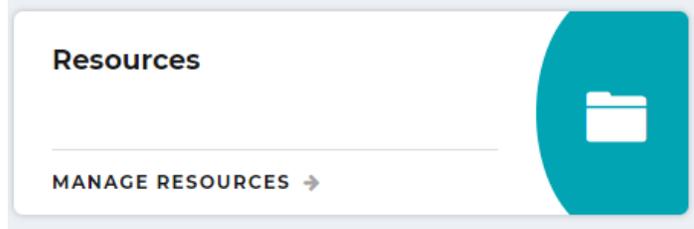


How to Create and Insert a Resource

Upon logging into the Antilles Dashboard, you will find a page full of buttons. To add a PDF or Word Document, or image you will follow these steps.

I. Uploading Resources

First, locate the button on your Dashboard looks like the following image:



Right-click on **Manage Resources** and it will take you to a page that has a list of all of your resources. In the upper right hand corner, you will see three buttons: one orange, one green, and one blue. For uploading resources, we only need the orange and green buttons. They should look like the following:



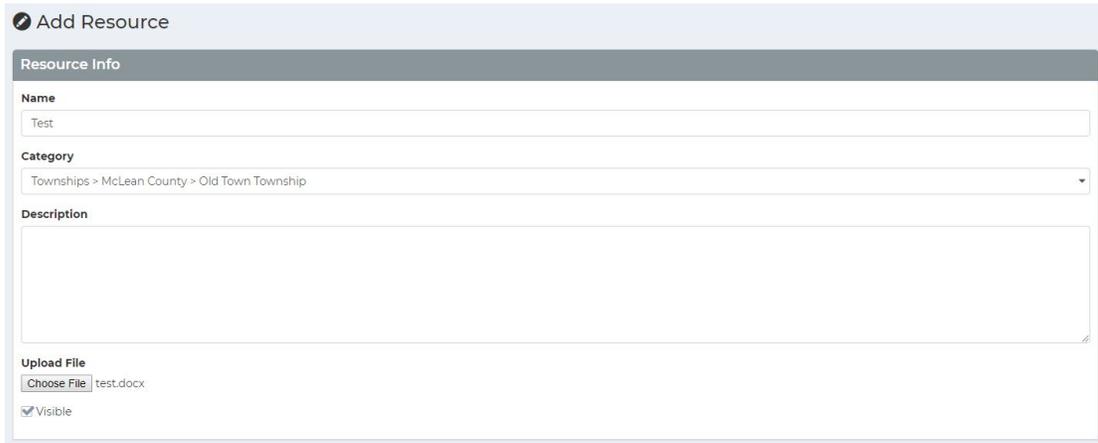
Bulk Upload is useful when you are uploading multiple pieces of media to your township website, while **Upload Item** is useful for uploading single documents. You will want to right click on either button.

For **Upload Item**, it will redirect you to a page that resembles the following:

A screenshot of a web form titled "Add Resource". The form has a header "Resource Info" and contains three main sections: "Name" with a text input field, "Category" with a dropdown menu showing "< Select One >", and "Description" with a large text area. At the bottom, there is an "Upload File" section with a "Choose File" button, the text "No file chosen", and a checked checkbox labeled "Visible".

On this screen, you will create a **Name** for your file, select a **Category** from the drop-down menu, enter a **Description** if you choose, and **Choose File** to **Upload** your file. After filling in

all these fields, your screen should resemble the following, of course with the information you inputted.



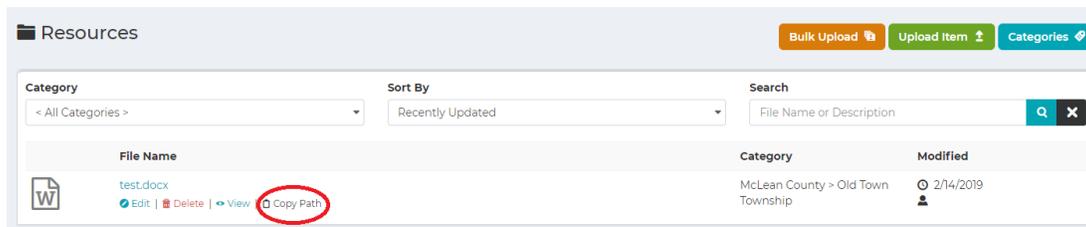
After this point, remember to hit **Save**.

