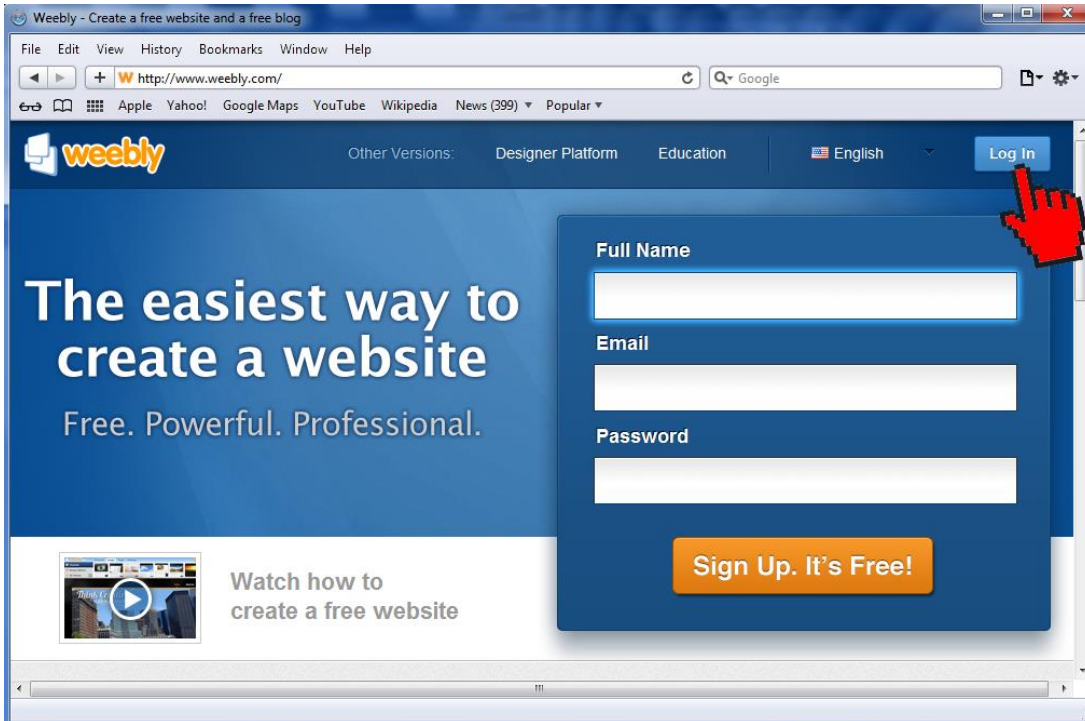
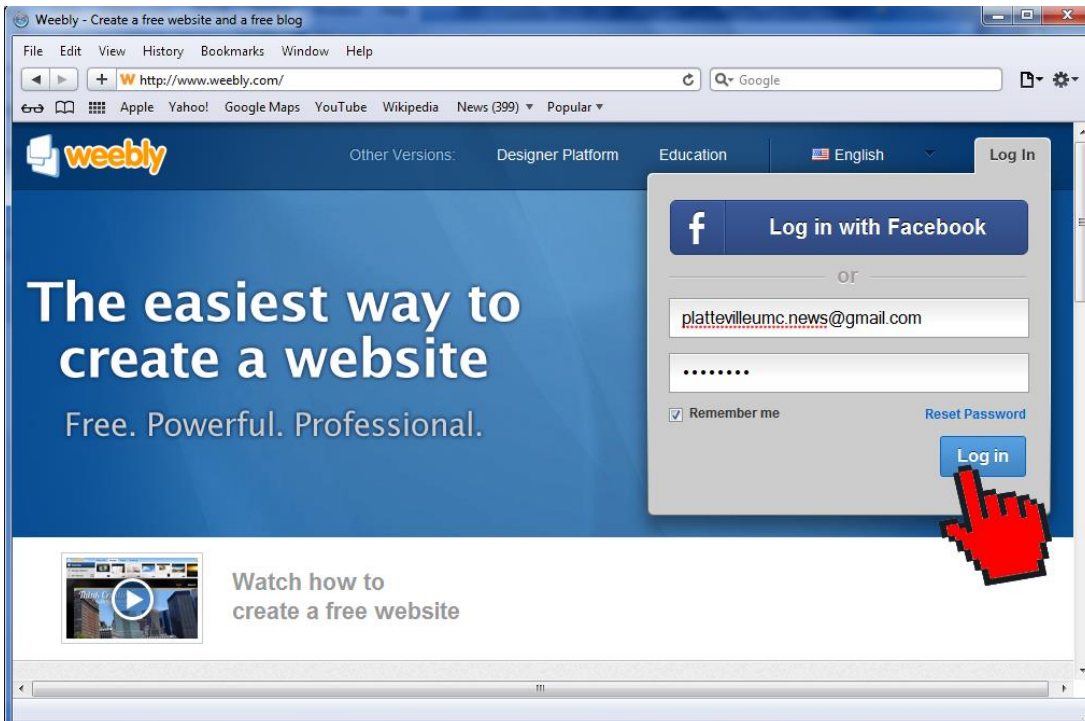


# NEWSLETTER USER GUIDE

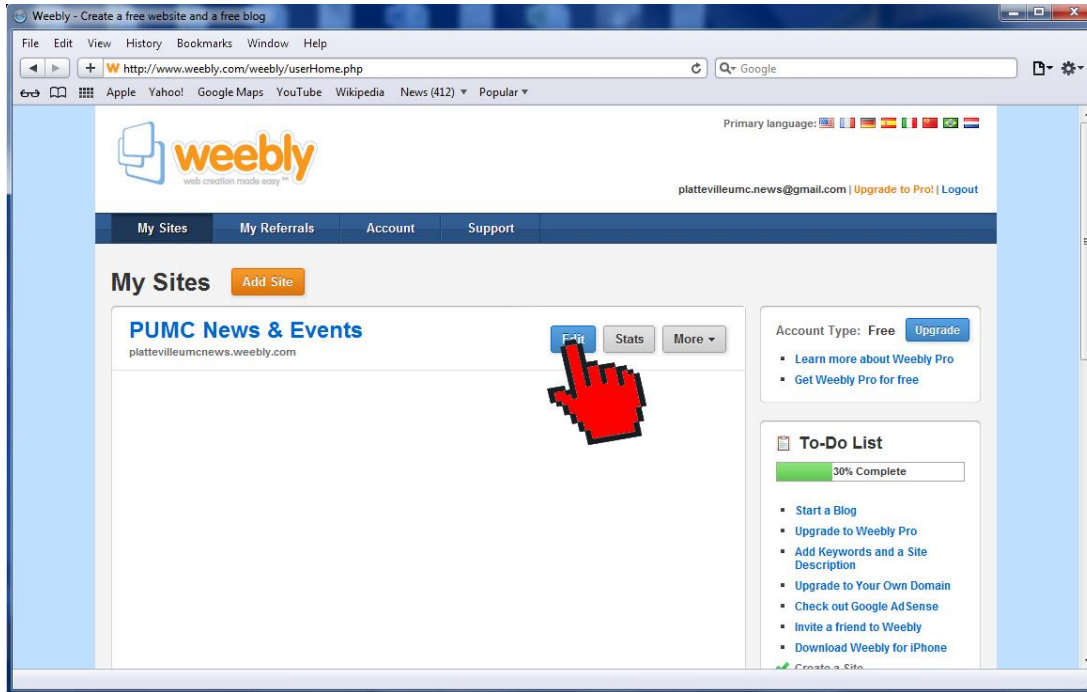


Go to the weebly.com website.  
Click the **Log in** button.



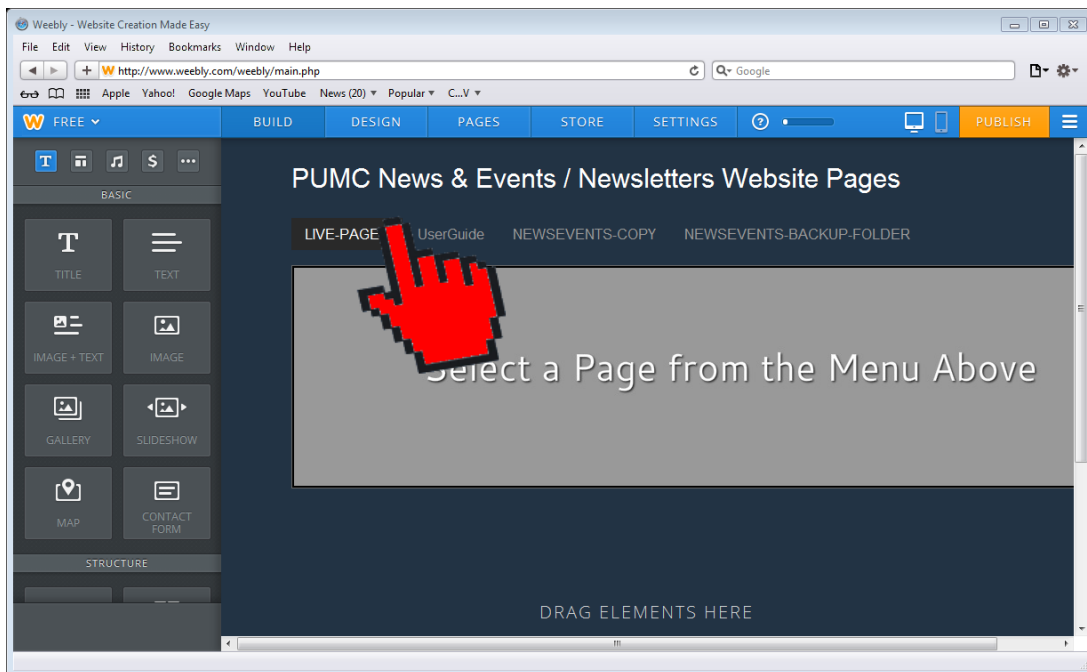
Enter the Username and the Password.  
Click the **Log in** button.

