

Comstock Gold Upload New Document (i.e. ByLaws)

Instructions:

We will use the By Laws as an example of a Document to upload to the Website. Note: All documents uploaded should be in “.pdf” format. Also note that it is not the responsibility of the Website Administrator to update or maintain the “original” copies of documents. i.e. Others in the club are responsible for maintaining the original documents.

To upload a document to the Website, bring up the Website and Login with sufficient authority to upload documents. Then:

1. At the top of the Screen, “hover” over the “+New” area: A drop down appears – Select “Media”.
2. On the next screen, drag and drop the “.pdf” document (or Select Files).
3. After the file is uploaded, click the “Edit” on the right.
4. Change the title (top), Caption, and Description to be meaningful. Documents will be sorted by the title.
5. On the right, scroll down until you find “Media Categories” – select “Documents”, and then under “Media Tag” – select “Active”
6. Scroll up and click on “Update”
7. Click on “Media” – “Library” on the left panel
8. Using “Media Categories” of “Documents” and “Media Tag” of “Active” – locate the old Document.
9. IMPORTANT: ***Do not delete the old document.*** Find the “Media Tag” “Active” and unclick it.
10. Go back to the main page and see if the documents displayed have changed. If so, you are done.