

Adding Minutes to BRA Web site

- 1) Convert Word doc in to PDF
- 2) Log on to BRA website: www.bookhamresidents.co.uk/wp-admin
- 3) On the left hand side click on media and "Add New"
- 4) Click and drag or select file and upload to the library
- 5) Click on Pages and search for " Minutes" and click on "Monthly Committee Meetings"
- 6) Click on the page where the minutes are to be inserted and then click on "Add Media"
- 7) The library will open and you will see the minutes you have uploaded. Select the file and then click on "Insert in to Page" in the bottom right hand corner.
- 8) You will be automatically taken back to the Monthly Committee Meetings page and you will see that the file has been inserted.
- 9) Single click on
- 10) Finally click on "Update" on the right hand side to update the website with the new page.
- 11) In the top menu bar you will see "View Page" so you can check that the page is correct before logging out. Once you are happy you can log out in the top right hand corner.