# NEWSLETTER USER GUIDE



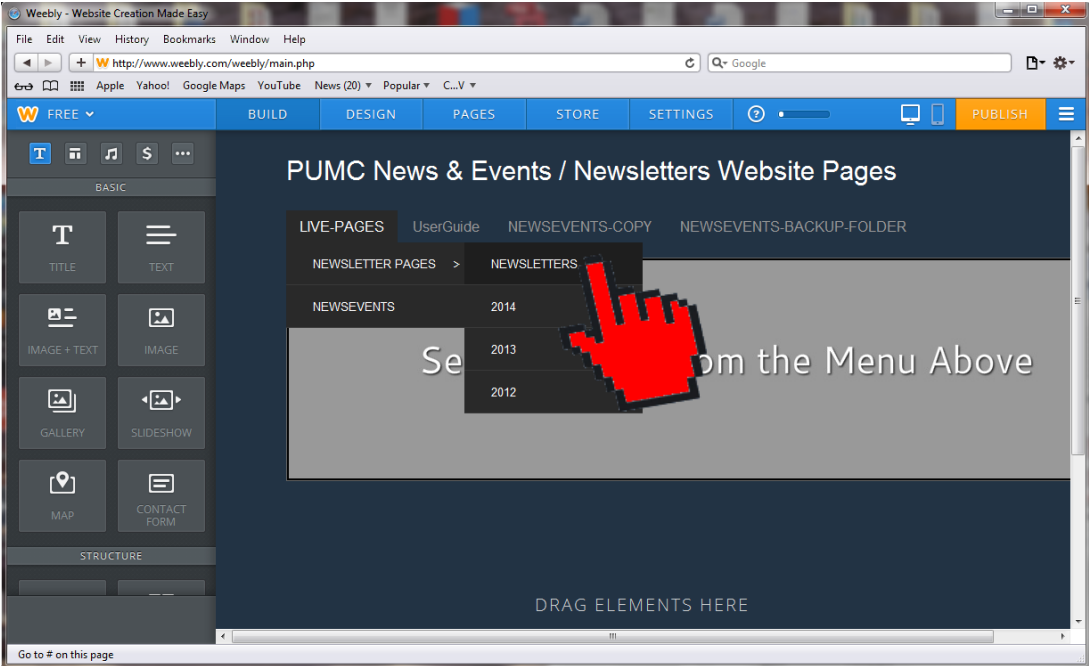
Click the **Edit** button to edit the website pages.

## Update the current NEWSLETTERS web page.

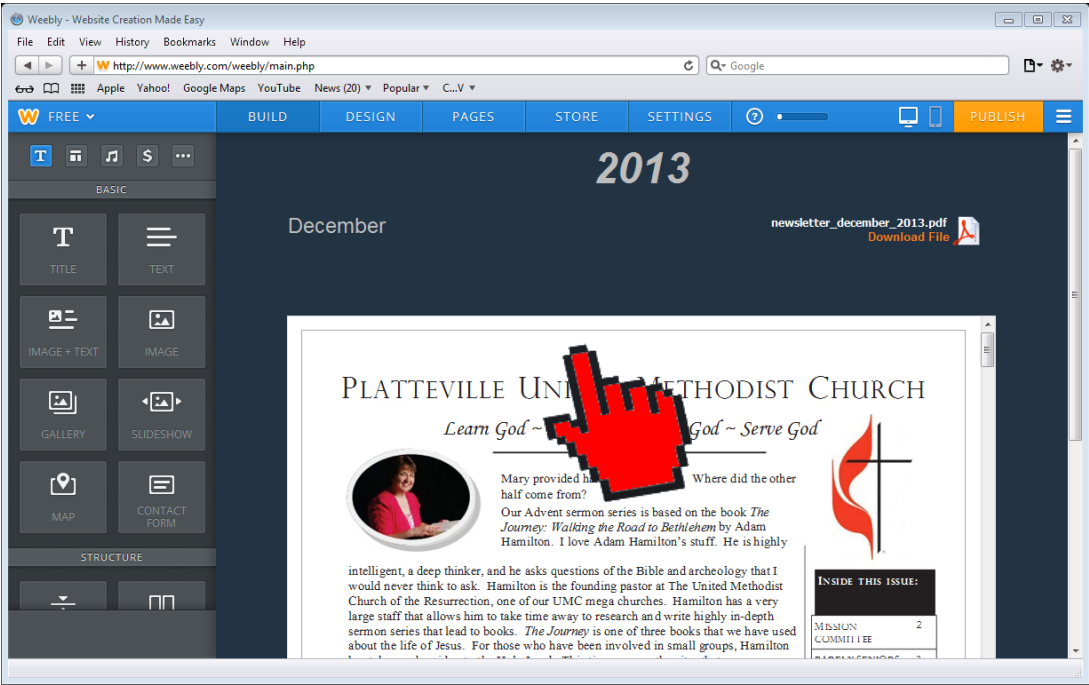


Click the **LIVE-PAGES** web page menu button to open the drop down menu.

# NEWSLETTER USER GUIDE

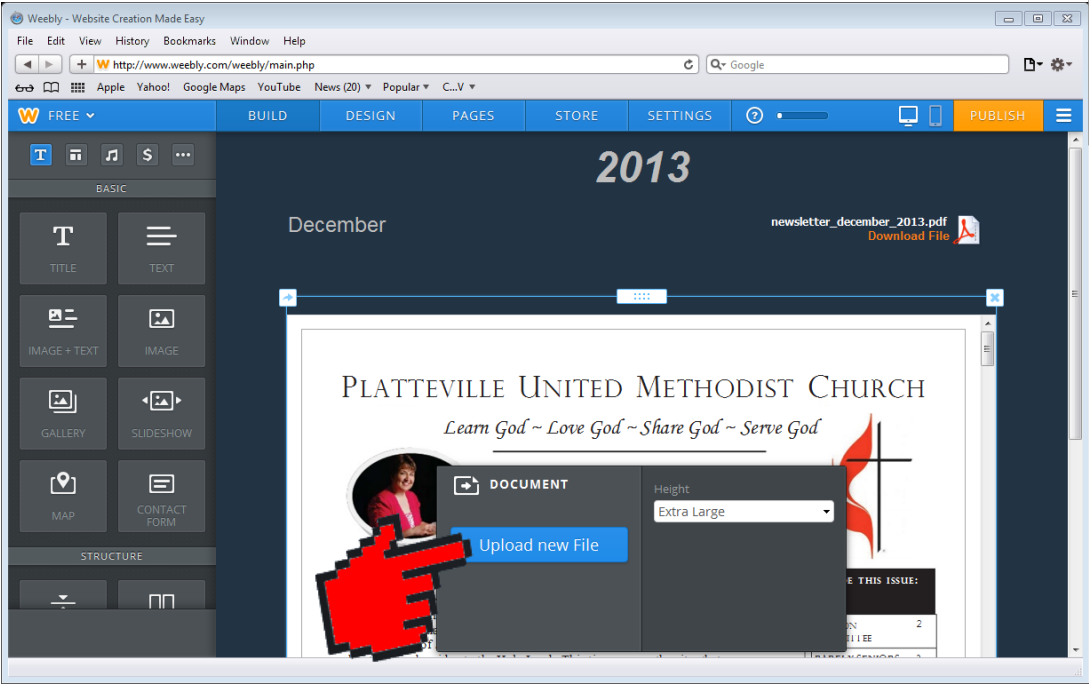


Click the **NEWSLETTERS** menu item

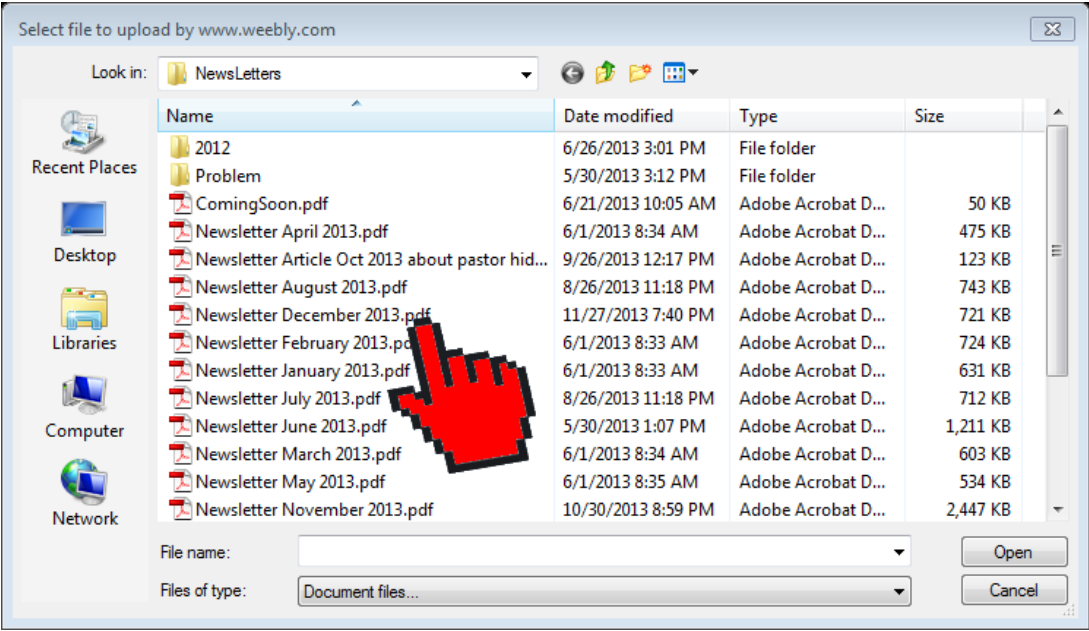


Click in the webpage on the newsletter which will allow you to update with a new newsletter.

