

## Posting District Newsletter on District Website Using Internet Explorer

First, save the newsletter on your hard drive where you can find it.

Log into the District website. You will be taken to the Admin Page.

On the left side under Home Page Editing, click on Site Pages Management

Go to the District Newsletter Line. To the right, there are 3 icons. Click the first icon on the left that looks like a magnifying glass.

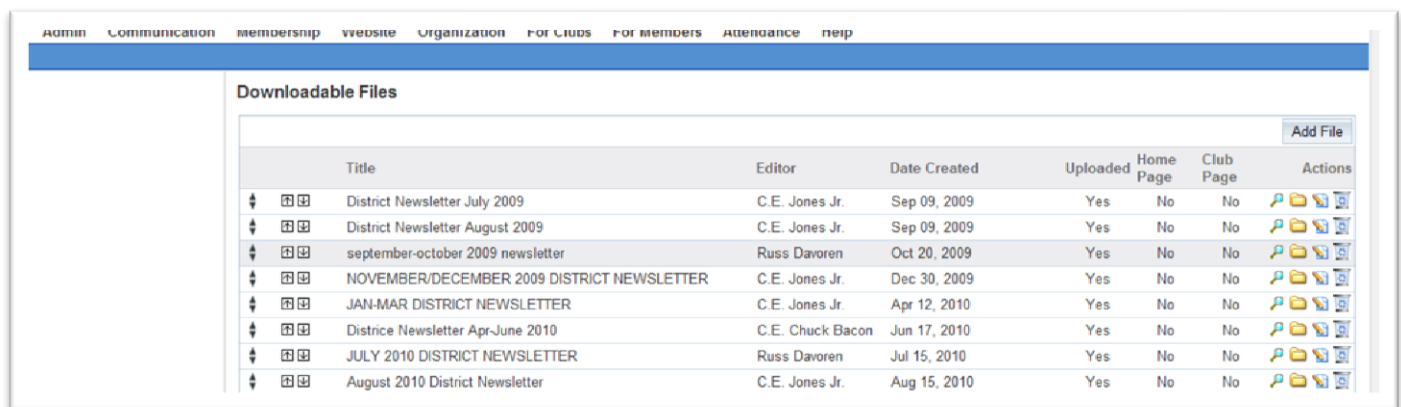


	Title	Owner	Actions
	District Attendance Reports	C.E. Jones Jr.	
	Project Bank		
	Rotary Youth Exchange	Jaci M. Williams	
	Youth Exchange Ski Trip	Jaci M. Williams	
	Resources for Club Officers		
	District Photos		
	Club Forms and Information	C.E. Jones Jr.	
	Tutorials - How Do I Do That?		
	District Newsletters		
	Club Web Sites		
	RYLA		
	Interact		

In the District Newsletter window, scroll down to the bottom and click on Edit Download Files.

This takes you to the window of Downloadable Files. You will see the other newsletters that have been downloaded.

