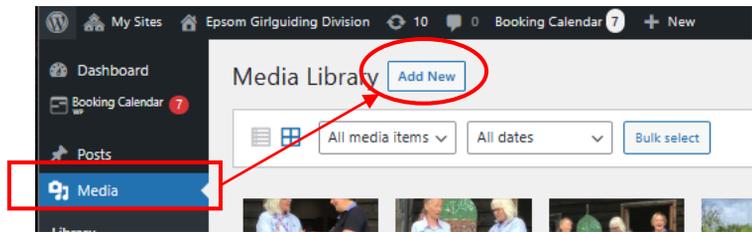


Loading and linking a pdf document

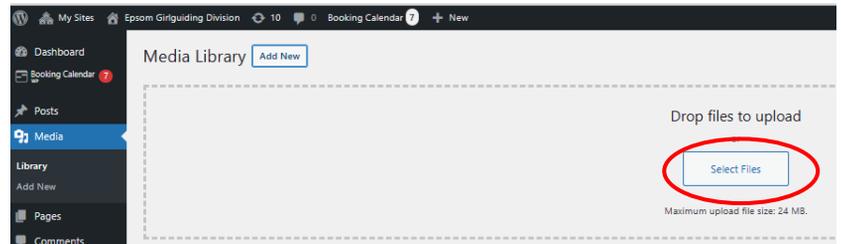
1. Add new media

- Dashboard
- Media
- Add New



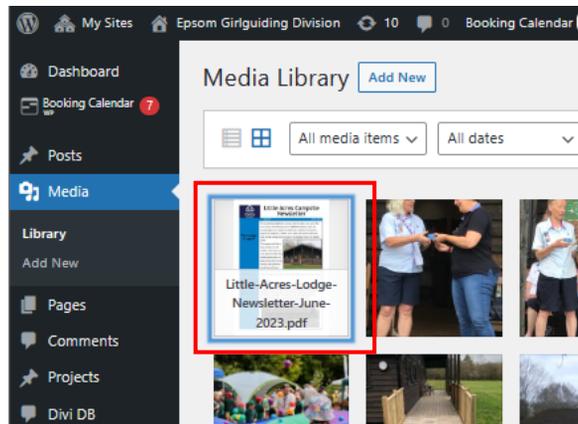
2. Select Files

- Navigate to the required pdf in your folder structure



3. Load pdf

- Then click on the loaded file to view the attachment information



Attachment details

Little Acres Campsite Newsletter

Issue 9 June 2023

We are absolutely delighted to announce that the lodge is now open! After over 10 years of fundraising and over £280,000 having been raised, the stunning lodge at our campsite has finally been completed. It comprises a large hall for sleepovers, a leaders' room, toilets and shower, kitchen and large veranda running round two sides of the building. There is full disabled access.

The lodge itself offers a huge camping area with campfire, wood store, concrete bases for smaller fires, outside tap and power in a quiet private area in the picturesque and peaceful setting of Horton Country Park. There is also plenty of camping equipment and other useful items available to borrow free of charge.

The Lodge is open!

Who's donated 2
Fundraising activities 3
How you can help 4

Open Day

We will be holding an Open Day on Sunday 2 July from 12.3pm and we would love to welcome you and show you the new lodge and Campsite! Please come and have a look round and see the additional facilities we can now offer. There will be a barbecue and other refreshments available. If this date is not convenient please do contact us to arrange to come and visit us another time.

Uploaded on: 2 July 2023
Uploaded by: Admin
File name: Little-Acres-Lodge-Newsletter-June-2023.pdf
File type: application/pdf
File size: 2 MB

Title: Little Acres Lodge Newsletter June 2023

File URL: <https://www.girlguiding-epsom.org.uk/wp-content/uploads/>

[Copy URL to clipboard](#)

View attachment page | Edit more details | Download file | Delete permanently

Type here

4. Add information and copy URL

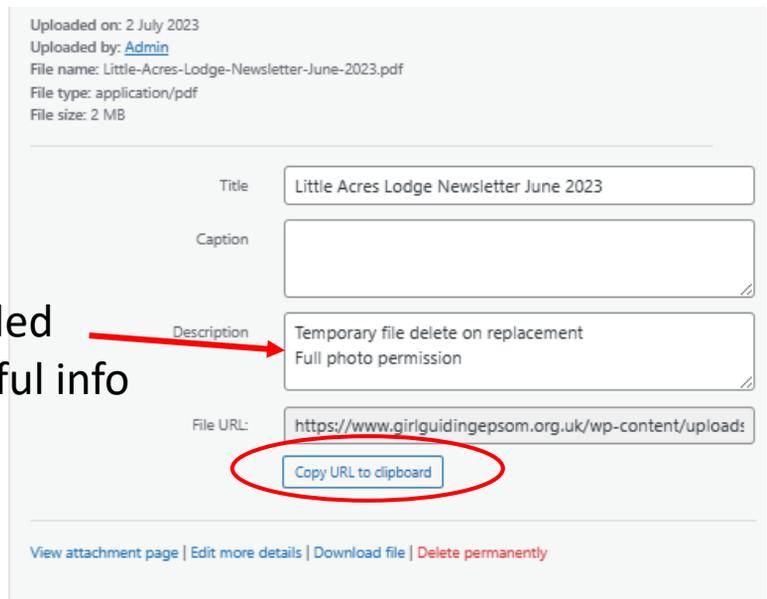
- This is a good time to add information that might help with filtering for file management in future

