

Instructions on uploading files to the 'forum' section of the Trinity website.

The URL is www.trinityepiscopal.us/forum.

To upload files you must be a registered user. If not already registered, look for the registration block (left column)



A screenshot of a user login form. It has a title 'User login' at the top. Below it are two input fields: 'Username:' and 'Password:'. Under the password field is a 'Log in' button. At the bottom left, there is a link that says '• Create new account'.

and click on **Create new account**.

The **username** should be something that you can remember and by which others can identify you, such as: gil.jones, dsorensen, AnnieRags

Fill in the info and you'll get an **email in about one minute with a password**. Go back to www.trinityepiscopal.us/form and log in with the username you registered with and the password from the email.

Then change the password, if you wish, to something you can remember.

Uploading a file, e.g. the lay ministry schedule:

Look in the **left column**



A screenshot of a 'Add Content' menu. The title 'Add Content' is at the top. Below it are three options, each with a small square icon to its left: 'blog', 'book page', and 'file upload'.

and click on **file upload**.

You'll get a page for the addition step that I've broken down into pieces for discussion: Leave the following parts as defaulted.

- | | |
|--|---|
| Options | User comments |
| <input checked="" type="checkbox"/> Published | <input type="radio"/> Disabled |
| <input type="checkbox"/> In moderation queue | <input type="radio"/> Read only |
| <input checked="" type="checkbox"/> Promoted to front page | <input checked="" type="radio"/> Read/write |
| <input type="checkbox"/> Static on front page | |
| <input type="checkbox"/> Create new revision | |

Then give a **meaningful title** to the upload.

Title:

Path alias:

Optionally specify an alternative URL by which the page can be accessed. Use a relative path and don't add a trailing slash.

File Author:

Name of the Individual or Company who created the file.

File Version:

The version of the file uploaded.

In the next section, just scroll down and **click on Lay Ministry Schedule**

Main Topics:

- Episcopal, being
- History
- Lay Leadership
- Lectionary
- Mission
- Pew Humor
- Schedules
- Lay Ministry Schedule**
- Regular Services
- Special Services
- Staff
- Thoughts

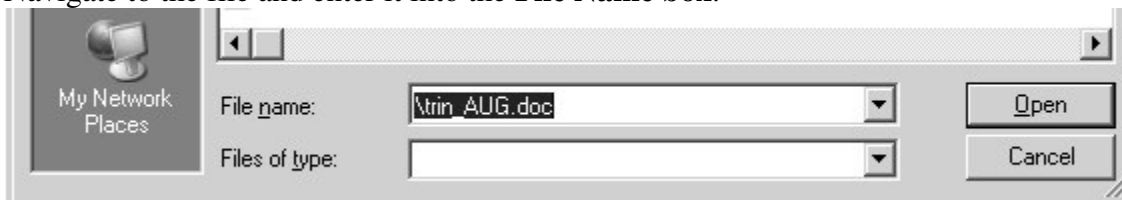
You must choose one or more terms for this node.

Then you have to tell which file to upload. You need to know where it is on your computer. Look for this section:

File to Upload:

Enter the name of the file to upload.

Click on **Choose** and you'll get the usual Windows file dialogue. Navigate to the file and enter it into the **File Name box**.



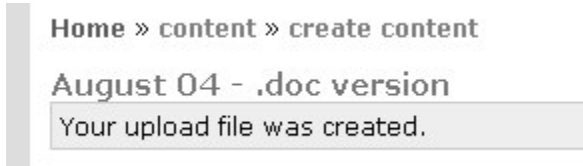
Then click Open.

And you'll get the following dialogue. If the file name is correct, then click **Submit**.

File to Upload:

Enter the name of the file to upload.

It may take from a few seconds to a minute to upload and if successful then you'll get a **confirmation** screen:



THEN FOR SOMEONE TO OBTAIN THE FILE:

At the top of the page, look for '**get files**' on the menu. Click that.



You'll get a list of the files. Click the **title** of the file you want.



Then, varying a little bit according to the browser you have, a download dialogue similar to the following will appear. **Either open it directly or save it** to your computer and open it later.

