

To insert a new Bulletin

After acquiring bulletin from email, 'save as' normal to church folder.

Then 'save as' a pdf into 'Bulletin' folder on desktop

Open church website

Select 'Bulletin'

Select 'edit'

Select 'Bulletin' link

When popup displays, click on arrow in cloud left of file name

Window comes up to 'Select Files to Upload'-click on + sign

Go to the 'Bulletin' folder that contains the pdf bulletins

Select the one you want

'Upload' the new pdf

To the right of the file name box, click the check mark to confirm

Click the blue 'Publish' link

Click the 'Bulletin' link, the bulletin should come up

Scroll down to view the 2nd page

Note: on mobile phones, when you select 'Bulletin' it will take you to where

The bulletin link is. Click on the link to download the bulletin

2nd note: to first create a new link, insert a name you choose as the link onto the page it will come up on.

Then highlight that name and choose the 'link' symbol on the right end of the bar above