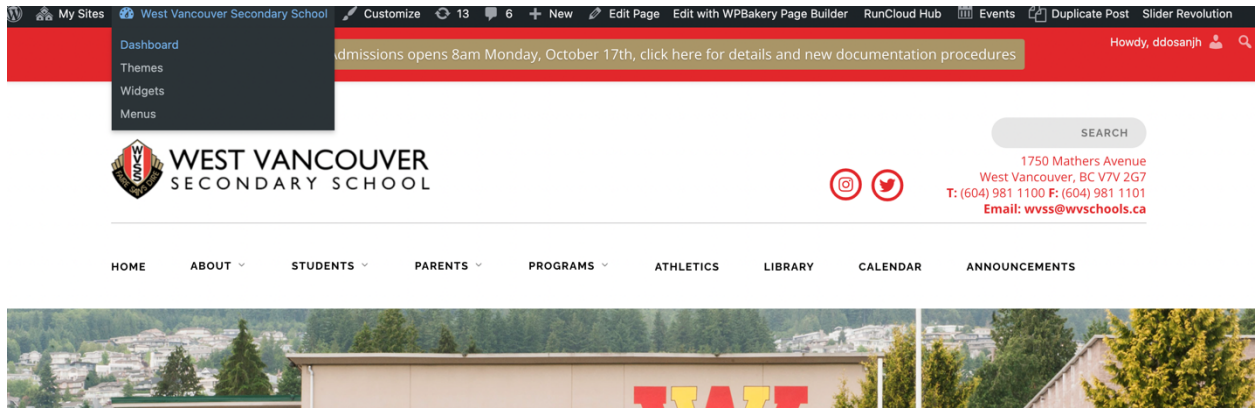
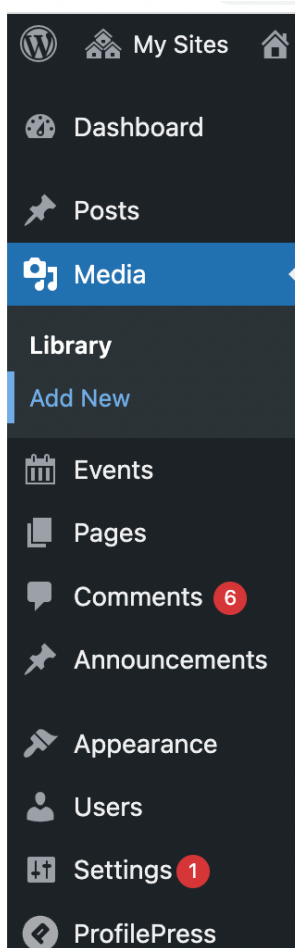


# Media Section, uploading a document:

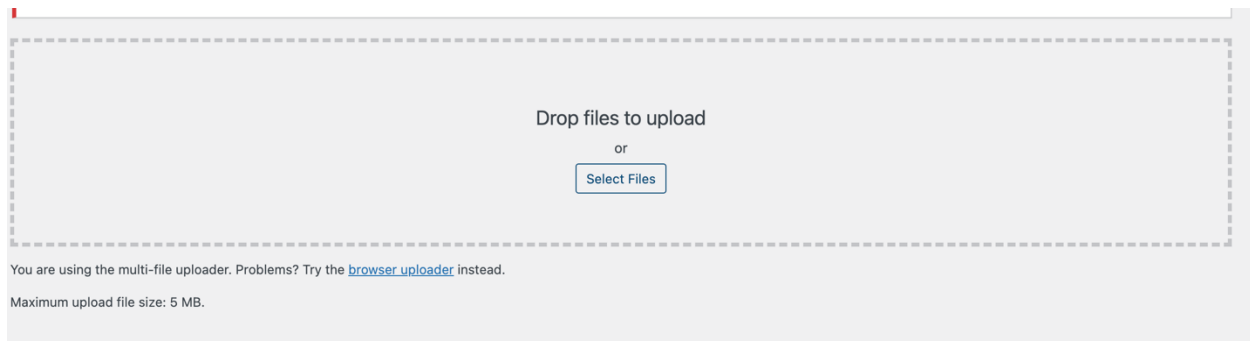
Once you are logged into your school's website, hover over the dashboard icon at the top of your page and click on dashboard:



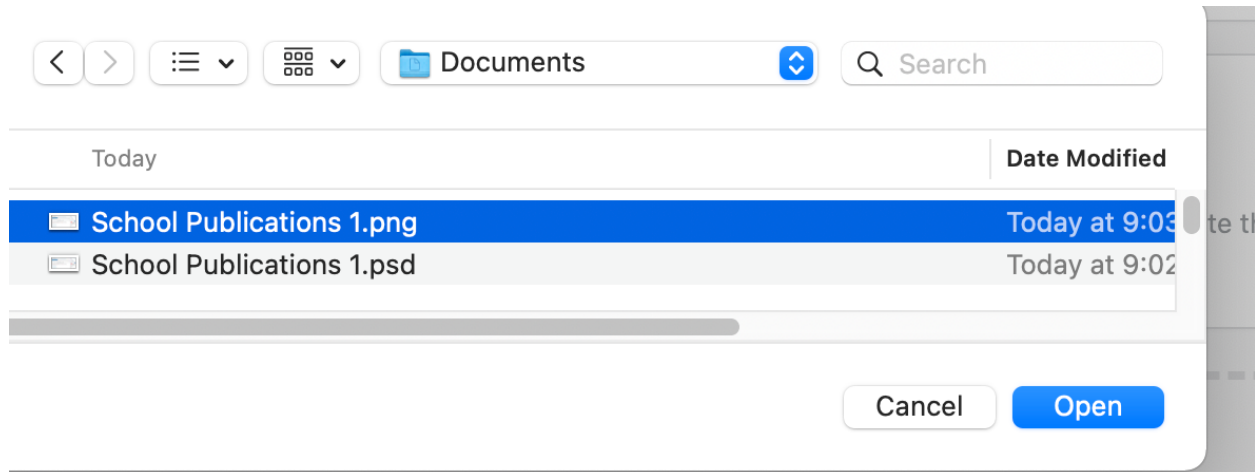
On the left-hand side of your screen click on **Add New**, which is below the media icon



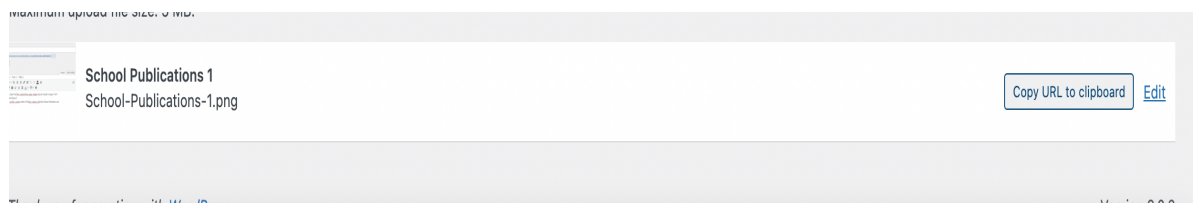
Scroll down on the media upload page and click on **select files**



**Select a File from your computer** (I am using an Apple Macintosh computer, the process on Windows will be the same just with Windows Branding instead)



Once the file is uploaded click on **Copy URL to Clipboard**



## Editing Bulletin Links

In order to edit a document's link, you need to **highlight a piece of text** and click on **edit**

[vc\_row full\_width="stretch\_row" background\_style="full"][vc\_column][wvs\_page\_header layout="simple" image="1157" small="West Vancouver Secondary" big="School News "][wvs\_page\_header][vc\_column][vc\_row][vc\_row][vc\_column width="2/3"][wvs\_section\_title title="School E-Bulletins and other news"]

[WVSS Bulletin October 13, 2022](#)

[westvancouver.schools.ca/.../1.5-WVSS-Bulletin-October-13-2022.pdf](#)