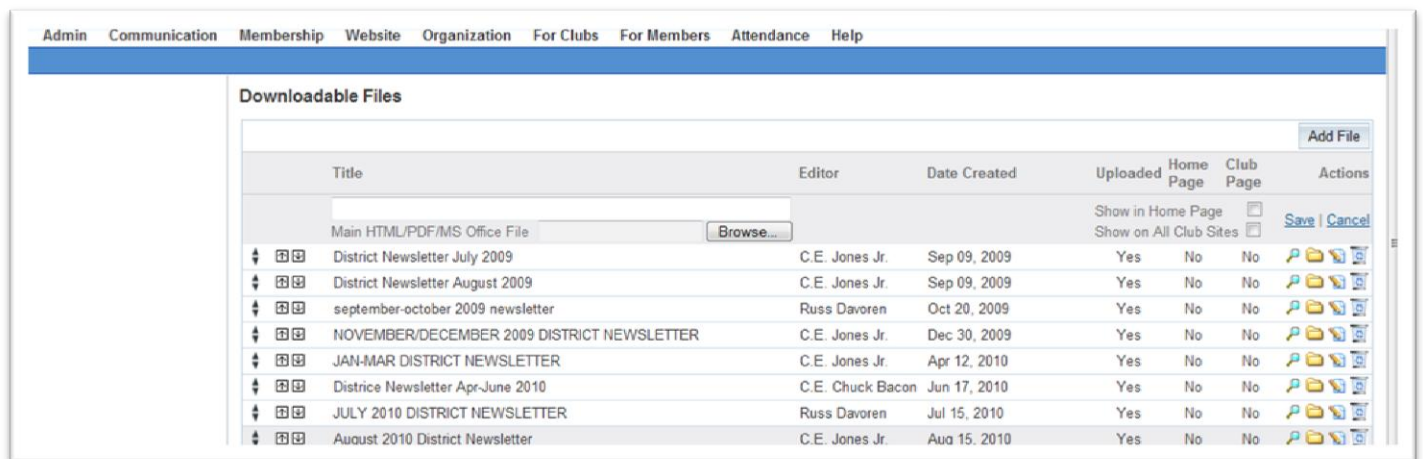
In the top right corner, click the Button Add File



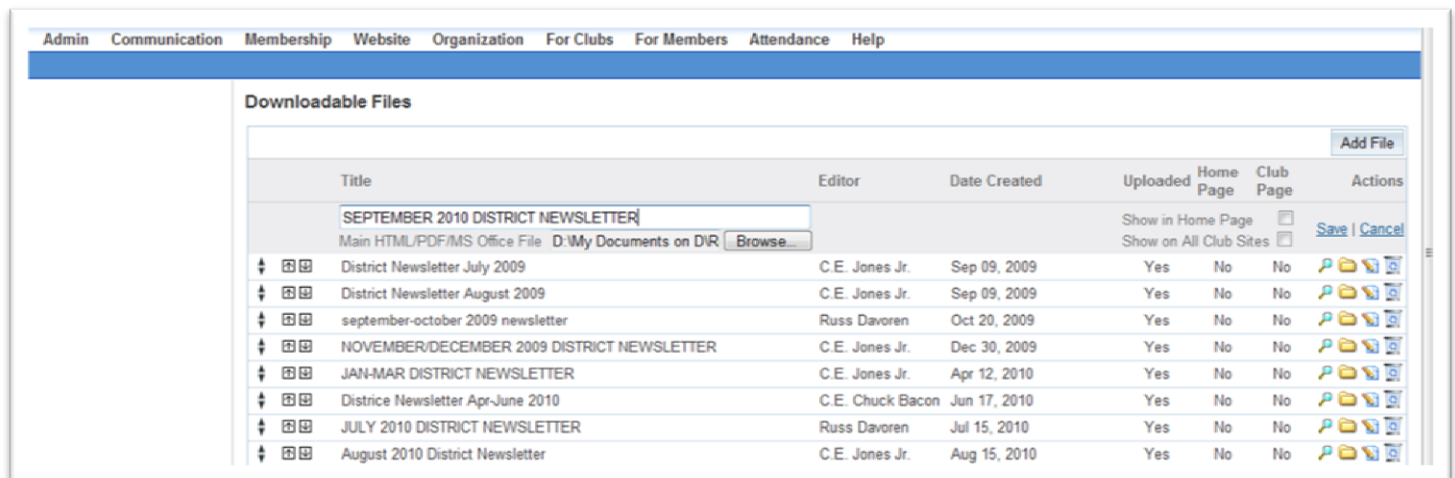
	Title	Editor	Date Created	Uploaded	Home Page	Club Page	Actions
	District Newsletter July 2009	C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	
	District Newsletter August 2009	C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	
	september-october 2009 newsletter	Russ Davoren	Oct 20, 2009	Yes	No	No	
	NOVEMBER/DECEMBER 2009 DISTRICT NEWSLETTER	C.E. Jones Jr.	Dec 30, 2009	Yes	No	No	
	JAN-MAR DISTRICT NEWSLETTER	C.E. Jones Jr.	Apr 12, 2010	Yes	No	No	
	Districe Newsletter Apr-June 2010	C.E. Chuck Bacon	Jun 17, 2010	Yes	No	No	
	JULY 2010 DISTRICT NEWSLETTER	Russ Davoren	Jul 15, 2010	Yes	No	No	
	August 2010 District Newsletter	C.E. Jones Jr.	Aug 15, 2010	Yes	No	No	

Click the Browse Button.

