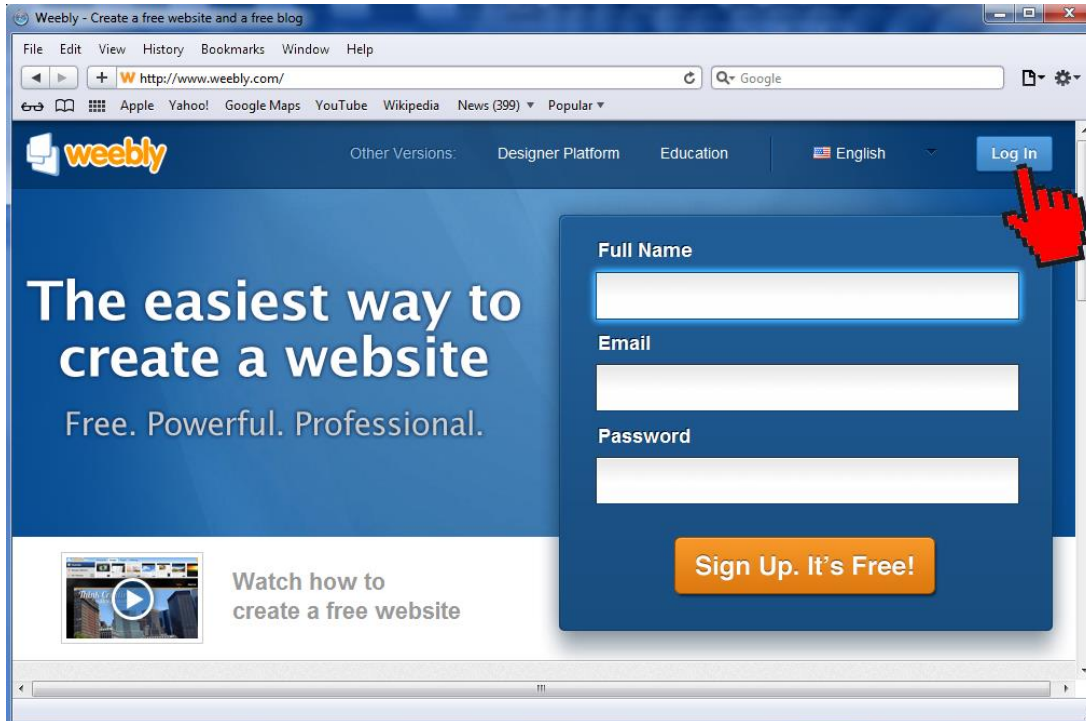# NEWSEVENTS USER GUIDE
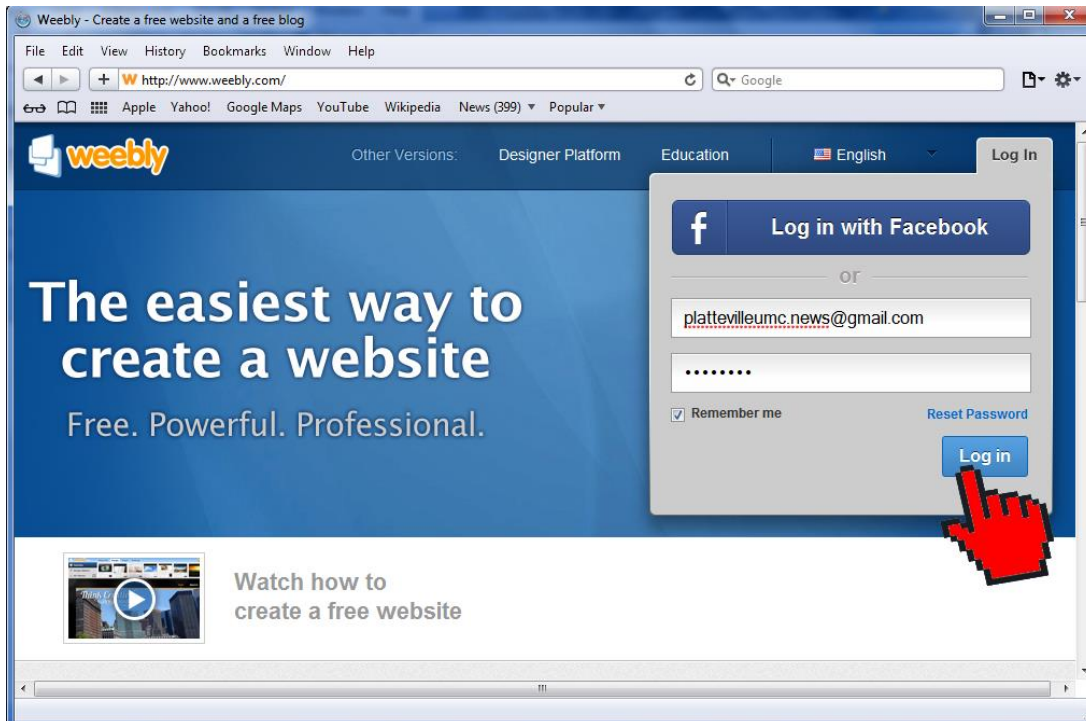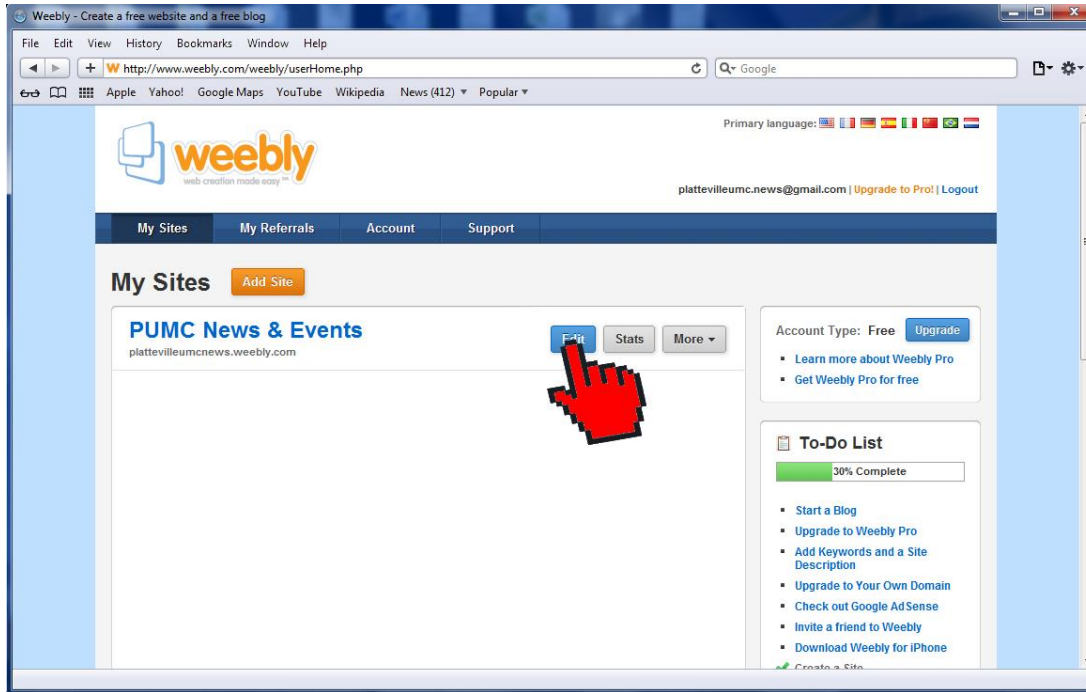

Go to the

weebly.com website.
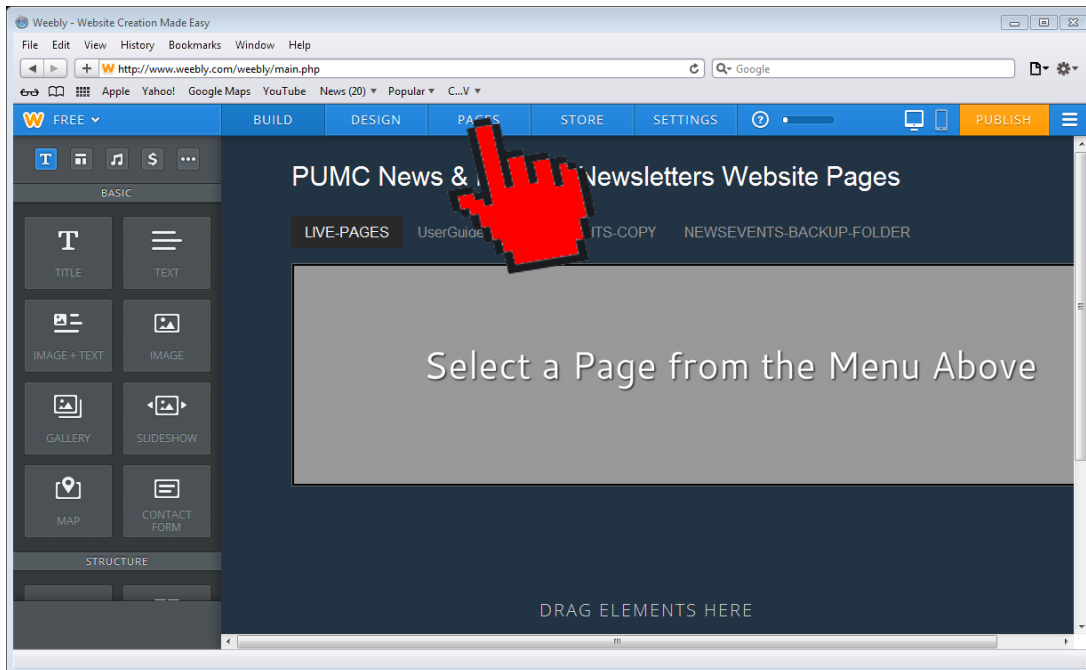
Click the __Log in__ button.

Enter the Username and the Password.

Click the

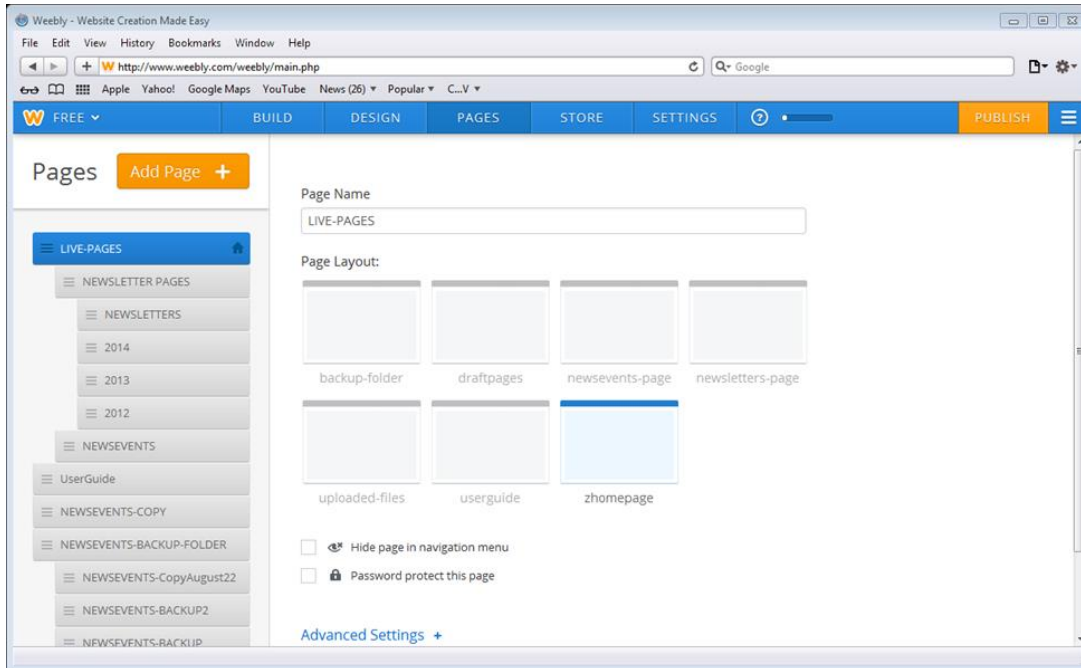*__Log in__ button.*

NEWSEVENTS USER GUIDE

*Click the **Edit** button to edit the website pages.*

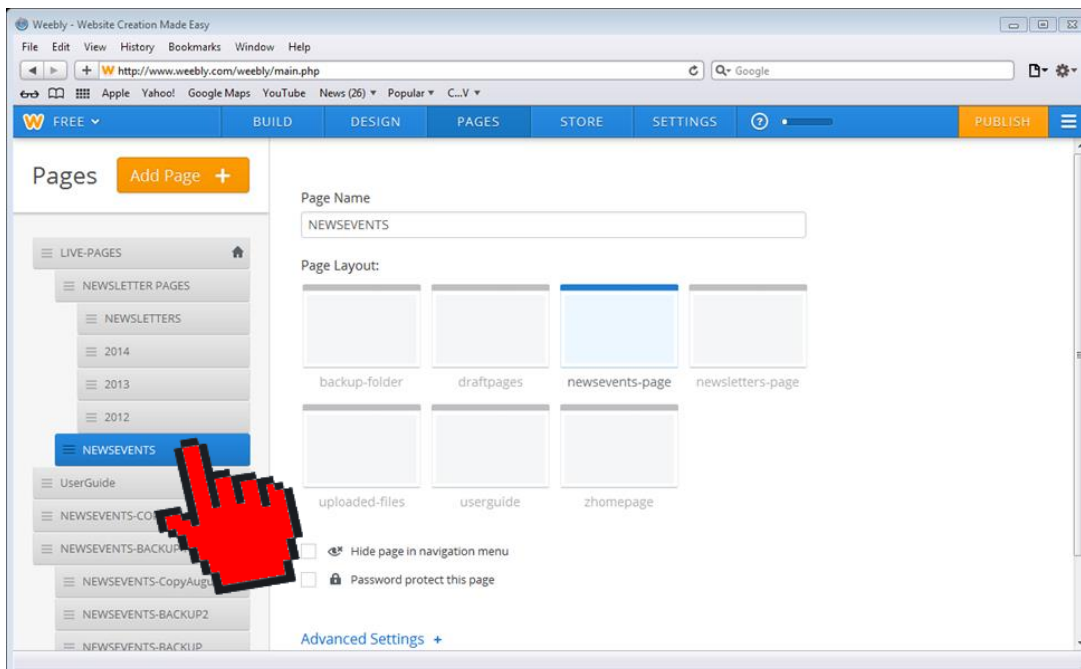## Update the NEWS & EVENTS web page.

