



NCCESA South Central District
Spring Meeting Minutes
April 23, 2010
Lee County, North Carolina

The NCCESA South Central District secretaries met at the McSwain Extension Education Center in the Lee County Farm Bureau Auditorium, 2420 Tramway Road, Sanford, NC 27332.

Kim Gibson, President, called the meeting to order at 10:00 a.m. She thanked the Kay Morton and Rhonda Gaster of Lee County for planning today's meeting.

Janet Mabry, led the group in the Pledge of Allegiance. Susan Johnson, Advisor presented the Thought for the Day about "things not always being as they seem to be." Susan Conclin, Director of the Lee County Center welcomed the group and introduced John Crumpton, County Manager. Mr. Crumpton emphasized the value of the Extension Service to his county and agricultural awareness renewal. He recognized that the title of secretary does not best exhibit what our job performance entails and that there is a movement among organizations to acknowledge this.

Susan Graham, District Administrative Associate relayed greetings from Clinton McRae and explained that he was attending another meeting but would be here to join us for lunch. Susan reported that the administration:

- was working hard to fill vacant positions. The search committees were examining the qualifications of applicants and interviewing, aiming to replace as many as possible prior to the new budget year.
- The District Office is arranging a meeting with interested employees, CEDs, Administrative Secretaries, county HR personnel, and Steve Norris from CALS Personnel, to discuss the impact on current benefits of regular counties going send-in. More information is forthcoming.
- said CED's have reported that their secretaries have expressed a concern about lack of professional development opportunities. Administration is working on and will send out a survey within the upcoming months about the types of educational opportunities that they desire to participate in.
- Last of three cluster meetings for "Use of Evaluation Tools and Resources" being held today in Robeson County. Unfortunately, this meeting presented conflict for some staffs with secretaries' meeting today. Scheduling of meetings was dependent on available space and speaker's schedule.
- District offices have moved from 3rd floor Ricks Hall to 1st floor at the NC State University Campus.
- expressed a Happy Administrative Professional Week to all attendee's and that there was a gift from Susan and Clinton for everyone to select from in a basket that would be at the door when the meeting was over.

Kim Gibson asked the Secretary to call the roll which was presented for April 23, 2010 as follows:

COUNTY	ACTIVE MEMBERS PRESENT	RETIREEES PRESENT
ANSON	1	
BLADEN	0	
CABARRUS	3	
COLUMBUS	3	
CUMBERLAND	3	
HARNETT	2	
HOKE	2	
LEE	2	
MONTGOMERY	2	
MOORE	2	
RICHMOND	2	
ROBESON	3	
SCOTLAND	2	
STANLY	2	
UNION	0	
SOUTH CENTRAL DISTRICT	1	1
TOTALS	31	1

The minutes from the August 28, 2009 meeting in Hoke County were distributed and posted on the South Central NCCESA web site. Denese Prevatte- Robeson County made a motion to accept the minutes as posted. Angie Priest-Moore County seconded. Approved.

Denese Prevatte, Treasurer provided a copy of her report as of April 23, 2010 (See Attachment I, page 6). Motion was made by Janet Mabry-Stanly County to accept. Kay Morton-Lee County seconded. Approved as follows:

Checking Account.....	\$2,813.80
Shares Account.....	\$ 160.86
Money Market Account.	\$4,430.17
TOTAL:.....	\$7,404.83

President Kim Gibson asked all members present to take a few minutes to meet with their designated committees as follows:

Membership Committee: *Chair - Brenda Gooden, Bladen*; Cynthia Brown, Cabarrus; Pam Layfield, Anson; Penny McCartney, Robeson

Finance Committee: *Chair - Denese Prevatte, Robeson*; Christine Barrier, Cabarrus; Sharron Parrish, Bladen; Janet Mabry, Stanly; LaToya Lucy, Bladen

Public Relations Committee: *Chair - Sherry Hall, Bladen*; Angie Priest, Moore; Myra Johnson, Moore

