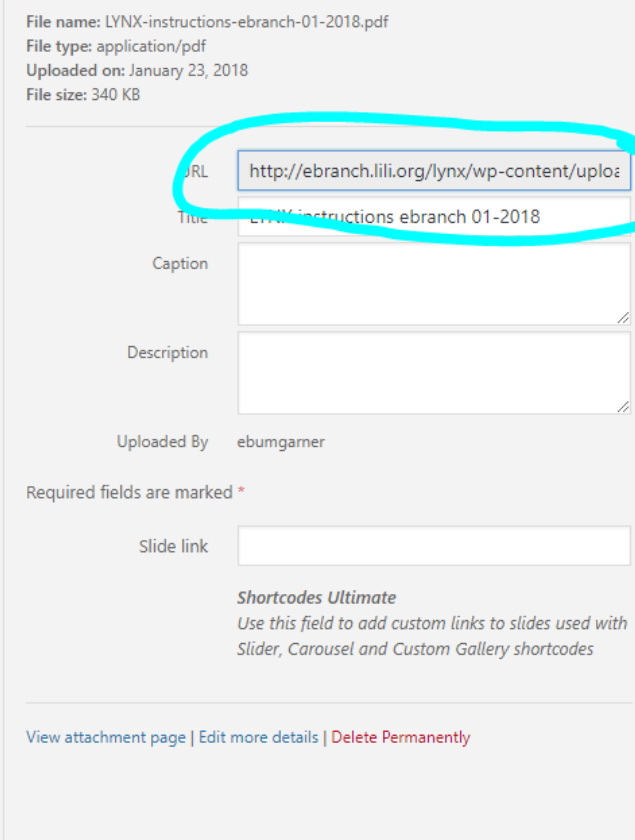


All documents added to the LYNX! Consortium website must be in PDF format. PNG and JPEG are also acceptable. Collectively these are MEDIA, and stored in the MEDIA LIBRARY. If a document requires changes after it is uploaded, it will need to have a new name. For example, **DirectorMin042018.pdf** should become **Directormin042018a.pdf**. Please delete any documents in the Media Library that are superseded in this manner.

MEETING MINUTES: **ALL** MEETING MINUTES **MUST** BE REVIEWED BY THE GROUP DIRECTOR LIASON BEFORE POSTING TO THE GROUP WEBPAGE.

All meeting minutes are to be kept **indefinitely**. Other documents that are not current or otherwise superseded may be discarded.

1. Begin at the Dashboard.
2. To add media:
 - a. Go to MEDIA -> ADD NEW
 - i. Media is located on the left side of the screen. When the mouse hovers over the word MEDIA a side menu with the options of LIBRARY and ADD NEW will appear
 - ii. CLICK on ADD NEW
 - b. Drag the file to the Drop area
 - c. Go to the MEDIA → LIBRARY
 - i. Click on what was just uploaded
 - ii. copy the URL from the attachment Details window



File name: LYNX-instructions-ebranch-01-2018.pdf
File type: application/pdf
Uploaded on: January 23, 2018
File size: 340 KB

URL: <http://ebranch.lili.org/lynx/wp-content/uplo...>

Title: LYNX-instructions ebranch 01-2018

Caption:

Description:

Uploaded By: ebumgarner

Required fields are marked *

Slide link:

Shortcodes Ultimate
Use this field to add custom links to slides used with Slider, Carousel and Custom Gallery shortcodes

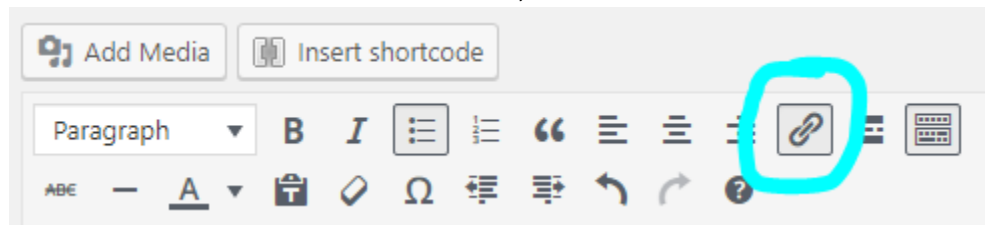
[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

- iii. close out of the window

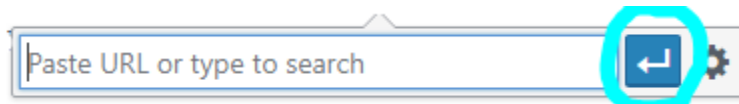
3. Click on PAGES → ALL PAGES on the left of the screen
 - a. Click on the page to open
 - b. Each tab on the page is in bold to help identify where the information needs to be added.
 - c. The **new information** must be added in between the [su_tab title= "Tab name"] and the [/su_tab] tags

```
[su_tabs active="5"]  
[su_tab title="Agreements and charters"]  
LYNX! Serials Agreement  
[/su_tab]  
[su_tab title= Bylaws"]  
[/su_tab]
```

- i. Type name of the document being added
- ii. Select the name
- iii. Click on INSERT HYPERLINK icon on toolbar,



- iv. Paste the URL you copied in the box.
- v. Click the blue arrow or press enter.



- vi. Click UPDATE when ready to save work.