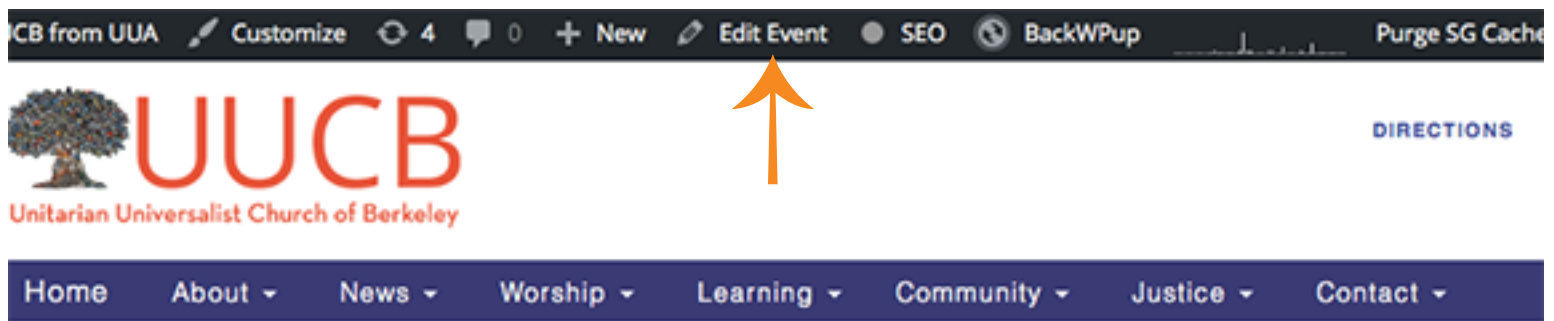


Process for Uploading Audio File to Personal Theology Pages on UUCB.org

- 1 The easiest place to start: after logging in to staging.uucb.org/wp-admin, navigate to the event you want to edit. Select Edit Event from a set of controls that display at the top of the screen



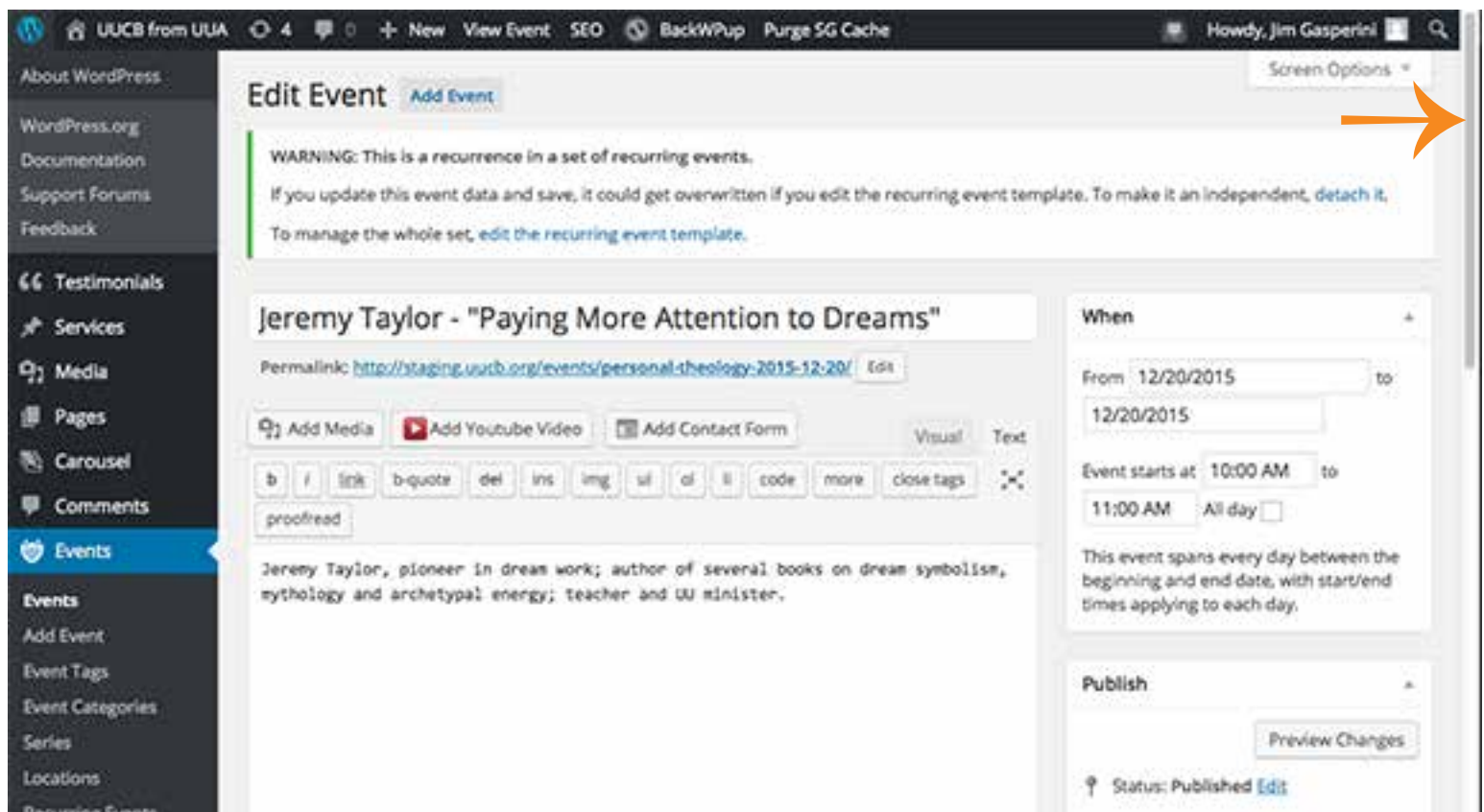
Home » Events » Jeremy Taylor – “Paying More Attention to Dreams”