*Click the Weebly **PAGES** menu button to change to the Weebly Pages to manage pages.*
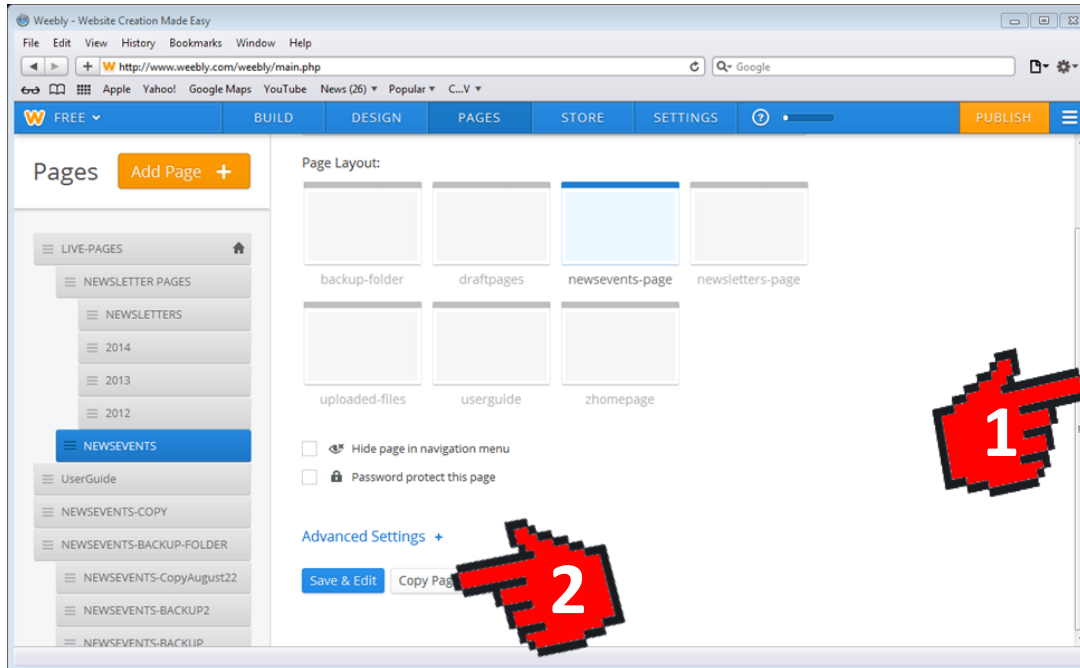
NEWSEVENTS USER GUIDE

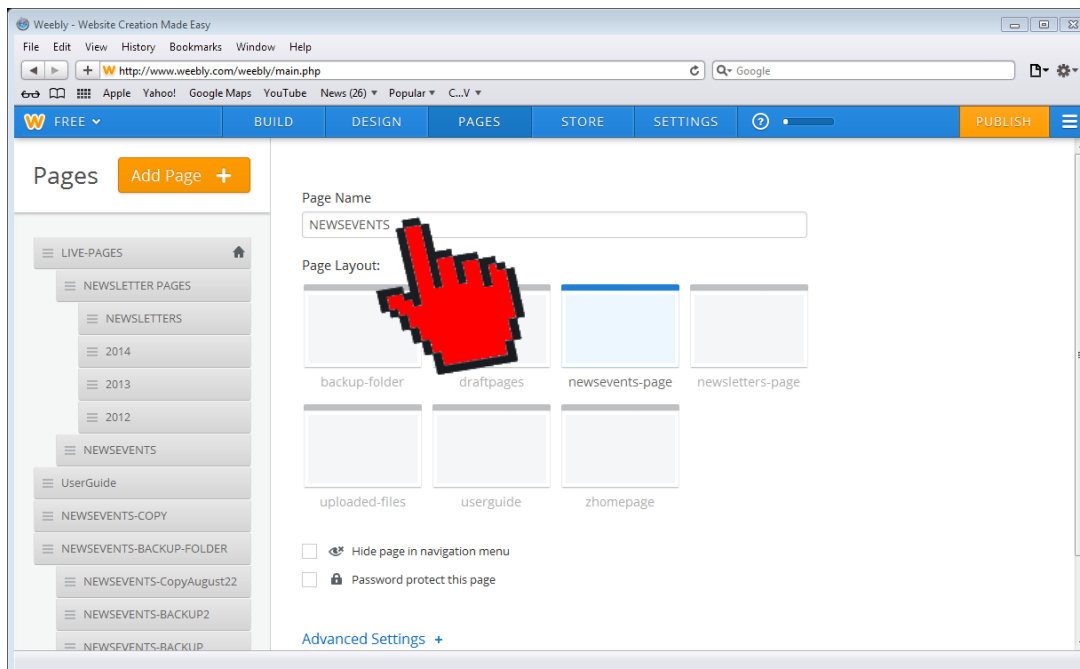*This is the Weebly Pages page to manage your web pages.*

*Click in the left side pane on the **NEWSEVENTS** page button*
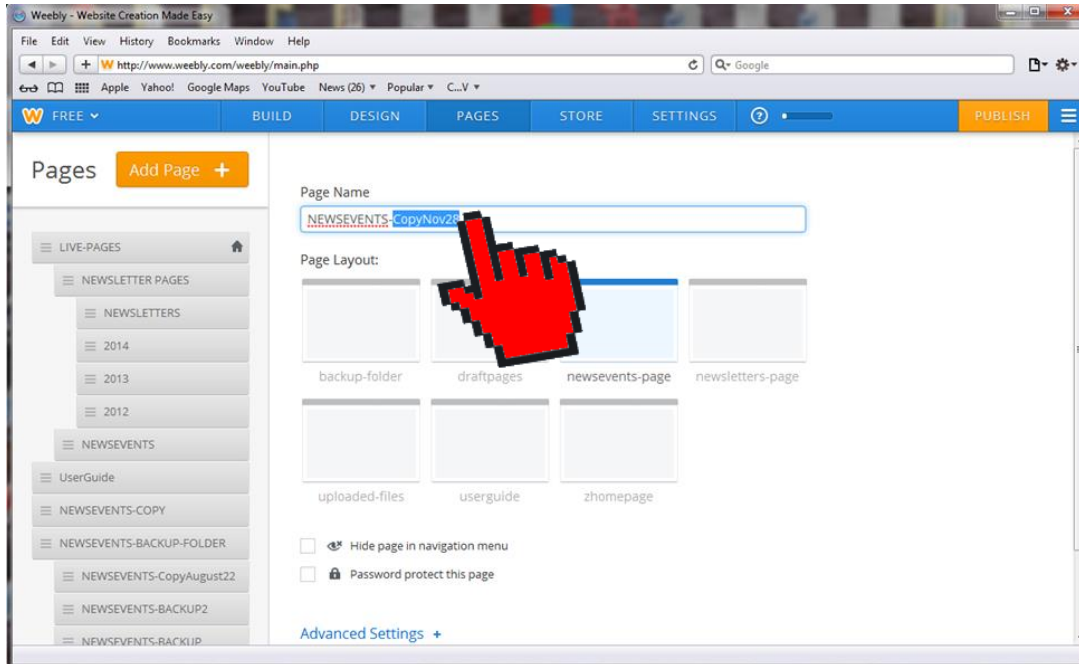
NEWSEVENTS USER GUIDE

1) Use the side scroll bar to scroll down the page.
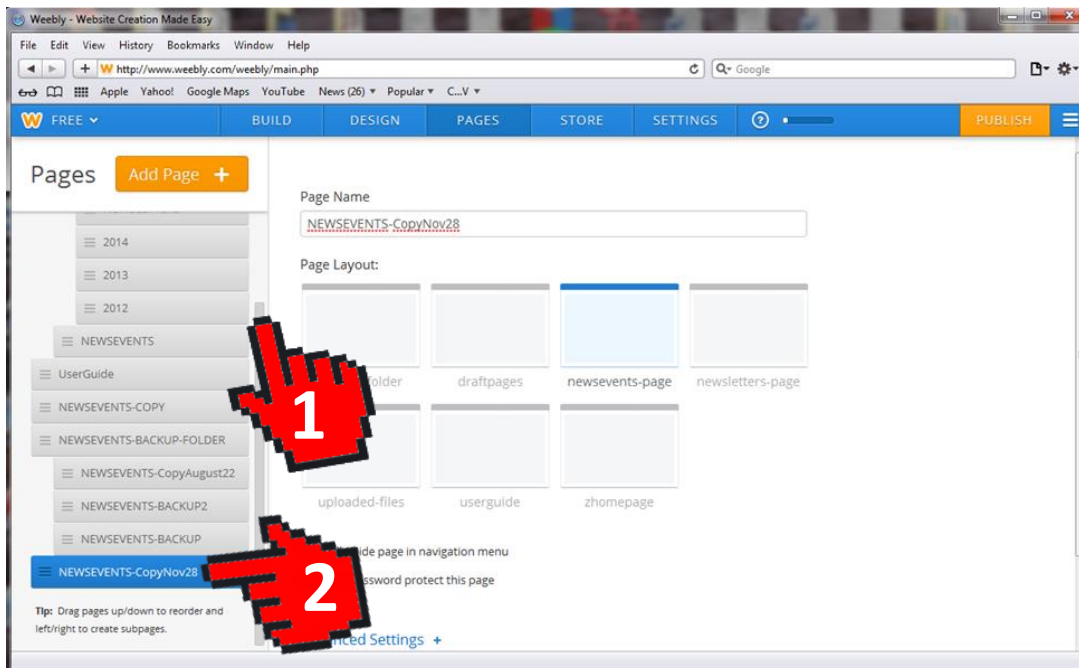
2) Click the **Copy Page** button.

>>The NEWSEVENTS webpage is now copied. You should see this webpage refresh automatically to display the top of the page again to see the Page Name text box.

NEWSEVENTS USER GUIDE

Click in the Page Name text box and append the following text after the NEWSEVENTS name:
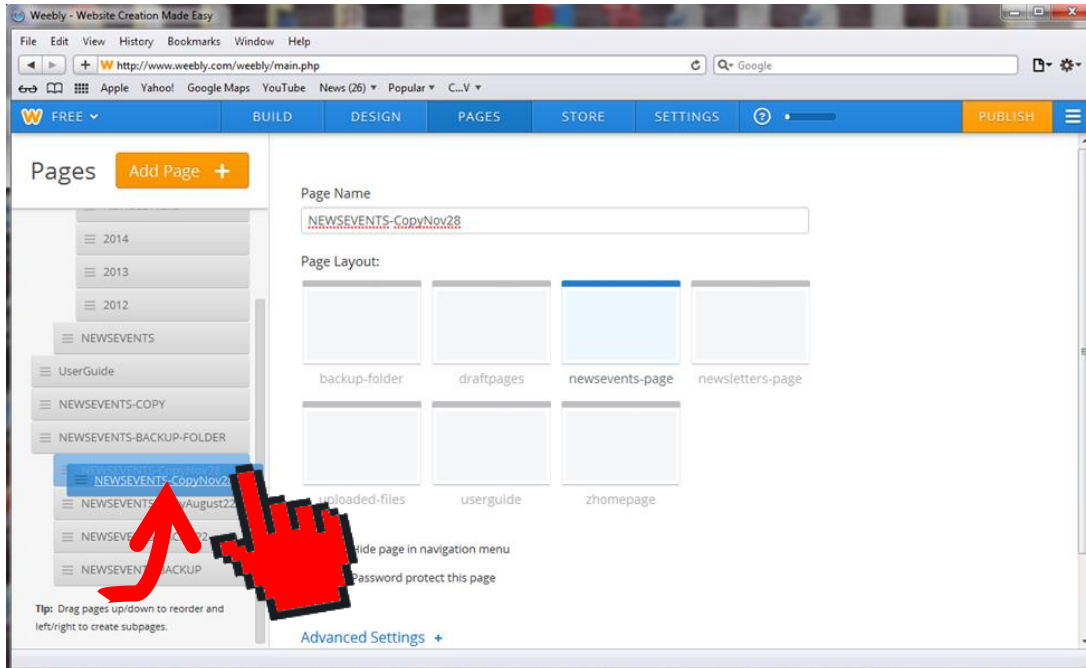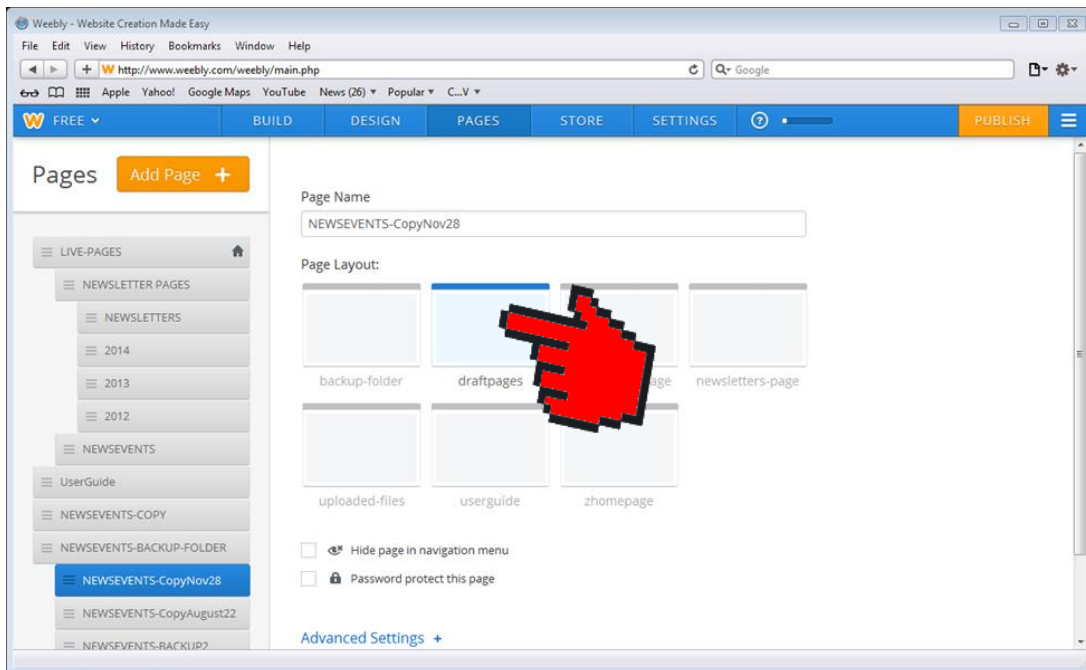
-CopyMonthDay

