

Instructions for adding documents to Winchestercoop.net

- Log in
- Click +New button at the top
- Select 'Media'
- Click 'Choose File' (Upload only one file at a time!)
 - If you see this message: You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.
 - Click on 'browser uploader' and continue from there.
 - Select your file and click 'Upload'. Although it's not necessary, PDF files work better on the internet than Word documents. You can create your document in Word and save it as a PDF.
- You should now see your file in the Media Library.
- Select 'Pages -> All Pages' from the list on the left.
- Find 'Documents' and hover over the blank area just below the word 'Documents'. Click 'Edit'
 - Place the cursor at the end of the previous file link and hit 'Enter'. A new line should appear. (It's the same procedure as if you were creating a bulleted document, like this one, in Word.)
 - Click the 'Add Media' box. This will open a box of all files, select the one you want to add (usually the first in the list).
 - Click the blue 'Insert Into Page' box on the lower right.
 - If the formatting isn't the same, you can highlight it and change it to 'Heading 3' to match the others.
 - Once the file is there, click the blue 'Update' box on the right. Your file will not appear on the website if you don't click the 'Update' box.
- Click 'View Page' at the top and you should now see your file on the Documents page.
- When a parent or student clicks the link, the document will open and they will be able to save and/or print the document.
- If you change your document after uploading it will not update. You will need to upload it again.
 - You can delete old files in the Media Library. Please do so carefully! Delete files one at a time and make sure you aren't deleting any actual pages! If you aren't sure, please contact me for help!
- Please let me know if you have any questions, comments or concerns!