Jeremy Taylor – “Paying More Attention to Dreams”

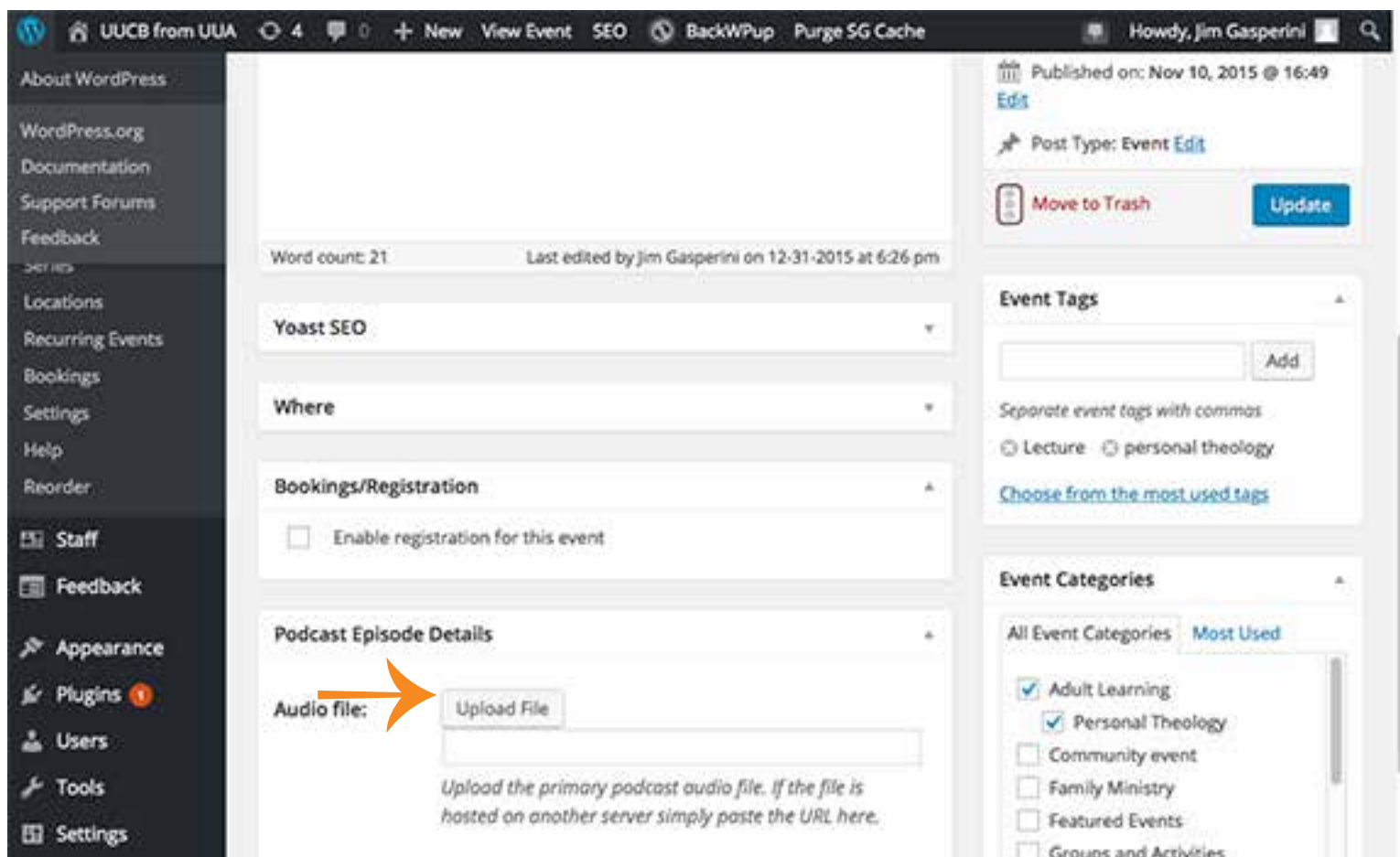
12-20-2015

10:00 am - 11:00 am

- 2 On the Edit Event page, scroll down

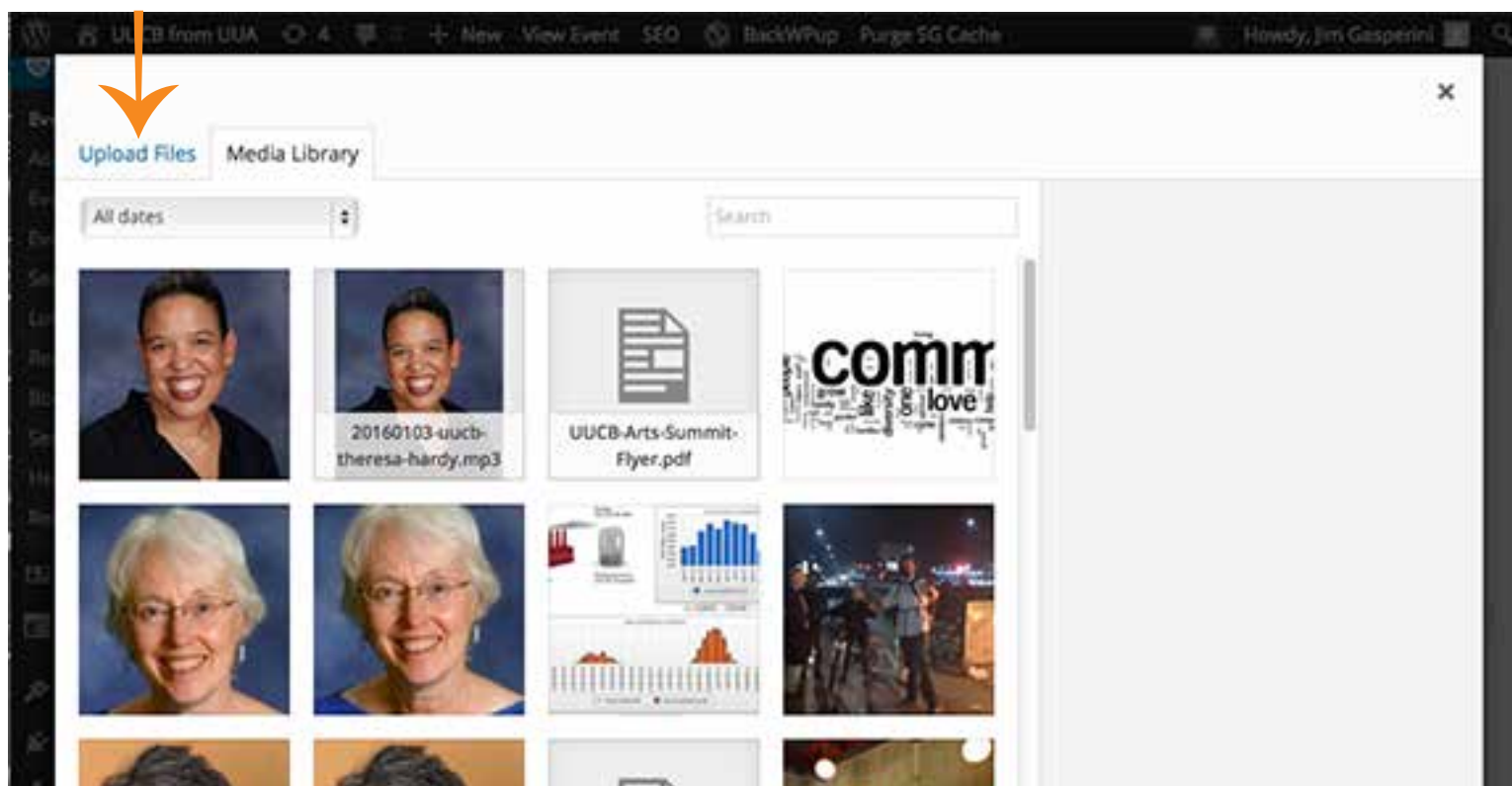


- 3 You will need to scroll a ways, past two large widgets (Yoast SEO and Where.) They are shown collapsed here. We will use the “Podcast Episode Details” panel (this is the “Seriously Simple Podcasting” plugin.) Select “Upload File.”



The screenshot shows the WordPress event editor interface. The 'Podcast Episode Details' section is expanded, showing an 'Audio file:' field with an 'Upload File' button. An orange arrow points to the 'Upload File' button. The interface includes a sidebar with navigation options like 'Appearance', 'Plugins', and 