Navigate to where you saved the newsletter.



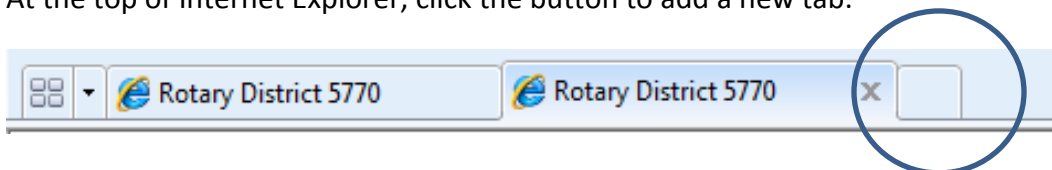
Enter a title for the district newsletter



Do not click Show in Home Page or Show on All club Sites.

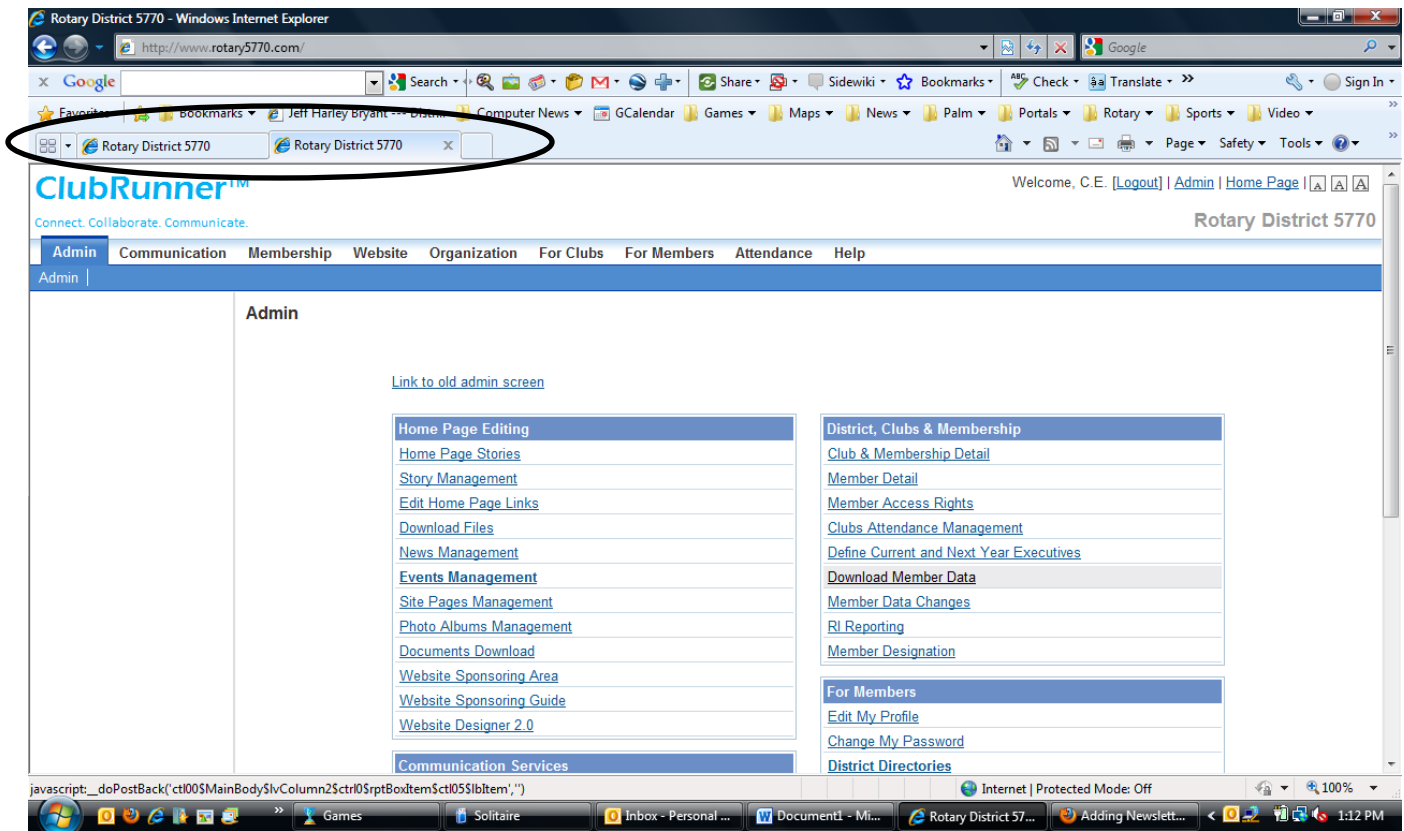
Click the Save link to the right.

