

# FUMC Newsletter Content Upload Tutorial

- (1) Create folder to hold files: Newsletter FUMC.
- (2) Rename file with the standard file name convention: fumc\_newsletter\_YYYY-MM.
- (3) Open newsletter text template.
- (4) Title & h1 tags: Change "Title" and "h1" tags to current month and year.
- (5) Copy Pastor's reflections text from newsletter into newsletter text template and adjust paragraph formatting.
- (6) Log into website using provided username and password.
- (7) Go to Media Library: Upload newsletter PDF file by clicking "Add New" button.
- (7a) Image/photo upload: Image dimensions any width by max height 190px.
- (8) Drag & Drop the file "fumc\_newsletter\_YYYY-MM " into the "Drop files here" of the Upload New Media window.
- (9) Copy fumc\_newsletter\_YYYY-MM file url to the newsletter text template for later use.
- (10) Go to "All Posts" and then click "Add New" button.
- (11) Copy information from the newsletter text template to the "New Post" fields.
- (12) Insert photo/image into the "New Post".
- (12a) Download/Open link "Read entire newsletter": Attach PDF link to the "click here to download" text.
- (13) Categories tags: check "Focus News" and "Monthly Newsletter".
- (14) Tags: Add tags.
- (15) Review your work for proper formatting and visual look.
- (16) If you are satisfied, click "Publish" button.

You're Done.