# NEWSLETTER USER GUIDE

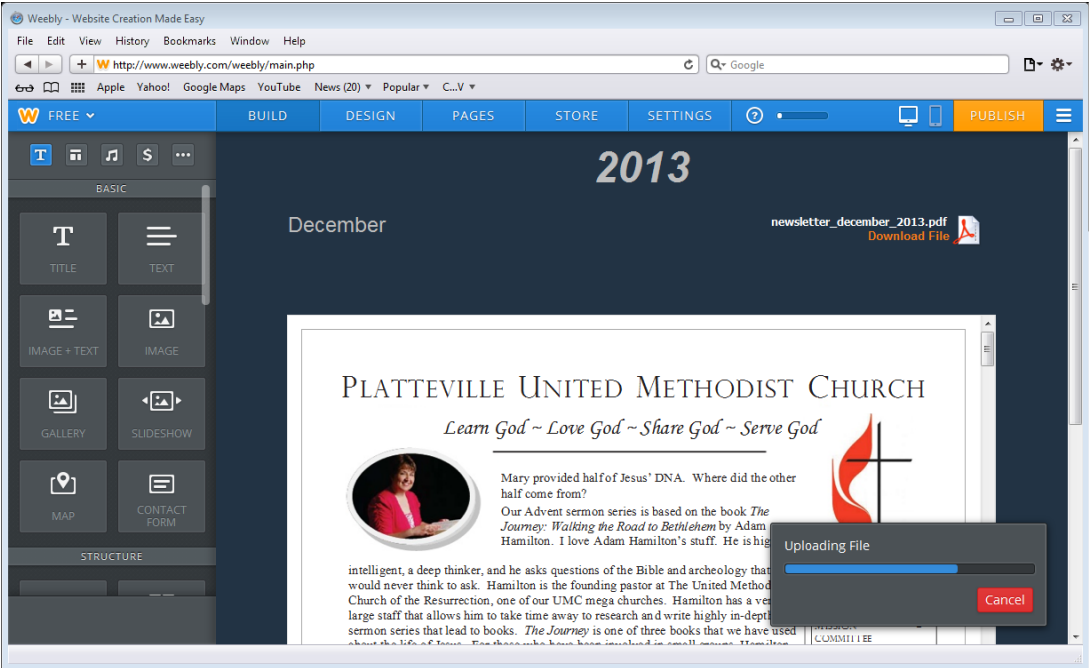


Click the **Update new file** button.

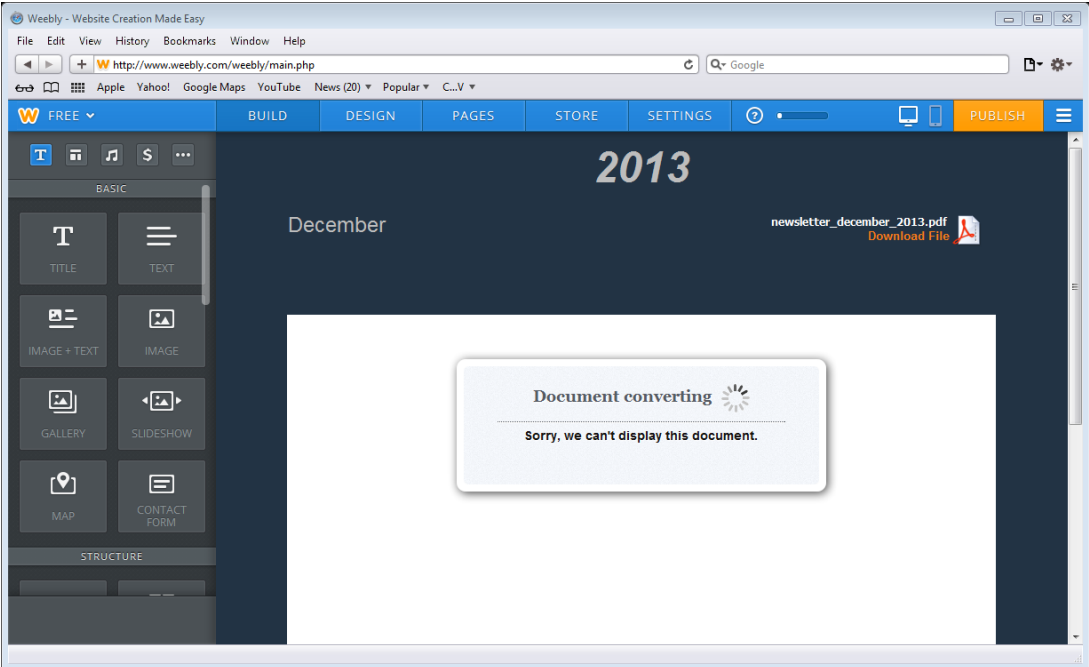


Click the saved PDF newsletter file of the month that you want from your computer to upload.

# NEWSLETTER USER GUIDE

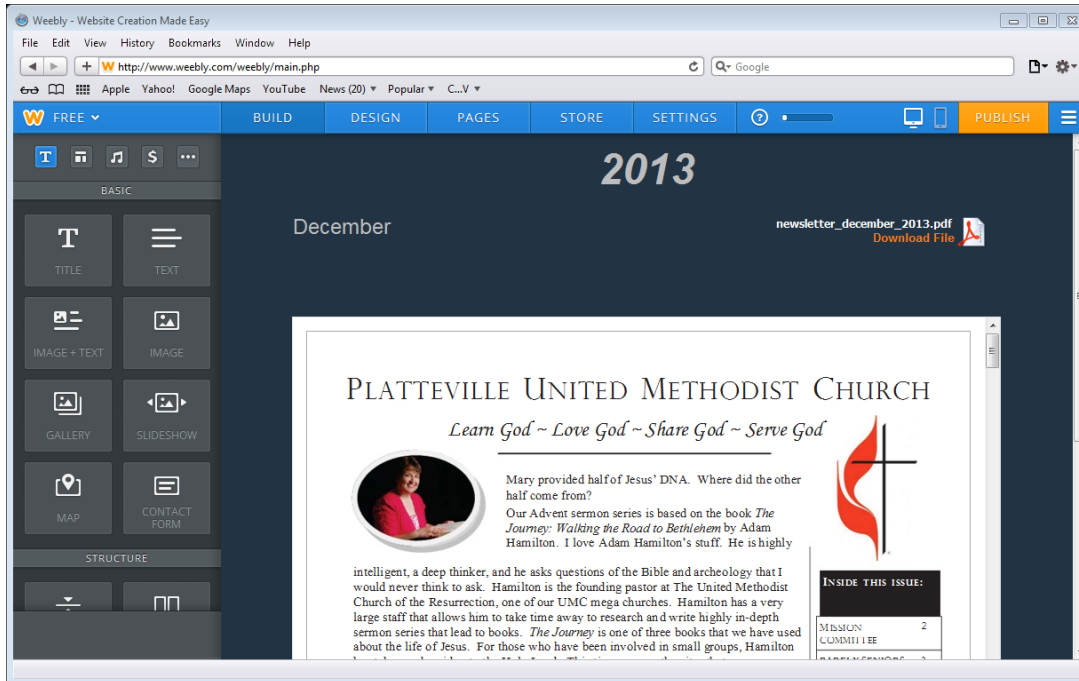


The uploading progress dialog box will show the file being uploaded.



The newsletter will then automatically be converted for the webpage as shown here. You do not have to wait for this to finish.

# NEWSLETTER USER GUIDE



The newsletter will then be displayed automatically.

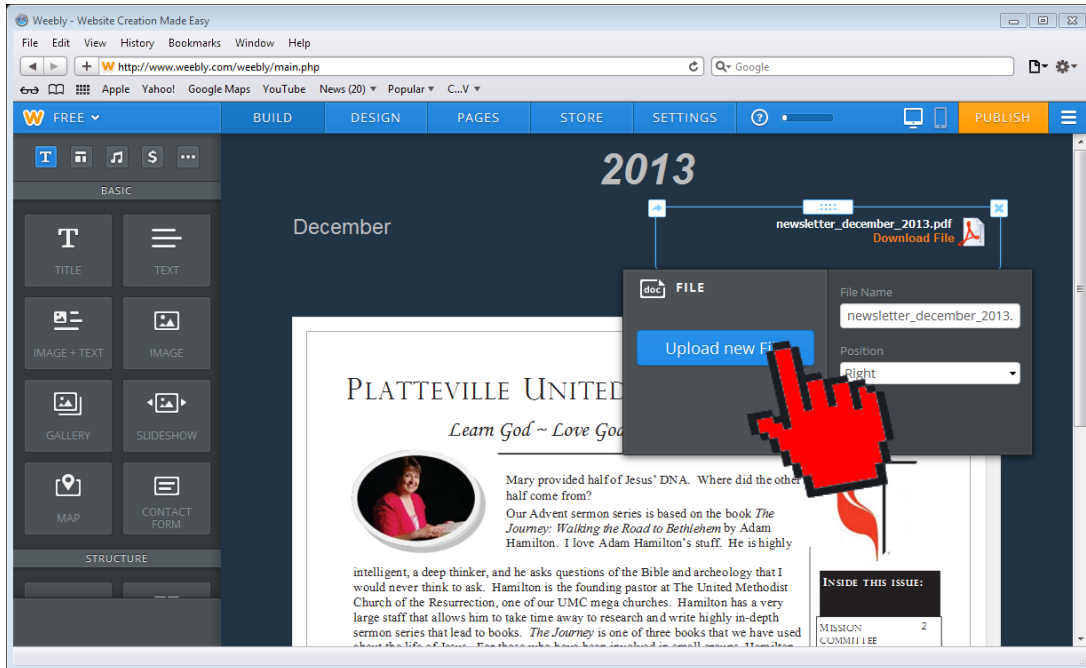


Move your mouse pointer to hover over the Newsletter\_Month.pdf file object.

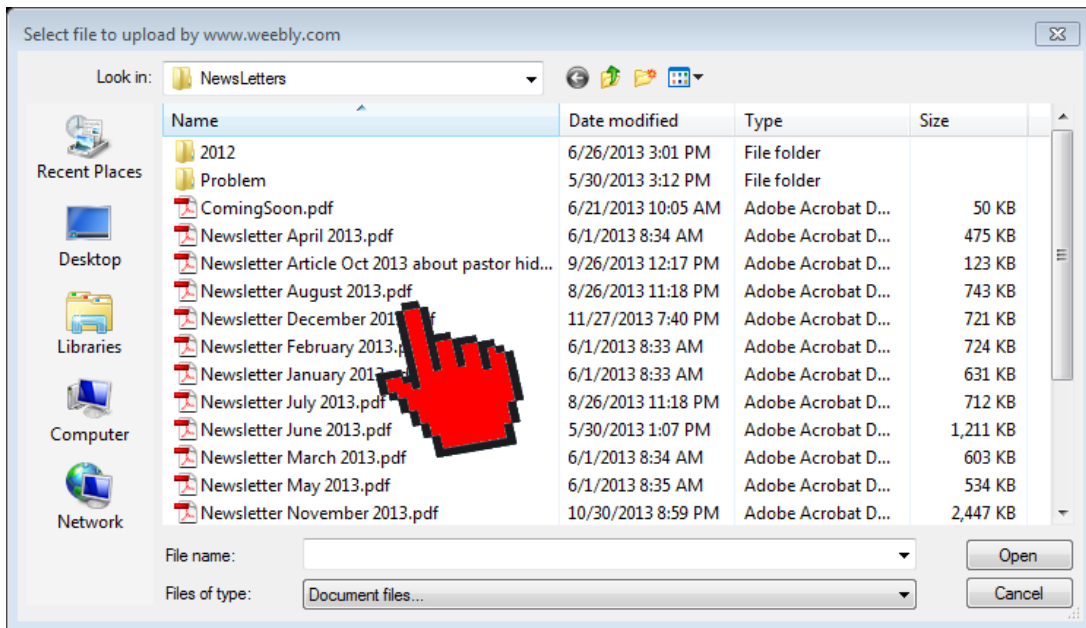
Click on the **Download File** text.



