



Brown, Todd &lt;todd.brown@iowa.gov&gt;

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**Re: Quick Question**

1 message

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**FreshySites Support Team** <support@freshysites.com>  
To: Todd Brown <todd.brown@iowa.gov>

Thu, Oct 31, 2019 at 2:45 PM

Hello Todd,

Happy to help!

That main menu page is actually a custom link that goes directly to the PDF file.

**To make this change follow the steps below:**

1. Login
2. Go to Media Library and add the new PDF file. If it'd named the same as the other one, adjust or remove the old file from the media library.
3. Once the file is uploaded, click on it ( will show first in the media library) - On the right will be a URL link to the PDF file. Copy this link.
4. Go to 'Appearance' from the left navigation > Select 'Menu'
5. Check that you are editing the 'Main Menu'. Open the toggle for the 'Past Events' menu item and pasted in the new PDF file URL.
6. Click 'Save' blue button top and bottom of screen.

Let us know if you have questions or need help making this change!

Thank You!

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Emily Petko  
FreshySites Support Team  
[support@freshysites.com](mailto:support@freshysites.com)  
[kb.freshysites.com](http://kb.freshysites.com)

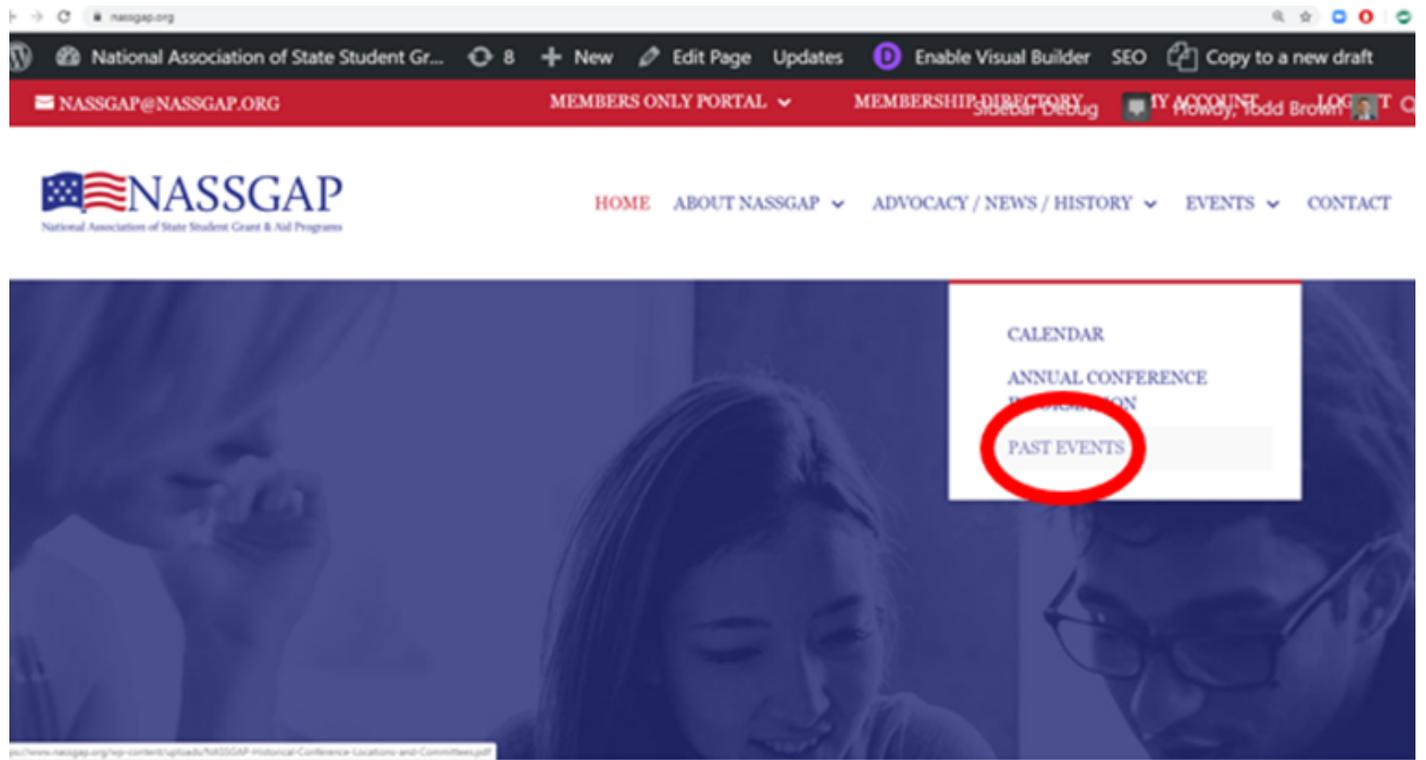
How would you rate your experience?

Amazing | Good | Needs Work

On Thu, Oct 31, 2019 at 2:21 PM EDT, Todd Brown &lt;todd.brown@iowa.gov&gt; wrote:

Hello,

I am making updates to the NASSGAP website ([www.nassgap.org](http://www.nassgap.org)). I need to update the following document (<https://www.nassgap.org/wp-content/uploads/NASSGAP-Historical-Conference-Locations-and-Committees.pdf>). It is directly linked from the 'Past Events' link on our homepage, in the 'Events' dropdown. But, I cannot find the correct 'page' in Wordpress to update that document. Could you help me identify the location of the page in Wordpress so I can make the changes? Thanks!



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**Todd Brown**

**Division Administrator, Financial Aid Program Administration**

**Iowa College Aid**

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