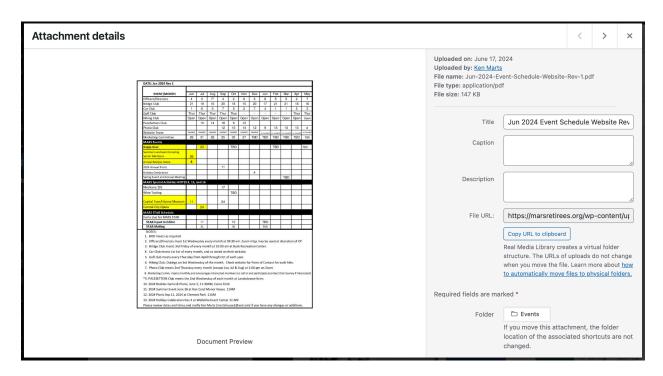
## **Updating The MARS Full Year Calendar**

The full-year calendar for MARS Associates is put together in a spreadsheet. When changes have been made to the spreadsheet (for example, at the beginning of a new year or when the date of an event changes), the calendar should be uploaded to the website and the full year calendar page updated. This document shows how to update the web page (found here: <a href="https://marsretirees.org/full-year-calendar/">https://marsretirees.org/full-year-calendar/</a>.

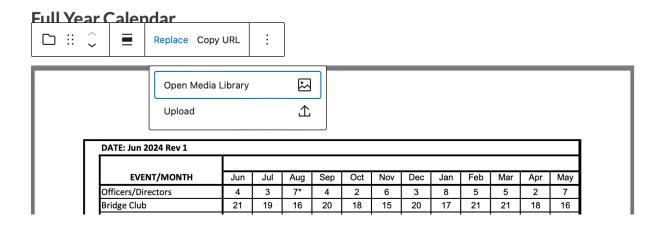
- 1) Export the spreadsheet version of the calendar as a PDF file. In Excel, this is done through the Save As... command, selecting PDF as the file type. For best legibility on the website, please make sure that the entire document fits on one standard page. On Mac, it's probably best to use the Excel Print command, choose "Scale to Fit" (one page), then Save as PDF this ensures that the document is converted to a one-page PDF.
- 2) Once the calendar is saved as a PDF, log into the website using your user name and password.
- 3) From the WordPress dashboard, select Media > Library, and then Events (as the calendar displays upcoming events for the full year). Upload the updated calendar PDF file by clicking the Add New Media File button at the top of the Media Library page.
- 4) Once uploaded, click on the file to make sure that it looks correct. You'll see something like this:



- 5) If everything looks OK, get out of this "Attachment Details" window by clicking the X in the upper right corner.
- 6) OK, now you're ready to embed the PDF onto the web page. From the WordPress dashboard, select Pages > All Pages.
- 7) Type "calendar" into the search field in the upper right of the list of pages, then press Enter/Return. You'll see a listing for Full Year Calendar (see image on next page) click the Edit link to open the page in the WordPress editor.

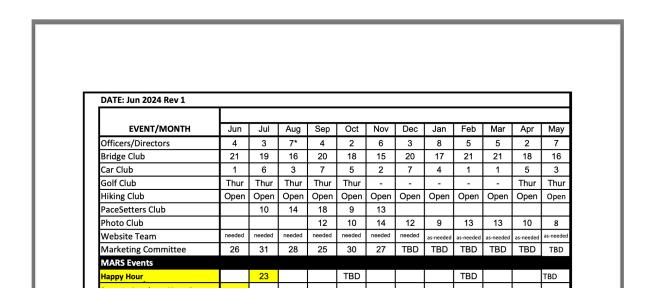


8) On the page that appears, click the big "block" that contains the previous calendar. Click the Replace button, and select Open Media Library. You should be able to see your recently uploaded PDF file — if not, navigate to the Events folder and find the file.



9) Click the Select button to place the file into the page. It should now look like this:

## **Full Year Calendar**



10) Click Update to save and publish the revised web page.

Version 1.0 Steve Sande June 18, 2024