1) Use the left side pane scroll bar to scroll down the menu button list

*2) Click the **NEWSEVENTS-CopyNov28** button.*
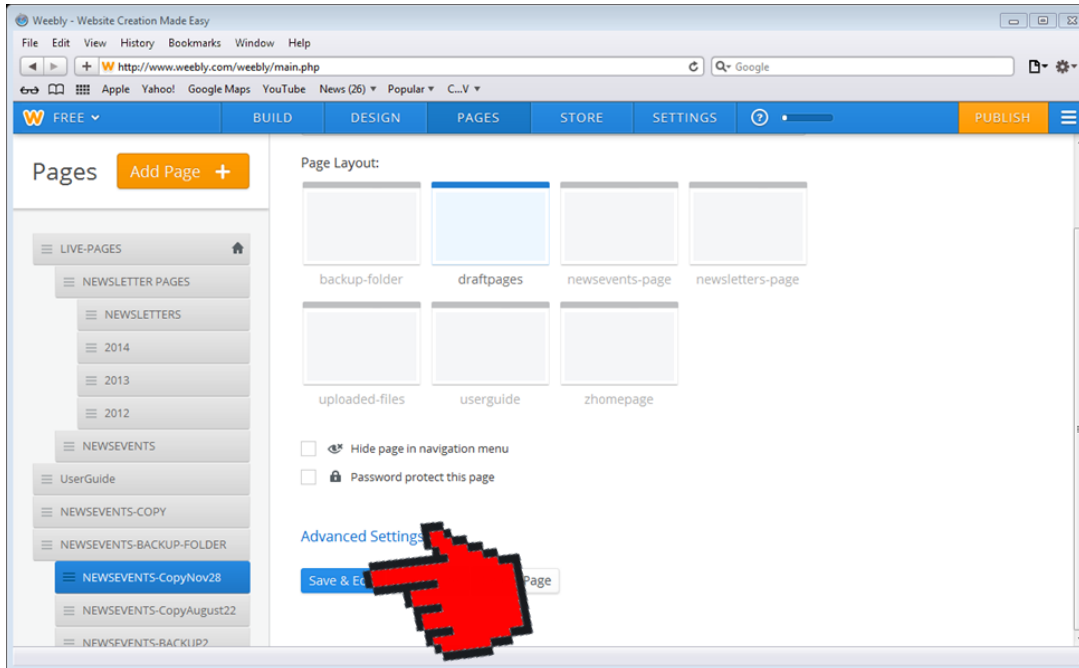
NEWSEVENTS USER GUIDE

Click and hold the mouse button down on the **NEWSEVENTS-CopyNov28** button and move this page button up the menu list and locate under the **NEWSEVENTS BACKUP FOLDER**.
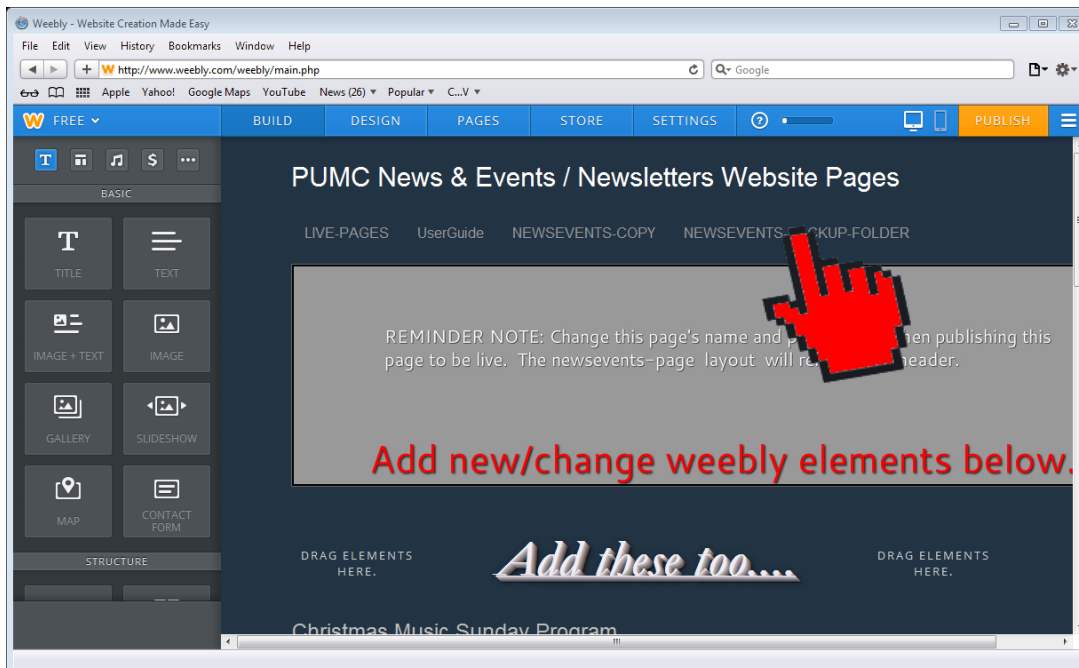

Click on the Page Layout area called **draftpages**.
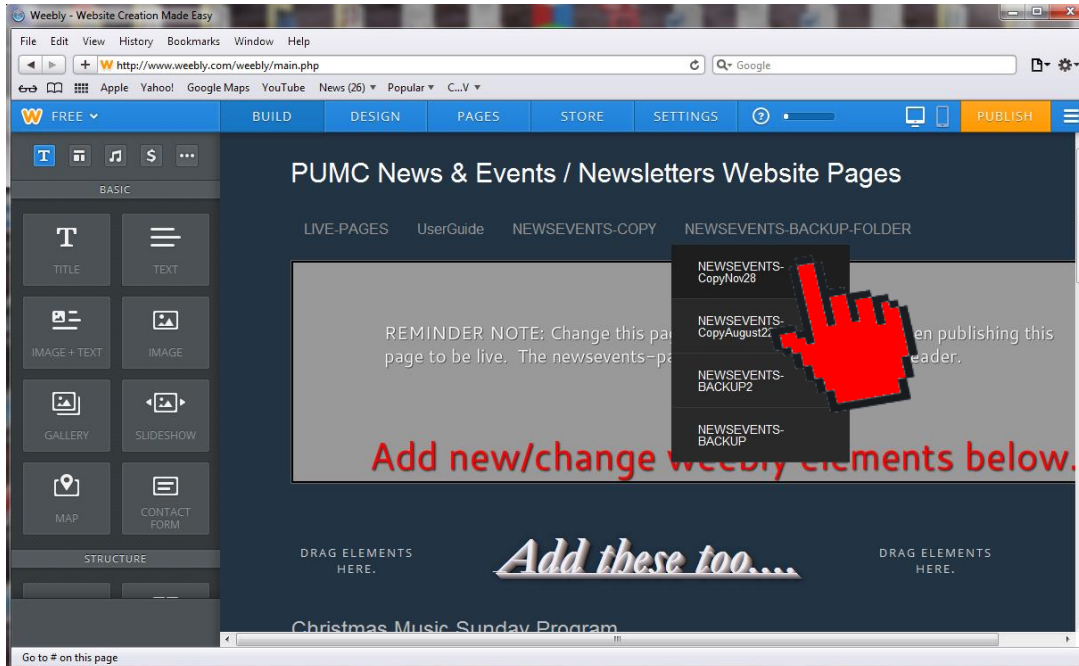
NEWSEVENTS USER GUIDE

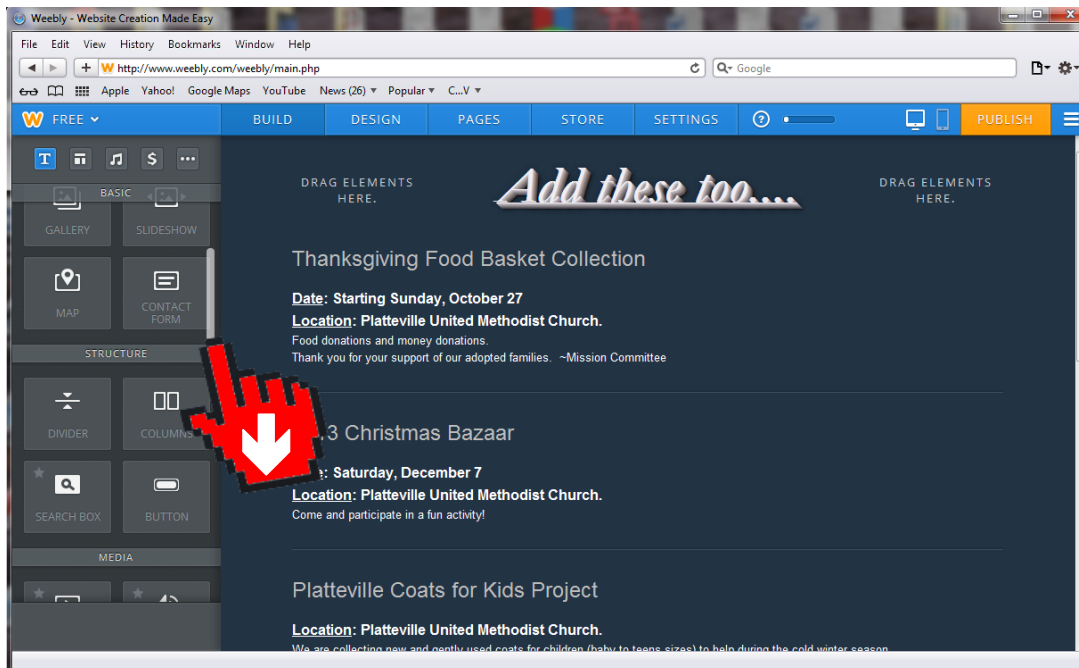*Click the **Save & Edit** button.*

*Click the **NEWSEVENTS BACKUP FOLDER.***

NEWSEVENTS USER GUIDE

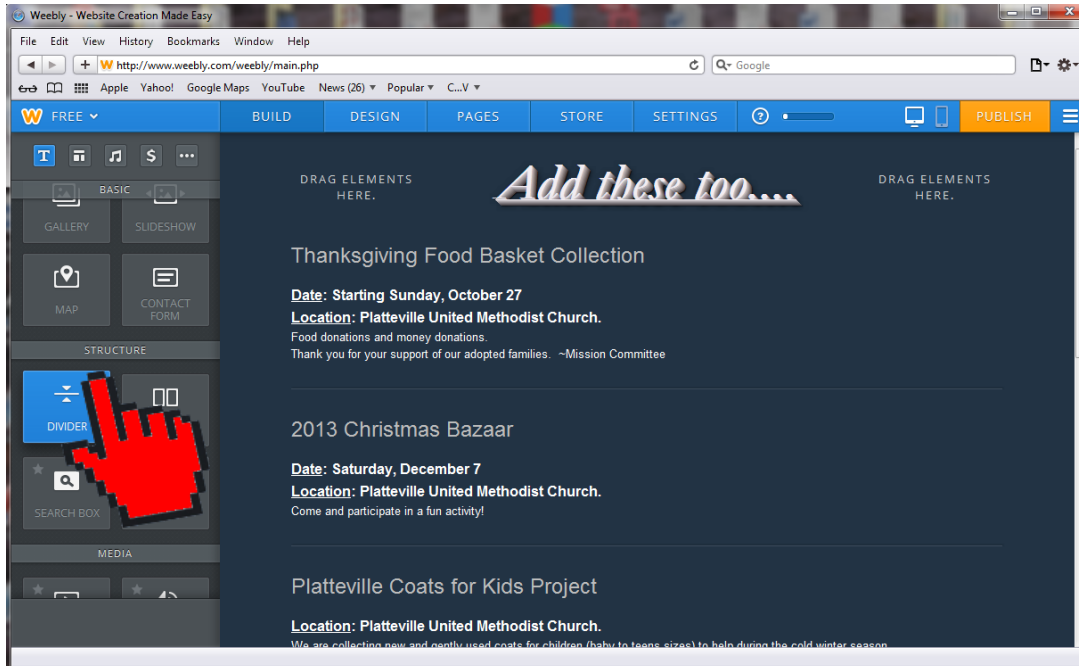
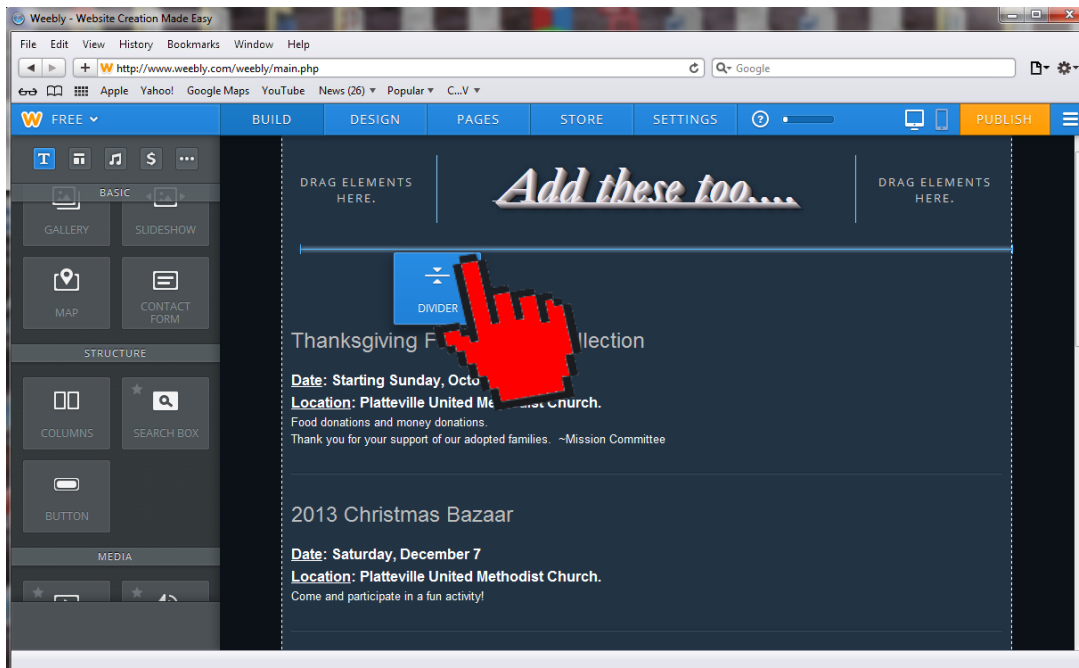Click on the recently copied webpage *NEWSEVENTS BACKUP FOLDER.*

