

## Upload Newsletter

On receiving, say the latest State Board Letter (SBL) email:

1. Right click the PDF attachment and select "Save As", placing the file you save in a destination you will remember. I use "Downloads"
2. Log into NationBuilder
3. Goto Website
4. Select LWVMD
5. Click on Publications
6. Click on Subpages
7. Select state\_board\_letter
8. Select Content
9. The latest newsletter should always be at the top, so hit Ctrl+Home to get to the top and hit Enter and then a left arrow
10. Type the name of the new newsletter
11. Click Save Content
12. Go to file and upload the newsletter you saved in step 1. above
13. Right click the new file you have uploaded and select Copy file location
14. Go back to Content
15. Highlight the newsletter name you typed in step 10.
16. Select the link tool
17. Paste in the file location you copied in step 13
18. Save Content
19. You are done with the web site half of the task
20. Now send a blast to the members signed up for the particular newsletter that includes the link to the "state\_board\_letter" page, that says something like, The latest SBL has been uploaded to our website. Highlights in this issue include ...