At the top of Internet Explorer, click the button to add a new tab.



Click the small square to the right of a tab to add a new tab

In the new tab, go to the District Website Admin page.



You should now have two tabs open. One still displays the Newsletter download page and the other displays the Admin Page. (See circled tables above)

On the Admin Page, in the Home Page Management group, click on News Management.



You should see the other newsletters listed.

[Admin](#) [Communication](#) [Membership](#) [Website](#) [Organization](#) [For Clubs](#) [For Members](#) [Attendance](#) [Help](#)

**Related Webinars**  
[Website Designer Live Demonstration Nov 03, 2010 at 11:00](#)  
[Website Designer Live Demonstration Nov 15, 2010 at 12:30](#)

**News**

[Publish Changes to Home Page](#) [Add News](#)

	Title	Editor	Home	Club	Date	Actions
⬇	JULY 2010 DISTRICT NEWSLETTER	Russ Davoren	Yes	Yes	Jul 15, 2010	
⬇	AUGUST 2010 DISTRICT NEWSLETTER	Jones Jr., C.E.	Yes	Yes		

In the upper right corner, click the button Add Items

Enter the name of the current newsletter.

At the top, click on the Internet Explorer Tab where you have the Download Files Page displayed

[Admin](#) [Communication](#) [Membership](#) [Website](#) [Organization](#) [For Clubs](#) [For Members](#) [Attendance](#) [Help](#)