Move your mouse pointer to the left side pane and select the scroll bar to move it down and the object button list up.
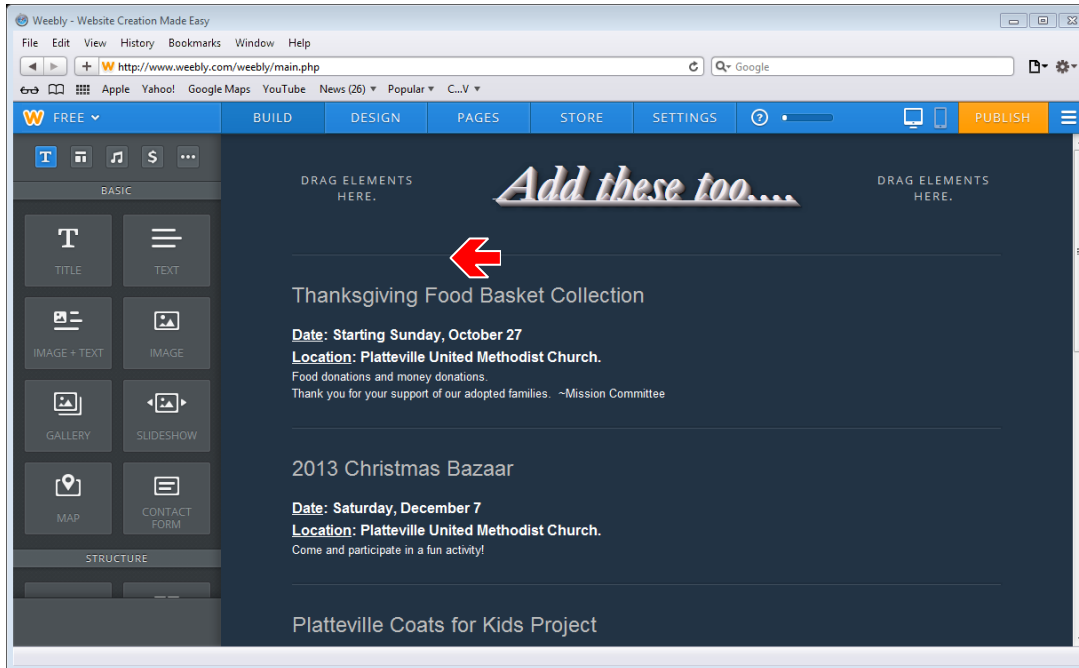
NEWSEVENTS USER GUIDE

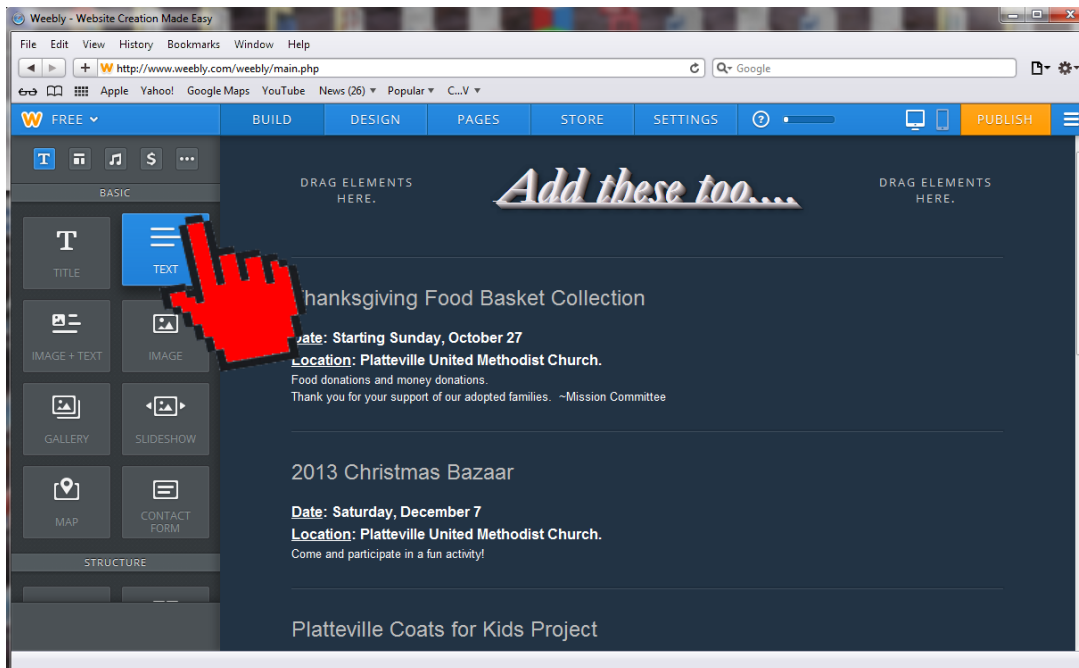*Click on the object list **DIVIDER** button.*

*With your mouse selecting the **DIVIDER** button, move this button into the webpage to insert a divider line.*

Release your mouse button when are finished locating the insertion point.
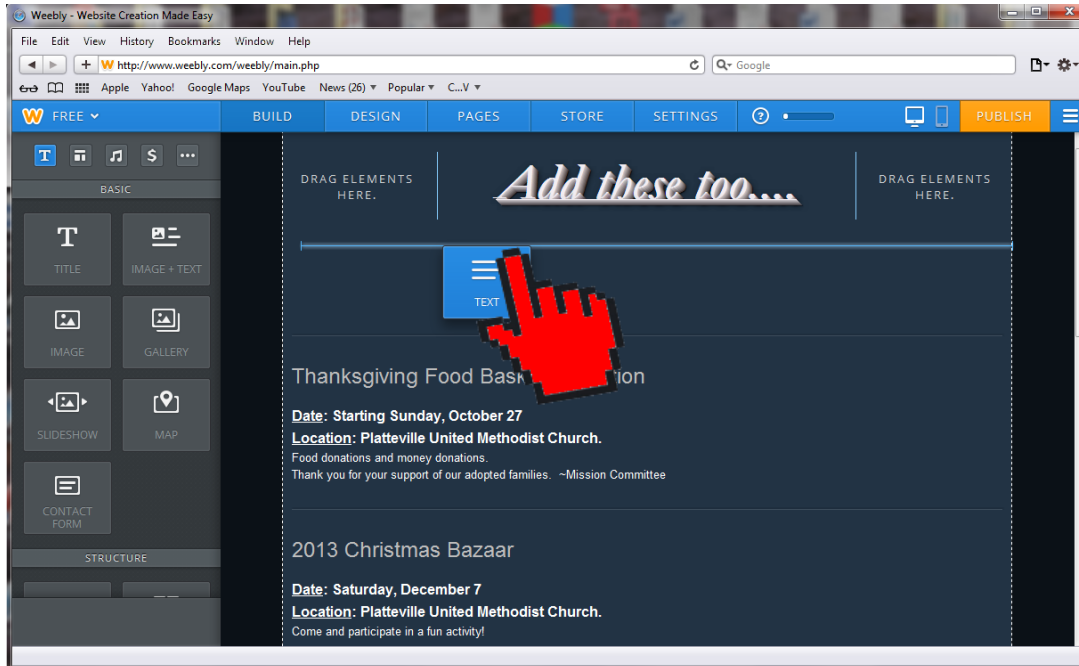
NEWSEVENTS USER GUIDE

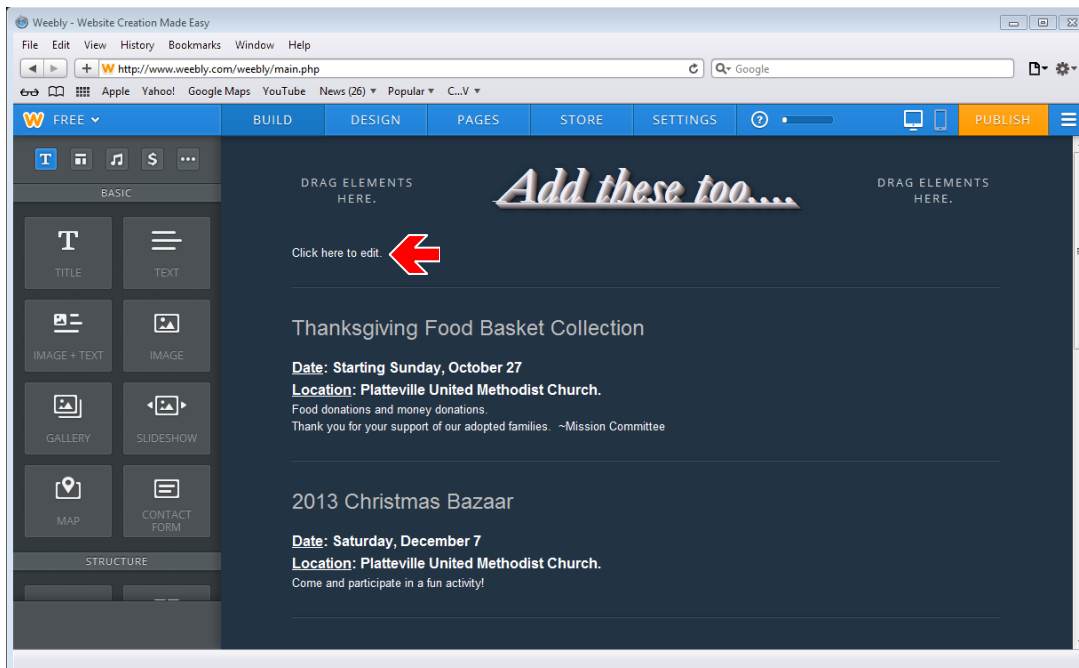*The inserted divider line object is now displayed on the webpage.*

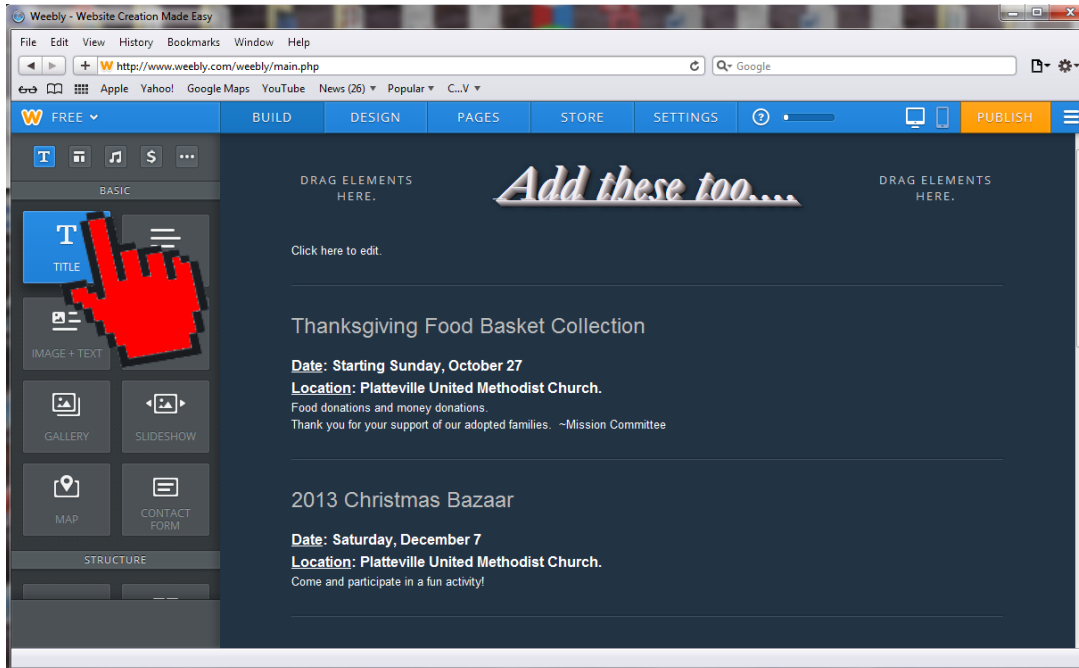*Click on the object list **TEXT** button.*

*With your mouse selecting the **TEXT** button, move this button into the webpage to insert a text object placeholder above the divider line.*

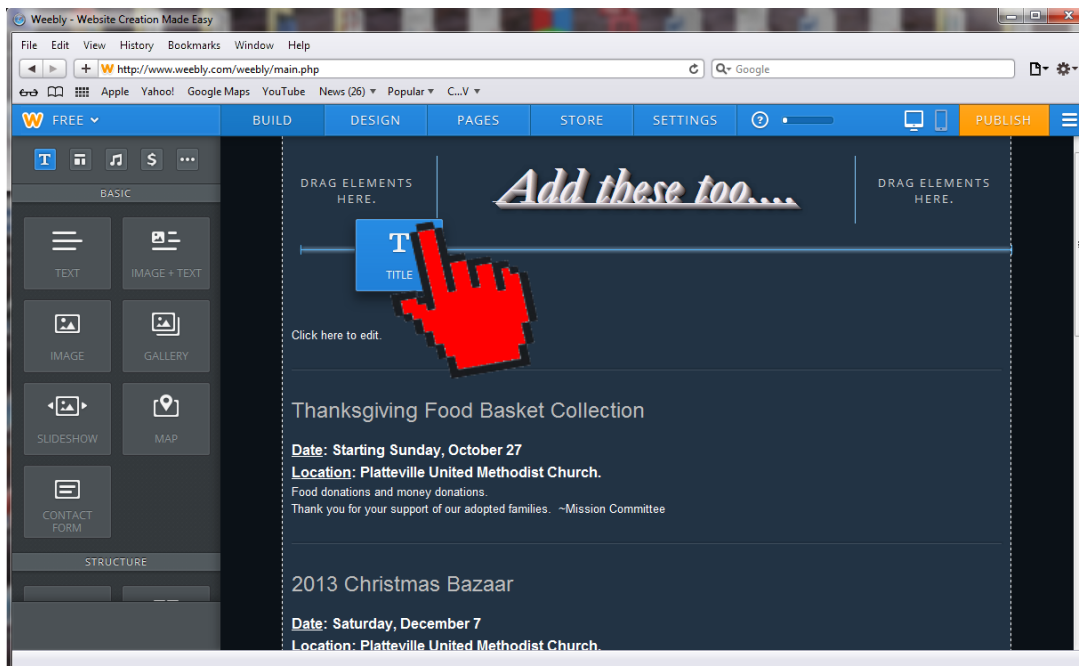*Release your mouse button when are finished locating the insertion point.*