Edit

[WVSS Bulletin September 29, 2022](#)

[WVSS Bulletin June 2, 2022](#)

[WVSS Bulletin May 26, 2022](#)

[WVSS Bulletin May 19, 2022](#)

Another menu will show up after this, click on **link options**

small= west vancouver secondary big= school news ]

[wvs\_page\_header][vc\_column][vc\_row][vc\_row][vc\_column width="2/3"][wvs\_section\_title title="School E-Bulletins and other news"]

[WVSS Bulletin October 13, 2022](#)

[2/10/1.5-WVSS-Bulletin-October-13-2022.pdf](#)



Link options

[WVSS Bulletin September 29, 2022](#)

[WVSS Bulletin June 2, 2022](#)

Once Link Options is clicked on you will have two main choices: **You can change the URL, the Link Text or both.** The URL would be the location of the new document as a web address (copied to your clipboard as covered in the Media section of this document) and **the Link Text is what appears on someone's screen.**

**Insert/edit link** ✕

Enter the destination URL

URL

Link Text

Open link in a new tab

Or link to existing content

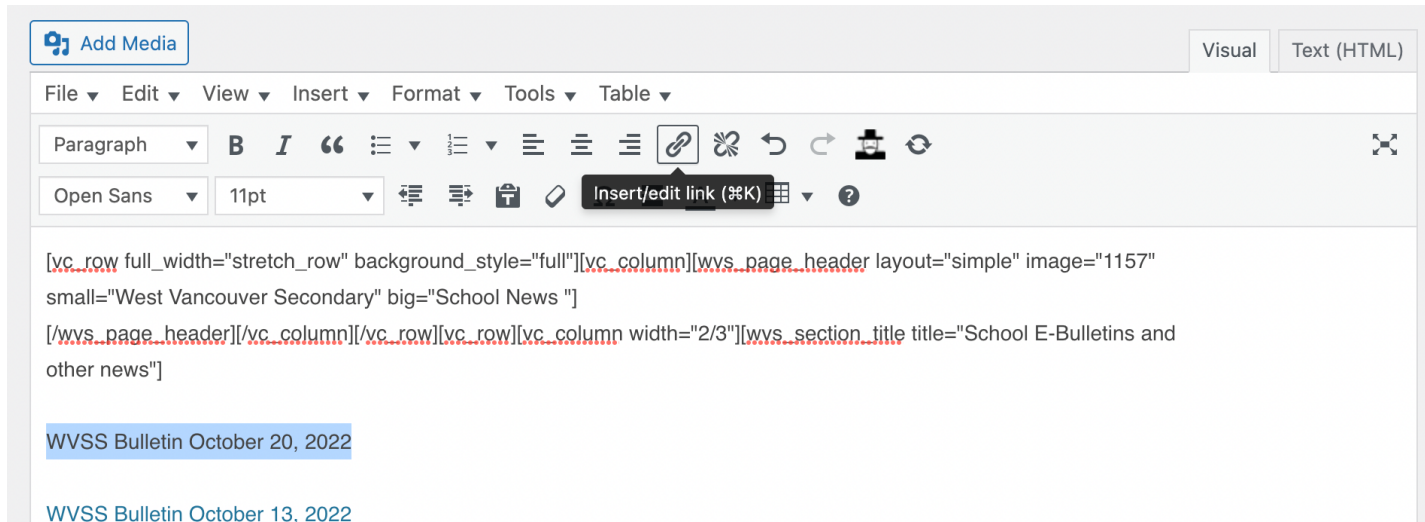
Search

No search term specified. Showing recent items.	
Grad Assessments	EVENT
Mid Term Reports	EVENT
Ten Ton Robotics Invitational	EVENT
Grad Assessments	EVENT
Photo Re-Takes	EVENT
Grade 9 Take our Kids to Work Day	EVENT

# Creating a link to a new PDF

Type out a new line of text such as: WVSS Bulletin October 20, 2022

Then highlight this text and click on insert/edit link



Then paste the URL as copied from the media section of this document. Then click on apply.

