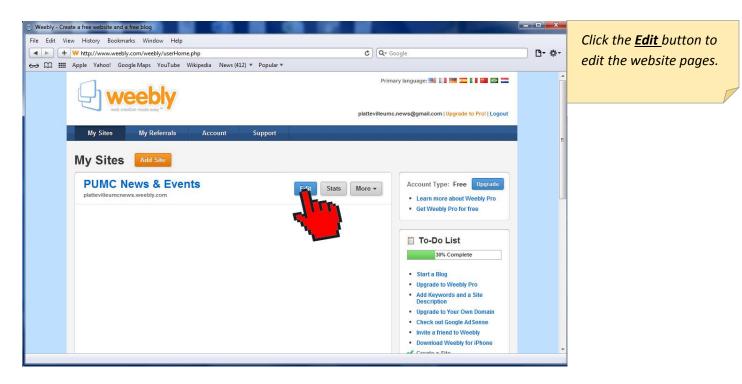


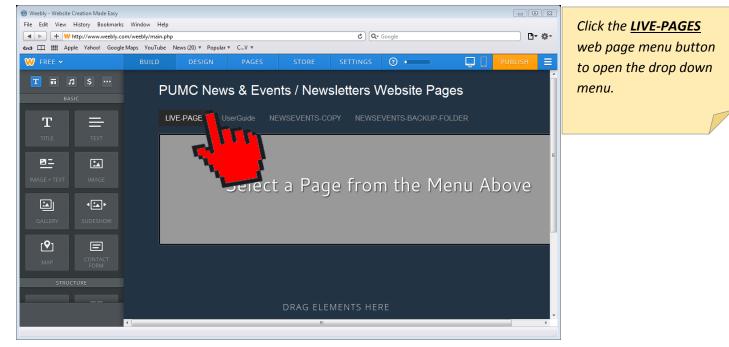


Platteville United Methodist Church – 2013.11.30

Page **1** of **18**

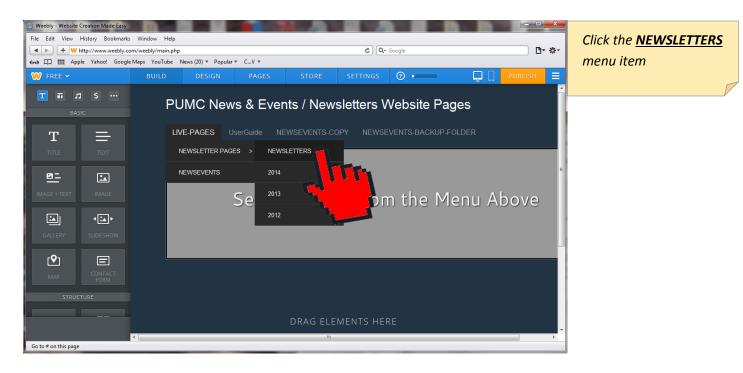


Update the current NEWSLETTERS web page.



Platteville United Methodist Church – 2013.11.30

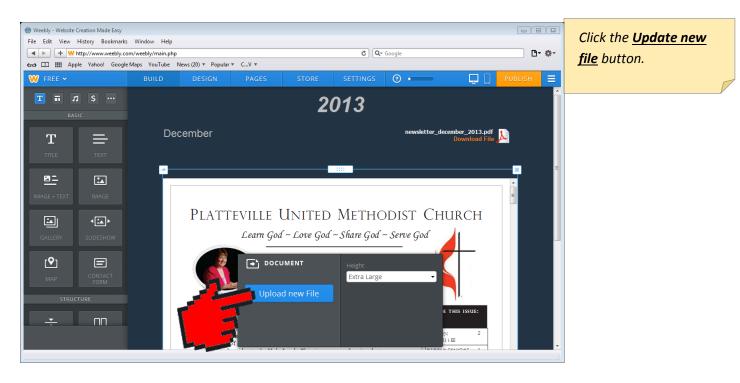
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Platteville United Methodist Church – 2013.11.30

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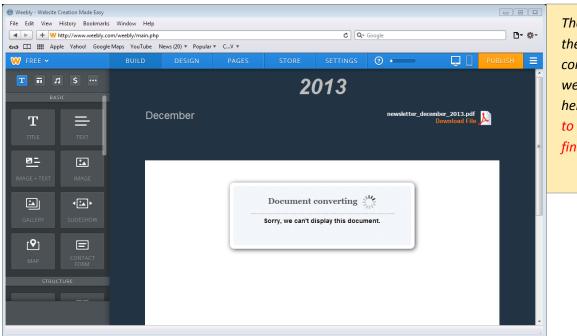
Click the saved PDF newsletter file of the month that you want from your computer to upload.