The inserted text object placeholder is now displayed on the webpage.
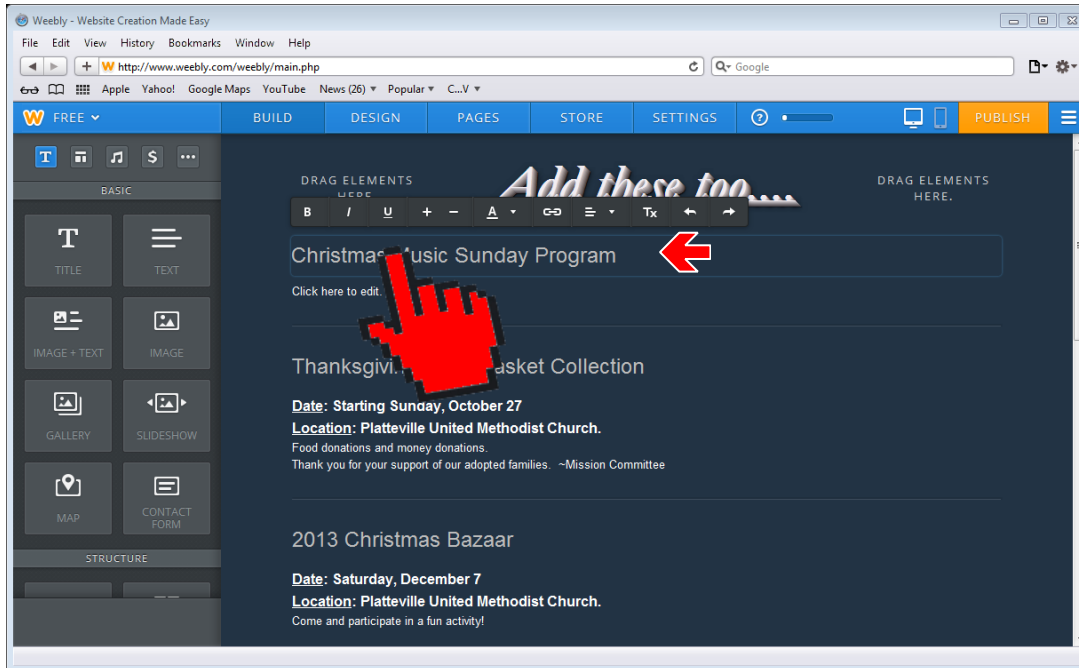
NEWSEVENTS USER GUIDE

*Click on the object list **TITLE** button.*

*With your mouse selecting the **TITLE** button, move this button into the webpage to insert a title object placeholder above the text object.*

Release your mouse button when are finished locating the insertion point.
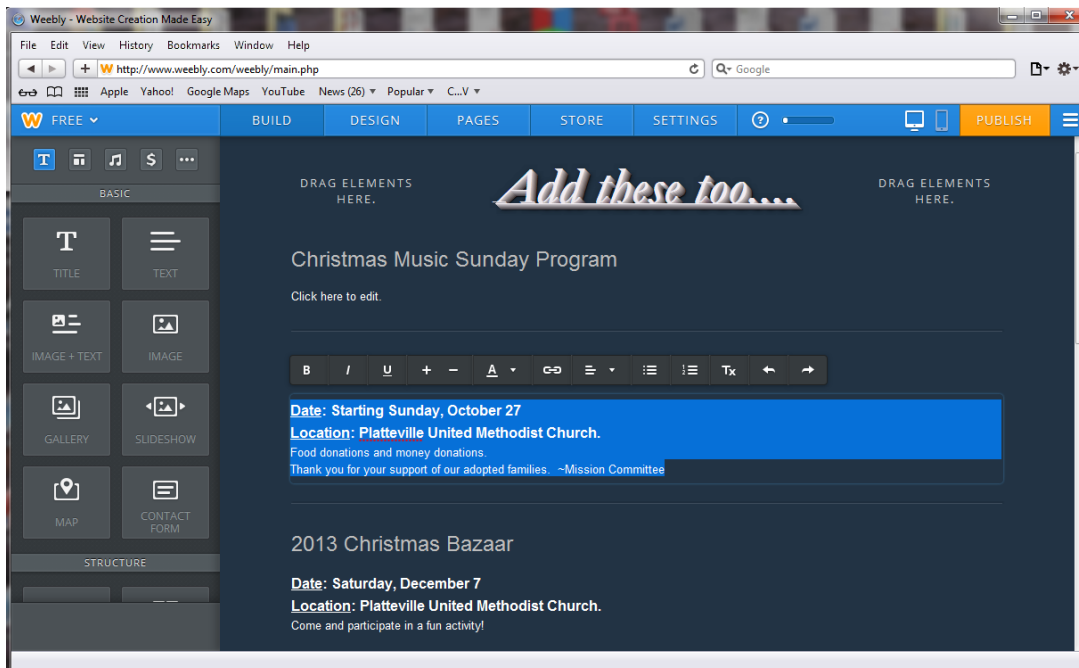
NEWSEVENTS USER GUIDE

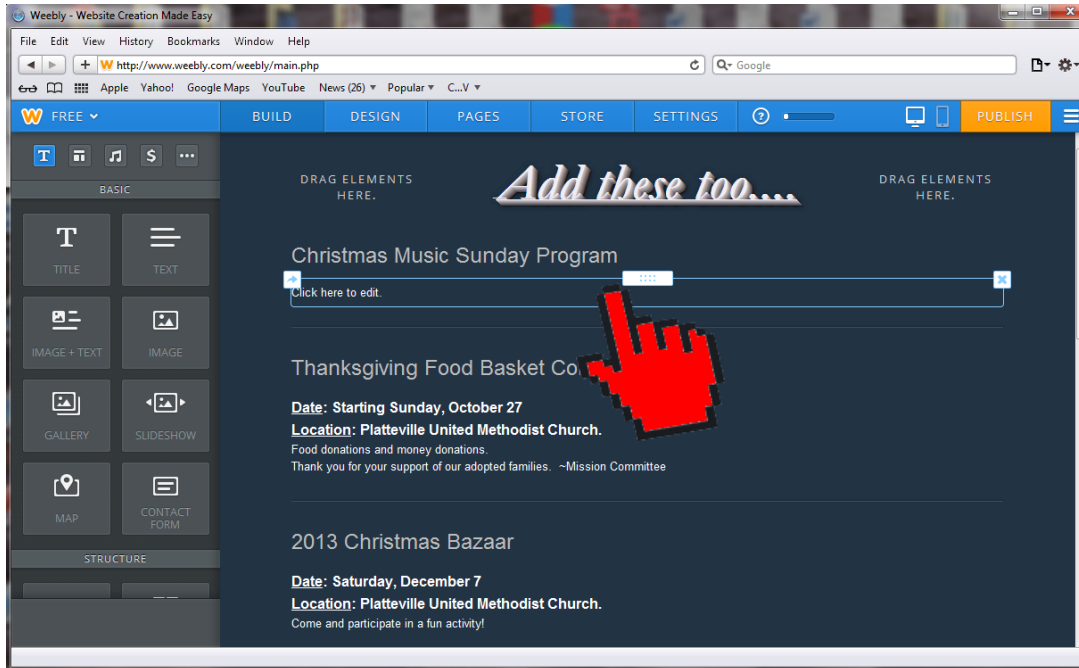*The inserted title object placeholder is now displayed on the webpage.*

In the title placeholder click to select it and type in the text title.

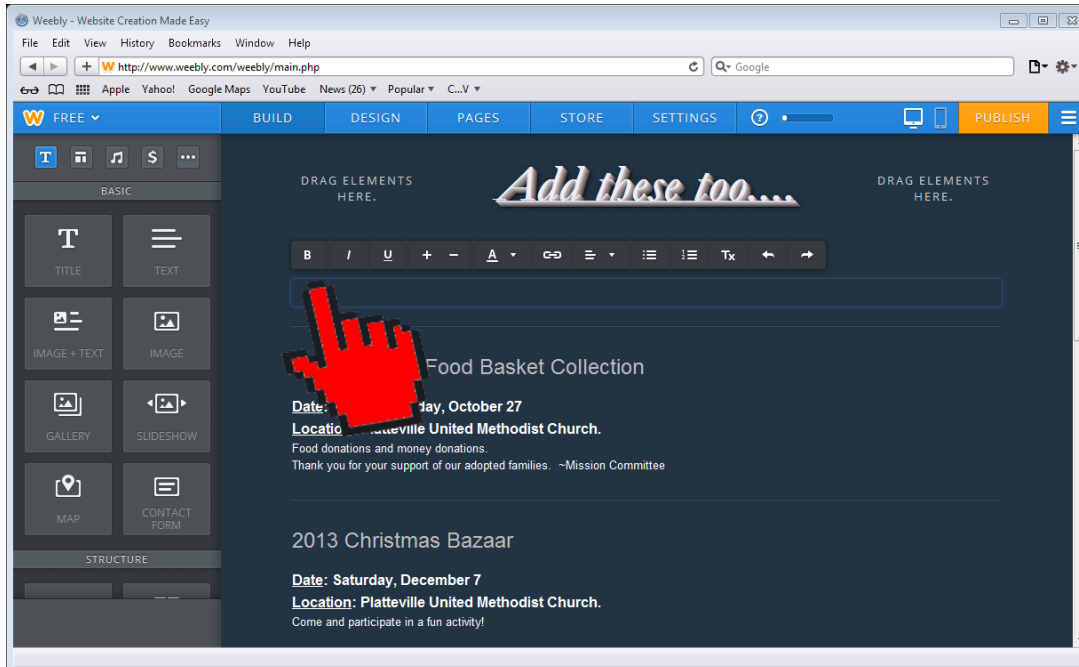*Example here is Christmas Music Sunday Program.*

If desired, copy the text from another text object placeholder as highlighted in blue.
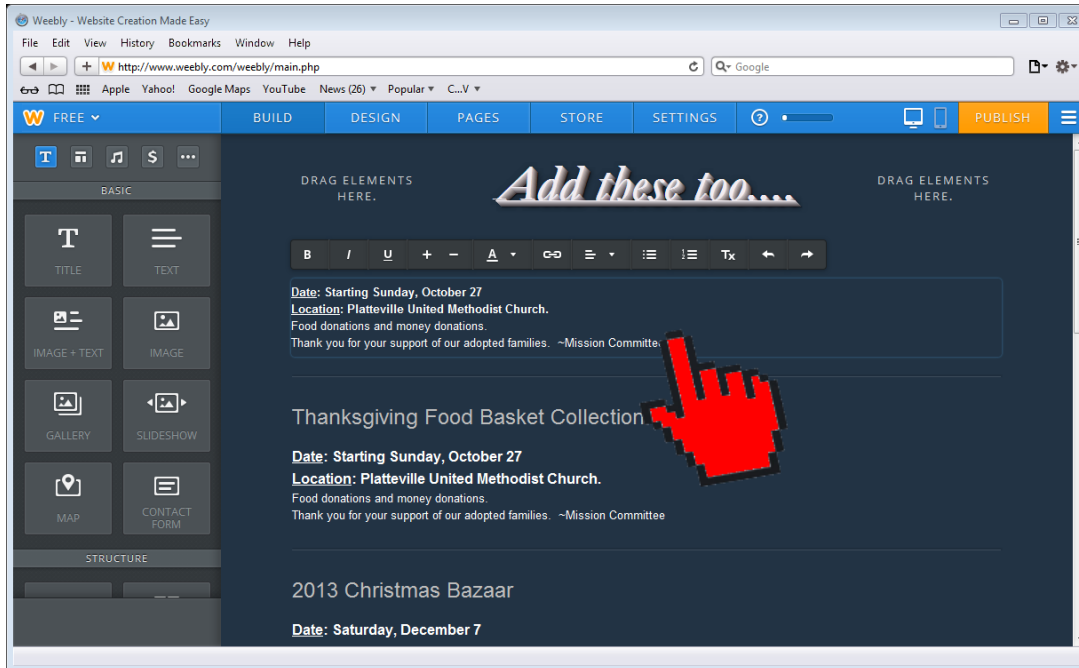
NEWSEVENTS USER GUIDE

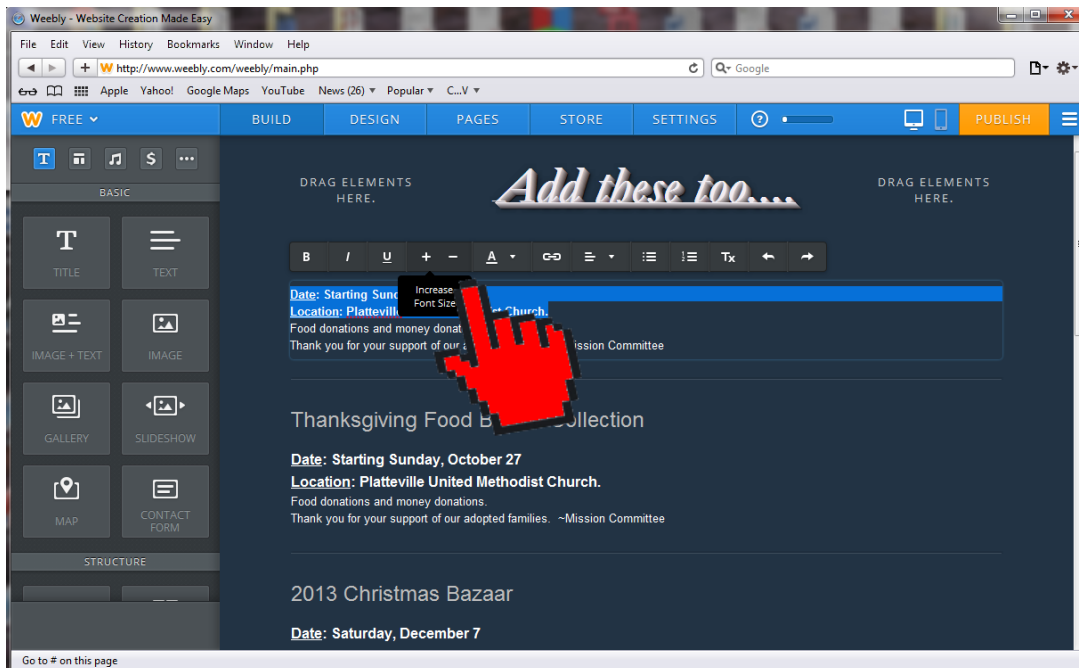*Position your mouse to hover over the new text object placeholder.*

Click inside the text placeholder box and you can then type or paste in your copied text.
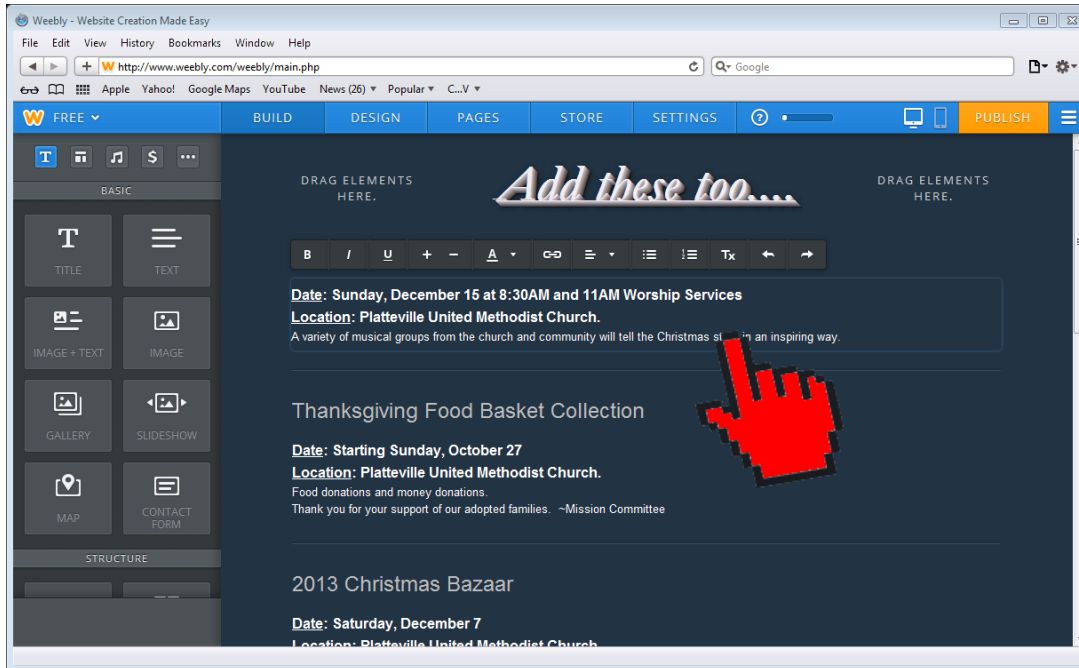
The text is now entered to update the text object placeholder.

