

How to Upload a Document

- Open the Media Downloads dialog box
 - under Modules, select Media Downloads
 - select 'add Media Download'
 - give Media Download a title (i.e., Call to Action Jan 2014)
 - select a Media Type (i.e., Adobe Acrobat for a PDF icon)
 - SAVE (you must save before you can upload the file)
- To upload the document
 - click on “upload”
 - select the file on your computer
 - SAVE
- To place the document on the website, give the document a category (code has already been placed in the appropriate place(s) on the website)
 - open the ‘Actions’ drop-down menu and select ‘Classify this Media Download’
 - highlight/select a category* (i.e., Call to Action) in the left box and click on the single arrow to move it to the right box and Close
 - SAVE
- To set an expiration date (optional)
 - under More Options, select a date for the item to expire
 - SAVE
- To remove the document from the website (and keep in database, not deleting item)
 - under More Options, remove mark from the Enabled check box
 - SAVE

* Document Categories

Call to Action: Call to Action document

Newsletters: Marin Newsletter (Rainbow), R2 Newsletter, WSO Newsletter

Marin Events: ½ Day in OA, Workshop, etc.

Events: Events outside of Marin. See posting criteria on events web page.

Lifeline Weekly: Lifeline Weekly flyer

IG Documents: any public IG document (i.e., bylaws, budget)

IG Documents > Minutes: approved minutes from IG meeting

[IMAGE 1 - Media Download dialogue box]

The screenshot shows a web application interface for managing media downloads. On the left is a navigation menu with options: Recent Items, Dashboard, Site Manager, Modules (Blogs, Photo Galleries, News, Media Downloads, Comments, FAQs, Ad Rotators, Forums), CRM, E-Mail Marketing, Reports, and Site Settings. The 'Media Downloads' section is active. The main content area is titled 'Media Downloads' and 'IG Call to Action (21-Dec-2013)'. It features an 'Actions' dropdown menu. Below is a 'Details' section with the following fields: Name (IG Call to Action (21-Dec-2013)), Type (Adobe Acrobat), File Name (2013-12-IG-Call-to-Action.pdf) with 'Upload' and 'Download' links, a 'More Options' section with 'Enabled' checked, 'Weighting' field, 'Description' text area, 'Release Date' (19-Jan-2014), 'Expiry Date' (01-Jan-9999), and 'Role Responsible' (None Specified) with an 'Edit' link. At the bottom are 'Save' and 'Delete' buttons.

[IMAGE 2 - Classification dialogue box]

This screenshot shows the same interface as Image 1, but with a 'Classify this Item' dialog box open. The 'Actions' dropdown menu in the background is circled in red. The dialog box has a title 'Classify this Item' and a subtitle 'Classify this item by moving categories from left to right'. It contains two lists of categories: the left list includes 'Events', 'IG Documents', '---minutes', 'Marin Events', 'Newsletters', and 'Lifeline Weekly'; the right list contains 'Call to Action'. Between the lists are four arrow buttons (right, right, left, left) for moving items. At the bottom of the dialog are 'Manage Categories' and 'Close' buttons.