Scholarship Committee: *Chair - Rhonda Gaster, Lee*; Donna Foster, Cumberland; Leeann Crump, Richmond
Reflections Committee: *Chair - Brandi Calcutt, Montgomery*; Kim Gibson, Montgomery; Diane Scarboro, Hoke; Linda Duncan, Columbus
Secretary of the Year: *Chair - Nan Rackley, Columbus*; Annie Freeman, Scotland; Susan Johnson, Cumberland
Nominating Committee: *Chair - Ann Pridgen, Columbus*; Debbie Humphrey, Robeson; Aletha Mebane, Robeson
Professional Improvement: *Chair - Kay Morton, Lee*; Amanda Chavis Taylor-Scotland; Cathy James, Hoke; Lisa Eubanks, Union
Rules and By-Laws Committee: *Chair - Peggy Elliott, Cumberland*; Ibgrid Bell, Harnett; Lisa Mauldin, Stanly; Linda Brulet, Columbus
Awards Committee: *Chair - Dana Braswell, Union*; Ruthann Pope, Anson; Sharon Williams, Harnett; Jean Verhasselt, Cumberland
Organization Committee for Community Service Project: *Chair - Chris Austin, Union*; Becky Lewis, Cabarrus; Carol Capel, Richmond

Reports from the above committees were given as follows:

AWARDS-

No report submitted.

COMMUNITY SERVICE-

Report will be given under Unfinished Business.

FINANCE-

No additional report submitted.

MEMBERSHIP-

No report submitted.

NOMINATING-

It was noted that the 2013 South Central District President will oversee the NCCESA State meeting hosted by the South Central District. Thought should be given on selection and training of this significant individual in the upcoming years.

PROFESSIONAL IMPROVEMENT-

We received thirteen district applications for the Herter O'Neal Scholarship. Madison Layfield was chosen as the district finalist and her application was sent on to Teresa Story for the consideration for the Herter O'Neal Scholarship. The district Committee Guidelines for the Professional Improvement Committee do not reflect the responsibilities that the Professional Improvement Committee is required to carry out for the Herter O'Neal Scholarship. We will be working on changing these guidelines to reflect these responsibilities and will bring this as a recommendation from our committee at our fall district meeting.

PUBLIC RELATIONS-

The committee thanked all who sent news and pictures for the February 2010 newsletter and to Kay Morton for posting the newsletter on the website. The committee also thanked Dianne Scarboro for her support in this endeavor. Members are encouraged to share their family's life changing events reflecting the human side of us to the newsletter staff or sherry_hall@ncsu.edu . The next issue will be available in June.

REFLECTIONS-

Members are asked to send photos, captions, articles of interest and history to the chairman at :brandi_callicutt@ncsu.edu . Participants at today's meeting are requested to gather for a group picture. The district secretary scrapbooks are available for viewing at this meeting.

RULES AND BY-LAWS-

On the State level there has been some discussion on changing the State Bylaws under Article 5, Section 6-Officers and Their Duties. It states in Section 6: *The accounts of the Treasurer shall be audited at the close of the calendar year by an Audit Committee, to be appointed by the President.* Proposed Change: Change “calendar year” to “association year”. It was discussed at the February Board meeting to change to association year. It was approved by the board members and will be voted on at the state meeting in September. There was a second suggestion as to what constitutes a Quorum. Suggestions were made by each chair to the state chair and submitted to our state NCCESA president, who will be getting back to us on this suggestion. Nothing passed as etched in stone until voting upon at our upcoming state meeting in September 2010. So, this information was shared only to inform the South Central District members of the Rules and By-Laws issues on the state level.

SCHOLARSHIP

Scholarship letters and applications were mailed to Lee County high schools and the community college. We did not receive any applications. We would like to recommend to open the scholarship opportunity up to all counties in the district. This notice will be sent to administrative assistants in each county and they will send to their local high schools, community college, and local media. Myra Johnson -Moore County, made a motion to accept this recommendation. Pam Layfield – Anson County seconded. Approved.

SECRETARY OF THE YEAR

Guidelines are posted on the website along with previous winners. All applications must be submitted to Nan Rackley-Columbus County, nan_rackley@ncsu.edu, by July 1, 2010.