Select the text you want to increase the font size.

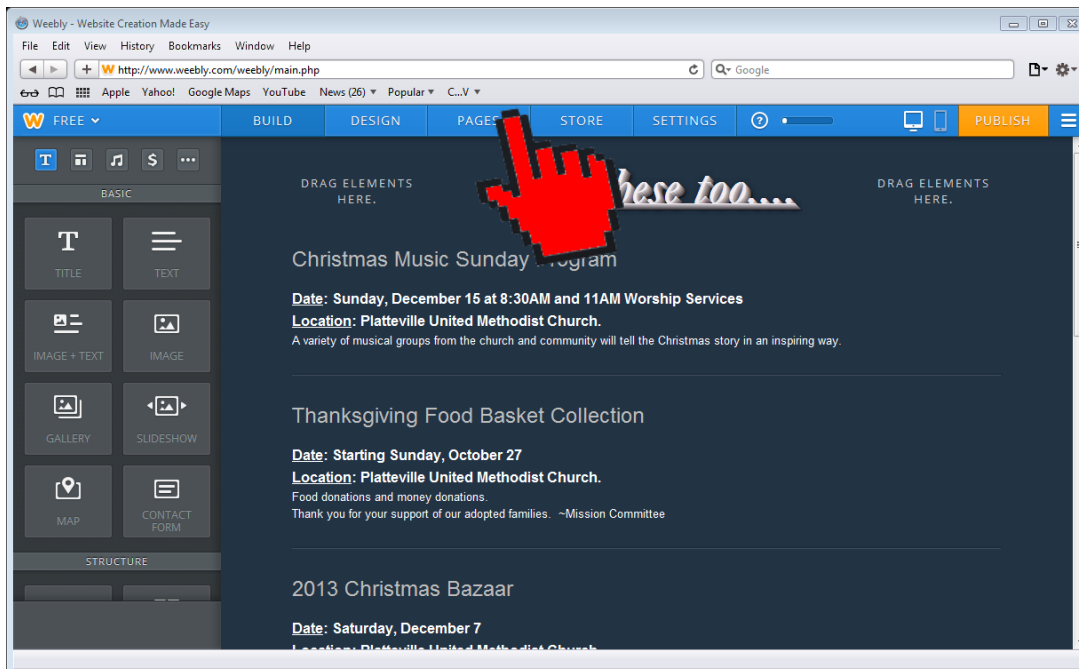*Click ✚ button to increase the font size in the displayed font styling tool bar.*
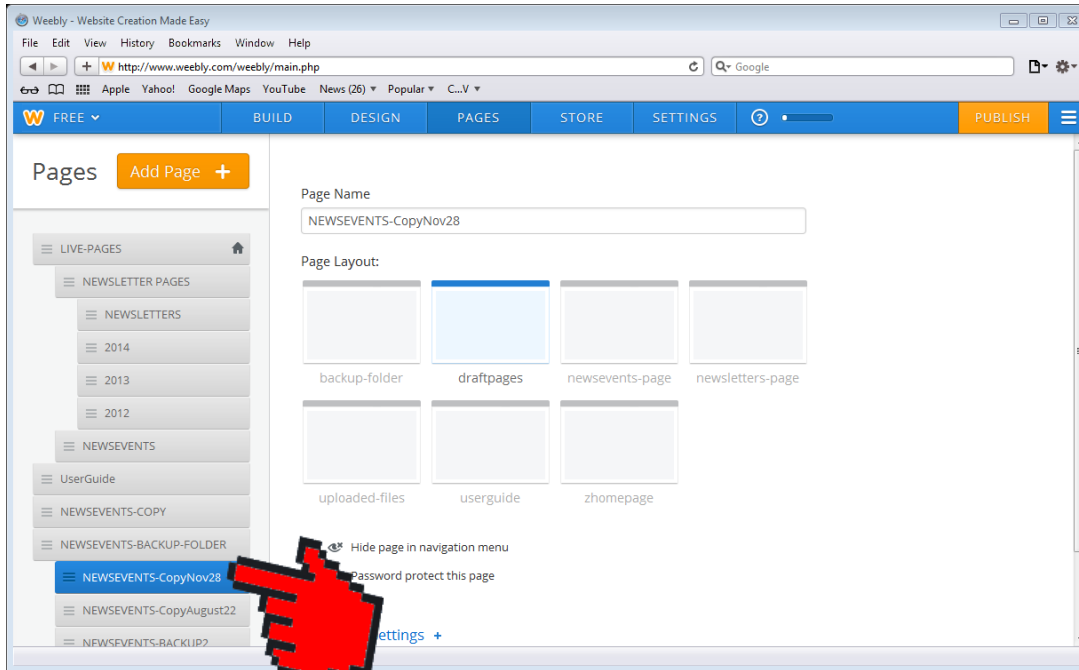
Modify the other text in the text placeholder to update the information and using the font styling tool bar.

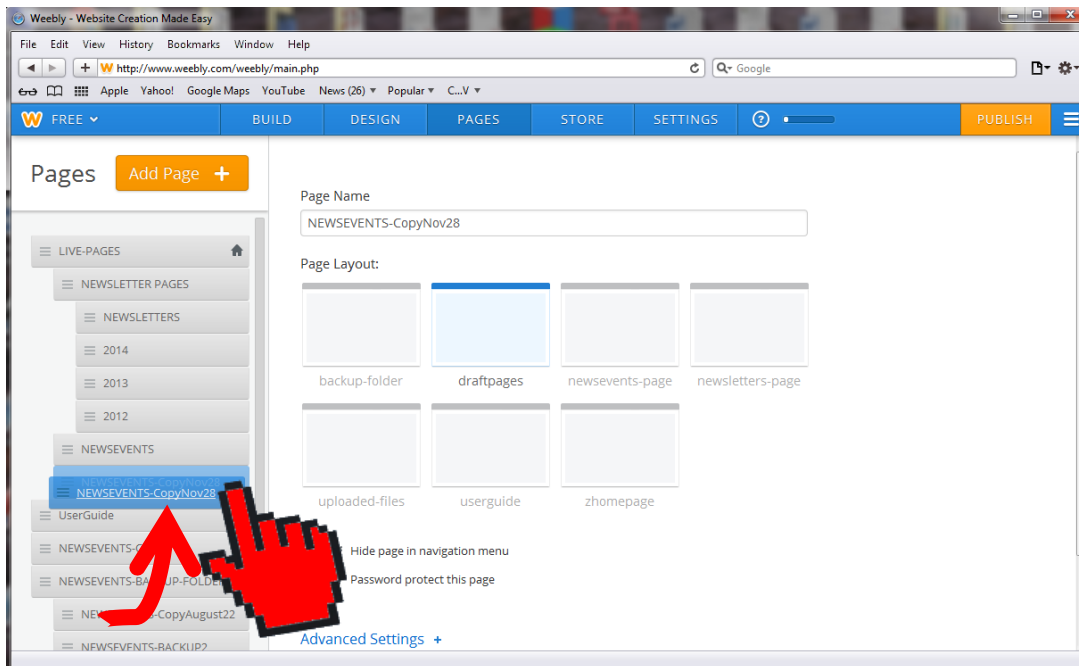## Publishing the NEWSEVENTS web page.

*Click the Weebly **PAGES** menu button to change to the Weebly Pages to manage pages.*
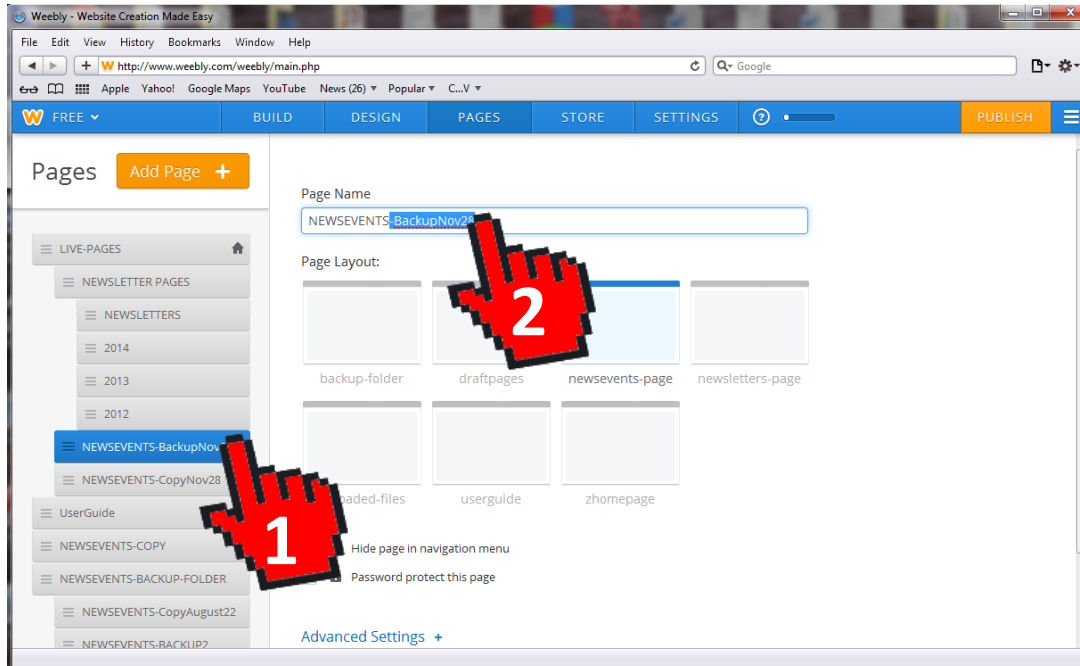
NEWSEVENTS USER GUIDE

*Click on the **NEWSEVENTS-CopyNov28** button*

*Click and hold the mouse button down on the **NEWSEVENTS-CopyNov28** button and move this page button up the menu list and locate under the **NEWSEVENTS** menu list button*
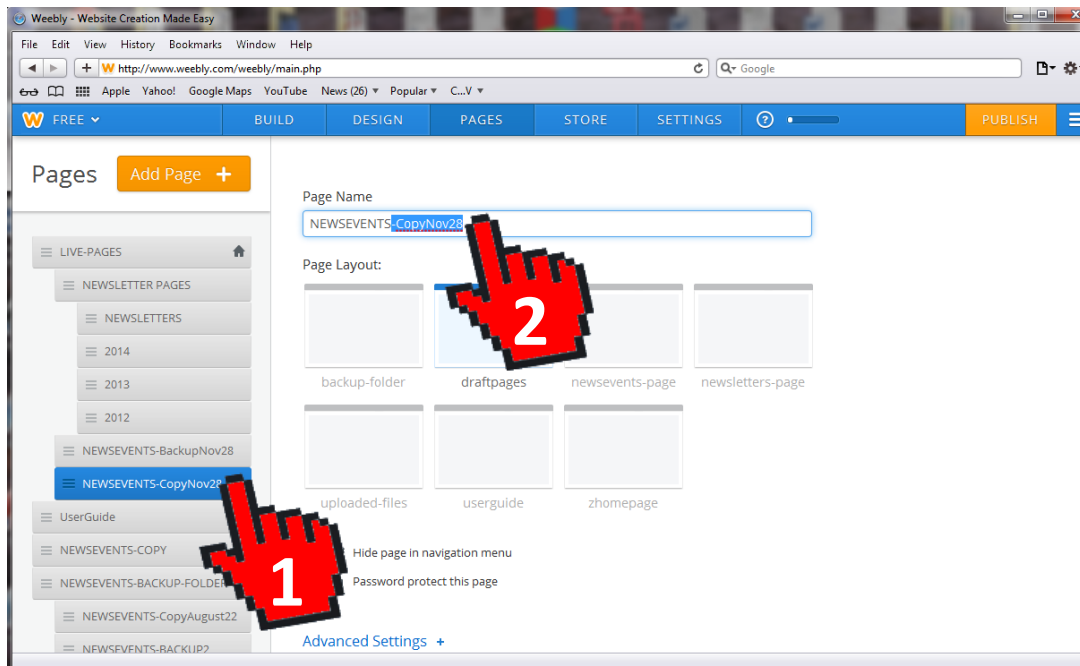
NEWSEVENTS USER GUIDE

1) Click on the **NEWSEVENTS** menu button.