# NEWSLETTER USER GUIDE

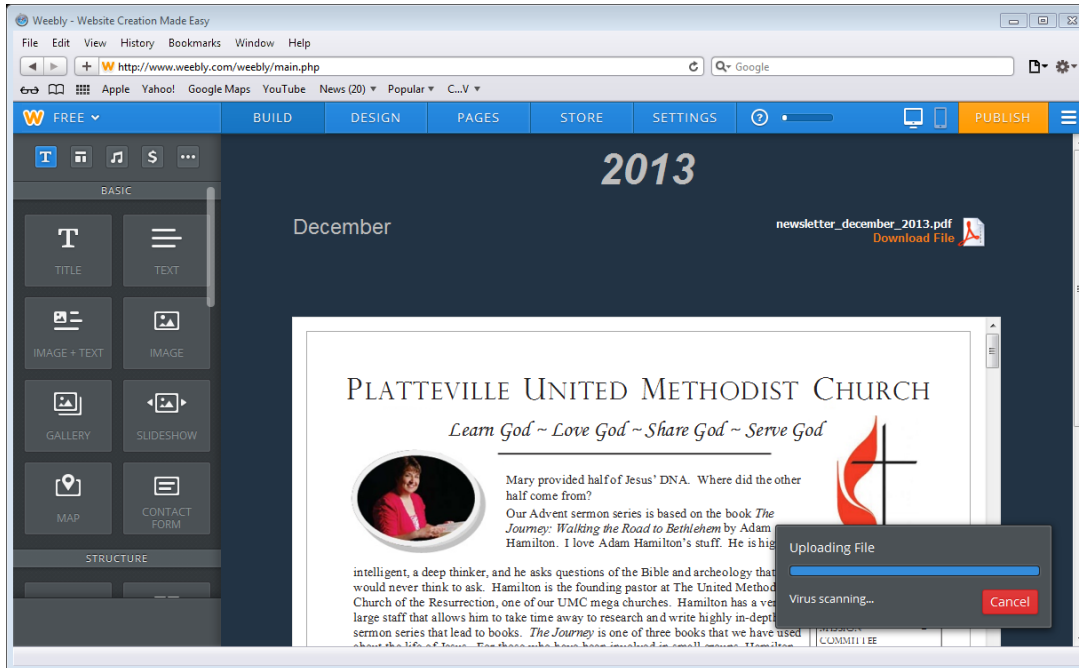


Click the **Update new file** button.

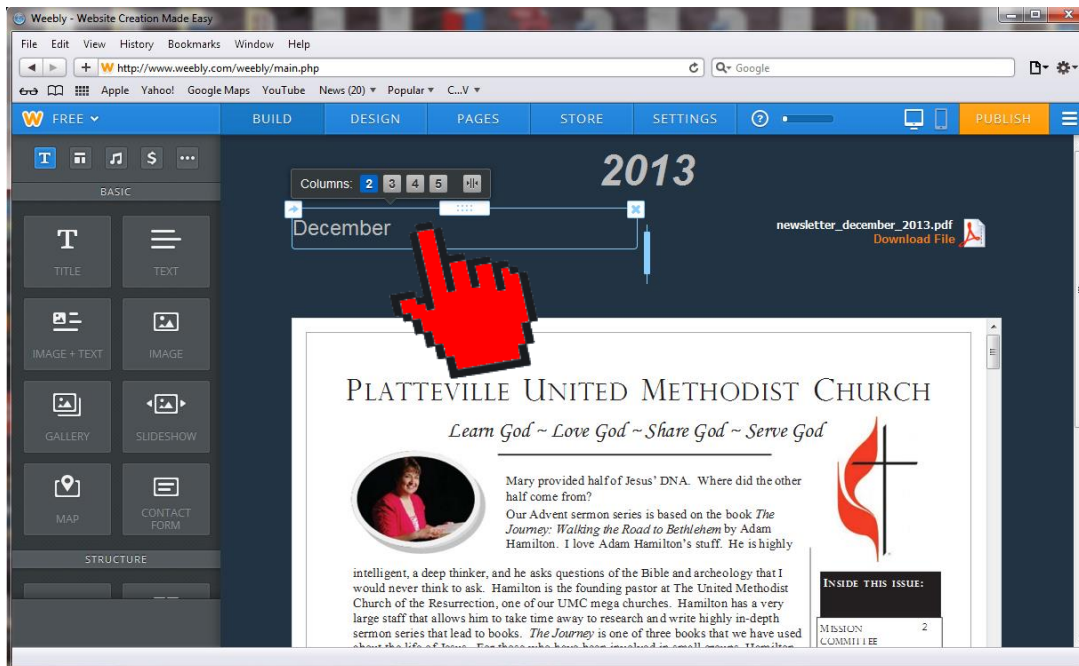


Click the PDF saved newsletter file of the month that you want from your computer to upload.

# NEWSLETTER USER GUIDE



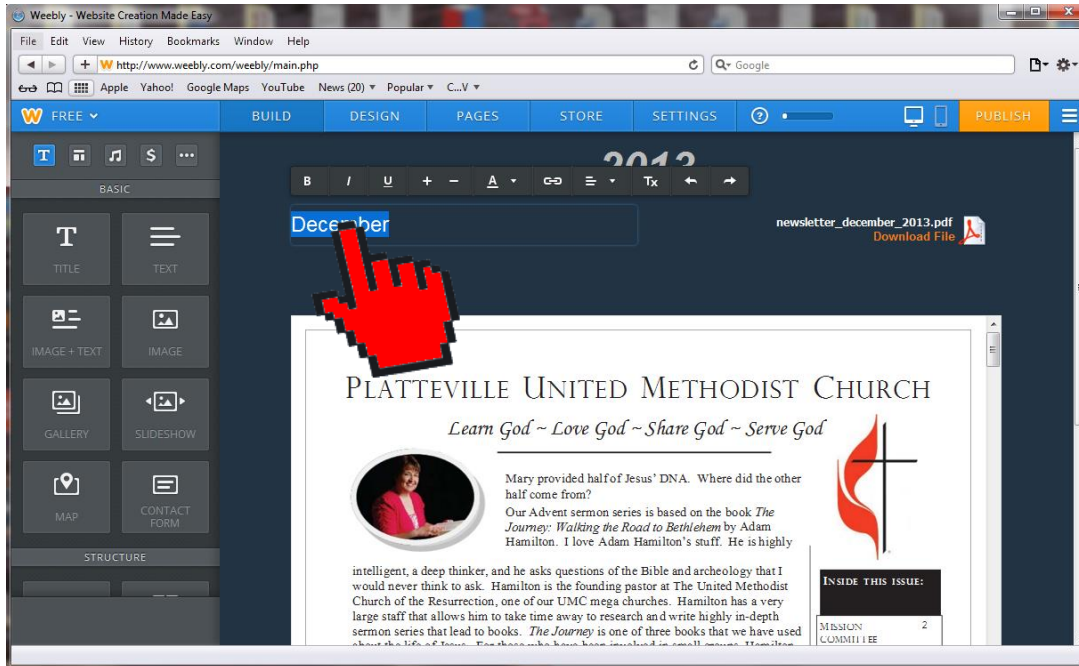
The uploading progress dialog box will show the file being uploaded.



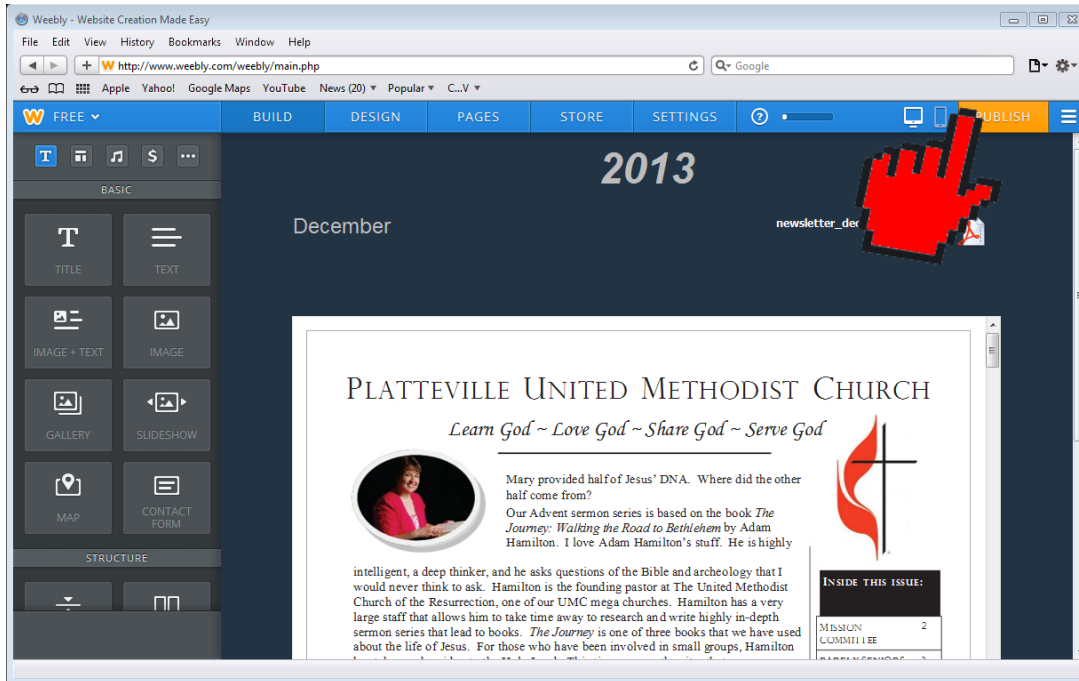
Move your mouse pointer to hover over the month (December) text object.