Special Committees:

TERSSA

Christine Barrier-Cabarrus County submitted the TERRSA report as well as a call to join (See Attachment II, pages 7,8).

HERTER O’NEAL SCHOLARSHIP

Sharon Williams-Harnett County reported that the South Central District received several applications for the Herter O’Neal Scholarship Award. After careful consideration among the applicants, a district finalist was selected. That finalist was sent to be included in the state applications for the final selection of the state winner. The committee reported that the South Central District Finalist was selected amongst the state applications at the 2010 Herter O’Neal Scholarship winner. Her name is Madison Elizabeth Layfield of Anson County. A thank you note was received from her and will be placed in the South Central District Reflections scrapbook.

Unfinished Business:

Community Service Project-

A submission was read from Chris Austin-Chairman of the Community Service Project Organizational Committee by Becky Lewis-Cabarrus County (See Attachment III, page 9). Rhonda Gaster-Lee County made a motion to accept the proposal as written. Ann Pridgen-Columbus County seconded. During discussion, questions were asked as of when the service projects will begin for this year if accepted, whether those county clusters outlined in the plan were the ones

doing the service project on behalf of the district for the year or whether those counties will be choosing the project for the district then asking the counties in the district to assist in the project. It was noted that most counties would like to assist in the actual project even though their county would not be up for their turn in the selected rotation. It was also discussed whether the actual organizational committee would select a service project for this year, since it would be a late start and ask all counties to participate, then begin the selected cluster rotation in the fall. Since the representatives of the organizational committee could not answer all the questions, the motion to accept the recommendation was withdrawn by Rhonda Gaster-Lee County and it was agreed to table the motion until the next meeting whereby the organizational committee could meet together again and spell out further participation guidelines expected of each county and cluster.

NEW BUSINESS:

It was discussed and committee was created to plan fund raising projects to finance the 2013 State meeting hosted by the South Central District. The following persons were tapped to serve on the committee: Susan Johnson-Cumberland County; Kim Gibson-Montgomery County; Kay Morton-Lee County; Janet Mabry-Stanly County; Christine Barrier-Cabarrus County. Everyone is on notice that they may be asked to serve on this committee or in various capacities. It was noted that approval to hold the NCCESA meeting must requested and given by the Extension Administration in advance.

President Kim Gibson called for other new business. None was requested.

Debbie Stephenson, EFNEP Faithful Families Program Associate, presented various isometric exercises for office professionals to strengthen muscles, alleviate tension buildup, and re-energize, among a host of other purposes. Participants were instructed on how to use ordinary items found in the office to build resistance and strength while multitasking on the job. Water bottles were used during the demonstration (See handout, Attachment IV, pages 10, 11).

An Invocation that George Washington, Founder of our Country wrote was presented by Leeann Crump-Richmond County. A wonderful homemade lunch was provided by the Lee County Extension & Community Association whereby our District Director, Clinton McRae joined us.

Adrian Gaskins, Area Agent, Information Management presented information and demonstrations on how to update our county NCCES web site. He gave overviews of linking to the wireless internet, uploading the content management system to update staff information, photos, editing in the Administrative feature by adding news stories, files and content pages (See Attachment V, pages 12-18). He is available to walk participants through the process at Adrian_gaskins@ncsu.edu or 910-296-2143.

The half and half drawing for treasury funds was presented. An invitation to Montgomery County was given for the Fall SCCESA meeting. Flowers from Dale's Greenhouse and Garden Center were given to each participant.

Meeting adjourned.

