Log on to SponsorEd admin page through google chrome

Save Newsletter as PDF

On home page go to Media tab

Upload & Manage Files & Photos

Create New

Add a Media

Type in the file name News@McGuire No ??

Upload tab choose file from where it has been saved

update

Save

Go back to Upload & Manage Files tab and select News@McGuire & copy the url link

<http://mcguireco.vic.edu.au/uploaded_files/media/newsmcguire_no_12_2015.pdf>

Open Website content tab, this shows every page created and loaded on the website.

Scroll through to Newsletter page

Click on the edit pencil on Right hand side

This opens up the Add/edit a Webpage

Scroll down to Current News@McGuire No? and control c to copy

This will keep a copy of all previous newsletters

Scroll to the bottom of old News@McGuire editions and paste in also change the size of the font using the toolbar at the top.

Scroll back to Current News@McGuire select the text and click on unlink chain on the toolbar.

This will undo the link on the web page to enable to link up the latest edition

Change the Edition number to the current one. Then select the text again and click on insert/edit link.

A insert/edit link box comes up

Paste in the url box

<http://mcguireco.vic.edu.au/uploaded_files/media/newsmcguire_no_12_2015.pdf>

Insert

Scroll to the bottom of the page and select update

Go to visit site and refresh to view the latest Newsletter