How to Create and Insert a Resource

Upon logging into the Antilles Dashboard, you will find a page full of buttons. To add a PDF or Word Document, or image you will follow these steps.

I. Uploading Resources

First, locate the button on your Dashboard looks like the following image:



Right-click on **Manage Resources** and it will take you to a page that has a list of all of your resources. In the upper right hand corner, you will see three buttons: one orange, one green, and one blue. For uploading resources, we only need the orange and green buttons. They should look like the following:



Bulk Upload is useful when you are uploading multiple pieces of media to your township website, while **Upload Item** is useful for uploading single documents. You will want to right click on either button.

For Upload Item, it will redirect you to a page that resembles the following:

Add Resource	
Resource Info	
Name	
Category	
< Select One >	•
Description	
	li li
Upload File	
Choose File No file chosen	
 <i>∀</i> Visible	

On this screen, you will create a **Name** for your file, select a **Category** from the drop-down menu, enter a **Description** if you choose, and **Choose File** to **Upload** your file. After filling in

all these fields, your screen should resemble the following, of course with the information you inputted.

Add Resource	
Resource Info	
Name	
Test	
Category	
Townships > McLean County > Old Town Township	
Description	
Upload File	
Choose File test.docx	
W isible	

After this point, remember to hit Save.

You have now successfully uploaded and a file to your Township Website's Resource Page. We are not done, for now we must **Insert** the file onto the correct page.

II. Inserting Resources a. Documents and PDFs

To do so, you will want to **Hover** your **Cursor** over the file in the Resources folder. You will see four words and icons appear below the file name. You want to single right-click on the words **Copy Path** as shown below.

🖿 Resou	urces			Bulk Uploa	ad 🖻 Upload Item 🛨	Categories 🔗
Category		Sort By		Search		
< All Catego	ories > 💌	Recently Updated	•	File Name or De	scription	Q X
	File Name			Category	Modified	
W	test.docx <pre></pre>			McLean County > O Township	Id Town O 2/14/2019	

After this point, you will want to look at the left-hand column and find the tab that says **Pages**, and **Hover** your **Cursor** over the word. A drop-side menu will come up, and you will want to right-click on **All Pages**. It should bring you to a page that looks similar to the one below, but with *your township and county* listed.

Pages			
Location	Filter		
(Top Level)	Search by Stub, Title, or Menu Name		<u>२</u> ×
SEO Page	Туре	Modified	
= 🕞 McLean County > Old Town Township - Home	Page	O 2/13/2019 ▲	

You will want to right-click on the red circled **Folder Icon**. The icon *will not* circled on your page, it was done here for emphasis.

Once you right-click on the **Folder Icon**, you will be redirected to a page resembling the one below. Your page titles may be different or the same, depending on alterations made to your Township Website.

B) F	ages	;				Edit 🥥 Add new under 🔶
Loca	ition			Filter		
> N	AcLean C	ounty	> Old Town Township - Home 🔹	Search by Stub, Title, or Menu Name	e	Q X
		SEO	Page	Туре		Modified
=	0	0	Events	Page		© 2/13/2019 ■
=	0		Parnerships	Page		∑ 2/13/2019 ■
=	0	•	Commissioners	Page		© 2/13/2019 ■
=	0	•	Directors Info	Page		© 2/13/2019 ■
=	0	•	Emergency Procedures	Page		∑ 2/13/2019 ■
=	0		Snow Plow Routes	Page	•	© 2/13/2019 ■
=	0	•	Download Center	Page		© 2/13/2019 ■
=	• 0	0	Links	Page		O 2/13/2019 ■
=	0	۰	Professional Resources	Page		O 2/13/2019 ■

Right-click on the page you wish to **Insert** your new **Resource** into. Doing so, will take you to the **Page Editor**, which resembles the following:

Manage Content		
♦ Content ♦ Settings ▲ Security Q SEO ●		
Page Content		Featured Content
Title	Menu Name	Featured Image
Links	Links	No Featured Image 🔹
Content		Content (1)
Edit - Insert - View - Format - Table - Tools -		Formats - B I E E E & &
♠ Paragraph → B I U A → E E E		
II		
		Content (2)
		Formats - B I E Ξ Ξ 🖉 🖬 ↔
P	NWORDS .	
Delete 🖀 Cancel 🗙		Save & Return 🗞 Save 🛇

In the **Content Box**, you will type in the name of the file, or some other indicator that this is where the file is.