# NEWSLETTER USER GUIDE



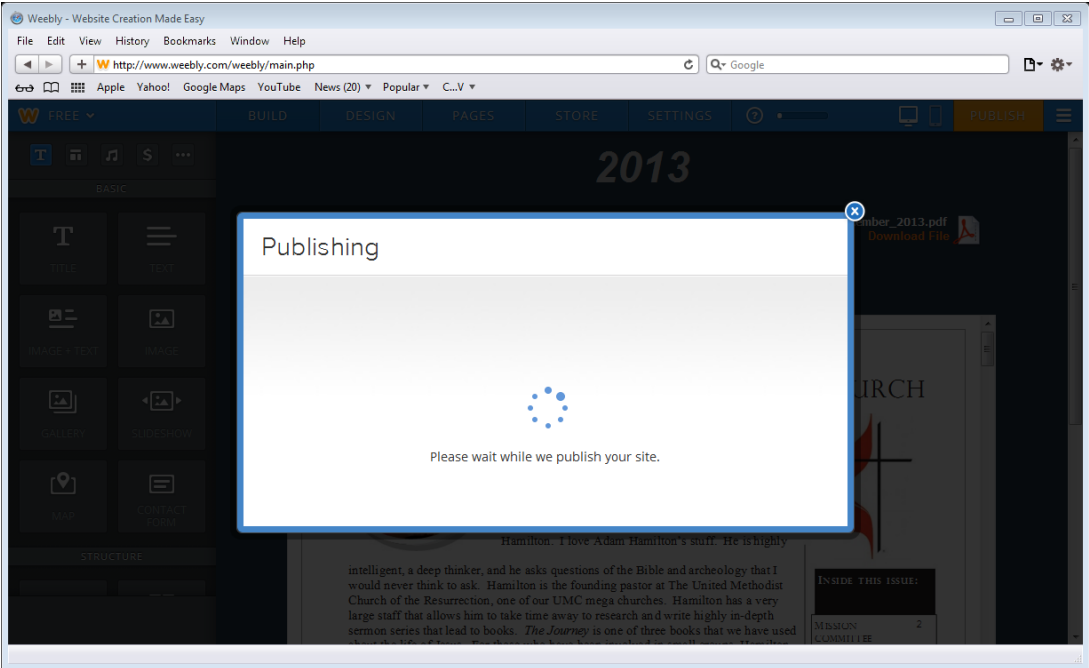
Select with your mouse the text for the month to change it to the new month's name.



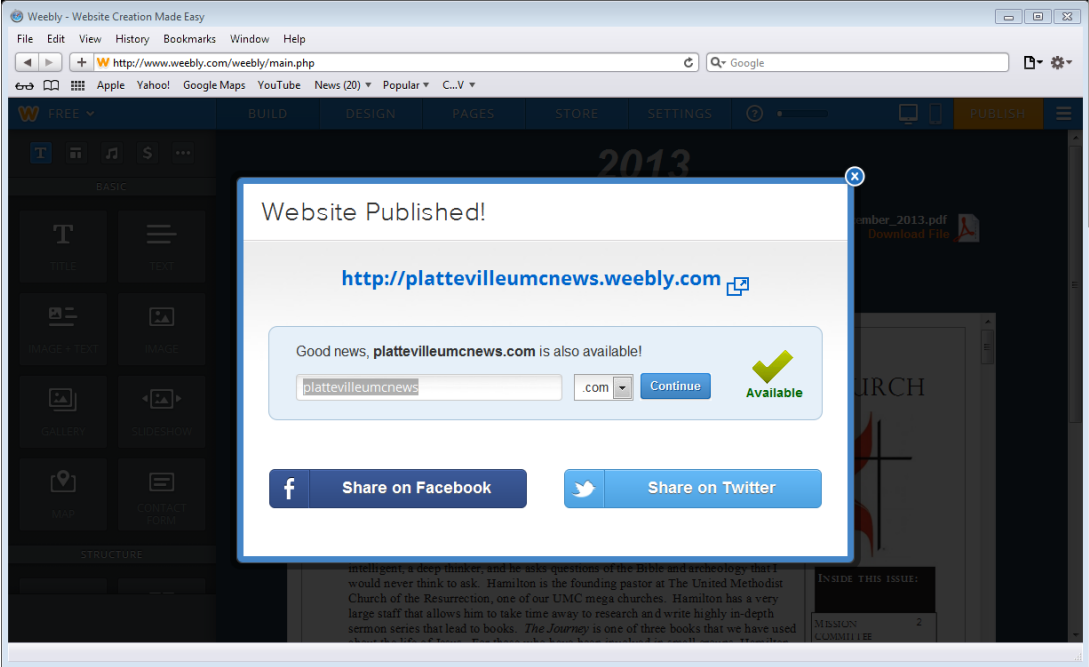
Now the changes needed for this page are now completed. However, this page is not published to be a live page for the church website.

Now click the **PUBLISH** button

# NEWSLETTER USER GUIDE

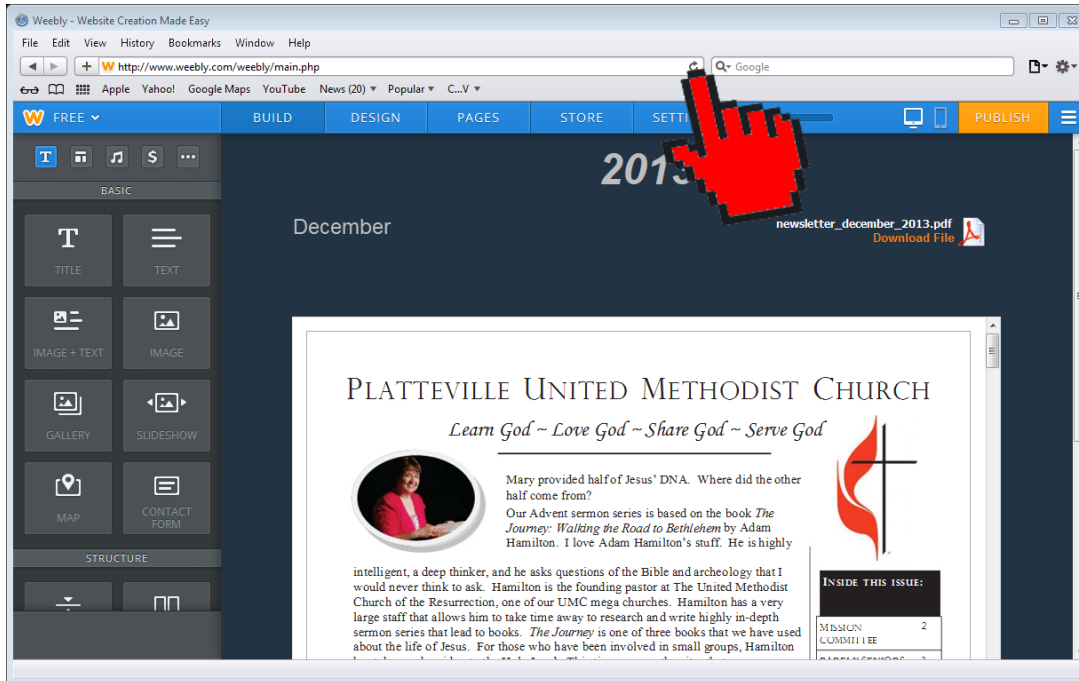


The newsletter page will be published live for the church website as shown here.




The newsletter page is now published live for the church website as shown here.

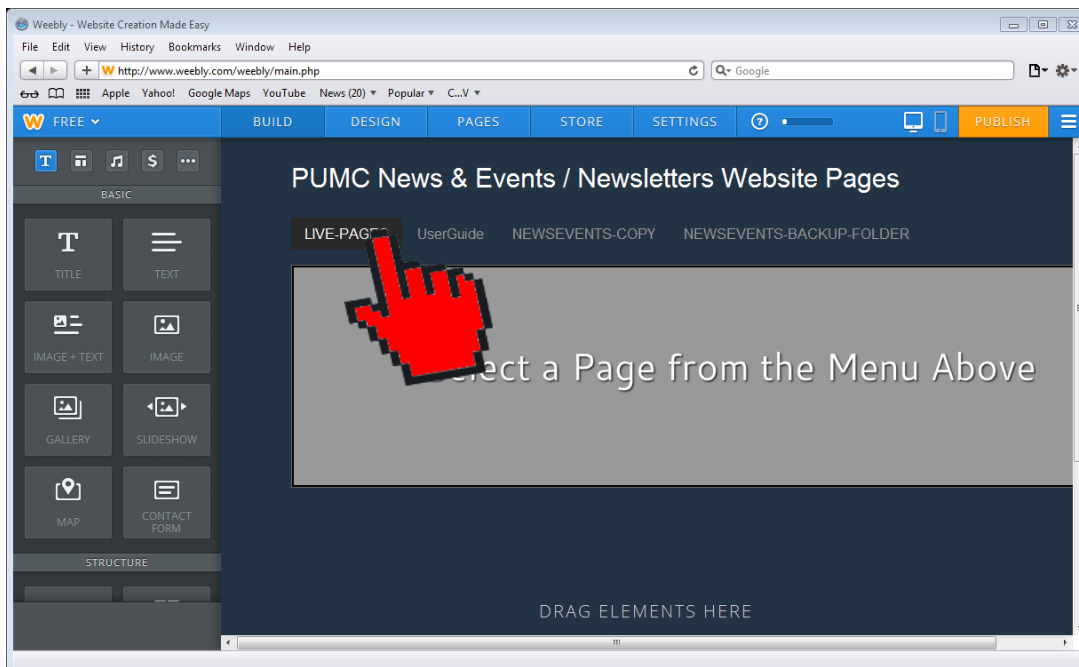
# NEWSLETTER USER GUIDE



The newsletter page is now published live. Now continue to update the Archive webpage

