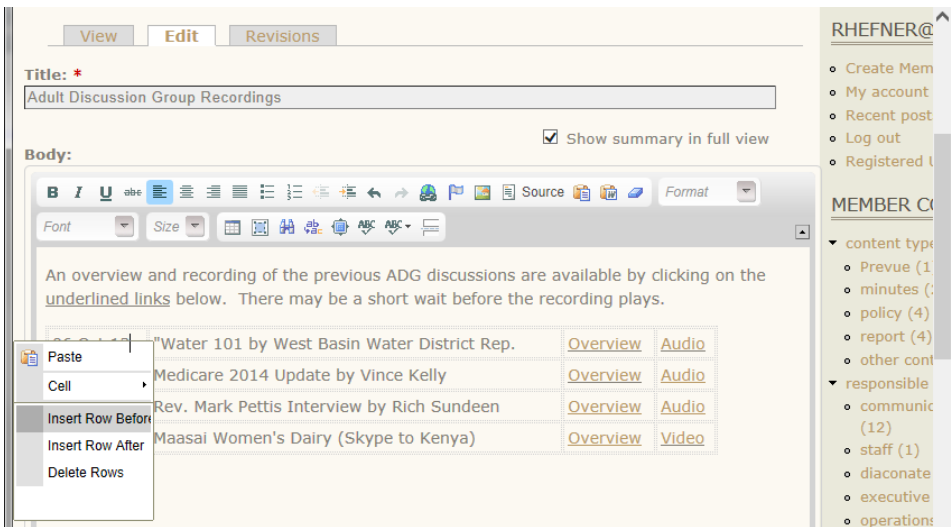


Adding an ADG Recording to the MBCC Website

Rick Hefner, 21 Oct 2013

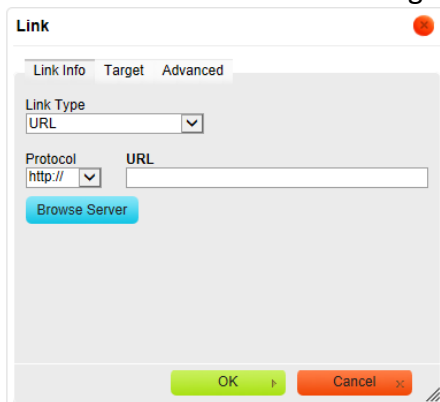
1. Log into the mbccucc.org chart, and navigate to the Edit tab at <http://www.mbccucc.org/node/1338/edit>
2. Position the cursor on the top row, right click, and select Row => Insert Row Before



The screenshot shows the 'Edit' tab of a website page titled 'Adult Discussion Group Recordings'. The page content includes a table with columns for 'Overview' and 'Audio'. A context menu is open over the first row, with 'Insert Row Before' selected. The table contains the following data:

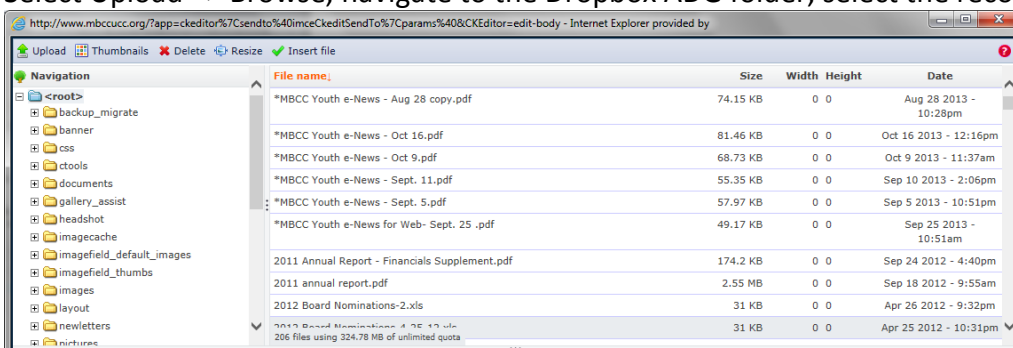
	Overview	Audio
Water 101 by West Basin Water District Rep.	Overview	Audio
Medicare 2014 Update by Vince Kelly	Overview	Audio
Rev. Mark Pettis Interview by Rich Sundeen	Overview	Audio
Maasai Women's Dairy (Skype to Kenya)	Overview	Video

3. Enter the date, title, Overview, and Audio. Link the word "Overview" to the Calendar Event description, using the World-with-Chain icon. If a new event description has been added, see step 5 below.
4. Link the word "Audio" using the World-with-Chain icon, but select Browse Server



The screenshot shows the 'Link' dialog box with the 'Link Info' tab selected. The 'Link Type' is set to 'URL'. The 'Protocol' is set to 'http://'. The 'Browse Server' button is highlighted in blue. The 'OK' and 'Cancel' buttons are at the bottom.

Select Upload => Browse, navigate to the Dropbox ADG folder, select the recording, and click Open.



The screenshot shows a file upload interface with a list of files. The files are listed in a table with columns for 'File name', 'Size', 'Width', 'Height', and 'Date'. The files include various MBCC Youth e-News recordings and reports.

File name	Size	Width	Height	Date
*MBCC Youth e-News - Aug 28 copy.pdf	74.15 KB	0	0	Aug 28 2013 - 10:28pm
*MBCC Youth e-News - Oct 16.pdf	81.46 KB	0	0	Oct 16 2013 - 12:16pm
*MBCC Youth e-News - Oct 9.pdf	68.73 KB	0	0	Oct 9 2013 - 11:37am
*MBCC Youth e-News - Sept. 11.pdf	55.35 KB	0	0	Sep 10 2013 - 2:06pm
*MBCC Youth e-News - Sept. 5.pdf	57.97 KB	0	0	Sep 5 2013 - 10:51pm
*MBCC Youth e-News for Web- Sept. 25 .pdf	49.17 KB	0	0	Sep 25 2013 - 10:51am
2011 Annual Report - Financials Supplement.pdf	174.2 KB	0	0	Sep 24 2012 - 4:40pm
2011 annual report.pdf	2.55 MB	0	0	Sep 18 2012 - 9:55am
2012 Board Nominations-2.xls	31 KB	0	0	Apr 26 2012 - 9:32pm
2012 Board Nominations-4.xls	31 KB	0	0	Apr 25 2012 - 10:31pm

5. If a new event description has been added, modify the Calendar entry to reflect the new description. Click on the Calendar item and then click on the title in the pop-up.