Example: "Click Here for X" or "X Download"

You will **Highlight** the words by holding down the right-click and dragging the cursor over the words. Right click on the **Chainlink Icon** in the icon bar. It will pop up a screen resembling the following:

			Featured	Con	tent						
le	Low and Park		Featured Ir	nage							
Links	Insert link	×	No Featured Image								
	Url	/c06fe3c6-4f4f-4f45-bbf6-789bb77ed244/test.docx	Content (1)								
dit - Insert - View - Format - Table - To	Text to display	Test	Formats -	В	I	Ξ	3				
h → Paragraph → B I U A	Title										
- T 🗏 🖬 🗗 💠 💉	Link list	None 👻									
est	Target	None	0								
est	Class	None -	Formats *	B	/ =	Ξ	= 4		3 0		
		Ok Cancel		5	-						

In the box to the right of the word URL, left-click and select paste. This insert's the link we copied earlier into the box. Right-click on Ok.

Remember to right-click Save in the bottom right hand corner when done!

b. Inserting Images

Follow all the same steps listed in I. Uploading Resources.

After uploading your image, you will want to look at the left-hand column and find the tab that says **Pages**, and **Hover** your **Cursor** over the word. A drop-side menu will come up, and you will want to right-click on **All Pages**. It should bring you to a page that looks similar to the one below, but with *your township and county* listed.

Pages				
Location		Filter		
(Top Level)		Search by Stub, Title, or Menu Name		Q 🗙
SEO Page	Filter Search by Stub, Title, or Menu Name Q Page Type Modified McLean County > Old Town Township - Home Page © 2/13/2019			
= 😝 McLean County > Old Town Township - Home		Page	◎ 2/13/2019 ▲	

You will want to right-click on the red circled **Folder Icon**. The icon *will not* circled on your page, it was done here for emphasis.

Once you right-click on the **Folder Icon**, you will be redirected to a page resembling the one below. Your page titles may be different or the same, depending on alterations made to your Township Website.

🗐 P	ages					Edit 🧭 Add new under 🕂
Loca	tion			Filter		
> N	1cLean C	ounty	> Old Town Township - Home 🔹	Search by Stub, Title, or Menu Nan	me	Q X
		SEO	Page	Туре	e	Modified
=	0	0	Events	Page	e	© 2/13/2019 ▲
=	0		Parnerships	Page	e	© 2/13/2019 ▲
=	0		Commissioners	Page	e	© 2/13/2019 ▲
=	0	•	Directors Info	Page	e	○ 2/13/2019
=	0		Emergency Procedures	Page	e	○ 2/13/2019
=	0	•	Snow Plow Routes	Page	e	⊙ 2/13/2019 ▲
=	0		Download Center	Page	e	© 2/13/2019 ≜
=	0	•	Links	Page	e	© 2/13/2019 ▲
=	0	•	Professional Resources	Page	e	© 2/13/2019 ▲

Right-click on the page you wish to **Insert** your new **Image** into. Doing so, will take you to the **Page Editor**, which resembles the following:

age Content		Featured Content	
itle	Menu Name	Featured Image	
Links	Links	No Featured Image	
ontent		Content (1)	
Edit - Insert - View - Format - Table -	Tools -	Formats + B I E Ξ Ξ 🔗 🗳 ♀	
• → Paragraph - B I U	A → E Ξ Ξ ■ ☵ → ☵ → 크 크 66 🗷 🔗	P	
I I I I I I · Ø			
		Content (2)	
		Formats \vee B $I \equiv \equiv \forall$ \blacksquare \diamond	

Right-click in the **Content Box**, find where you wish to insert your **Image**. Right-click on the **Photo Icon** in the icon bar. It will pop up a screen resembling the following:

age Content	Images	×	Featured	Cont	ent					
tle	< All Resources >	Q	Featured In	nage						
Links			No Featu	red Imag	ge					
	Choose a file to upload		Content (1)							
Edit - Insert - View - Format - Ta			Formats *	B /	E	1	≣ 8		\diamond	
Paragraph B I I II II I	159c1b3c019785edidd245c8fcr070a85.jpg									
o links have been posted yet			Content (2)							
			Formats -	B /	E	Ξ.	I 8		\odot	
		Insert Close								

Right-click on the **Preview** of your **Image**. Right-click on the word **Insert**.

Remember to click **Save** in the right-hand bottom corner when you have finished.

Congratulations, you have successfully uploaded an Image to your Township Website!