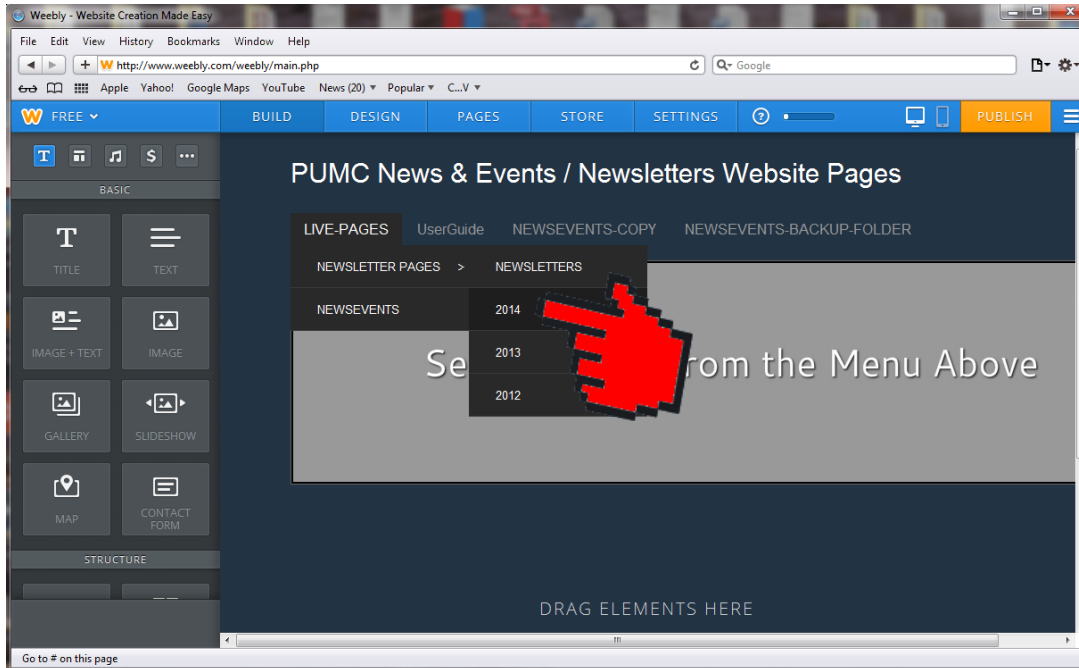
With your mouse, press your web browser refresh  icon or web browser menu option to do a page refresh.

## Update the NEWSLETTERS ARCHIVE web page.

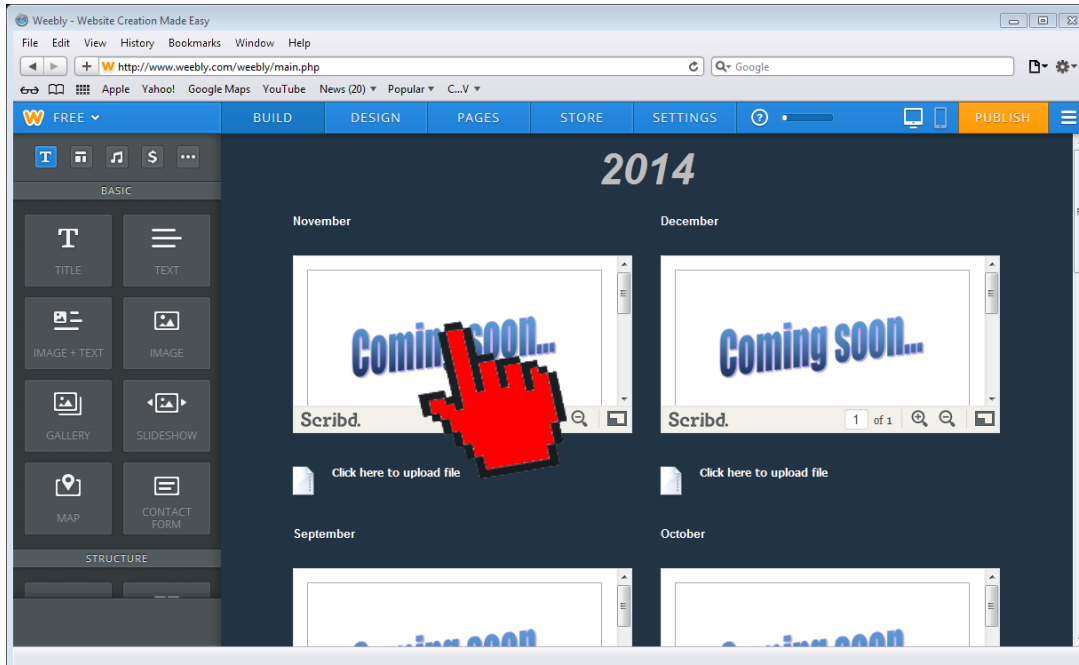


Click the **LIVE-PAGES** web page menu button to open the drop down menu.

# NEWSLETTER USER GUIDE



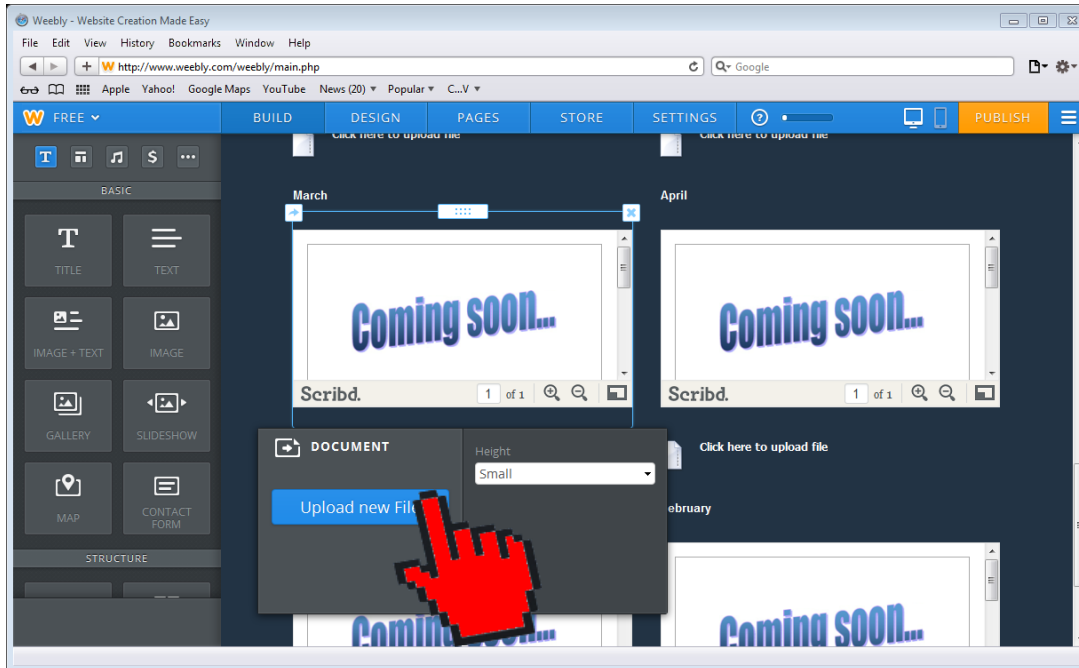
Click the **2014** menu item. This is the archive webpage for 2014 newsletters.



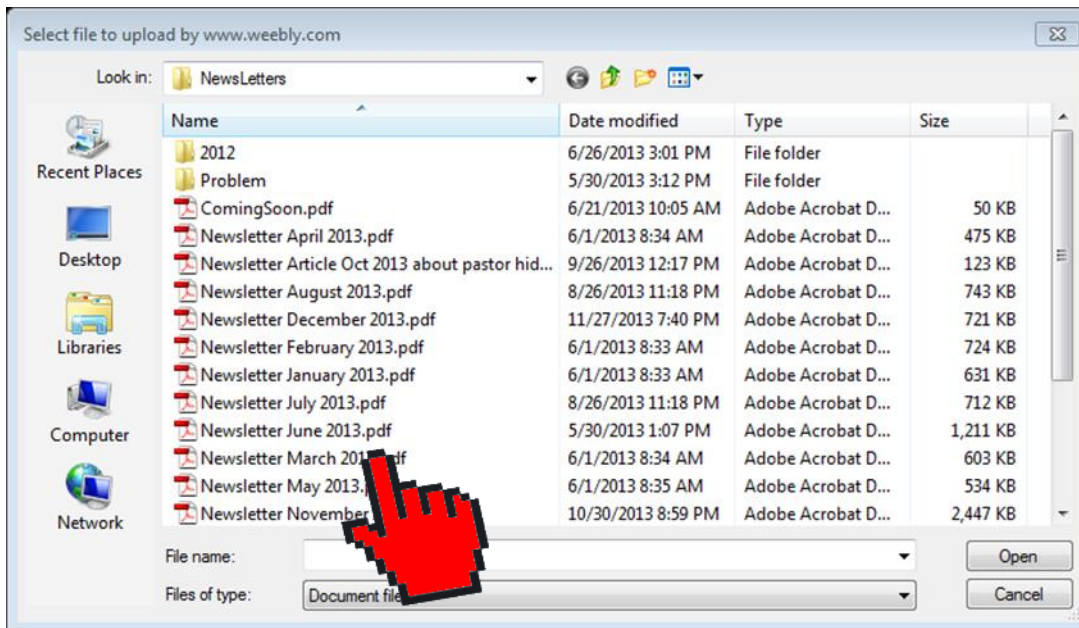
Move your mouse to hover over the month you want to update on this webpage.

Click in the webpage on the newsletter which will allow us to update with a new newsletter.

