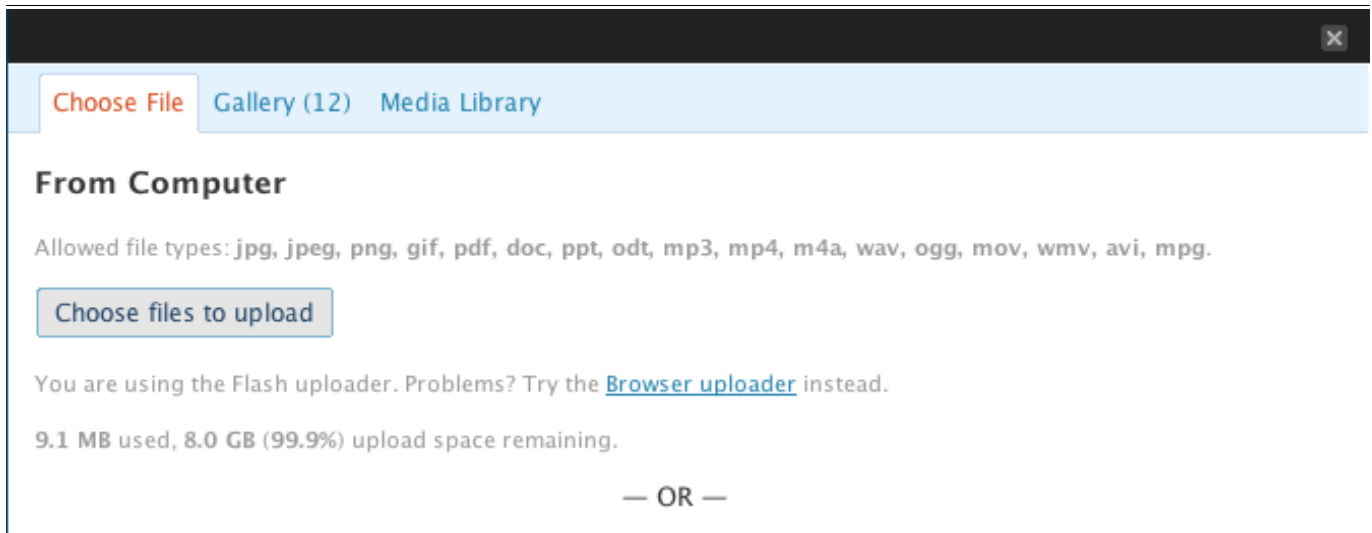
Put your text cursor on the new line. Then click on the icon used to upload new media. (In general, in order to upload any type of file you need to be creating or editing a post or page.)



This opens a new popup window to choose the file on your PC to upload. Click on the button *Choose files to upload* to find the file.

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Choose File Gallery (12) Media Library

From Computer

Allowed file types: jpg, jpeg, png, gif, pdf, doc, ppt, odt, mp3, mp4, m4a, wav, ogg, mov, wmv, avi, mpg.

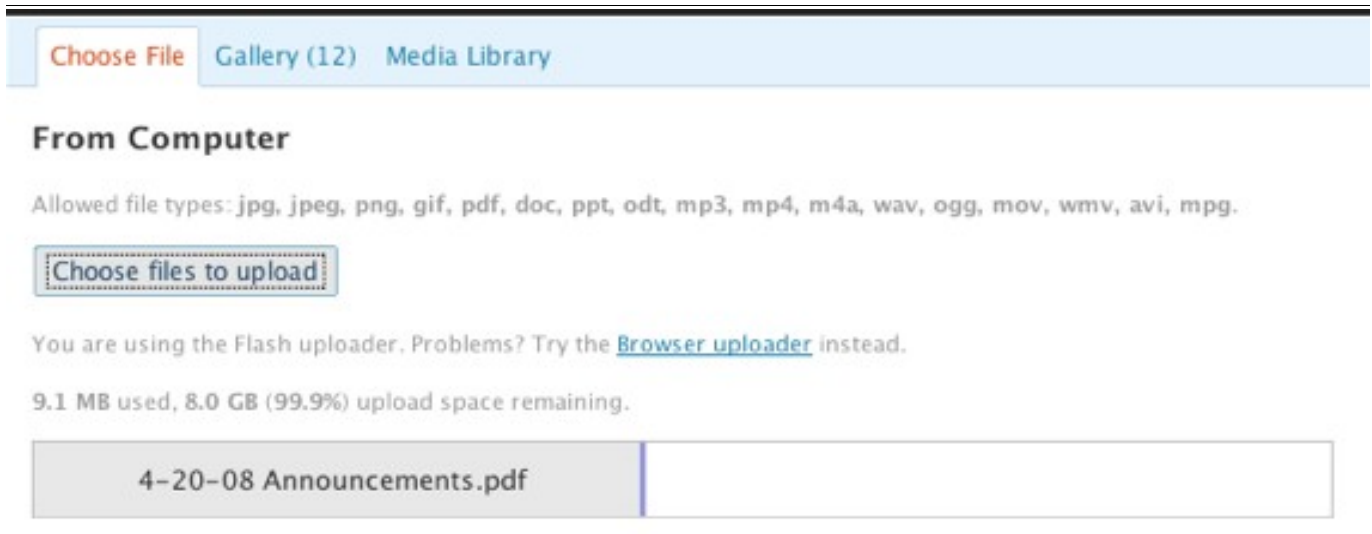
Choose files to upload

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

9.1 MB used, 8.0 GB (99.9%) upload space remaining.

— OR —

As soon as you OK the form to load the file it starts uploading automatically. The window will show a progress bar at the bottom while the file is being uploaded.



