

0:00 [Music intro]

0:10 Welcome to another admin training session for managing the NorthWest Sailing Association's website.

0:17 During this lesson we will be learning about the Media Manager located on the administrator's control panel.

0:25 At the end of this lesson you'll create article to display a PDF and a YouTube video on the website

0:32 and add the code necessary to display the PDF and the YouTube video on an article.

0:39 Once you are logged in select the Content menu item and scroll down

0:45 to the Media Manager from the drop-down menu.

0:50 and before we upload we need to find the PDF folder which is located under Stories.

1:01 Let's go to the thumbnail view and select PDF. Select the upload button and browse

1:15 for the file you'd like to upload, select open and

1:20 start the upload. It does show that the upload was complete.

1:37 Now we will choose the Article Manager again under the Content menu Item.

1:43 Select the New button in the Article Manager.

1:47 We will title this article Video Script: Article Manager

1:57 and we'll paste as plain text this code.

2:02 There's a curly bracket with PDF equals

2:08 the URL of the article. There is a straight bar with the length of the PDF with a bar and the width

2:21 of the PDF and the closing bracket. We will also change the category

2:29 from the default to Training Videos. We'll also add

2:34 our YouTube video. Find the URL to the YouTube video that you would like

2:43 to include. Copy the code

2:51 and we'll go in and paste.

2:56 We don't need the entire URL just the actual number associated with the video.

3:06 We will add a curly bracket [typing] and close off the YouTube.

3:27 and we will save and close.

3:30 Let's check our video on the front of the website.

3:38 Let's check under the Training Videos category.

3:44 Video Script: Article Manager.

3:49 Here we have our PDF and our video.

3:54 During this lesson we uploaded a PDF using the Media Manager.

3:59 We created an article with the PDF and a YouTube video in the Admin area.

4:06 We added the code necessary to display a PDF and a YouTube video in an article

4:12 to be seen on the member's view on the website.

4:17 Thank you for listening and join me for another nwsail.com website training session.