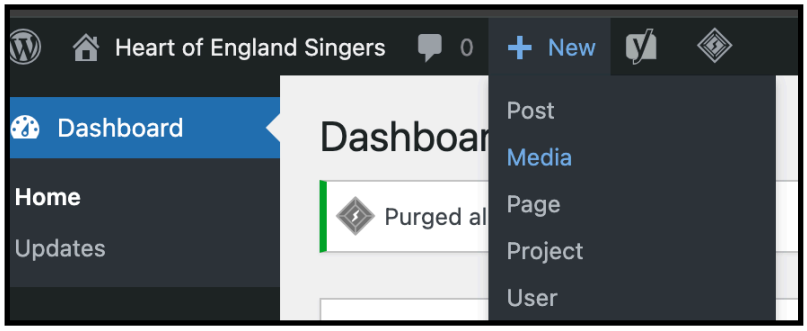
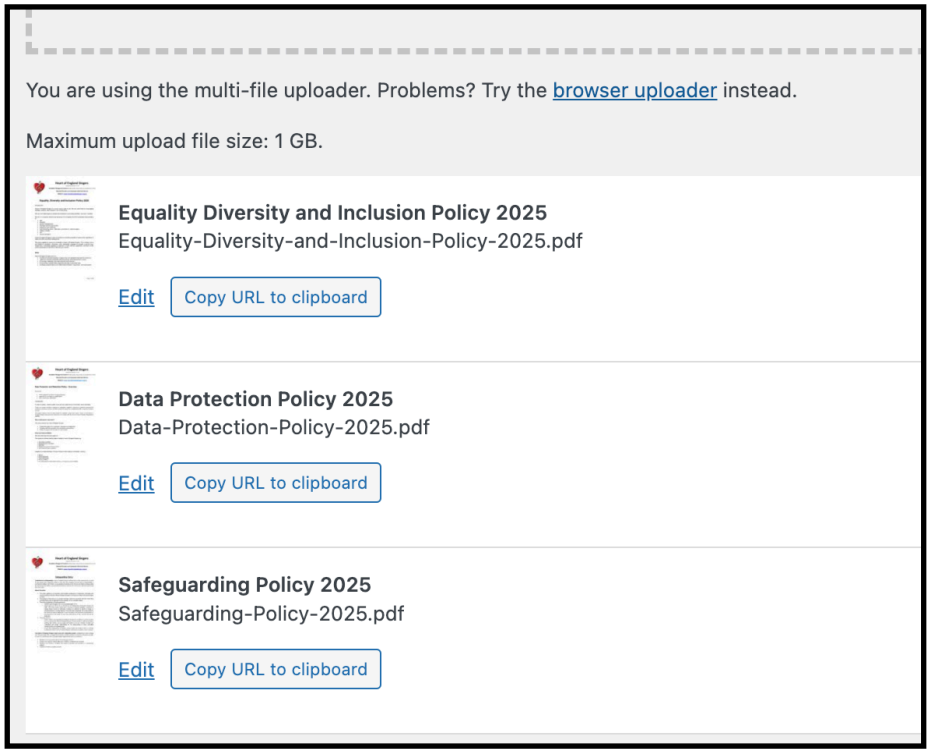
Adding a New Policy to the Member's Page (Or Menu for a Pub Example)

Log into the website as normal.
Choose + New Media from the very top bar of the site.

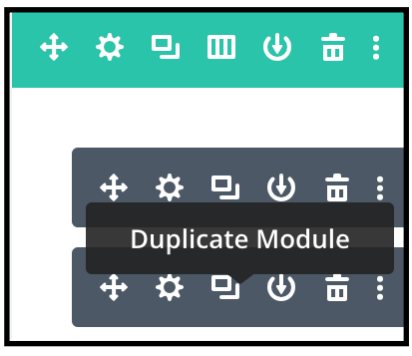


Either drag and drop your PDF's from computer, or use the Select Files button to choose these from your computer.

In this instance I've also taken a look at the filenames used on my computer and have added "HOES" to them and made a couple of letters capitalised. Just so they all match each other and also prove as stand alone files related to the choir.

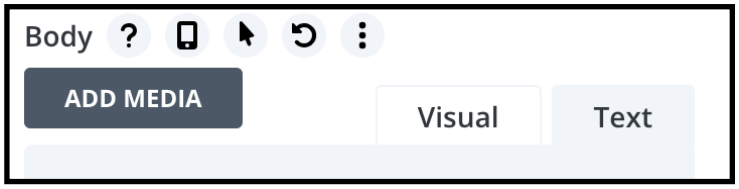


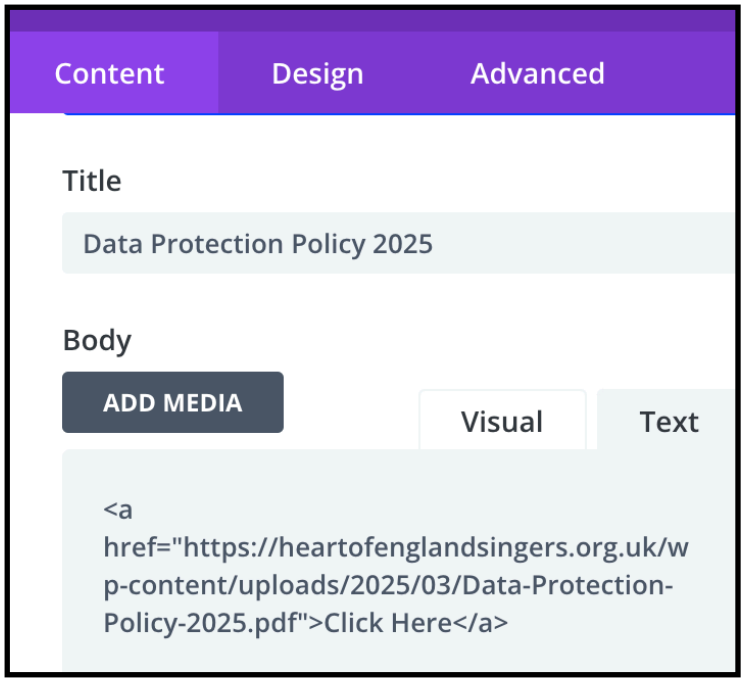
From the PDF that you want to put on the website, click on **Copy URL to Clipboard.**
Open the front end of the website in a New Tab.
Because this page is Password protected, I've chosen to go on the Back End (Wordpress) to Edit.



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Clone your relevant Module **(Duplicate Module)** by clicking on the paper on paper icon (2 boxes on top of each other)
Click on the Cog on the new one (grey cog module)
Click on **Text** on the Editor (It's next to Visual and Body)
Paste your URL in-between the speech marks. *"Https…etc"*.





Update your title by typing this in - You can see which on it is from the Link you've just pasted, but don't include the hyphens and use capitalisation.
Update the Admin Label at the bottom of this with your Title too - That was you can see what they are from the Back End (Wordpress)
Green tick, click this.

Update the page as usual - **Blue button.**