You have now successfully uploaded and a file to your Township Website's Resource Page. We are not done, for now we must **Insert** the file onto the correct page.

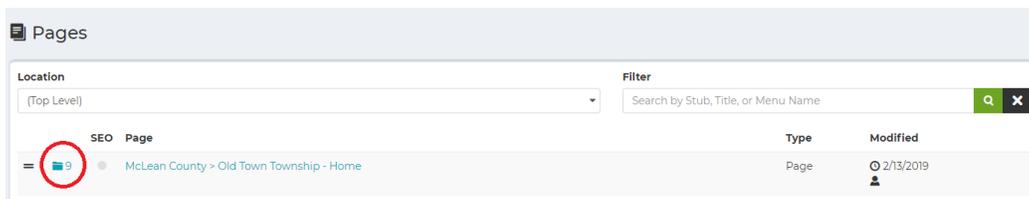
II. Inserting Resources

a. Documents and PDFs

To do so, you will want to **Hover** your **Cursor** over the file in the Resources folder. You will see four words and icons appear below the file name. You want to single right-click on the words **Copy Path** as shown below.

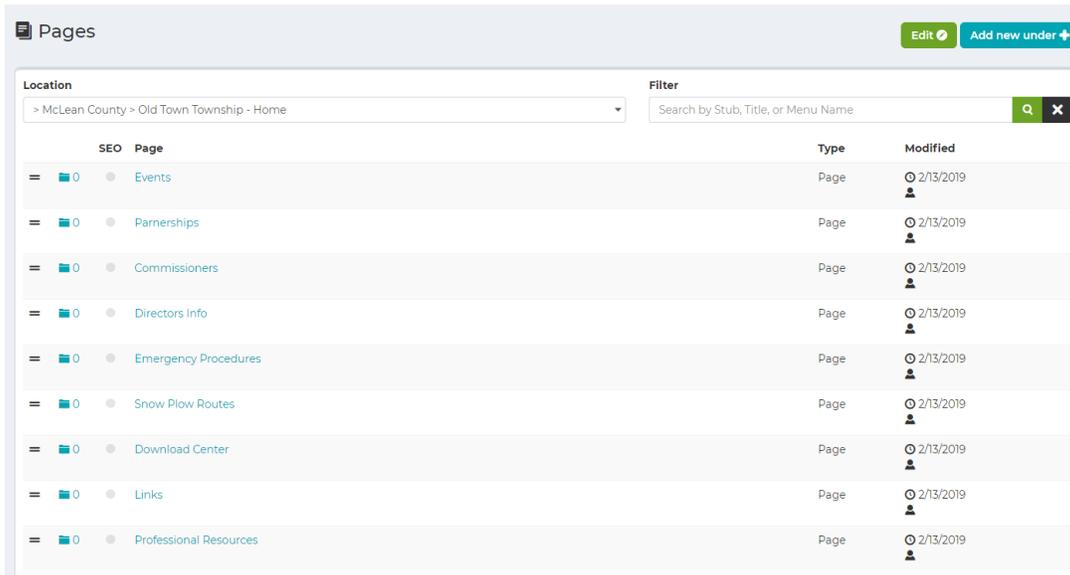


After this point, you will want to look at the left-hand column and find the tab that says **Pages**, and **Hover** your **Cursor** over the word. A drop-side menu will come up, and you will want to right-click on **All Pages**. It should bring you to a page that looks similar to the one below, but with *your township and county* listed.

