VHC Web Site

Procedure for Loading a Hike Schedule Document

1. Go to Wix Editor; bring up Front Page of web site (see separate instructions for this step).
2. In Upper Right, click “Preview” – then click on “Welcome”. Menu appears.
3. Click on the page titled “Hikes Scheduled”; this page appears.
4. Click “Back to Editor” on right – then Click on the desired month button; little symbols appear.
5. Click on the little chains symbol; window appears, “what do you want to link to”.
6. On left, click Document.
7. On right, click Choose File.
8. The Wix temporary documents window now appears, titled “Choose a Doc”.
9. At top left, click “Upload Media” Then click “Upload from Computer”; your computer files now appear.
10. Find the folder in your computer files for this month’s pdf document; find the pdf document and highlight it (do not load Word format docs, only pdf format).
11. On bottom right, click Open which loads this pdf doc into the temporary Wix docs file.
12. This doc should be in a highlighted square; if not, click on it to highlight it.
13. At bottom right, click “Add to Page”.
14. “What do you want to link to” window appears with the docs name; click Done.
15. To add a red arrow when a prior month’s schedule with an arrow has expired, click/hold/drag this existing arrow to the new month.
16. To add a red arrow when no month’s schedule has expired, click on any of the red arrows; window appears on right side of page.
17. In this window click on duplicate symbol; new red arrow appears.
18. Click/hold/drag this new arrow to the new month scheduled.
19. At top right of page, click Save; Wix finishing window appears titled, “Your changes were saved”. Click Done.
20. Click Publish on top right.

 NOTES:

 After the final Publish is completed, click on Preview in top right to check actual web site

appearance. After Preview, click Back to Editor in top right before leaving the Wix Editor. As a final check, log into site as a member and check.

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