

1666Coffman

Editing Newsletter Web pages

Intro to editing the Newsletter pages on Weebly

Overview

Several pages on the 1666Coffman.com website are updated on concert with monthly newsletters. Below are general discussion of those pages. The Website Instructions document has detailed instructions on editing in Weebly.

Login

Newsletter@1666coffman.com

Each committee that works with the web will have a login to Weebly.com where the Coffman website is built, and will have access to edit only their pages. (There is also an email account that can be forwarded to someone for easy monitoring). See instructions on **Logging in to Edit the website**.

Newsletter

Uploading the Newsletter to the website

Before uploading the newsletter, it should be exported (or saved, or printed to PDF, or...) with a reduction in size. The newsletter is normally around 20 MB, which is too large for easy downloading. It can be reduced in size to 2-5MB without much loss in resolution. Web pages are only 62 dpi in general, so lower resolution is not much noticed.

The Newsletter is uploaded in two places. Under Residents Realm you will find the Newsletter page. The newsletter file is uploaded at the top of the page, on the "Download Current Newsletter" button; and at the top of the left column, as the first newsletter in the archives list. **Follow the instructions for Uploading a file.**

Newsletter Ink

Sending out the link to the newsletter

Write your newsletter announcement email as usual. Type a line:

June 2019 Newsletter

--Now go to the live Coffman website (not the Weebly editing version). On the Newsletter page, right click on the link for this month's newsletter. Select "Copy Link Location". --Go back to the email, highlight "June 2019 Newsletter" and select the link icon and paste the copied URL into the web address field. Now you have a link!!

Activities

Updating monthly activities

The activities page from the newsletter is uploaded to the Activities page, on the main menu. This is not a simple file upload. The Activities page is displayed in it's entirety on the website. Each new month automatically archives as you create the new month's page. **Follow the instructions for New Blog Posts on page 4 of the Weebly Instructions.**