2) Click in the Page Name text box and append the following text after the NEWSEVENTS name:
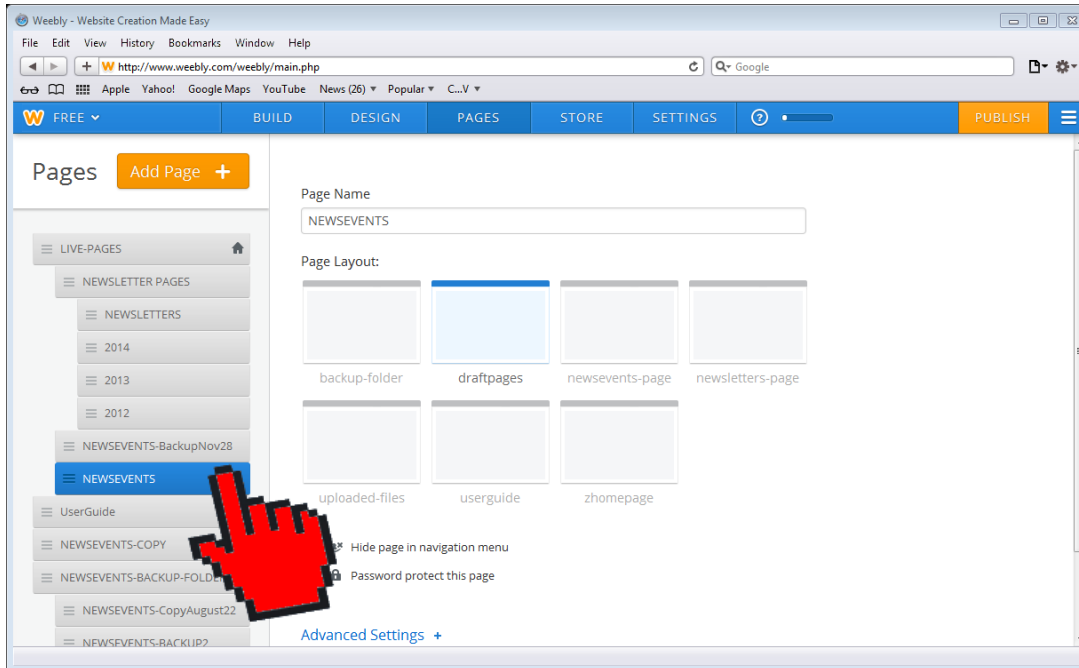
-BackupMonthDay

1) Click on the **NEWSEVENTS-CopyNov28** menu button.

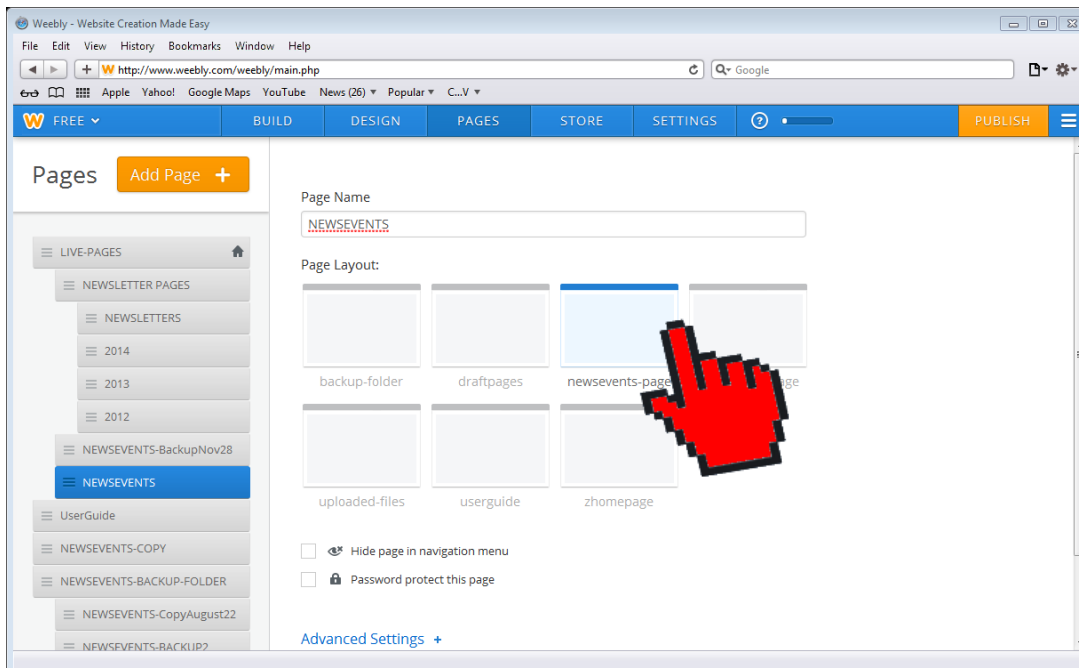2) Click in the Page Name text box and delete the appended name:

-CopyNov28

Now the name should be NEWSEVENTS.
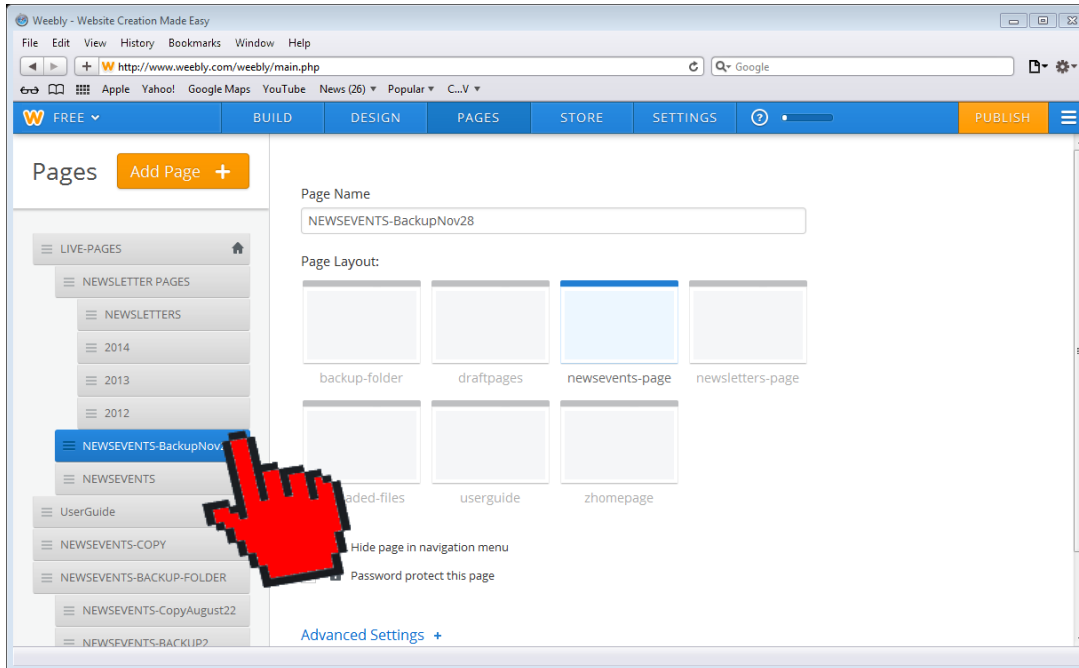
NEWSEVENTS USER GUIDE

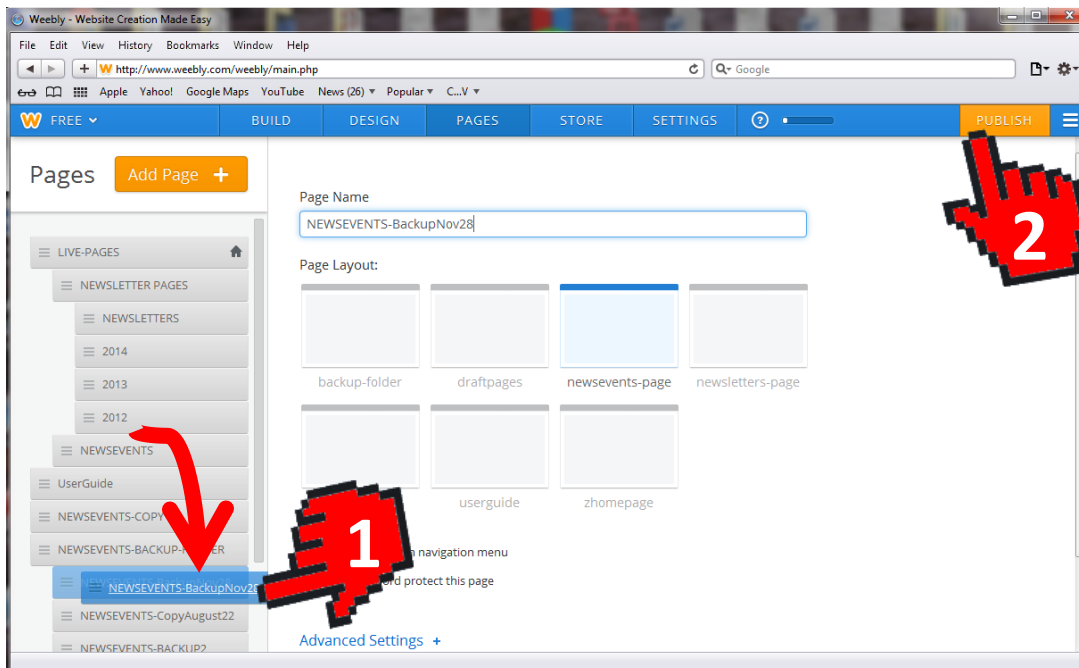*Now, make sure the renamed NEWSEVENTS menu button is highlighted as the selected menu button.*

*Click the **newsevents-page** layout type in the Page Layout options*
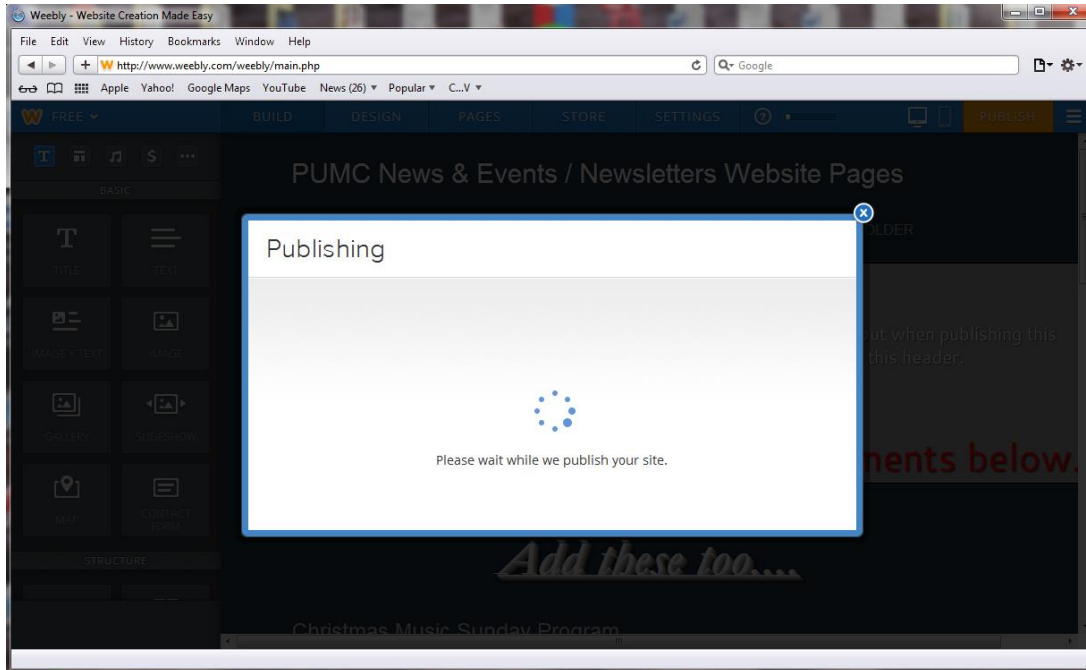
NEWSEVENTS USER GUIDE

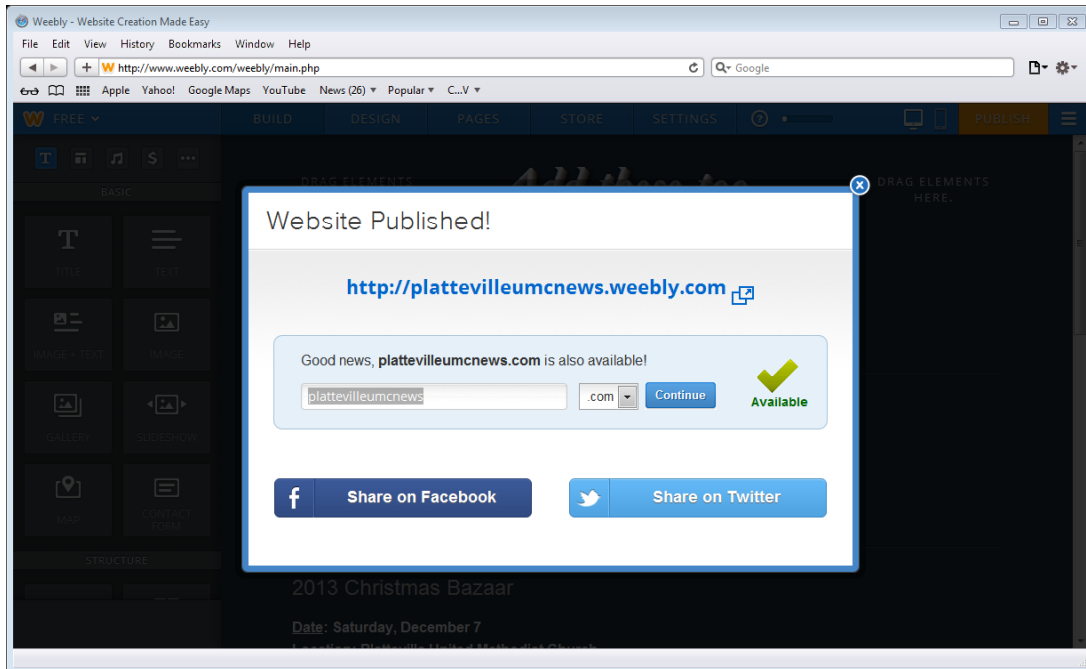*Click on the **NEWSEVENTS-BackupNov28** menu button.*

*1) Click and hold the mouse button down on the **NEWSEVENTS-BackupNov28** button and move this page button down the menu list and locate under the **NEWSEVENTS BACKUP FOLDER** menu list button*