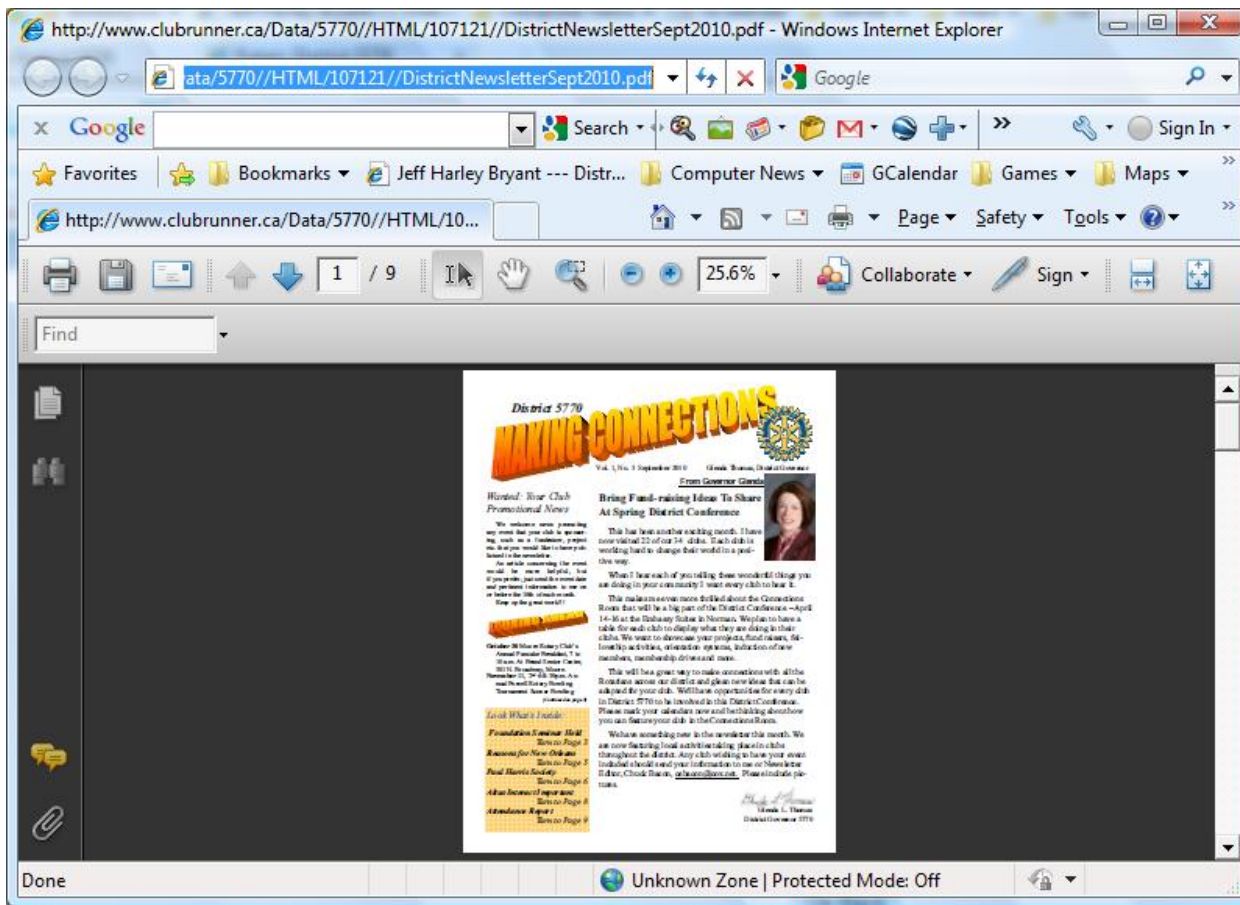
**Downloadable Files**

[Add File](#)

	Title	Editor	Date Created	Uploaded	Home Page	Club Page	Actions
⬇	SEPTEMBER 2010 DISTRICT NEWSLETTER	C.E. Jones Jr.	Oct 21, 2010	Yes	No	No	
⬇	District Newsletter July 2009	C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	
⬇	District Newsletter August 2009	C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	
⬇	september-october 2009 newsletter	Russ Davoren	Oct 20, 2009	Yes	No	No	
⬇	NOVEMBER/DECEMBER 2009 DISTRICT NEWSLETTER	C.E. Jones Jr.	Dec 30, 2009	Yes	No	No	
⬇	JAN-MAR DISTRICT NEWSLETTER	C.E. Jones Jr.	Apr 12, 2010	Yes	No	No	
⬇	Districe Newsletter Apr-June 2010	C.E. Chuck Bacon	Jun 17, 2010	Yes	No	No	
⬇	JULY 2010 DISTRICT NEWSLETTER	Russ Davoren	Jul 15, 2010	Yes	No	No	
⬇	August 2010 District Newsletter	C.E. Jones Jr.	Aug 15, 2010	Yes	No	No	

To the right of the Newsletter file you just added, click on the Magnifying Glass Icon.

This opens the newsletter in a new window.



In the address bar at the top of the browser, select the URL address and copy it.

You can close the window.