# NEWSLETTER USER GUIDE

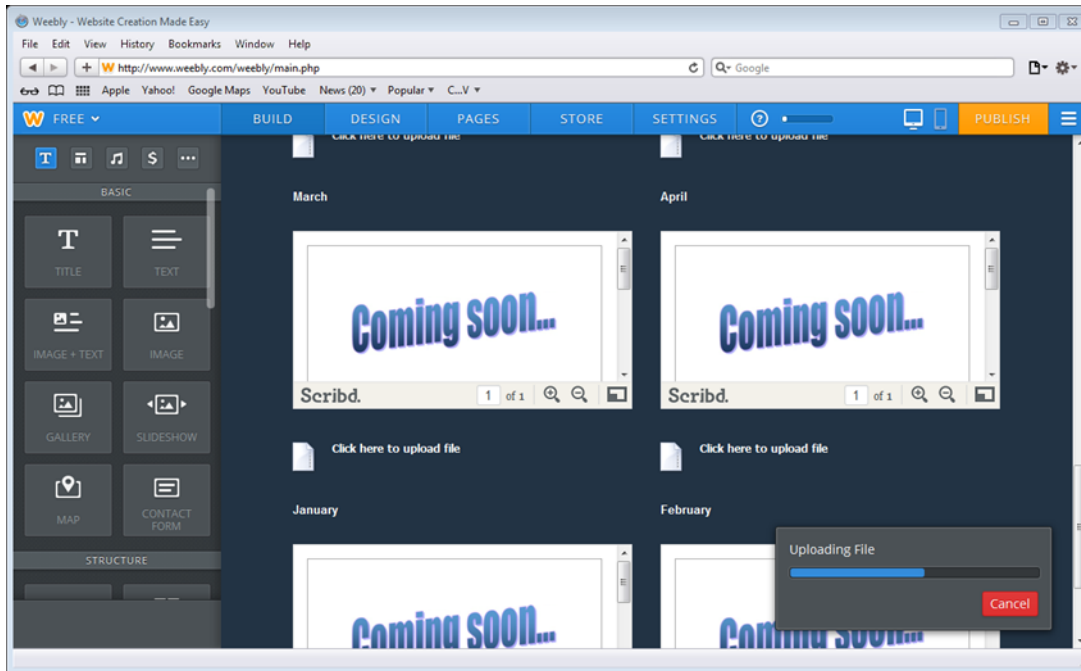


Click the **Update new file** button.

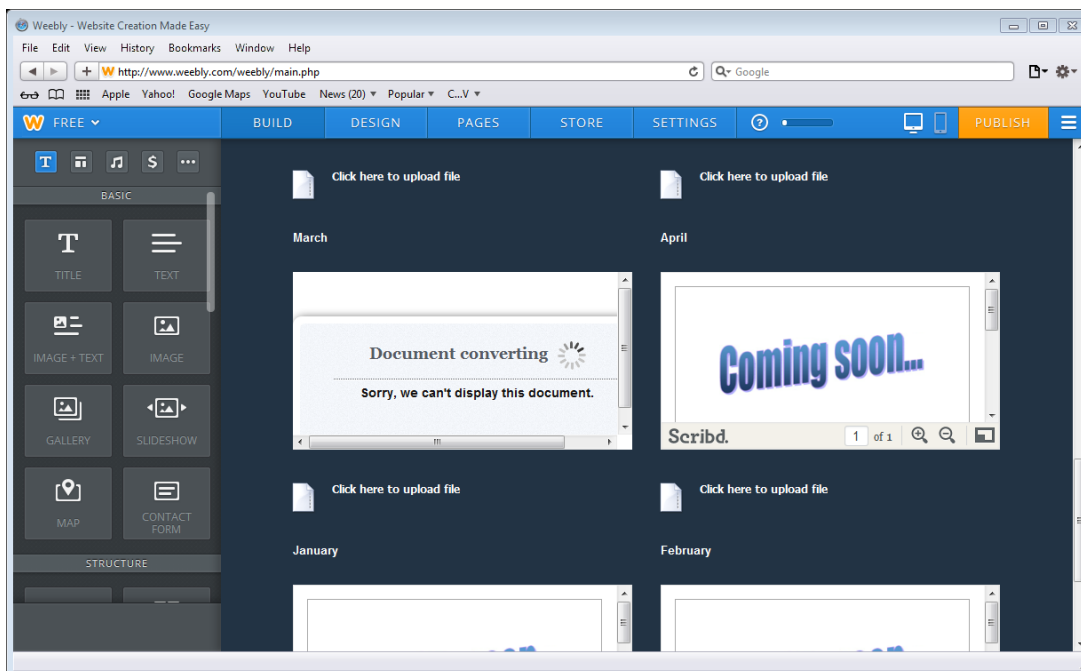


Click the saved PDF newsletter file of the month that you want from your computer to upload.

# NEWSLETTER USER GUIDE



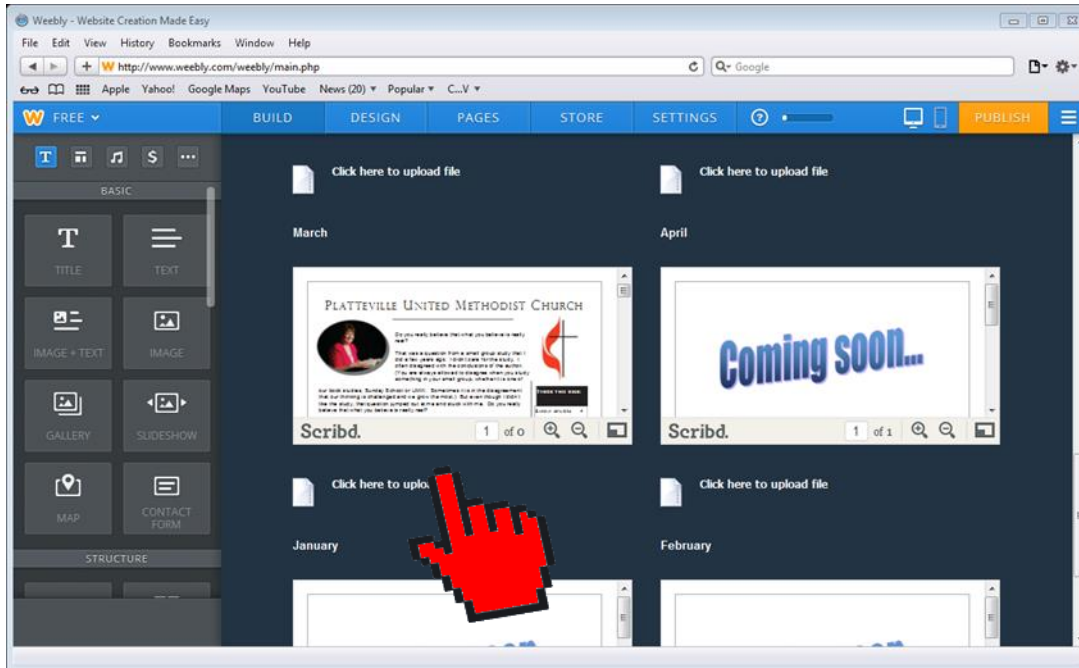
*The uploading progress dialog box will show the file being uploaded.*



*The newsletter will then automatically be converted for the webpage as shown here. **You do not have to wait for this to finish.***

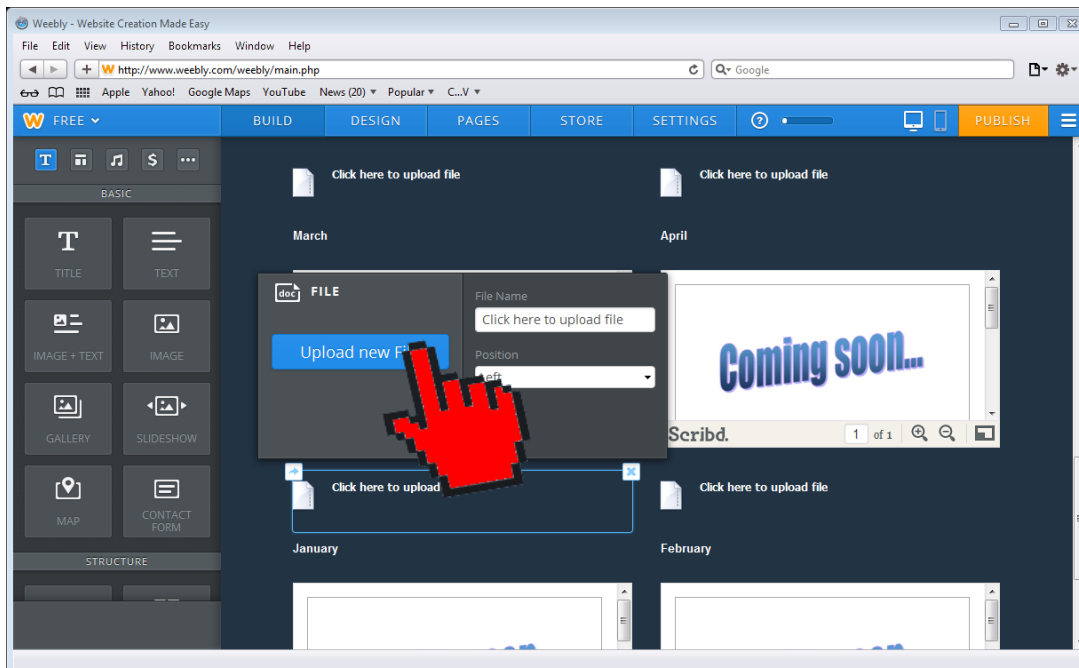


# NEWSLETTER USER GUIDE



The newsletter will then be displayed automatically.

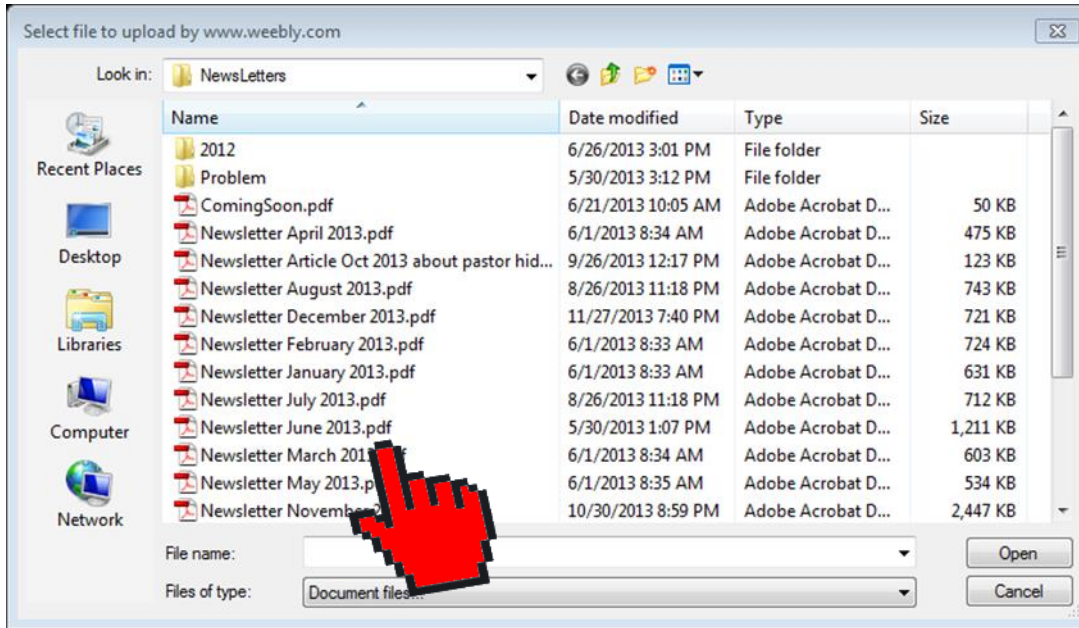
Move your mouse pointer to hover over the **Click here to update file** text.