Respectfully Submitted by
Becky H. Lewis, SCCESA Secretary,
Cabarrus County

North Carolina Cooperative Extension Secretaries Association
 South Central District
 April 23, 2010

Treasurer's Report

Checking Account

Beginning Balance \$ 2,661.78

Credits:

10/19/09 Membership Dues \$ 1,170.00
 Dividends 11.02

Credits \$ 1,181.02

Debits:

10/26/09 Wesley Chapel United Methodist - Cathy Fields' Husband's Memorial \$ 30.00
 10/30/09 NCCESA – Membership Dues (39) 780.00
 02/11/10 LaToya Lucy - Brenda Gooden's Retirement Gift 53.00
 02/11/10 St. Jude's Children's Research Hospital - Lula Shipman's Memorial 30.00
 03/31/10 Oakdale Church of God – Denese Prevatte's Mother's Memorial 30.00
 04/08/10 NCCE Lee County – Spring Meeting 100.00
 SECU Foundation 6.00

Debits \$ 1,029.00

Total Balance \$ 2,813.80

Share Account

Beginning Balance \$ 159.53

Interest Earned \$ 1.33

Total Balance \$ 160.86

Money Market Account

Beginning Balance \$ 4,388.99

Dividends Earned \$ 41.18

Total Balance \$ 4,430.17

Total Cash on Hand \$ 7,404.83

Denese Prevatte (Robeson County)
 NCCESA-SCD Treasurer

**NCCESA-SCD Spring Meeting
Lee County
April 23, 2010**

TERSSA
(The Extension & Research Support Staff Association)

It is indeed a pleasure to represent TERSSA and President Mary Baronet, who is with Louisiana State University.

TERSSA continues to grow ... 122 members at present, representing 9 states. Several of these states are conducting their state conferences this spring, so we are optimistic that this membership total will rise. Of these 122, 93 are charter members with 23 of them being from North Carolina.

During the March 18th Board Meeting, Standing Committees were recognized, and President Baronet asked all state presidents to poll their membership and submit names for committee chairs and co-chairs. This selection is soon to be announced, than membership will have an opportunity to join the committee of their choice. These committees will then begin work on the November 2010 national conference.

As I shared with our state board on February 25th, our association's destiny was set for us on September 22, 1977 at a NCCESA Board of Directors Meeting in Asheville. Reading from the official Minutes of that meeting ...*Mrs. Frances O'Neal, Past State President, met briefly with the Board to discuss the possibility of notifying other states about becoming organized and making the Association ... national. The Board allotted Mrs. O'Neal \$25.00 for postage to contact random counties in the southern states.*

Please note that we are only bringing to reality what Frances O'Neal and Edith Herter started for us 30+ years ago.

I personally say '**Thank You**' to those of you here who are members. We sincerely appreciate your desire and foresight to advance your career and professional development involvement with other Extension and Research administrative assistants on a model national level.

Please know that if you are not a member, you are very cordially invited to become a part of this committed association help strengthen our efforts and sit at the organizational tables as we continue to grow.

Membership forms are available and I welcome the opportunity to answer any question or address any concern you may have.

Thank You for the opportunity to represent TERSSA.

Christine C. Barrier
2009-2010 TERSSA Treasurer/Parliamentarian



2010 Membership Form
The Extension and Research
Support Staff Association

Please make copies for any support staff who did not receive this information!

Name: _____ Title: _____
Office Address: _____ Email Address: _____
_____ Office Phone: _____
_____ Office Fax: _____

Name of University, Organization or Institution: _____

Support Staff Association's Name (if available): _____

Number of Years in Association: _____

Leadership Roles Held: _____

Select all that apply:

- Extension
- County
- Region
- Research
- Area
- State
- Parish
- District
- Campus

Check Membership Type:

- New: \$10
- Renewal: \$10
- Retiree: \$10

Signature: _____ Date: _____

I have read the constitution and bylaws on the TERSSA web site: <http://www.ces.ncsu.edu/assn/tessa/>

Make check payable to: *The Extension and Research Support Staff Association (TERSSA)*

Write on the back of your check "For Deposit Only."

Mail payment and form to:
Christine Barrier, Treasurer
NC State University - Cabarrus County CES
PO Box 387
Concord, NC 28026-0387

Dues must be received by December 31st in order for membership to begin on January 1st.
Membership is for calendar year.

North Carolina Cooperative Extension Secretaries Association
South Central District
Organizational Committee for Community Service Project Report
April 23, 2010

The following report is presented to the membership present at the April 23, 2010 South Central NCCESA meeting held in Lee County, NC.

