

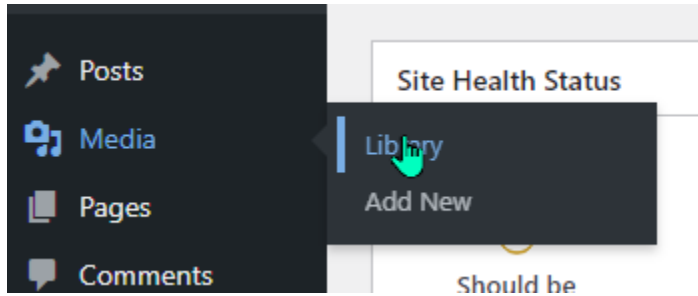
Adding Content to your Website

The website can be a key tool in providing access to library policies, library board agendas, by-laws, and other resources that the public may need access to or may assist in complying with Open Records Laws.

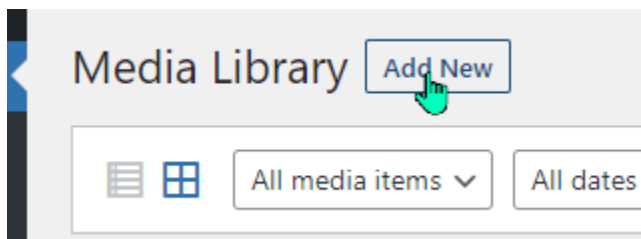
It can be useful to have other documents (library card registration, Summer Reading flyers, etc.) available on the website as well. This tutorial walks through how to create spaces for and to add links to those documents.

This tutorial will walk through adding an agenda to a Library Board webpage. Your page/purpose will likely look different, but the same tools apply.

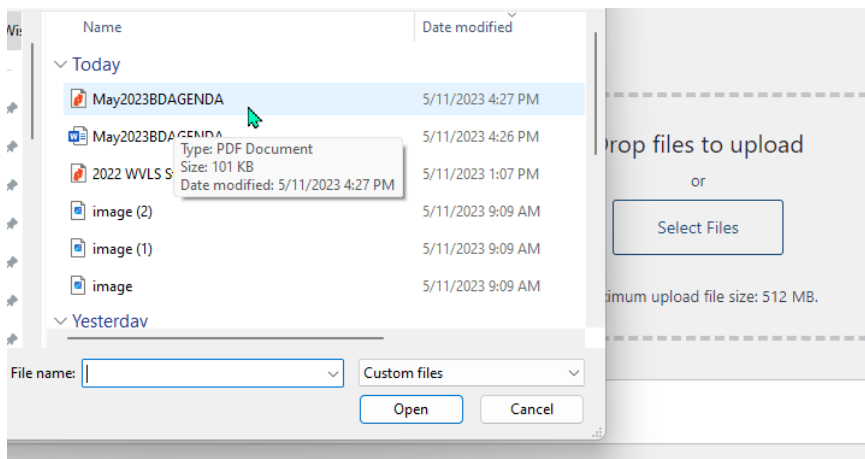
After you have logged in to your website and are on your website dashboard, the first step is to upload the documents to the Media Library.



Click "Add New" at the top:

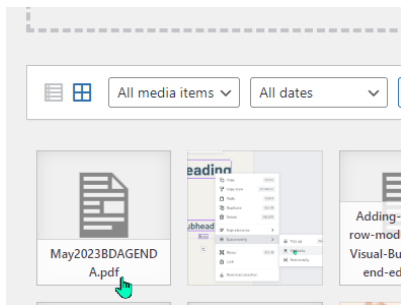


Drag and drop, or select the item you want to upload from the menu and click "open."