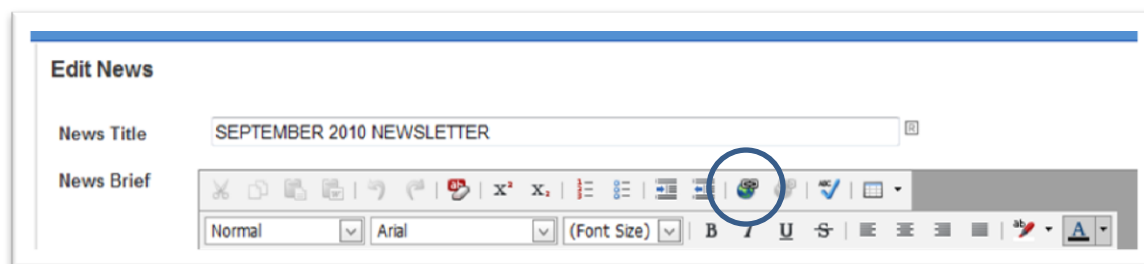
Click on the Internet Explorer tab where you have the Newsletter Page open for the current newsletter.

Click the Pencil icon to the right of the current newsletter to edit the story.

Enter the text: Click on this link to view the newsletter Click Here

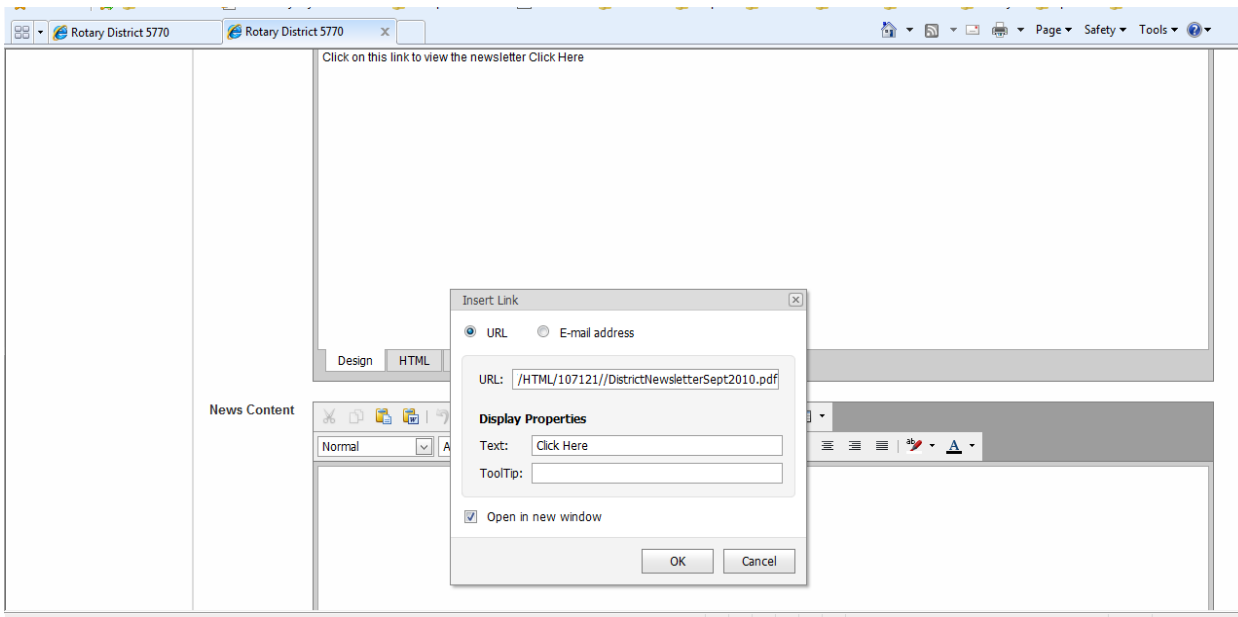
Highlight the Click Here text

In the toolbar, click on the Insert Hyperlink button. It looks like a globe with a chain link on top.



