

FUMC Calendar Content Upload Tutorial

- (1) Create folder to hold files: Calendar FUMC.
- (2) Rename file with the standard file name convention: fumc_calendar_YYYY-MM.
- (3) Log into website using provided username and password.
- (4) Go to Media Library: Upload calendar jpg/png file by clicking "Add New" button.
- (5) Drag & Drop the file "fumc_calendar_YYYY-MM" into the "Drop files here" of the Upload New Media window.
- (6) Go to "All Pages" and then go to "Calendar" page by using the "Search Pages" function.
- (7) Go to and move mouse over "Calendar | Parent Page: News & Events" area and click "Edit".
- (8) Go Page: Calendar - delete old content under the "Text" tab.
- (9) Under the "Text" tab, delete old content code.
- (10) Click "Add Media" button.
- (11) Under Media Library, find the calendar file previously uploaded.
- (12) Click image to select it.
- (13) Title field: rename or make sure title is like: FUMC Calendar Month Year (ie. FUMC Calendar October 2013)
- (14) Alt Text field: copy Title into this field.
- (15) Alignment: Make sure it indicates "Center".
- (15a) Size: Use the image's ~~"Full Size"~~.
Use "**Large Size**" image instead of "Full Size" image. *(Note: This was added after the video was rendered.)*
- (16) Insert into page: click "Insert into page" button.
- (17) Click "Update" button and preview page to make sure everything is formatted correctly and looks good.

You're Done.