

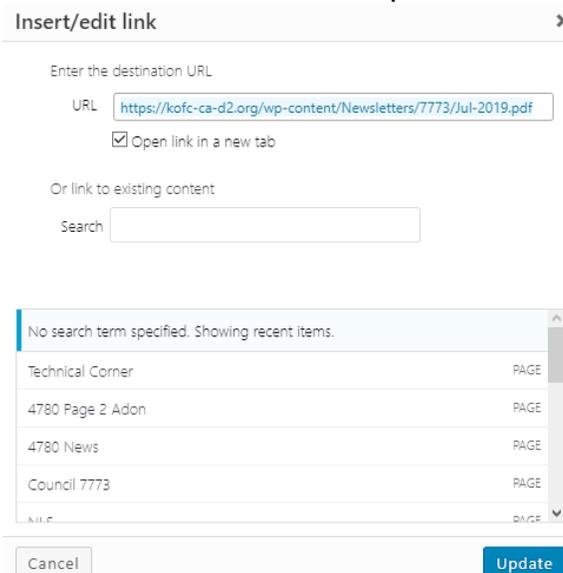
## WM Part 3- Tips when a new Newsletter is uploaded

- 1- Logon to the KofC-CA-D2 website to access the home page, as defined on the "Webmaster Intro" first sent to you, after you upload a new Newsletter or Doc with the FTP Client.
- 2- Select and open the home page. On the homepage hover over the homepage and select the "Beaver Builder" editor. Wait for the page to load. (May take 5 to 10 seconds or more at times).
- 3- On the homepage click inside the column that has the content area for the "Current Newsletter" content area displayed.
- 4- This will bring up Beaver "Text Editor" over to the side (Usually the Right Side) of the page where you will need to do a couple of things to do to update that content area.
  - a. Simply highlight (Move your mouse) over the part of the text that has the Month displayed such as: July-2019.pdf and type over the highlighted text here typing in August.
  - b. Now you should see: August-2019.pdf  
**Note:** The name or text displayed here IS NOT related to the actual file name and is strictly for public display. Make it readable and sensible. See image:

### Current Newsletter:

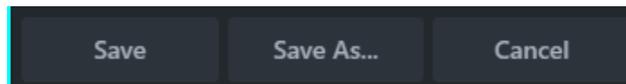


- c. Go back and hover over the link shown above and click on the "Gear" to expose the link editor. Here is an example of that screen:

A screenshot of the "Insert/edit link" dialog box. The title bar says "Insert/edit link" with a close button (x). The main area has two sections. The first section is "Enter the destination URL" with a text input field containing "https://kofc-ca-d2.org/wp-content/Newsletters/7773/Jul-2019.pdf" and a checked checkbox labeled "Open link in a new tab". The second section is "Or link to existing content" with a search input field. Below the search field is a dropdown menu showing a list of recent items: "Technical Corner", "4780 Page 2 Adon", "4780 News", "Council 7773", and "N.I.C.". At the bottom of the dialog are "Cancel" and "Update" buttons.

- d. Here again you will need to only highlight and edit the Month as displayed in the "URL" text box shown on the second line in the image above. Make sure to use the proper format as defined in the "Webmaster Part 1" document as this format is most important and must be maintained.

- e. After you finished the edit make sure to click on the "Update" button at the bottom right of the screen.
- f. Now you should be back on the BB editor page where you will see the same display that you had before as shown below the image on item 4b. **Important** now that you have made that change **AND** the link is exposed, simply move your mouse over the link and **click** on it. This will bring up **something** and if all is good it will bring up the new Newsletter. You guessed it. **THIS IS HOW TO TEST** a new or updated link right from within the BB editor **BEFORE** you publish it. If this failed, then you blew it. Here are the items to check:
  - i. Make sure that you uploaded the Newsletter using the FTP Client app. See "Webmaster Part 2" for the details on this.
  - ii. Make sure that you followed the "Naming Convention" as laid out in **Webmaster Part 1. Note:** The name must match which includes upper- & lower-case letters.
  - iii. Go back & check the link that you edited on the home page. Correct as needed.
  - iv. If you still experience an issue the entire link may have gotten corrupted. Here is an example of what the fully qualified link should look like:  
<https://kofc-ca-d2.org/wp-content/Newsletters/7773/Aug-2019.pdf>  
 The actual line shown above is for council 7773 and that number will display your Assembly or Council number.
- g. Once verified, save the changes made by clicking on the **SAVE** button found at the bottom of the editor window as shown below:



- h. Now, if you are done editing the whole page you need to publish it. To do that simply go to the "DONE" Button located at the top right of your screen. Clicking on that button will bring up 3 selections:



- i. Here you can make the final selection to handle all the work you just completed.
    - 1- If you have scrambled the page and want to abandon it, then **click** on the "Discard" Button and a confirmation screen will be presented. Click **OK** and your page will revert back to what it was prior to your efforts. 😊
    - 2- Select "Save Draft" Button if you know that there is more to do or want a break. The next time you bring up the BB editor you will be brought back to where you left off. Select "Publish" and all your changes will now become **LIVE** for the world to see.
      - a. At this point it is recommended that you verify that page by using another browser or a new "Private" page on the same browser.
      - b. Once that page is displayed verify that your changes are correct and work.
      - c. **Tip:** If the page does not show your updates simply "Refresh" that page.
- Note:** Steps outlined on this document can be used for and new Document that you upload and want to add a link to it. The only difference will be that your link for Docs would change the fully qualified path would become: <http://kofc-ca-d2.org/wp-content/7773/CO-7773-Officers 2019-2020.pdf> **Note:** The council number would change to your Assembly of Council number.