

## TRANSFERRING A TREASURERS REPORT TO THE WEB PAGE

*The report should be a .pdf format. Place it on the desk top of in another easy to find location.*

Open the website, click on the INFO column.  
Scroll down and click on the Treasurers Report.

*The new page is titled Treasurers Report: Scroll down to the lower right hand corner below the line and straight across from the wbv address and copyright lines, look for 6 faint dots forming the side edges of a rectangle. Click inside this rectangle.*

*Next is the Log In page, you will type your password in the box, then click on submit.*

*Now we need to prepare a place to put the report. Place your cursor behind the 1. and click enter. This moves the old reports down and 1. is now blank and available for your new report.*

Again place your cursor behind the 1. (plus one space.)  
Type in the name of this report, then highlight it.

*Now lets look up at the top of this page - you will find 3 gray rows of icons. In the middle row look for a small box with only 3 icons, the first one looks like the link of a chain, Click on this link. Now a small 'Link" box will appear and you will Click on Browse Server.*

*The new page has a blue-grey box that says 'Upload to Server', (You may have to drag several pages out of the way to get back to your desktop- or you can minimize them- just don't lose them.)*

*Find your Treasurers Report on your desktop or special folder and Drag your pdf, Treas report by putting your cursor on it, hold you first finger down and keep it down while you drag it off and onto the gray area on the Upload to Server page - release the cursor. (The color will change from gray to yellow and back to gray – meaning that it is now uploaded.)*

Scroll down until you see a bright orange box, this will be your uploaded pdf. report, click in the middle of it - ( not on the red X as that will delete it.)

In the next window ( you will notice that a URL has also been entered for the location of your pdf.)  
Click on the green OK. This takes you back to your Treasurers reports list.

*So now we need to save what you have done by clicking on one of two SAVE icons. The easiest one is in the lower left hand corner. Scroll down and Click on the word SAVE.*

*Now return to your area of the website and Click on #1, which is your latest entry and see if it is OK- that it was uploaded correctly.*