

# **How to Add a Resource to the Media Library And Then to A Page**

**(such as adding Board Minutes to the Board Minutes page)**

**See screen shots on the next page for these steps**

## **Create the resource- *for example***

- Choose a word doc (eg. Board Minutes) save it as a PDF  
or use an image, video, or sound file

## **Go to the Website, Sign in, Open the Dashboard**

- Open “Media”
- Open “Library”
- Open “Add New”
- Upload your PDF, image, video or sound file
- Click “Get Shortlink”
- Copy Shortlink

## **Go to the Page where you want to Post the Resource**

- Type the words you want to title and describe the resource
- Chose the font style, “paragraph” “Header 1, 2, 3, 4” etc. to match other such on the page
- Highlight the title that you want hyperlinked to the resource
- Click the link icon on the nav bar above
- Paste the Short link in.

# Screenshots Showing How to Add a Resource to the Media Library and Then to a Page