When the new window opens, paste the URL into the box that has http://.

You need to delete the http:// text before you copy the new URL Address in.

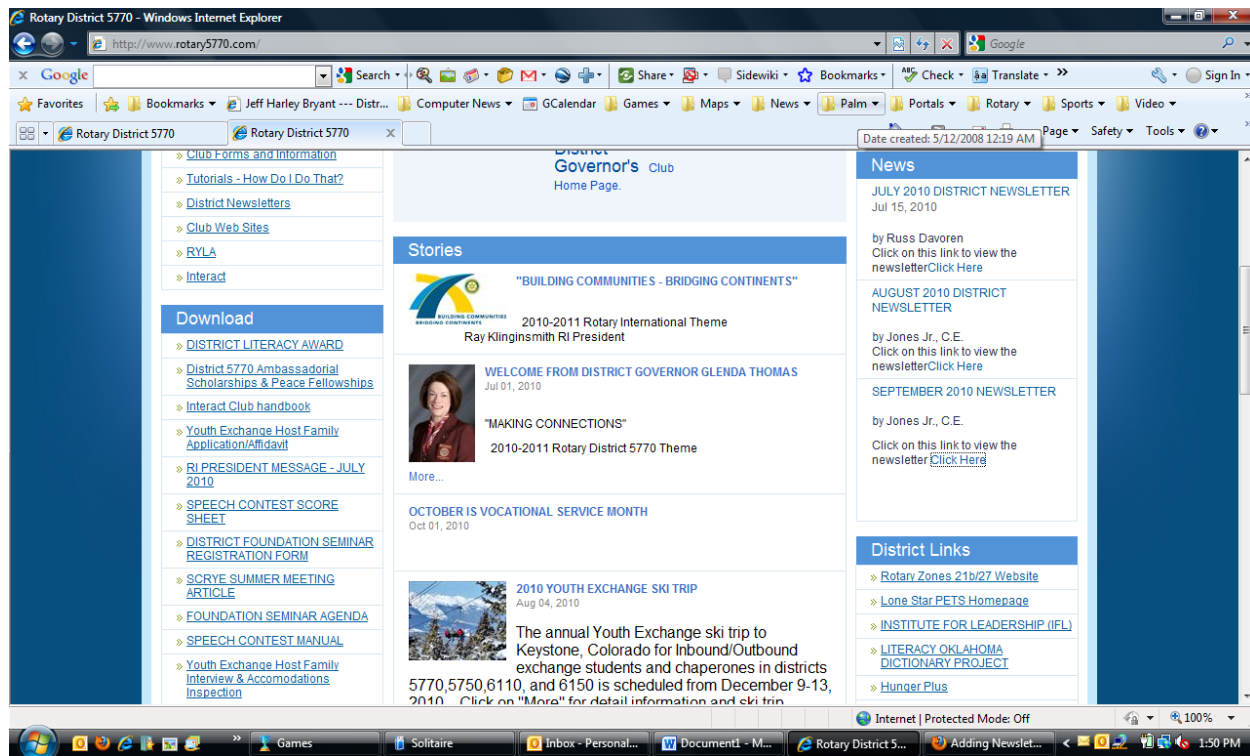


Click OK.

Scroll down and click the Save Button

A screenshot of a web form. At the top, there are three tabs: 'Design', 'HTML', and 'Preview'. Below the tabs, there are several input fields and buttons. On the left, there is a 'Date Created' field with a calendar icon, an 'Editor' field containing 'Jones Jr., C.E.', and a 'Modified By' field. On the right, there are two dropdown menus: 'Club' with 'Select Club' and 'Members' with 'Select Member'. Below these are two sets of radio buttons: 'Home Page' with 'Yes' (selected) and 'No', and 'Club' with 'Yes' (selected) and 'No'. At the bottom right are 'Save' and 'Cancel' buttons. At the bottom center is a 'Go Back' button.

Go to the home page and test the link



If everything works, then, you can close all of your windows.