



GGC Website Documentation

How to create and change this documentation

The source documents for this documentation library are in the shared Dropbox folder "GGC Website".

Using Markdown

To avoid problems of Windows, iMacs or iPads being used to change or create these documents, all documents have been written using Markdown and these markdown files are in the folder "GGC Website/Admin Documentation/Markdown Source docs".

If you are unfamiliar with Markdown, a quick scan through any existing document will probably give you enough information, but if you need a reference go to <https://www.markdownguide.org/>.

Whilst you can edit a Markdown file with any text editor you will need to install a Markdown application to convert the Markdown text into pdf format. Whilst there are many free Markdown editors not all support the Export to PDF function.

If you are creating a new document, copy the "template" lines you can find at the start in any one of these documents and start writing from there.

To move the document into the website

You have to convert the Markdown file to pdf format because that is the only format that can be uploaded into our website.

For convenience (?) we've kept the pdf files separate from the source in the folder "GGC Website/Admin Documentation/PDFs uploaded", so be careful when exporting the source file.

Replacing an existing document

Log into the website and on the Admin toolbar click on "BSK PDF Pro/PDF documents" and in the document list select the category "Admin Documents".

On the BSK PDF Documents page click on the document that you are replacing. On the BSK PDF Document page, at the Upload New prompt click on Choose File, locate the file in the folder "GGC Website/Admin Documentation/PDFs uploaded" and click on Upload. Manually change the Date, leave Publish Date and Expiry Date blank and click Save. On the Admin toolbar click Documents and checkout the new upload.

Adding a new document

Log into the website and on the Admin toolbar click on "BSK PDF Pro/PDF documents" and on the BSK PDF Documents page click on Add New.

On the BSK PDF Document page, set:

Category: Admin Documents

Title: (leave blank, usually)

Use file name as title: Ticked

Exclude extension from title: Yes

Use Wordpress media Uploader: unticked

Upload New: click Choose File and in folder PDFs Uploaded, select the file and click Upload

Then click Save and when back in the document list make a note of the ID number of the new document.

On the admin toolbar, click on Documents. On this page click on Admin toolbar Edit Page and on the appropriate line insert:

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[ggc-pdflink id=???]&nbsp;
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And click Update.