*2) Now if the updated webpage is ready, click the **PUBLISH** button to publish this webpage.*
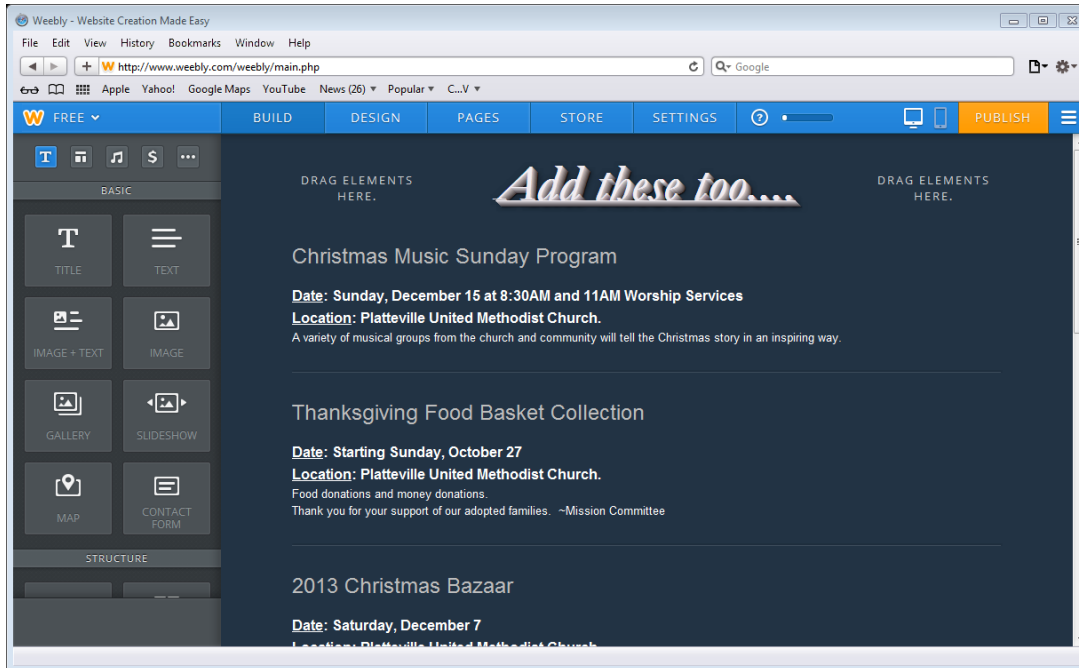
NEWSEVENTS USER GUIDE

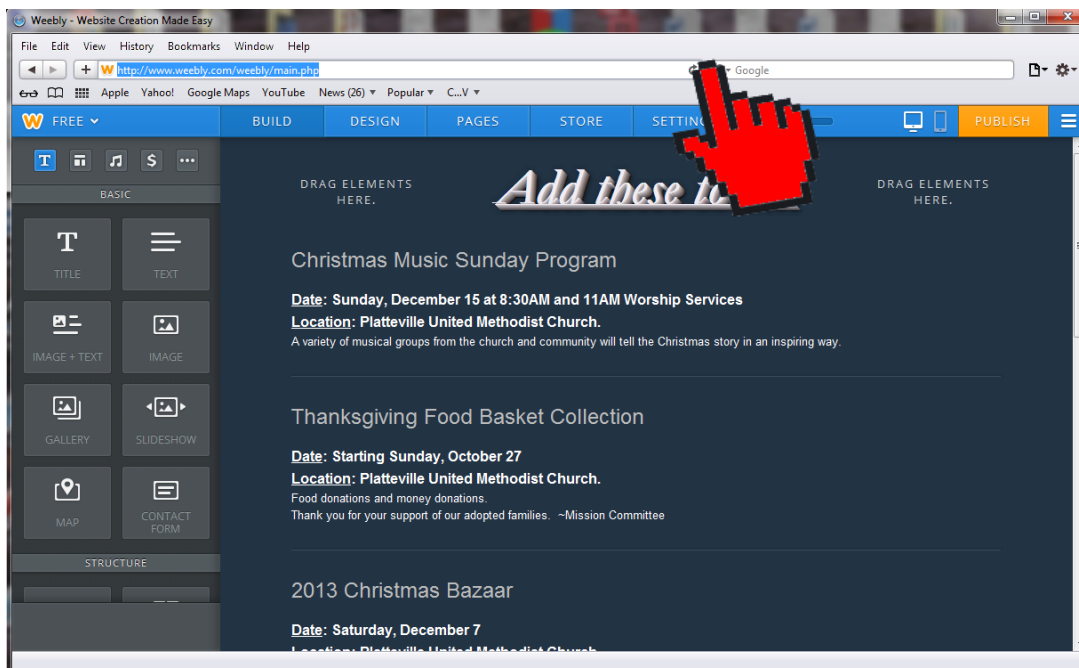The newsevenst webpage will be published live for the church website as

The newsevents webpage is now published live for the church website as shown here.
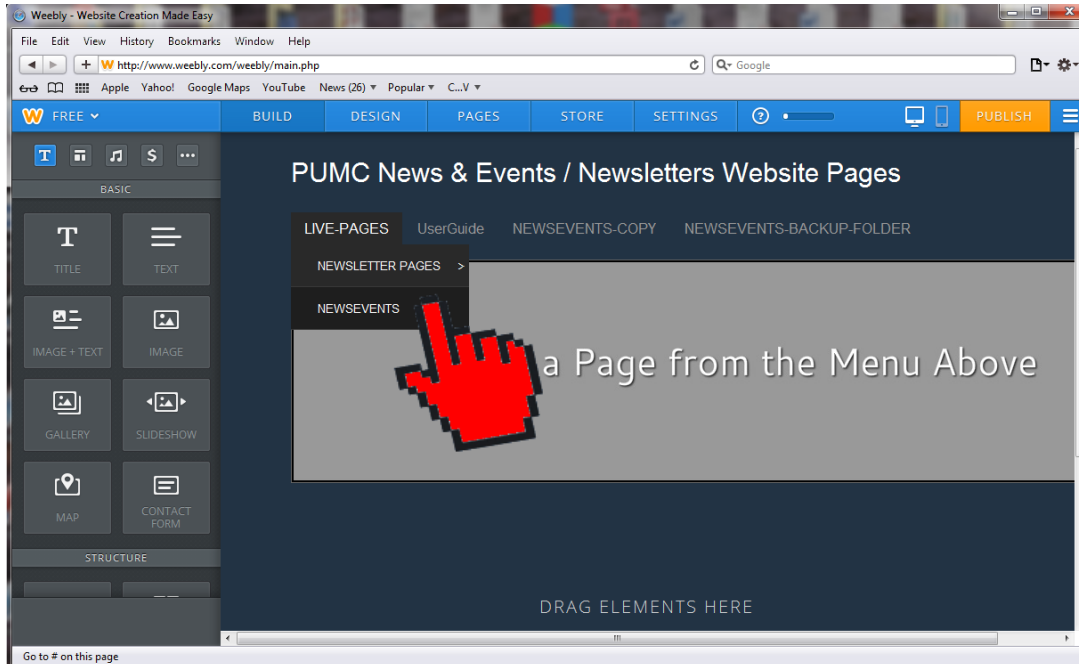
NEWSEVENTS USER GUIDE

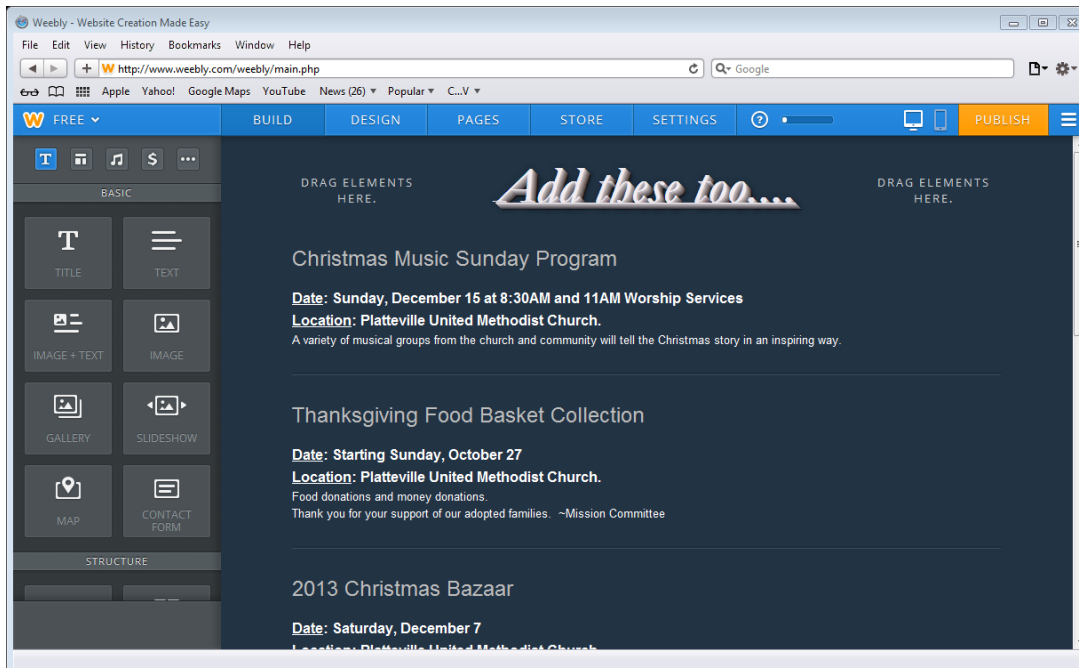*The newsevents webpage is now published live for the church website as shown here.*

Double check your updates are the current webpage.

With your mouse, press your web browser refresh ↻ icon or web browser menu option to do a page refresh.

NEWSEVENTS USER GUIDE

Click on the webpage **NEWSEVENTS** *menu item in the LIVE PAGES listing.*

The updated webpage **NEWSEVENTS** *should show your updated changes if you renamed and managed the pages correctly.*
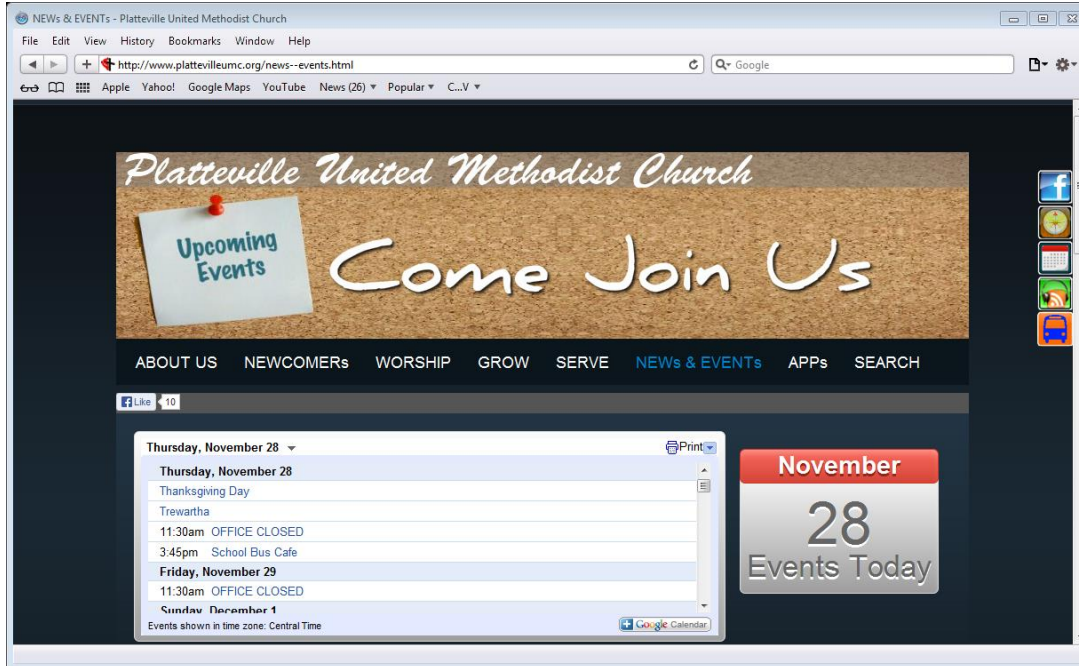
NEWSEVENTS USER GUIDE

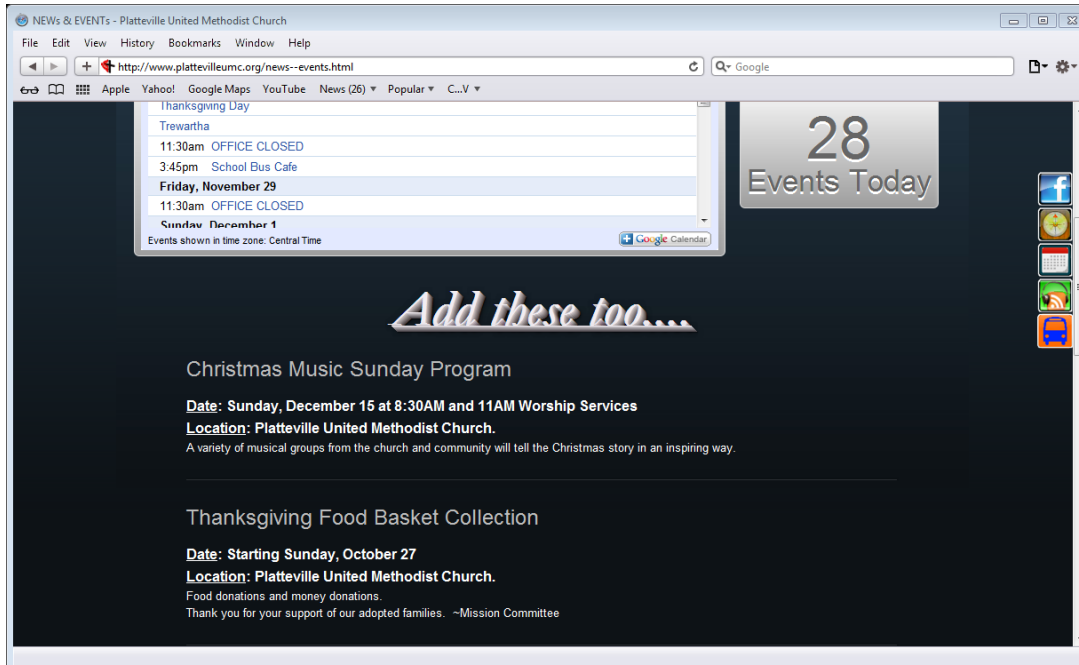*Now navigate in your web browser to the church website.*

Click on the NEWs & EVENTs menu button to open this page to review and verify your changes or updates.

NEWSEVENTS USER GUIDE

The NEWs & EVENTs webpage is displayed

Scroll down the NEWs & EVENTs webpage to view the updated changes.