



# GGC Website Documentation

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## PDF documents

In the first years of the website PDF documents were loaded into the Media Library alongside photographs. However problems were emerging:

- the growing volume of PDFs was getting to become an issue
- categories appropriate to Photos did not apply to PDFs
- we needed a more consistent and easier method of handling PDFs

In 2016 BSK Pro was purchased to provide a library for PDF files and a shortcode was created to call PDFs from a Post or web page.

Note: Only PDF files can be uploaded. Formats such as .doc, .docx, pages, or .MD must be exported to PDF and saved on your file system before uploading to BSK.

## Uploading a new document

From the tool bar, click on BSK PDF Pro > PDF Documents. This will bring up a list of all PDF's in the BSK library with search and category selection. To upload a new document click on *Add New*.

On the "BSK PDF Document" page you have a list of categories, which can be used singly or combined as follows:

Category	Usage
Open Competitions	As the name implies. At some stage it is hoped that this category could be used to automatically fill the 20xx Open Meetings Page, but not yet!
Gents Competitions	As the name implies
Ladies competitions	As the name implies
Seniors Competitions	As the name implies
Mixed Competitions	As the name implies
Juniors Competitions	As the name implies
Interclub Competitions	As the name implies
200 club	The fixed documentation supporting to 200 club. Used on the 200 Club page.
Misc-Docs	Used for things like AGM minutes
Archive	On the Members > Past Winners page there is a link to the Archive page which included all documents with this category. This category is usually used in conjunction with Gents, Ladies, etc Open meeting results.
Admin Documents	The documents listed on the Documents page.

Below the Category table you specify the document's Title. This can be left blank if you want the Library to use the PDF file's title. If so, then be sure to tick *Use file name as title* **and** set "Exclude extension (pdf) from title:" to Yes

**Do not** click on *Use Wordpress Media Uploader*, this will load the file in the Photos Library not the BSK library.

Click on *Choose File* and, like loading photographs, you navigate to the folder on your local file system, select the PDF, and click *Choose*.

Finally, click on *Save*

Save will take you back to the "BSK PDF Document" page and make a mental note of the library number assigned to the new document.

To cancel the process click on the browser's back button.

## Changing an existing document

From the tool bar, click on BSK PDF Pro > PDF Documents. This will bring up a list of all PDF's in the BSK library with search and category selection.

Click on the document you want to change and this will take you to the "BSK PDF Document" page. This is very similar to the Add New document except you do not have the option to blank out the Title and pick up the PDF file's title.

Categories can be changed or selected as before and to upload the new document click on Choose File and proceed as above.

Note: If the upload date is relevant, then you need to manually change the date before clicking \*Save\*.

## Calling a PDF from a Post or Page

To get a consistent user experience when accessing a pdf the following shortcode was created:

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[ggc-pdflink id= ] where id refers to the library number of the document in the BSK library
```

Insert this shortcode into the appropriate paragraph and it will display the document title (underlined and blue) and create a link to the PDF that will display the document in a new browser window. Hence the user is able to keep the document and the website open at the same time.

The 20xx Open Meetings page was initially designed to use a consistent id number for Gents Open, Ladies Open, etc but it is difficult to maintain this concept when replacing Entry Forms with Results Pages. (Needs more thought!)