Platteville United Methodist Church – 2013.11.30

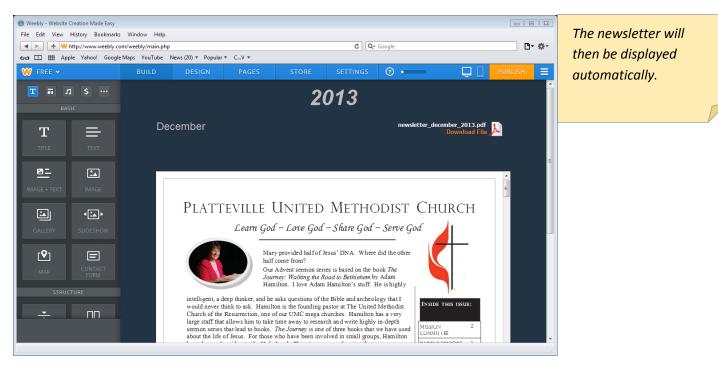
Page **4** of **18**

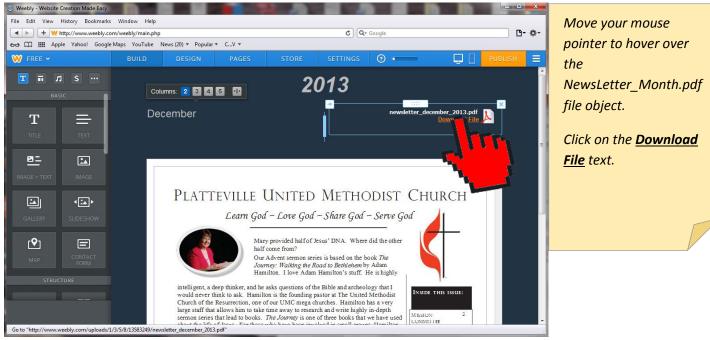


The uploading progress dialog box will show the file being uploaded.



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





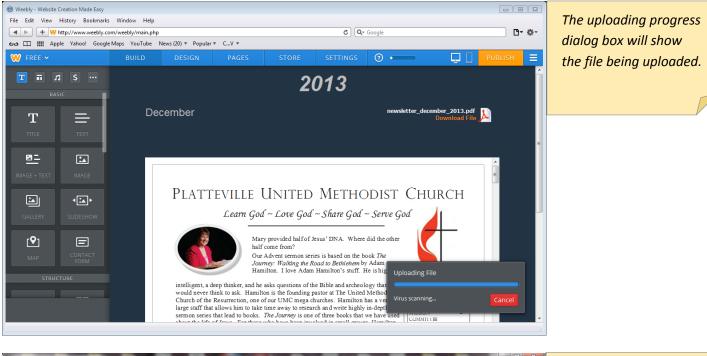
Platteville United Methodist Church – 2013.11.30

Page **6** of **18**



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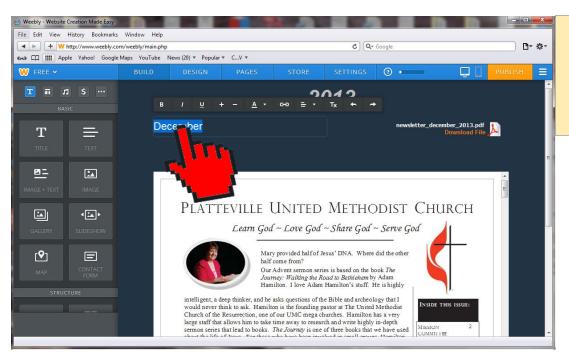
Click the PDF saved newsletter file of the month that you want from your computer to upload.