Members of the committee include:

Chair – Chris Austin, Union
Becky Lewis, Cabarrus
Carol Capel, Richmond

The Community Service Committee would like to recommend the following rotation for these projects:

Cabarrus/Anson/Union

Montgomery/Stanly/Richmond

Moore/Lee/Harnett

Hoke/Scotland/Robeson

Cumberland/Bladen/Columbus

These clusters of county NCCESA South Central District members would work together to review local needs, plan with local organizations if necessary, and provide a service to their joint choice. Each cluster can choose to work jointly or on an individual basis as agreed upon by the county clusters. The committee would like to recommend however that the counties make every effort to work as a group on projects. This can be anything from reading to children to serving a meal at a homeless shelter.

Each cluster will be provided with \$100.00 per year for supplies, or contributions to their chosen community service.

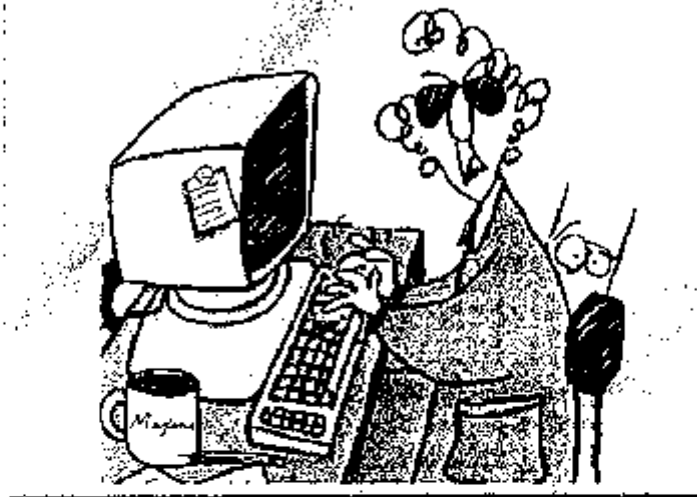
Clusters will rotate on association calendar year and provide reports at each district meeting. It is recommended that each cluster contact local media and provide information about their project/s.

Our good works are little stones cast into the pool of time; though the stones themselves may disappear, their ripples extend to eternity.

Respectfully Submitted:

Chris Austin
Community Service Committee
Chair

I'm out of bed and
I made it to the keyboard.
What more do you want?



FILED-SITTING

As a secretary, your role requires sitting behind a desk for many hours. When your muscles are stationary this can lead to bad posture, back and neck aches, decrease in circulation and the dreaded secretary spread among other things. Look for times throughout the day when you can sneak in some stretches or some easy exercises.

Stretches	Strength Exercises
Neck	Biceps
Shoulders	Triceps
Chest	Shoulders
Back	Chest
Wrists	Back
Ankles	Abs
Calves	Obliques
Legs	Legs
Abs/Glutes	Squats
Lower Back	

Bicep Curls

Arms to the side. Bend the arm at the elbow bringing your hand toward your bicep. Keep your upper arm stationary. Return to starting position.

Tricep Extensions

Arms straight up over the head. Keeping upper arm stationary beside your head, bend at the elbow and bring your hands down behind your head. Return to starting position.

Overhead Press- shoulders

Position your arms to look like a goal post with hands about nose height. Press arms up and out slightly. Return to starting position.

Seated Chest Fly-Chest

Sitting straight up, position arms out to the side, parallel to the ground. Bring hands in together in an opening and closing motion. Squeeze the chest muscle as you close your arms.

Seated Back Fly

In a seated position, hinge at the hips with arms down by your legs. Pull arms back and up and squeeze your shoulder blades together.

Abs/Obliques

Crisscross arms over chest. Sitting up tall and crunch your abs toward your knees. For added difficulty, bring your knee up to meet your chest. Twist for the obliques.

Legs

Sit tall with the abs in and extend the left leg until it's level with the hip. Squeeze the quadriceps. Hold for a few seconds and lower. Repeat on each side.