5. "Copy URL to clipboard" by clicking the button

6. Navigate to the page you want to add the link to

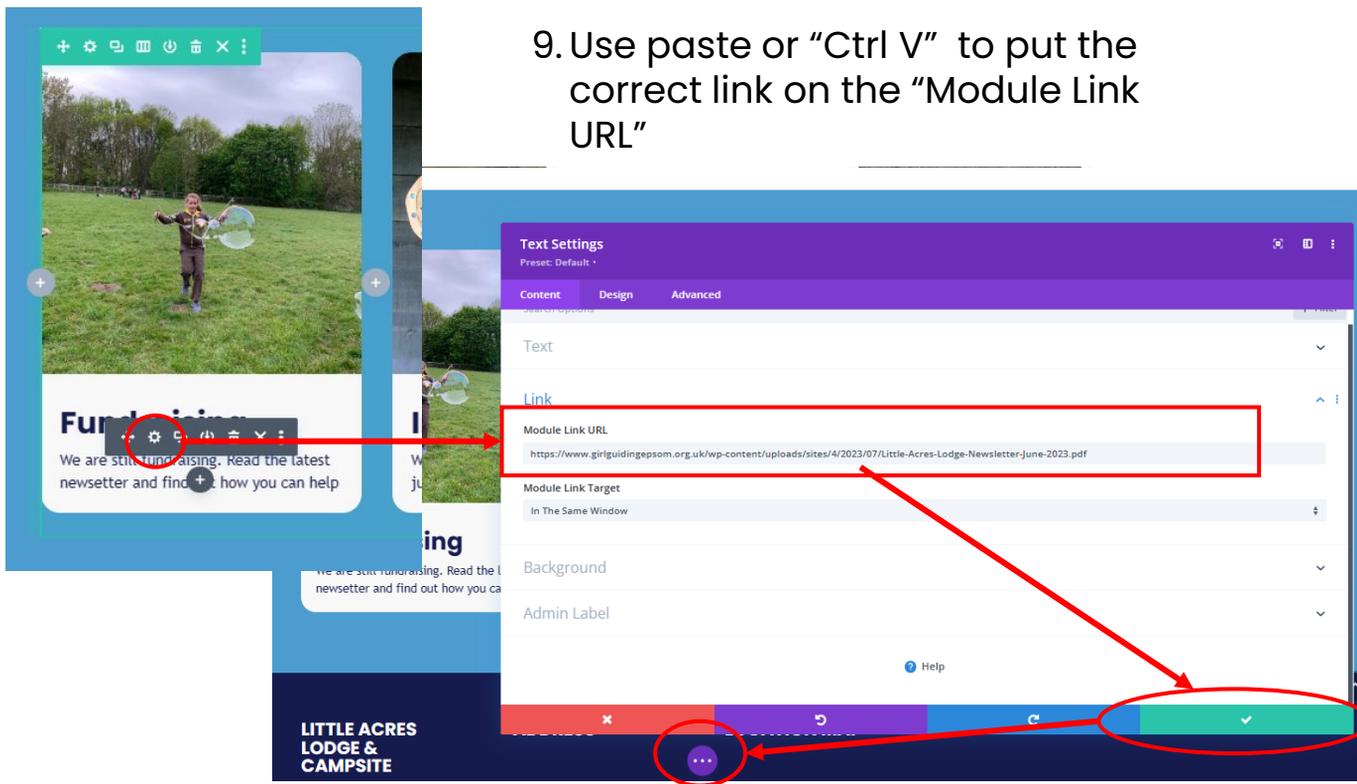
7. Start editing (using the visual builder)

8. Click on the cog as normal



Added useful info

9. Use paste or "Ctrl V" to put the correct link on the "Module Link URL"



10. NB: in these sorts of info/link boxes on the website you have to do this in the settings for the picture as well as for the text box as both are linked

11. Approve changes

- Green tick
- Don't forget to save (purple dots or exit visual builder and select save changes)