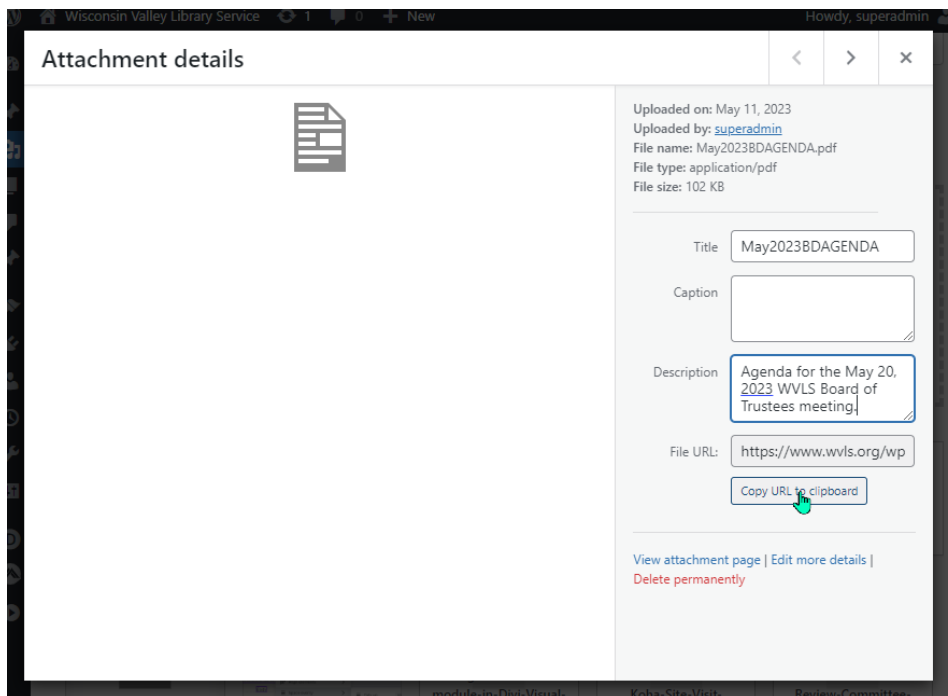


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The document now appears in the media library.



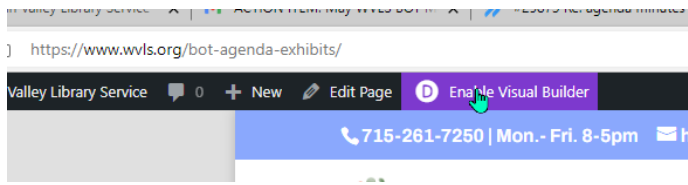
If you open the item, you will see the document details. You can add a detailed description for those using screen readers or other accessibility devices.



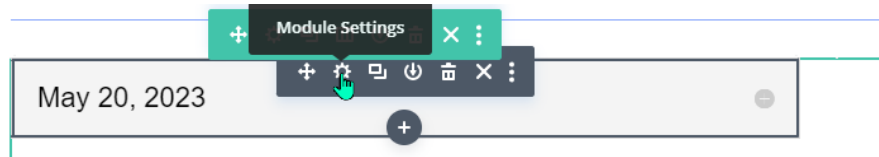
My advice is to keep this window open in a separate tab while you go open the page you want to insert the document in.

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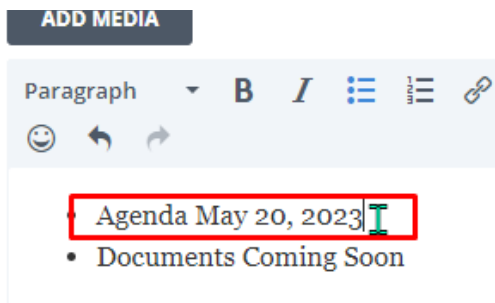
Open the target page in a new tab, and click “Enable Visual Builder” in the top menu bar.



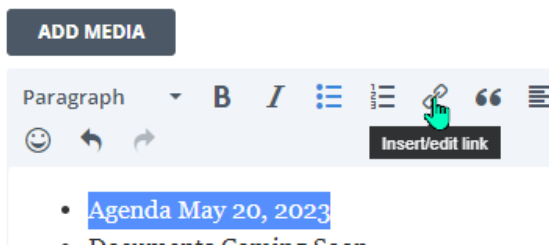
Find the spot you want to put the document, hover/click until the black module box opens, and click on the gear icon.



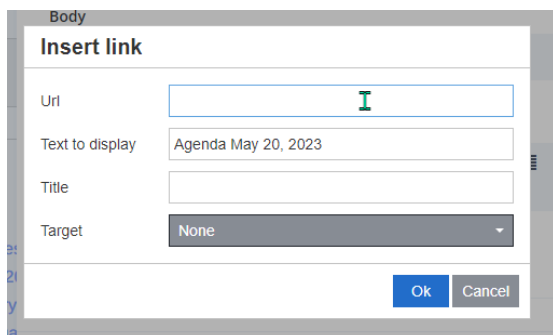
Type in the text where you want to place your document link.



Highlight your text and click on the “Insert/edit link” icon in the menu bar.

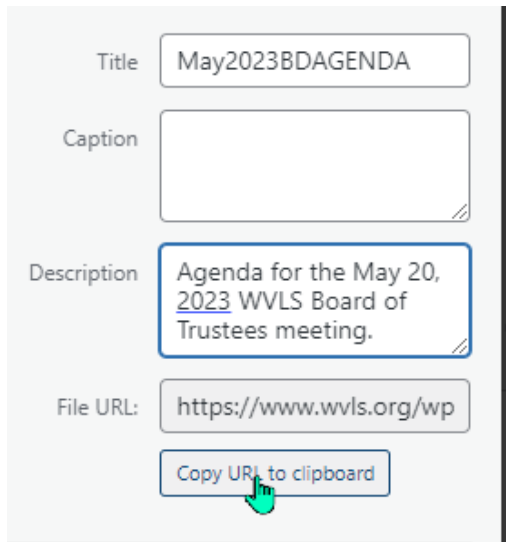


This will open the “Insert Link” menu.