Inner Thighs

Place the water bottle between your knees. Sit up straight and hold abs in. Squeeze the bottle, release and squeeze again. Repeat.

Chair Squats-Glutes, hamstrings

Use a stationary chair. Stand up, feet hip width apart. With you weight in your heels, push your hips back and lower your glutes as if you were going to sit down. Keep your back straight and do not extend your knees over your toes. Push your self up through your heels. Can also do this while holding on to a table.

With all exercises, please consult with your doctor prior to starting any workout routine.



Extension CMS Refresher

South Central District – April 23, 2010

A. Customization of Your County Site: Basic (It's easy!)

- Staff Page
- Administrative Mode
- Events Calendar

B. Customization: Intermediate (It's also easy!)

- Home Page
- About Page
- Extra "County" Page
- Links
- News

C. Customization: Advanced (It's even easy!)

- Image Libraries
- County File Library
- Content Feature

D. Hands-On Practice

Adrian Gaskins (Duplin County Center) --- 910.296.2143 --- adrian_gaskins@ncsu.edu

Placing a Link on your County Web Site

Use your web browser to navigate to the web page to which you'd like to link.

Copy the entire URL of the web page directly from the address bar of the browser. (Copying the web address prevents the errors that can occur when instead attempting to type a URL.)

Enter the Administrative Mode of the county web site application.

On the left menu bar, choose *Links*.

Once the Links page opens, scroll to the bottom, and click *New*.

On the next page, you'll see a space provided for entering the URL of the web page to which you are linking. *Paste* the URL you copied into that space.

Using the drop-down list at the top of the page, choose the *Category* to specify the topic page on which you'd like for your link to appear.

From the next drop-down list, choose a *Group* to control where your link will appear among all the links on that particular topic page. (If you do not choose a group and use *Default*, your link will appear above all the groups of links.)

In the *Description* box, enter the text you'd like for the public to click on to access the web page to which you are linking. These are the words that will appear as hypertext in the *Public Mode* on the county web site.

Click *Save Changes*. Navigate to the appropriate county Extension web page in the *Public Mode*, and check to see that your link works correctly.

Creating a Content Page - Quick Guide

To create a Content page, log in to the administrative mode of the county Extension web site application via the hidden button on the bottom left.

Once in the web site admin mode, choose *Content* on the left tool bar.

Then, on the Content page, scroll to the bottom and click *New* to begin a new page.

Select the template for your page. (Choosing *Full* will set your new page to look like the most of the pages on the Extension web site, with the banner and toolbars, etc.)

Give your page a title. This is the info that shows up in the Title Bar across the top of the browser window once your web page is loaded. The title helps search engines to find your page.)

Choose a descriptor for your page. This will determine the web address (url) of your page.

Insert your text, photos, etc. Use the Tiny MCE tools to format your page.

Click *Save Changes*. Click *Continue*. The web site application will return to the main content screen. Use the *Content Preview* tool to look at the page you created.

To edit the page you created, find and highlight its title in the list of all Content pages, and then click *Edit* at the bottom.

Hands On Activities – SC Secretaries – CMS Refresher

- a. Insert the CD containing the hands-on files. Copy the files to your desktop.
- b. Share the CD with others so that they can copy the files, too.
- c. Open a browser and navigate to your county's Extension web site.
- d. Click the "secret button" on the black bar at the bottom of the page.
- e. Log in with your Unity ID and password.
- f. Open the file named *links.txt*. Highlight one of the URLs, and click *Copy*. Then, in the Administrative mode of the county content management system, click *Links* on the left toolbar. Add one of the links (from the file you just opened) to a page on your county web site as a new link. (Check with your county coworkers so that each of you adds a different link. These suggested links have been approved by eXtension.) Here's what to do:

Once the Links page opens, scroll to the bottom, and click *New....*

On the next page, you'll see a space provided for entering the URL of the web page to which you are linking. Paste the URL you copied into that space.

Using the drop-down list at the top of the page, choose the *Category* to specify the county web page on which you'd like for your link to appear.

