

NSBTM Website Procedure – Change Content on a Web Page

Log in and Credentials

1. Open the website <http://nsbtm.org> in any browser
 - Click in the Board Room login area and enter your username and password
 - Scroll to the bottom of the Board Room menu and select **Dashboard**
2. In a new tab, open the website <http://nsbtm.org> so you can view the changes you are making in the **Dashboard** area
 - Open the web page you are going to edit

Editing an Existing Page

1. In the menu under “Dashboard” select **Pages**
2. Scroll through the list of pages or use the search function and mouse over the name of the page you want to edit
 - Select **Edit** (from the options **Edit, Quick Edit, Trash** and **View**)
3. Make the changes on the page
4. Click the blue **Update** button
5. Refresh and review the changes in the second browser tab
6. Click on **Pages** in the Dashboard menu to close the page

Add a Hyperlink to a Media File (any other document or picture on the website)

1. Identify the month and year you uploaded the file to be linked to
2. Select the text for the link
3. Click the Insert/Edit Link button
4. Create a Link using the following: `/wp-content/uploads/yyyy/mm/filename.ext`
5. Make sure the Checkbox for **Open link in a new window/tab** is selected
6. Click the **Add Link** button