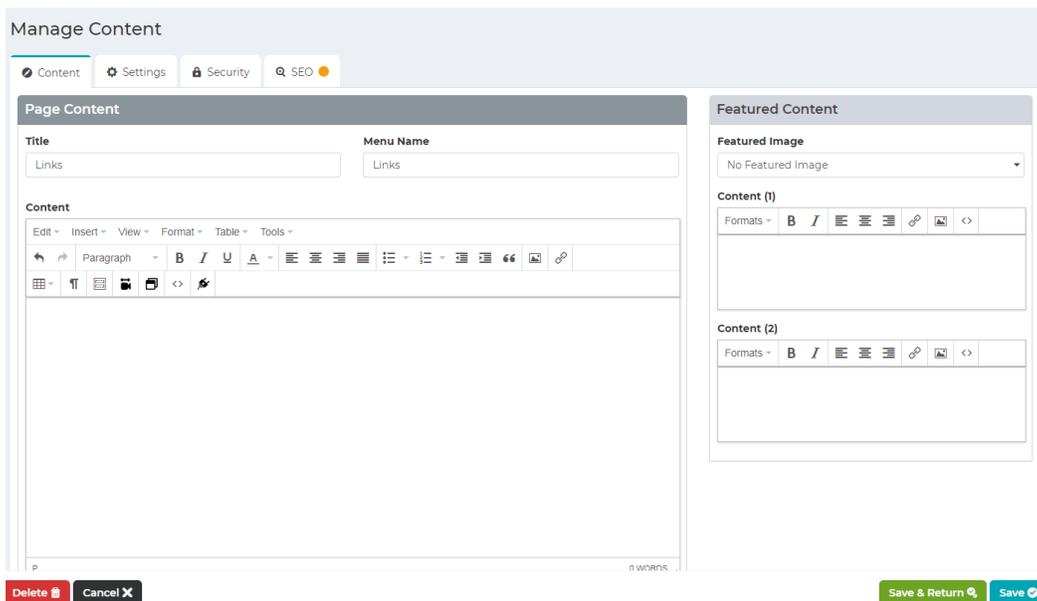


You will want to right-click on the red circled **Folder Icon**. The icon *will not* be circled on your page, it was done here for emphasis.

Once you right-click on the **Folder Icon**, you will be redirected to a page resembling the one below. Your page titles may be different or the same, depending on alterations made to your Township Website.



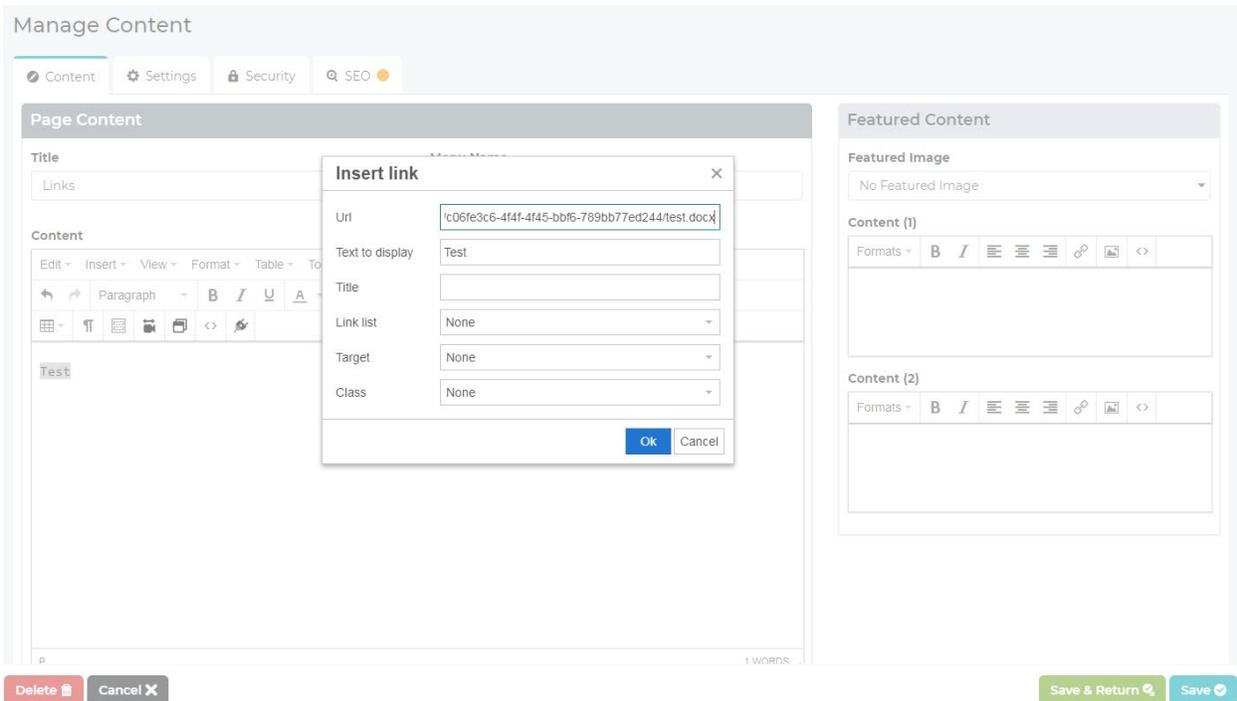
Right-click on the page you wish to **Insert** your new **Resource** into. Doing so, will take you to the **Page Editor**, which resembles the following:



In the **Content Box**, you will type in the name of the file, or some other indicator that this is where the file is.

