Making media available on web sites

1. Login to target website (pnrarchive.org, gnrhs.org, nprha.org, sp&srhs.org, gn-npjointarchive.org)
   1. If first time login, set as favorite.
   2. Login link is either upper right or lower right depending on target website setup.
   3. Administrative rights needed for each website. Website administrator to receive rights.
2. Copy media to target website.
   1. Click “Settings” link,
   2. In drop-down menu, click “site contents”,
   3. In “Lists, Libraries, and other Apps” page, select “add an app”,
   4. If a folder exists go to 2.5,
      1. Create the folder to hold In “Noteworthy” page, select “Picture Library”,
      2. In “Adding Picture Library” pop-up, type folder name,
      3. Click the “Create” button,
      4. The new folder now exists in “Lists, Libraries and other Apps”.
   5. Click the folder designated to hold media,
   6. Copy media to the target folder,
      1. With the target folder and File Explorer open,
      2. In File Explorer, open the folder holding the media to be copied to the website. Media should be in thumbnail format,
      3. Select media to be copied,
      4. Drag media to the target folder on the website and drop them in the “Drop here” box that appears when you point the curser at the “find a file” search box.
3. Prepare a spreadsheet to be copied to target website.
   1. If spreadsheet exists on the website, copy it to your PC,
      1. Create new rows for added media,
      2. Go to 3.1.2.1,
   2. If new spreadsheet,
      1. Using concatenation, create links for added media. Media must already be copied to the target website,
      2. Highlight created links,
      3. Copy links using Ctrl key + C key,
      4. Right click, select “Paste Special” and then click “Value”,
      5. Highlight first link, then press the F2 key and the Enter key. Repeat for each row,
      6. Add link data to the spreadsheet to be copied to the web site,
4. Copy the new or updated spreadsheet to the web site.
   1. Position the browser in the upper left corner of the desktop. Size the browser to its smallest usable footprint,
   2. In the spreadsheet, check and note the bottom right cell address for the data to be copied to the website,
   3. If the spreadsheet will replace an existing spreadsheet, delete the one on the website,
   4. Click “Settings” link,
   5. In drop-down menu, click “site contents”,
   6. Click “add an app”,
   7. Go to the second page (17-23),
   8. Click “Import Spreadsheet”,
   9. Enter the “Name” and “Description” of the spreadsheet as it should look on the website,
   10. Browse to the location of the spreadsheet on your computer. Highlight it,
   11. Click the “Open” button,
   12. Look for a dialog box. Click “Continue”.
   13. Add the name for the spreadsheet as it will appear on the website,
   14. **I need to add the remaining steps once I have**
5. Finalize new spreadsheet setup
   1. Select “List”,
   2. Select “List settings”,
   3. Double-click “Photo link”,
   4. Change “Hyperlink” to “Picture”,
   5. Click “OK”,
   6. Under “Views”, click “All Items”,
   7. Un check “Original”, “Notes” and “Subject 3”,
   8. Under “Totals”, change “Photo ID” from “None” to “Count”,
   9. Change “Item limit” to 200,
   10. Under “Sort” change “Photo ID” to Ascending (arrow down),
   11. Click OK.