Platteville United Methodist Church – 2013.11.30

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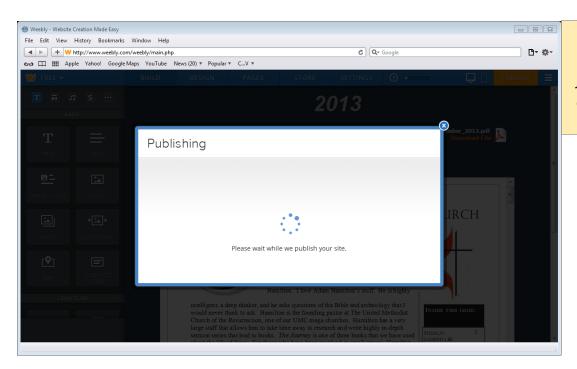


Select with your mouse the text for the month to change it to the new month's name.

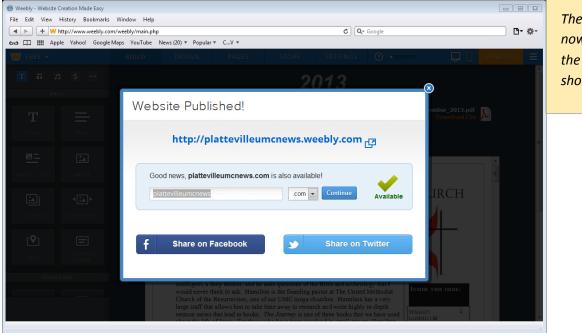


Platteville United Methodist Church – 2013.11.30

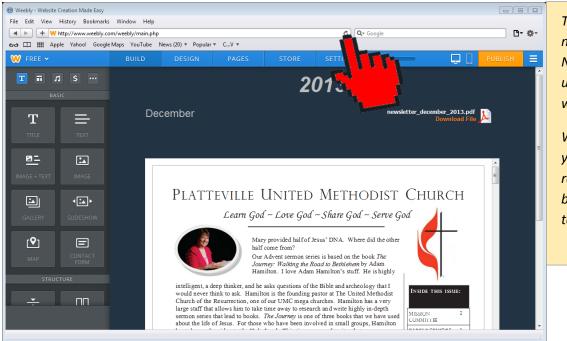
Page **9** of **18**



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



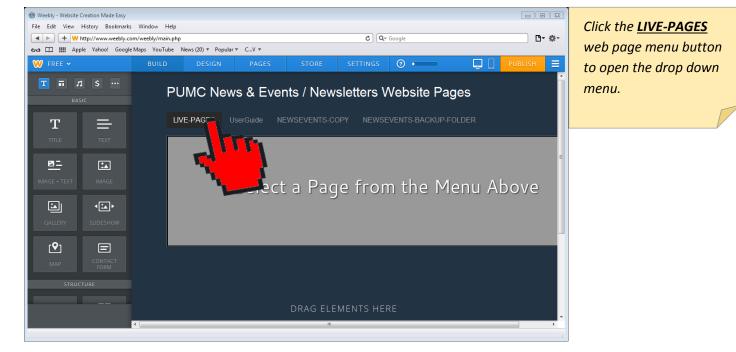
The newsletter page is now published live for the church website as shown here.



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

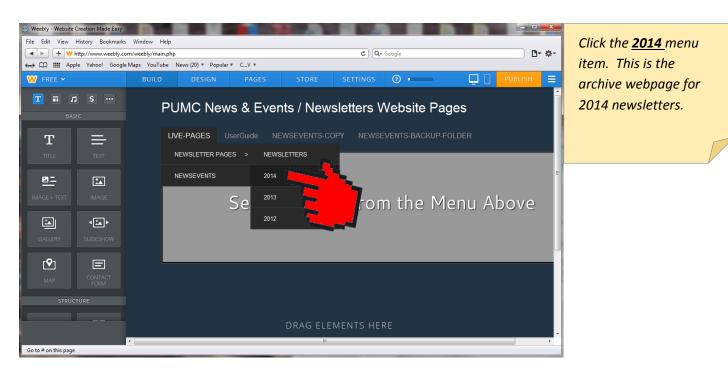
With your mouse, press your web browser refresh <u>U</u>icon or web browser menu option to do a page refresh.

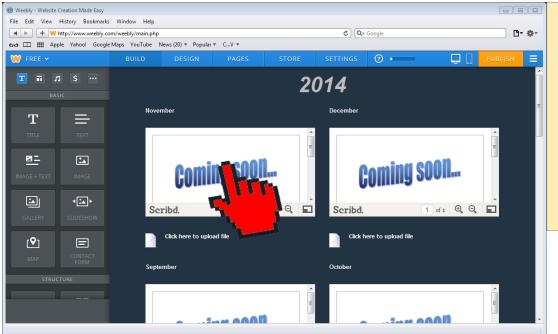
Update the NEWSLETTERS ARCHIVE web page.