Example: "Click Here for X" or "X Download"

You will **Highlight** the words by holding down the right-click and dragging the cursor over the words. Right click on the **Chainlink Icon** in the icon bar. It will pop up a screen resembling the following:



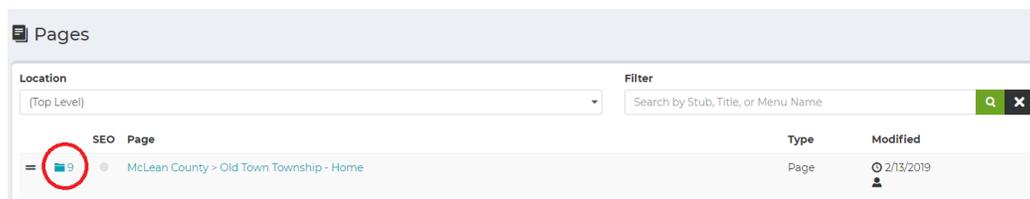
In the box to the right of the word **URL**, left-click and select paste. This insert's the link we copied earlier into the box. Right-click on **Ok**.

Remember to right-click **Save** in the bottom right hand corner when done!

b. Inserting Images

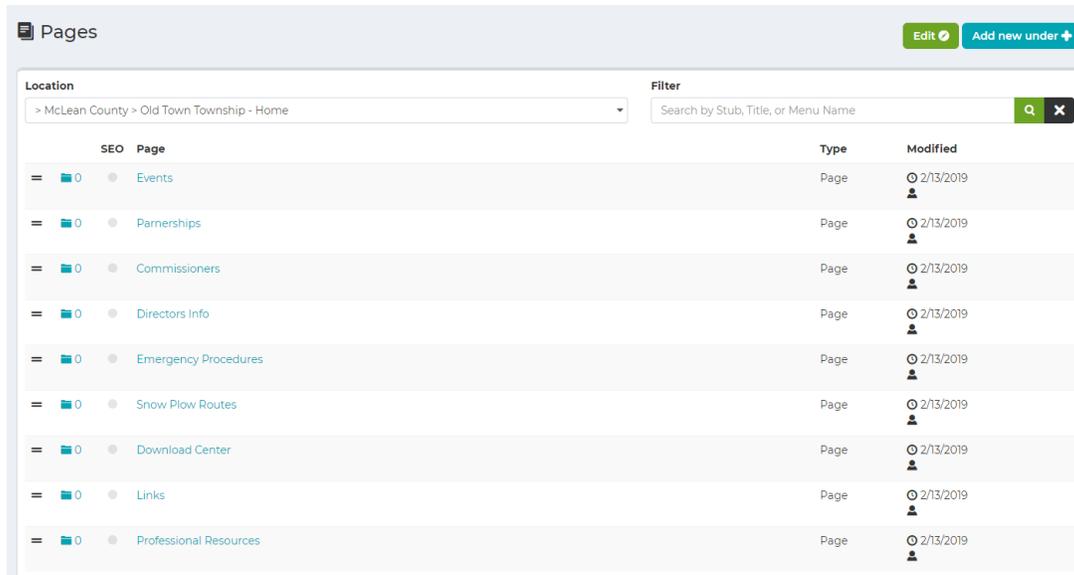
Follow all the same steps listed in I. Uploading Resources.

After uploading your image, you will want to look at the left-hand column and find the tab that says **Pages**, and **Hover** your **Cursor** over the word. A drop-side menu will come up, and you will want to right-click on **All Pages**. It should bring you to a page that looks similar to the one below, but with *your township and county* listed.