From the next drop-down list, choose a *Group* to control where your link will appear among all the links on that particular topic page. (If you do not choose a group and use *Default*, your link will appear above all the groups of links.)

In the *Description* box, enter the text you'd like for the public to click on to access the web page to which you are linking. These are the words that will appear as *hypertext* in the *Public Mode* on the county web site. (Feel free to use the text provided in the links file.)

Click *Save Changes*. Navigate to the appropriate county Extension web page in the *Public Mode*, and check to see that your link works correctly.

g. In the Administrative mode of the content management system, click **News** on the black tool bar at the top of the page.

When the News page opens, scroll to the bottom, and click **New** to publish a news article to the county web site. A page will open so that you can input your information.

In the large white Text box, add the text of one of the news stories provided from the CD. (There are 3 articles from which to choose – news1.txt, news2.txt, and news3.txt. Check with your coworkers so that each of you publishes a different news story.)

Using the drop-down list at the top of the page, choose the **Category** to specify the county web page on which you'd like for your news article to appear.

In the **Title** box, enter the headline for your news article (Note: The headline should not be repeated above the article in the large Text box.)

The Teaser box is optional.

Click **Save Changes**. Navigate to the appropriate county Extension web page in the Public Mode, and check to see that your news article shows up correctly.

h. In the admin mode of the CMS, choose *Images* on the left tool bar.

On the Images page, browse your computer to find the image files you copied from the CD. Select the image with the same name and number as the news article you published in Step G. Once you have selected the image, click **Open**.

Provide **Alt Text** for your image. This should be descriptive of the subject matter of the image and will, among other things, allow accessibility to vision-impaired persons using screen readers.

Click **Upload File** to add your image to the county image library.

i. In the Administrative mode of the content management system, click **News** on the black tool bar at the top of the page.

When the News page opens, look through the list of published news articles and highlight the article you published in Step G. Then, scroll to the bottom of the page, and click **Edit** to edit your news article. A page will open so that you can see your news article information.

On the right of the page, click **Choose Image**. The county **Image Library** will open. Choose the image you just uploaded.

Then, at the bottom of the page, click **Save Changes**.

Navigate to the appropriate county **Extension** web page in the **Public Mode**, and check to see that your news photo shows up correctly with your article.

j. In the **Administrative Mode** of the CMS, click *Files* on the left menu bar.

On the **Files** page, click *Browse* to find the PDF file on your desktop that you'd like to upload to your county file library. (Check with your county coworkers so that each of you uploads a different PDF file.) Select the file (click on it once to highlight it), and click *Open*.

In the space provided, enter a description of your file. (This description is "internal" information to help you organize and manage your county file library. The description information you enter here about your file won't be visible to the public.)

Click *Upload File*.

When you get the message that your changes were saved successfully, click *Continue*. You will return to the **Files** page of the **Administrative Mode**.

Below the **Browse** button that you used to upload your file, you will see a list of the files in your county file library. Find the file you've just uploaded.

Now, you are ready to place a link to your file on the county web site so that the public can access the file. Right-click on the name of the file (the file name is sort of blue). Choose *Copy Link Location*. (If you are using a Windows machine, the wording might be a little different.)

Next, on the left menu bar, choose **Links**.

Once the **Links** page opens, scroll to the bottom and click *New ...*

On the next page, you'll see a space provided for entering the URL of your file. Right-click in that URL space and select *Paste*.

Using the drop-down list at the top of the page, choose the **Category** to specify the topic page on which you'd like for the link to your file to appear.

From the next drop-down list, choose a Group to control where your link will appear among all the links on that particular page. (If you do not choose a group and use Default, your link will appear above all the groups of links.)

In the Description box, enter the text you'd like for the public to click on to access your file. These are the words that will appear as hypertext on the web page that the public will see.

Click *Save Changes*. Navigate to the appropriate county web page in the Public Mode to be sure that your file is linked correctly.

k In the time remaining, experiment with adding an event to your county web site and then with creating a content page to append to your county web site. To add an event, click Events on the black tool bar at the top. To create a content page, click Content on the left tool bar.