Choose File Gallery (12) Media Library

From Computer

Allowed file types: jpg, jpeg, png, gif, pdf, doc, ppt, odt, mp3, mp4, m4a, wav, ogg, mov, wmv, avi, mpg.

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4-20-08 Announcements.pdf

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You will get a new resulting window. Change the default title to the one you want displayed on the web page. Then click *Insert into Post*. This will close the upload window and update the *Services* edit page.

Choose File Gallery (13) Media Library


From Computer

Allowed file types: jpg, jpeg, png, gif, pdf, doc, ppt, odt, mp3, mp4, m4a, wav, ogg, mov, wmv, avi, mpg.

Choose files to upload

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9.1 MB used, 8.0 GB (99.9%) upload space remaining.

 4-20-08-announcements.pdf
application/pdf
2008-04-12 20:57:17

Title

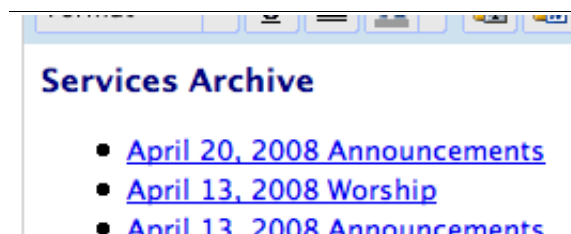
Caption

Description

Link URL

Enter a link URL or click above for presets.

The inserted link now looks like:

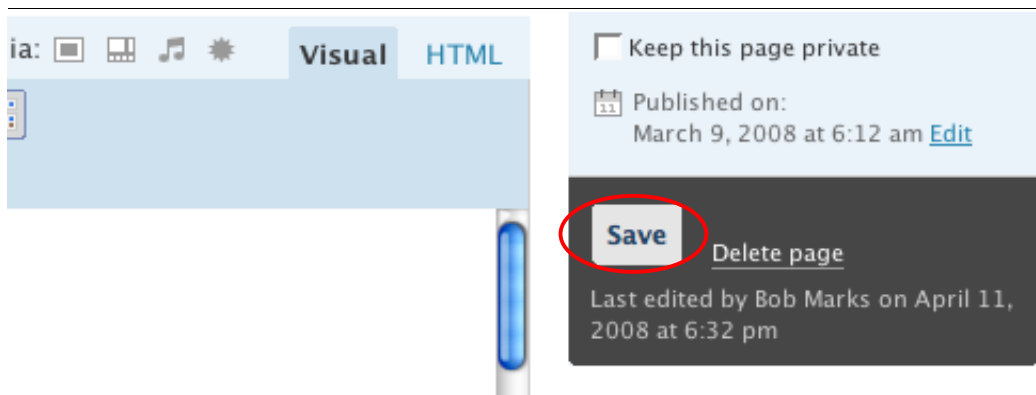


The link can still be edited if a typing error was made or even deleted.

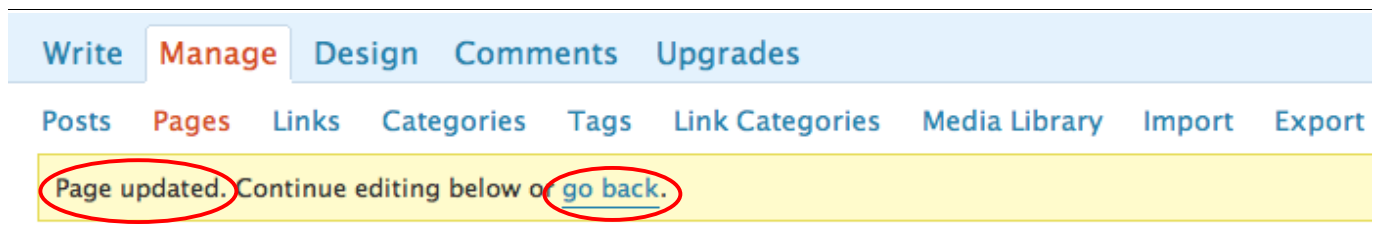
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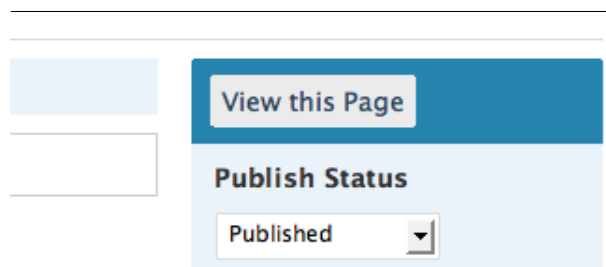
You can save and publish your changes by clicking on Save in the right column.



At this point you will see the message *Page updated*. The link *go back* takes you back to the list of our web pages.



You can view the new web page in a new window by pressing the button *View this Page* on the right side of the screen. A similar process can be used to upload music mp3 files and add a link to the Music page.



C. Log Out

You can continue editing this page or start some new task. To logout click the link in the upper right corner.

