

**This document is for the Peal editors and describes how to create a new newsletter, upload it to this website, and email the club members a link to it.**

## **Creating the Peal**

The process for creating the Peal remains the same. Newsletter editors should continue to use the Microsoft Word template they receive at the beginning of each year to create the Peal. When you save it, give it a name like "Peal Aug 19.doc" (using whatever the publication date is in the filename. After it is created, it needs to be converted to a .pdf file. This can be as simple as doing a File/Print and selecting "print to pdf" as the printer. Or some may have PrimoPDF installed, in which case you just drag the filename onto the PrimoPDF icon, and your pdf document will be created. In any case, you will have a file containint a month and date to work with, for example: **Peal Aug 19.pdf**

Once you have the pdf file created, follow these steps:

## **Uploading the Peal Newsletter to the this website**

Login (member login at top right) and click on "Member Area" (top right) which causes a light blue menu to appear.

Click on the "Organization" tab which changes the menu below

Click on the "Documents" link in that menu, and that will take you to the page where you will upload your Peal pdf file. Make sure you have named your Peal with its date, e.g. "Peal Aug19.pdf"

Click on the "Add" link to the far right of the 2022 Subfolder of the "PEALS" folder button

In the Title box type the name, for example, "Peal Aug 19" (the permalink box will fill in automatically)

No description is needed

Choose "Public" for the Access level

Click the "Choose File" button, and find the Peal file on your computer that you want to upload. When you have highlighted the file on your computer, click the "Open" button to select it.

Click Save and you should see your Peal file listed in the PEALS 2022 folder

That completes getting the Peal pdf file on the website. Now do the following to create a "Bulletin" that links to the Peal file, and email club members the Peal is available.

**Creating the Bulletin linking to your Peal file, and sending an email notice that the Peal is available for reading.**

Go back up to the light blue menu of the member area and choose **"Bulletin"**

In the grey menu below choose "Manage Bulletins"

Click the "Grid" box

Click the orange "Create Bulletin" button

Click the "My Templates" link

Click on the "Master Bulletin Template" to use it

Click the Next button on lower or upper right

Click on the section that reads "The peal for Jun 10 --" so you can edit it.

Highlight "Jun 10" and replace it with the date of the Peal you are publishing.

Highlight the "HERE", click on the little chain link just above it, and in the little window that opens change the Link Type to "Document", and change the Top Level Folder to the Peal you are publishing using the little drop-down arrow, and click the green OK button.

Click on the "Properties" button. Change the Name from "Master Bulletin Template" to something like "Peal Aug 19", where you put the actual Peal publication date in place of Aug 19

Change the Bulletin date to the date your Peal is published using the little calendar in the Bulletin date section.

Change the Email Subject box to "This week's Peal"

Leave the "Visible on Website" box checked.

The Access level should be set to "Public"

Click the orange "Save" button at lower right (you may have to scroll down to see it).

Click the orange "Next" button which takes you to a screen showing what the message you will send out looks like.

Click the orange "Next" button which is setting you up to email everyone about the newsletter being available.

Check the "Active and Honorary Members" box

Leave the "Archive bulletin after sending" set to "Yes"

Click the "No" to copy yourself on this bulletin because you are already on the distribution list.

Click the Orange Send button and the OK that pops up. That puts the Peal in the website archive, and sends a notice to everyone that the Peal is available, and gives them a clickable link to it.

It will also show up in the "Newsletters" section of the Navigation menu.