'Settings'. The main content area shows event details like 'Published on: Nov 10, 2015 @ 16:49' and 'Post Type: Event'. The right sidebar shows 'Event Tags' and 'Event Categories'.

- 4 In the overlay that displays next, select “Upload Files”



The screenshot shows the WordPress media library overlay. The 'Upload Files' tab is selected, showing a grid of media items. An orange arrow points to the 'Upload Files' tab. The grid includes various images and documents, such as a portrait of a woman, a document titled 'UUCB-Arts-Summit-Flyer.pdf', and a word cloud.

- 5 You will be given the choice of two standard ways to choose a file to upload: drag and drop or browse. Choose one. On the upper left you will see a thumbnail with a checkmark when it has finished uploading. Select "Select"

The screenshot shows the WordPress Media Library interface. At the top, there are tabs for 'Upload Files' and 'Media Library'. Below the tabs, there is a search bar and a date filter set to 'All dates'. The main area displays a grid of 16 thumbnails. The first thumbnail, '20151213-uucb-jeremy-taylor1-1.mp3', has a blue checkmark in its top right corner. The 'ATTACHMENT DETAILS' sidebar on the right shows the selected file's metadata: '20151213-uucb-jeremy-taylor1-1.mp3', '01-10-2016', '8 MB', and 'Length: 47:22'. It also includes a 'Delete Permanently' link and a table of metadata: URL, Title, Artist, Album, Caption, and Description. At the bottom right, an orange arrow points to a blue 'Select' button.