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Now you want to go back to the Media Library tab with the information for the document. Click on the “Copy URL to clipboard” button.

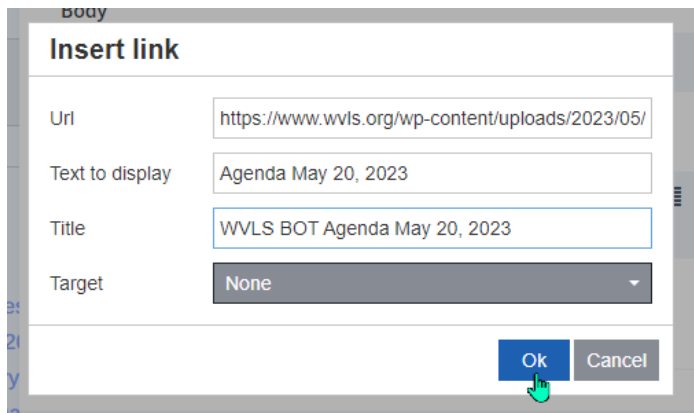


The screenshot shows a form with the following fields and values:

- Title: May2023BDAGENDA
- Caption: (empty)
- Description: Agenda for the May 20, 2023 WVLS Board of Trustees meeting.
- File URL: https://www.wvls.org/wp

A button labeled "Copy URL to clipboard" is highlighted with a green mouse cursor.

And return to the page where the document link needs to live. Fill in the Url line in the Insert Link menu. Give your document a title and click “Ok.”

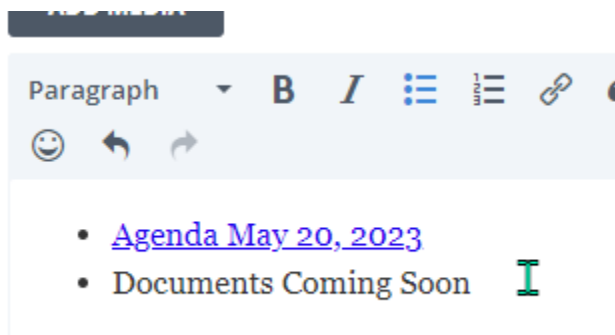


The screenshot shows the "Insert link" dialog box with the following fields and values:

- Url: https://www.wvls.org/wp-content/uploads/2023/05/
- Text to display: Agenda May 20, 2023
- Title: WVLS BOT Agenda May 20, 2023
- Target: None

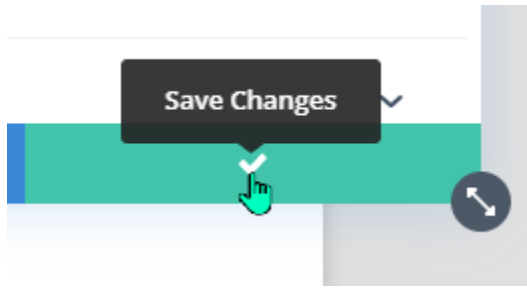
The "Ok" button is highlighted with a green mouse cursor.

Now that document will be hyperlinked (text will turn blue with an outline underneath) with the link to the document in the media library.

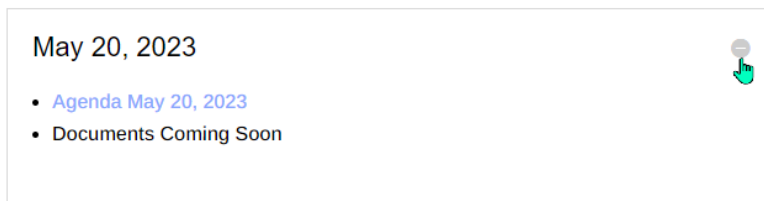


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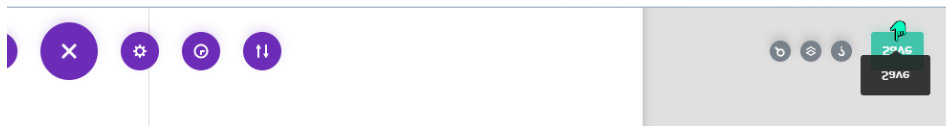
Make sure you click “Save Changes” and close out of the editor.



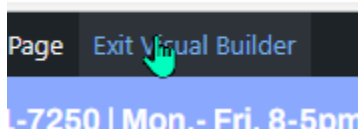
This is what the hyperlink should look like on your page.



Be sure to save your changes, then exit the visual builder.



url=1&pagespeed=on



Your document will be live and ready to click on by anybody visiting your website!