Platteville United Methodist Church – 2013.11.30

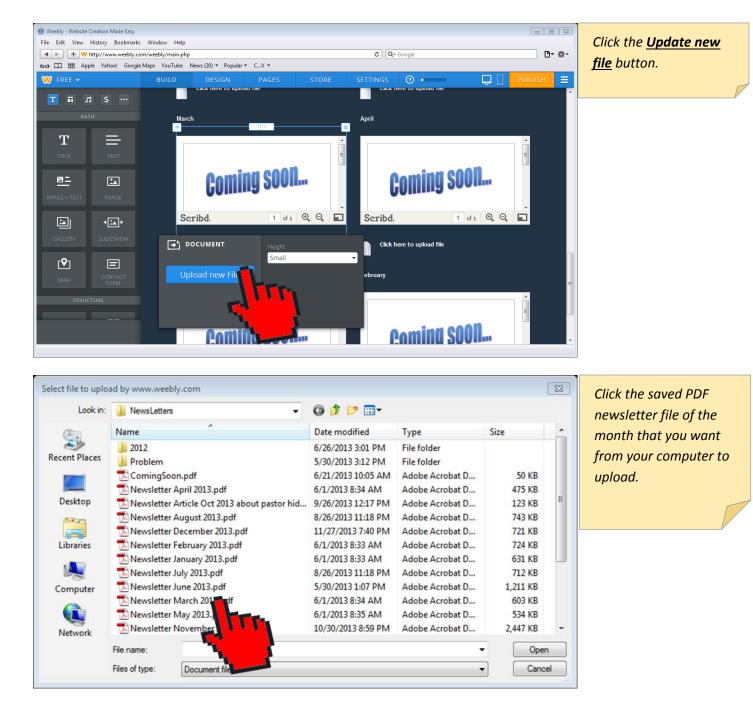
Page **11** of **18**

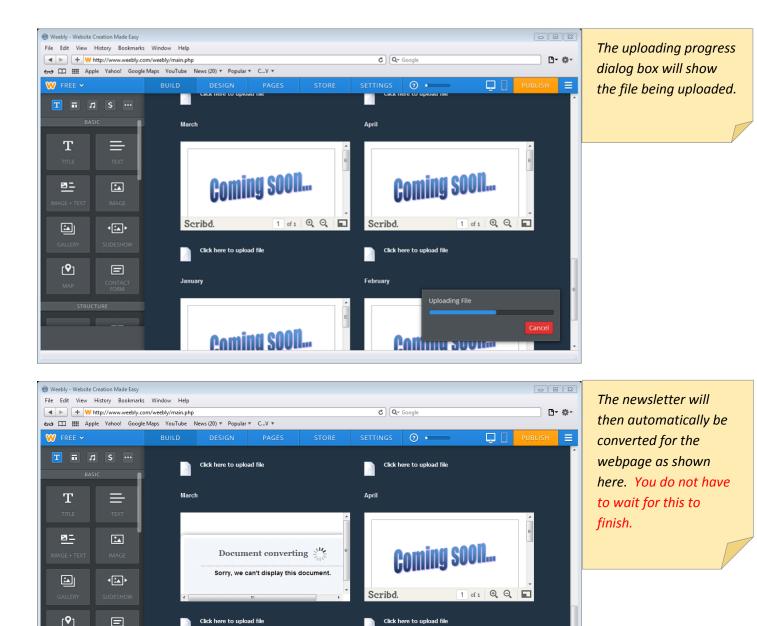




Move your mouse to hover over the month you want to update on this webpage.

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





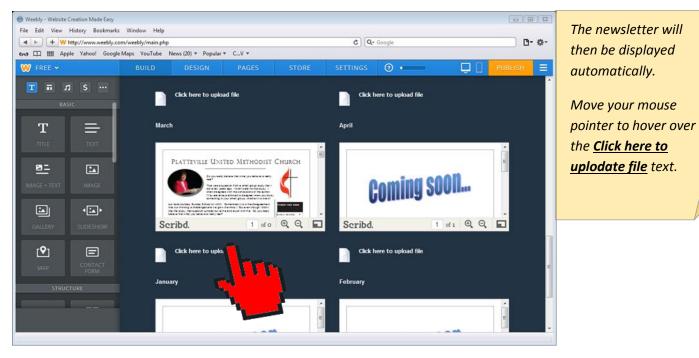
Platteville United Methodist Church - 2013.11.30