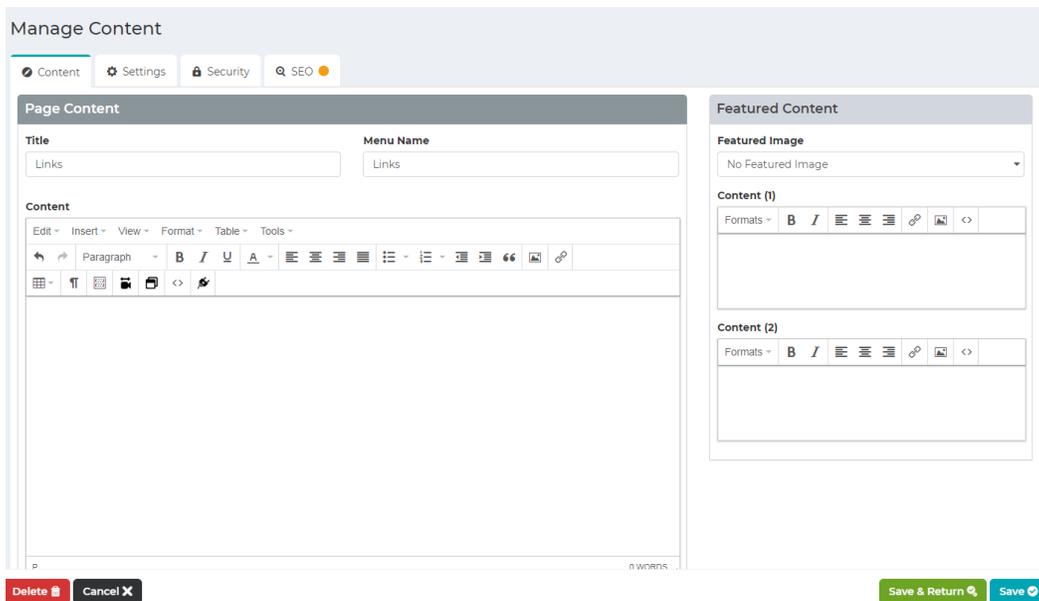


You will want to right-click on the red circled **Folder Icon**. The icon *will not* be circled on your page, it was done here for emphasis.

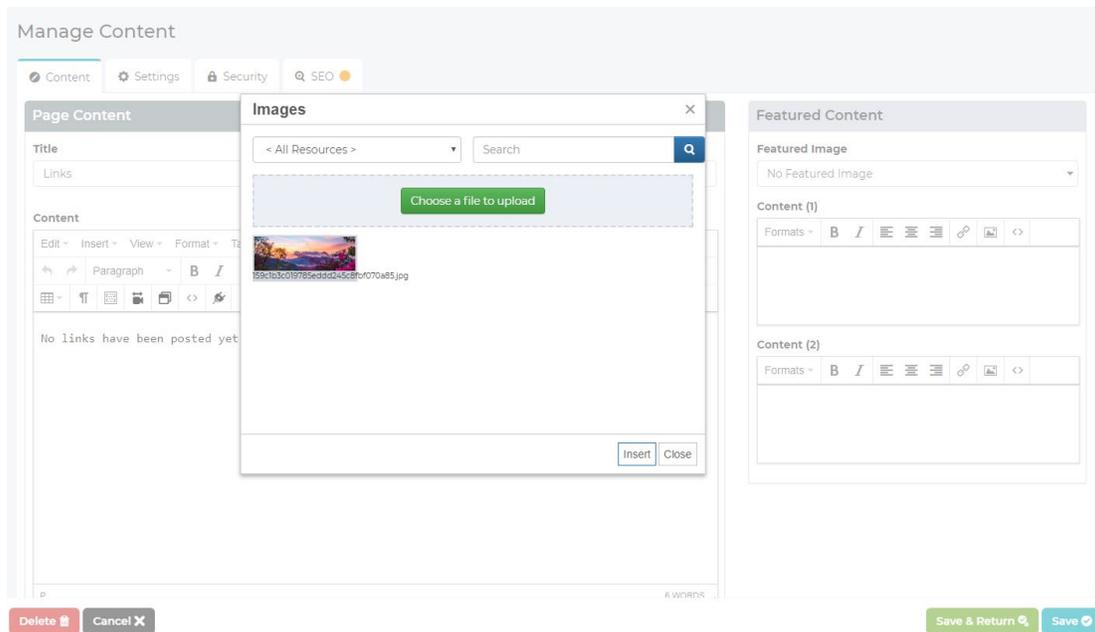
Once you right-click on the **Folder Icon**, you will be redirected to a page resembling the one below. Your page titles may be different or the same, depending on alterations made to your Township Website.



Right-click on the page you wish to **Insert** your new **Image** into. Doing so, will take you to the **Page Editor**, which resembles the following:



Right-click in the **Content Box**, find where you wish to insert your **Image**. Right-click on the **Photo Icon** in the icon bar. It will pop up a screen resembling the following:



Right-click on the **Preview** of your **Image**. Right-click on the word **Insert**.

Remember to click **Save** in the right-hand bottom corner when you have finished.

Congratulations, you have successfully uploaded an **Image** to your Township Website!