

# How to Add a New “This Week” to the Website

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Rob sends his weekly message, “This Week at North Oak”, to the webmaster as a formatted email. This email must go through several steps to put it on the website.

1. Convert the formatted email to a MS Word .docx file, giving the file a name in the format **yyyymmddTW.docx**. In formatting the file’s name, **yyyymmdd** is the date stamp that differentiates this “This Week” from its predecessors, and **TW** stands for This Week.
2. Convert the .docx file to an Adobe .pdf file using the software with which you are most comfortable.
3. Load the yyyymmddTW.pdf file to the nocckc.org website’s media library.
4. Add the new yyyymmddTW.pdf file to the “THIS WEEK” FROM PASTOR page on the nocckc.org website.
5. Send Rob an email with the HTML link for the “THIS WEEK ...” message.

This is how to perform each step.

## Convert the Email to .docx and .pdf Files

1. Open Microsoft Word or LibreOffice Writer to a new document.
2. In your email viewer, use ctrl-A to highlight the text of the email.
3. Use ctrl-C to copy its contents.
4. In Word or Writer, use ctrl-V to paste the copied contents to the Word or Writer document.
5. Review the document for correct formatting.
6. In Word or Writer, save the document as a .docx file giving it the name yyyymmddTW.docx as described above.
7. In Word or Writer, save the document as a .pdf file giving it the name yyyymmddTW.pdf as described above.
8. The “This Week” .pdf file is now ready to be copied to the website’s media library.

You must have nocckc.org administrative credentials to be able to perform all of the following steps.

## Load the yyyymmddTW.pdf File to the Media Library

1. Open <https://nocckc.org/wp-admin>.
2. With the website Dashboard open, select **Media > Library**. This will open up the websites Media Library and display thumbnails of all of the files in the library.
3. From the file folder in which you have saved yyyymmddTW.pdf, drag the file and drop it on top of the **Media Library**. You will see a thumbnail appear in the Media Library. The thumbnail will first show a progress bar, and then it will change to a facsimile of the document in thumbnail form.
4. Click on the thumbnail of the new “This Week” file. This will open up **Attachment Details**.
5. On the right side of the Attachment Details page, you’ll see a box titled **Copy Link**. Its contents will look like <https://nocckc.org/wp-content/uploads/yyyymmddTW.pdf>. Highlight the contents

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and use Ctrl-C to copy it to your PC’s clip board. Paste it into a notepad that you can reference later and use as the link in the email to the congregation.

6. Close the **Attachment Details** page.
7. The “This Week” .pdf file is now loaded to the **Media Library**.

### Add the New File to the “THIS WEEK” FROM PASTOR Page

1. With the website Dashboard open, open another tab in your browser and go to nocckc.org. This will open the website to the **HOME** page in a new browser tab. Navigate to the page **LIBRARY > “THIS WEEK” FROM PASTOR > “THIS WEEK” FROM PASTOR – yyyy** (current year).
2. Scroll to the bottom of the **“THIS WEEK” FROM PASTOR – yyyy** page and click **EDIT**. This will open the **Edit Page** for **“THIS WEEK” FROM PASTOR – yyyy**. The page content should look like a bunch of HTML text. If it does not, make sure the **Text** tab, and not the **Visual** tab, is selected to the right and above the page contents.
3. Look for the first occurrence of a string of characters that look like:  

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<a href="https://www.nocckc.org/wp-content/uploads/yyyymddTW.pdf" target="_blank" rel="noopener noreferrer">mm/dd/yyyy </a>
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4. Copy this string and paste it above the next paragraph of a similar looking string that is for an earlier date. Make sure the spacing between the paragraphs looks the same as it did before you pasted the new string.
5. Modify the first string to replace ddddmmyy and mm/dd/yyyy with the date for the new **“THIS WEEK” FROM PASTOR – yyyy** page.
6. On the right side of the **Edit Page**, click **Preview Changes**. This will open a new browser tab that will allow you to inspect your changed page before you commit it. If it looks correct, return to the browser tab that contains your **Edit Page** and click **Update**. If it does not look correct, call the webmaster for help.
7. The **THIS WEEK” FROM PASTOR** page is now updated.