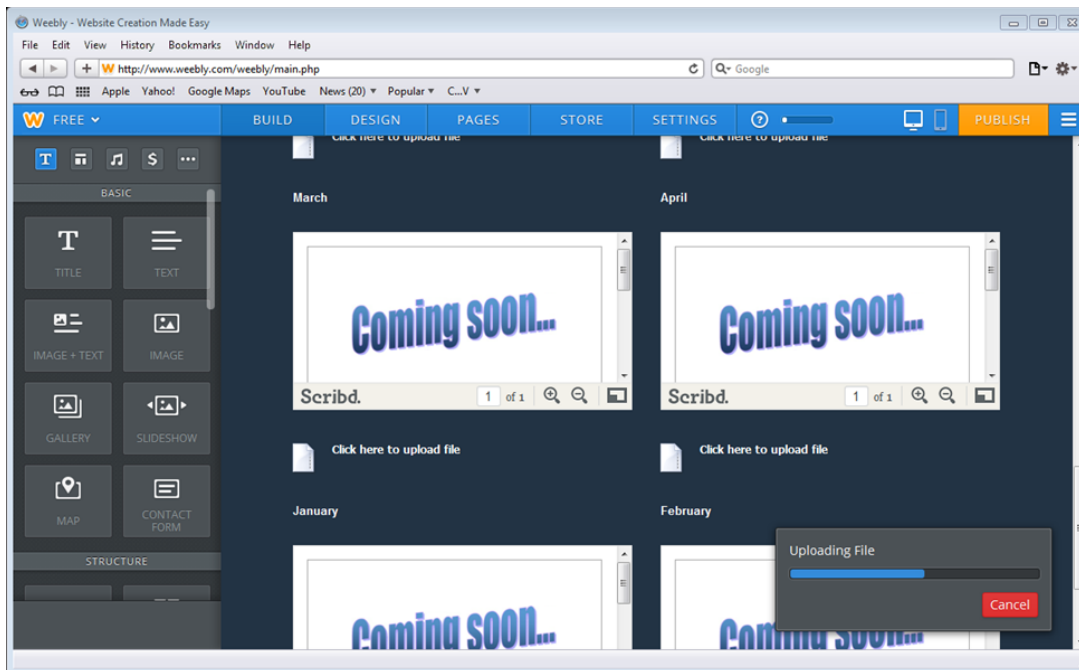
Click on the **Click here to update file** text.

Click the **Update new File** button.

# NEWSLETTER USER GUIDE

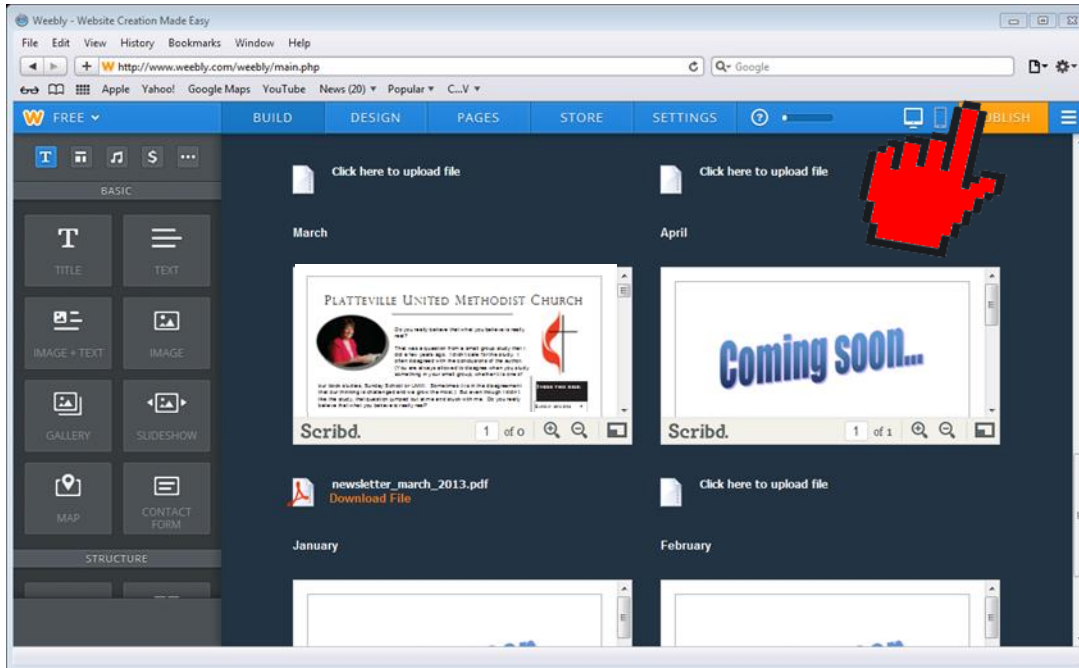


Click the saved PDF newsletter file of the month that you want from your computer to upload.



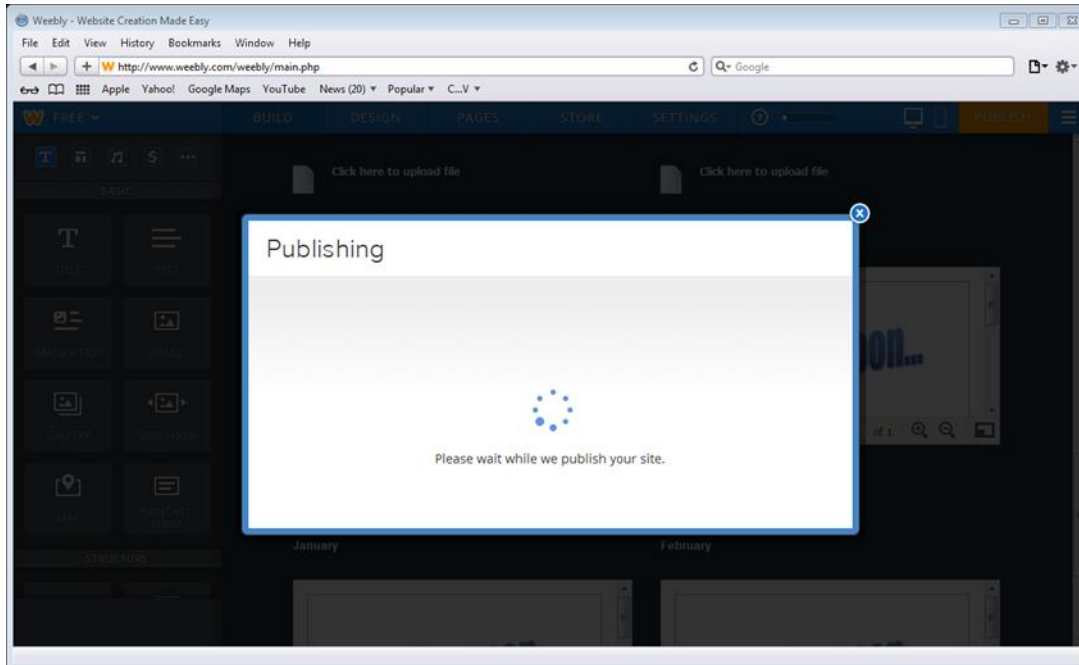
The uploading progress dialog box will show the file being uploaded.

# NEWSLETTER USER GUIDE



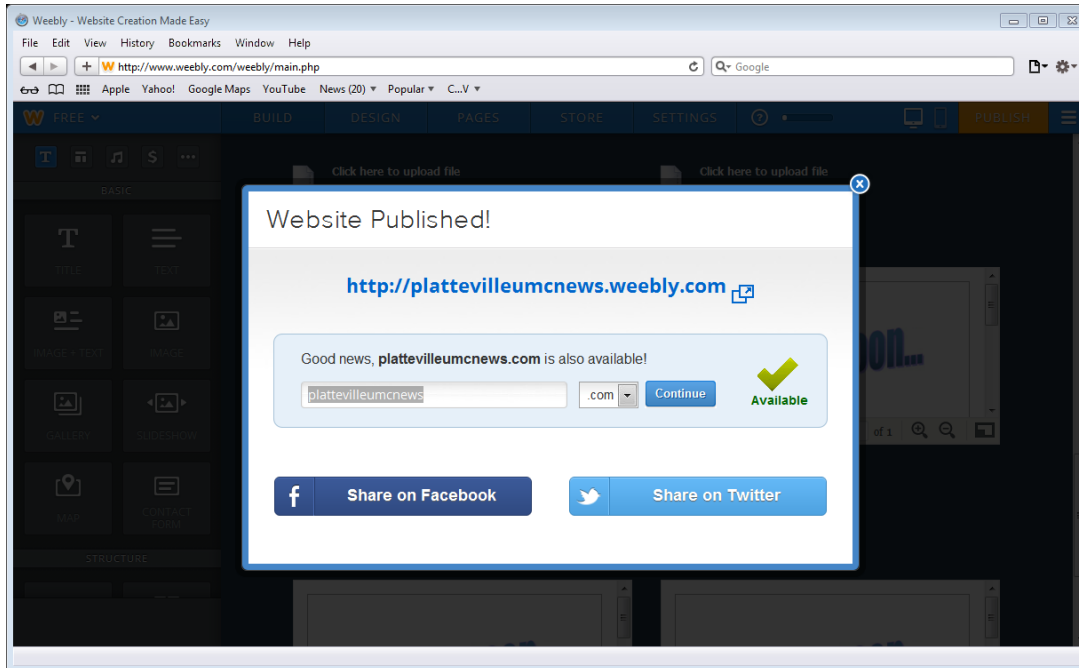
Now the changes needed for this page are now completed. However, this page is not published to be a live page for the church website.

Now click the **PUBLISH** button



The newsletter page will be published live for the church website as shown here.

# NEWSLETTER USER GUIDE



*The 2014 Newsletter archive webpage is now published live for the church website as shown here.*