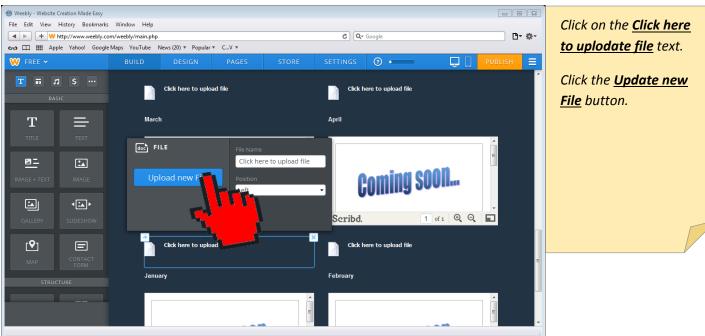
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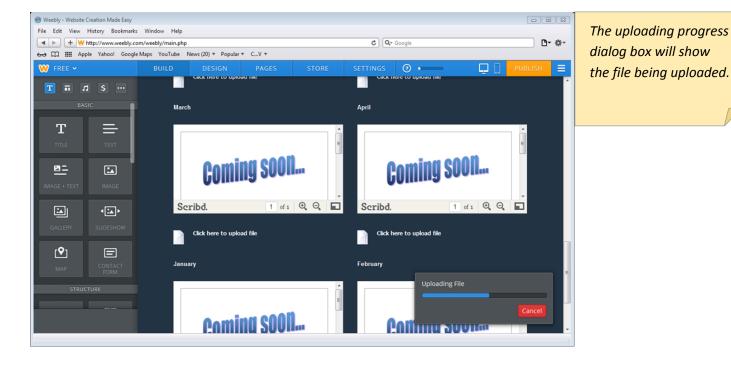
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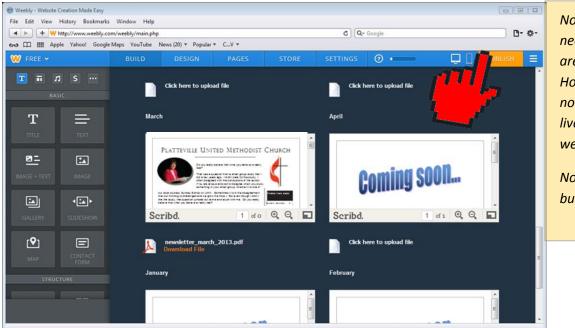




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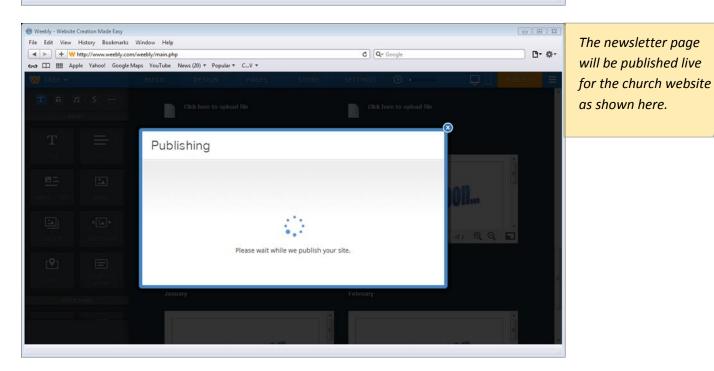
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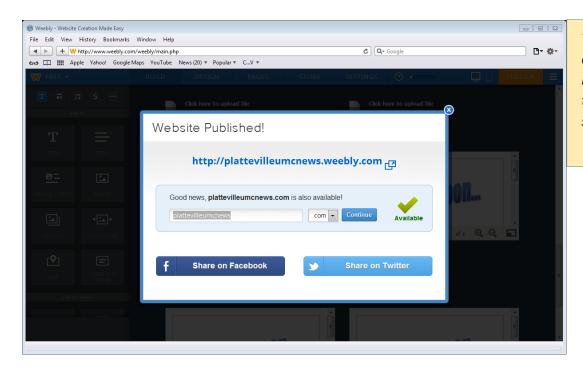




Now the changes needed for this page are now completed. However, this page is not published to be a live page for the church website.

Now click the <u>PUBLISH</u> button





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