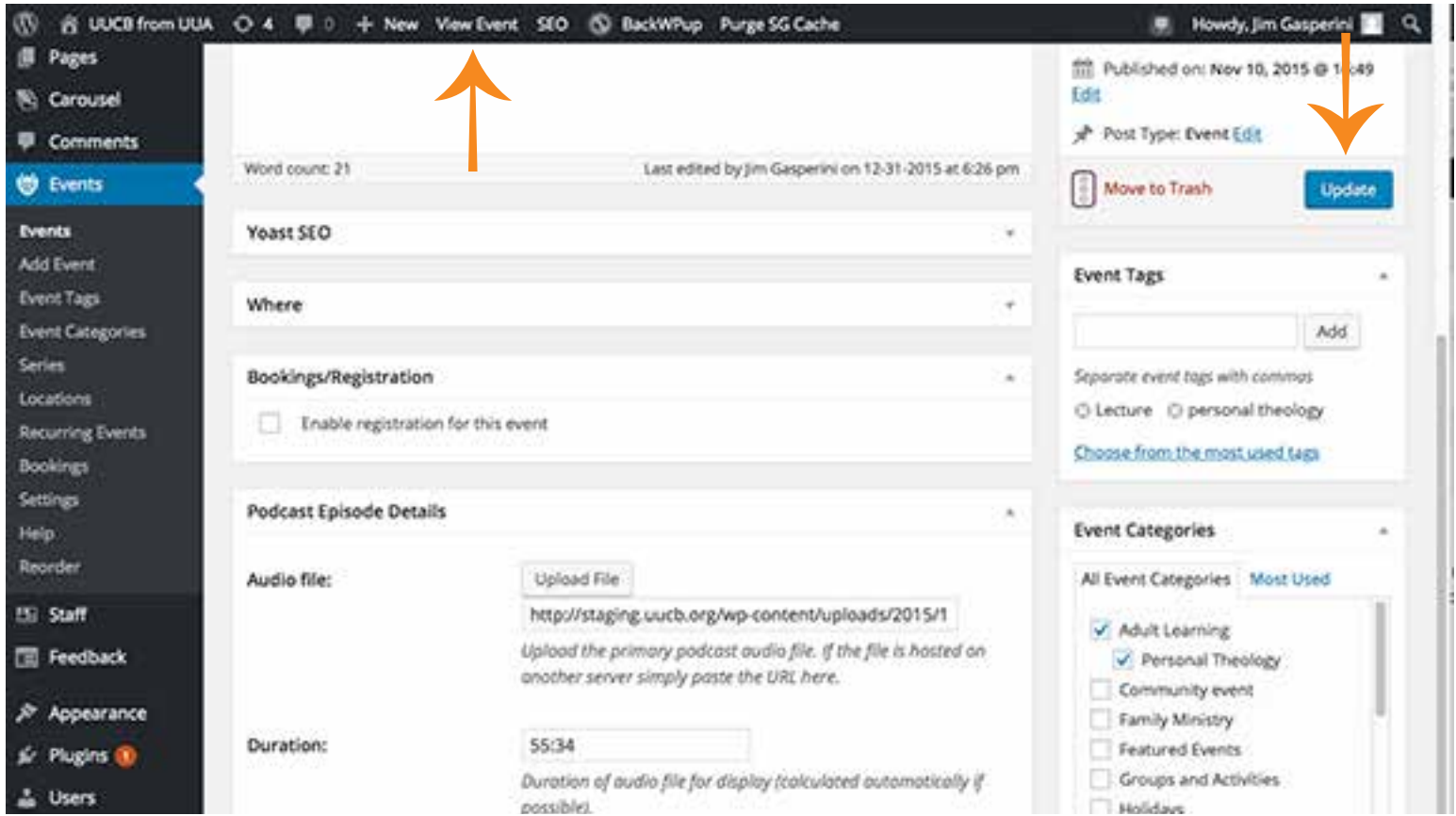
ATTACHMENT DETAILS

20151213-uucb-jeremy-taylor1-1.mp3
01-10-2016
8 MB
Length: 47:22
[Delete Permanently](#)

URL	http://staging.uucb.org/wp-
Title	In Praise of Confusion
Artist	Rev. Jeremy Taylor
Album	Personal Theology at UUCB
Caption	
Description	"In Praise of Confusion" from Personal Theology at UUCB by Rev. Jeremy Taylor, October 2016

Select

- When the overlay closes, select “Update” to insert the file into the Event.
Select “View Event” to see the results of your work.



- The audio file now can be played or downloaded from the Event page.

