# 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.

|    |     |                               |                  | Add New Site Page |
|----|-----|-------------------------------|------------------|-------------------|
|    |     | Title                         | Owner            | Action            |
|    | ∱ ↓ | District Attendance Reports   | C.E. Jones Jr.   | P 😒 🗖             |
|    | ∱ ₽ | Project Bank                  |                  | P 🕥 🖸             |
| •  | ↑ ↓ | Rotary Youth Exchange         | Jaci M. Williams | ji 😰 🔍            |
| )  | ∱ ↓ | Youth Exchange Ski Trip       | Jaci M. Williams | P 😒 🖳             |
| ¢  | ↑ ↓ | Resources for Club Officers   |                  | P 😒 🔍             |
| ;  | ∱ ₩ | District Photos               |                  | P 🕥 🖸             |
|    | ↑ ↓ | Club Forms and Information    | C.E. Jones Jr.   | P 🕥 🖸             |
| •  | ₼ ↓ | Tutorials - How Do I Do That? |                  | P 😒 🗖             |
| )  | ↑ ↓ | District Newsletters          |                  | 2 😪 🔍             |
| ¢  | ↑ ↓ | Club Web Sites                |                  | P 🕥 🖸             |
| \$ | ^ ↓ | RYLA                          |                  | P 🕥 🖸             |
| ¢  | ↑ ↓ | Interact                      |                  | P 💊 🗖             |

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

| Admin | communication | меп | ibersnip | website    | organization       | FOLUDS       | For members  | Attendance | пегр      |              |          |              |              |          |
|-------|---------------|-----|----------|------------|--------------------|--------------|--------------|------------|-----------|--------------|----------|--------------|--------------|----------|
|       |               |     |          |            |                    |              |              |            |           |              |          |              |              |          |
|       |               | Dov | vnloada  | ble Files  |                    |              |              |            |           |              |          |              |              |          |
|       |               |     |          |            |                    |              |              |            |           |              |          |              |              | Add File |
|       |               |     |          | Title      |                    |              |              | Editor     |           | Date Created | Uploaded | Home<br>Page | Club<br>Page | Actions  |
|       |               | ¢   | ↑ ↓      | District N | ewsletter July 200 | )9           |              | C.E. Jon   | es Jr.    | Sep 09, 2009 | Yes      | No           | No           | P 🗀 🕥 🗓  |
|       |               | ¢   | ₫ 🕹      | District N | ewsletter August   | 2009         |              | C.E. Jon   | es Jr.    | Sep 09, 2009 | Yes      | No           | No           | P 🗀 🕥 🗓  |
|       |               | \$  | ↑ ↓      | septembe   | r-october 2009 ne  | ewsletter    |              | Russ Da    | voren     | Oct 20, 2009 | Yes      | No           | No           | P 🗀 🕥 💆  |
|       |               | ¢   | ↑ ↓      | NOVEMB     | ER/DECEMBER        | 2009 DISTRIC | T NEWSLETTER | C.E. Jon   | es Jr.    | Dec 30, 2009 | Yes      | No           | No           | P 🗀 🕥 💆  |
|       |               | ¢   | ↑ ↓      | JAN-MAR    | DISTRICT NEWS      | SLETTER      |              | C.E. Jon   | es Jr.    | Apr 12, 2010 | Yes      | No           | No           | P 🗀 🕥 🗓  |
|       |               | ¢   | ↑ 👽      | Districe N | ewsletter Apr-Jun  | ie 2010      |              | C.E. Chu   | ick Bacon | Jun 17, 2010 | Yes      | No           | No           | P 🗀 🕥 🗓  |
|       |               | ¢   | ☆ 👽      | JULY 201   | 0 DISTRICT NEW     | SLETTER      |              | Russ Da    | voren     | Jul 15, 2010 | Yes      | No           | No           | P 🗀 🕥 🛛  |
|       |               | ŧ   | ∱ ₩      | August 20  | 10 District News   | letter       |              | C.E. Jon   | es Jr.    | Aug 15, 2010 | Yes      | No           | No           | P 🗀 🕥 🖥  |

#### Click the Browse Button.

Navigate to where you saved the newsletter.

| Down | loadable Files             |                            |        |                  |              |                            |                       |            |              |
|------|----------------------------|----------------------------|--------|------------------|--------------|----------------------------|-----------------------|------------|--------------|
|      |                            |                            |        |                  |              |                            |                       |            | Add File     |
|      | Title                      |                            |        | Editor           | Date Created | Uploaded                   | Home C<br>Page P      | lub<br>age | Action       |
|      | Main HTML/PDF/MS Offi      | ce File                    | Browse | ]                |              | Show in Hon<br>Show on All | ne Page<br>Club Site: | , E        | Save   Cance |
| \$ 🗄 | District Newsletter July 2 | 009                        |        | C.E. Jones Jr.   | Sep 09, 2009 | Yes                        | No                    | No         | 1 🗋 😭        |
| \$ 1 | District Newsletter Augus  | st 2009                    |        | C.E. Jones Jr.   | Sep 09, 2009 | Yes                        | No                    | No         | 100          |
| 1    | september-october 2009     | newsletter                 |        | Russ Davoren     | Oct 20, 2009 | Yes                        | No                    | No         | 200          |
| \$ 🗄 | NOVEMBER/DECEMBE           | R 2009 DISTRICT NEWSLETTER |        | C.E. Jones Jr.   | Dec 30, 2009 | Yes                        | No                    | No         | 10 1         |
| \$ 1 | JAN-MAR DISTRICT NEV       | WSLETTER                   |        | C.E. Jones Jr.   | Apr 12, 2010 | Yes                        | No                    | No         | 10 1         |
| \$ 🛧 | Districe Newsletter Apr-J  | une 2010                   |        | C.E. Chuck Bacon | Jun 17, 2010 | Yes                        | No                    | No         | 100          |
| \$ E | JULY 2010 DISTRICT NE      | WSLETTER                   |        | Russ Davoren     | Jul 15, 2010 | Yes                        | No                    | No         | 100          |
| 1    | August 2010 District New   | relation                   |        | CE lonas Ir      | Aug 15 2010  | Yee                        | No                    | No         | 2001         |

#### Enter a title for the district newsletter

| dmin | Communication | Memb       | ership  | Website                 | Organization                        | For Clubs   | For Members | Attendan | ce Help          |              |                               |                       |             |
|------|---------------|------------|---------|-------------------------|-------------------------------------|-------------|-------------|----------|------------------|--------------|-------------------------------|-----------------------|-------------|
|      |               | Dowr       | nloadal | ble Files               |                                     |             |             |          |                  |              |                               |                       |             |
|      |               |            |         |                         |                                     |             |             |          |                  |              |                               |                       | Add File    |
|      |               |            | 1       | litle                   |                                     |             |             |          | Editor           | Date Created | Uploaded Pa                   | ige Page              | Actio       |
|      |               |            |         | SEPTEMBE<br>Aain HTML/F | R 2010 DISTRICT<br>PDF/MS Office Fi | I NEWSLETT  | ER          | Browse   |                  |              | Show in Home<br>Show on All C | Page 🔲<br>lub Sites 🗐 | Save   Cano |
|      |               | \$ 0       |         | District News           | sletter July 2009                   |             |             |          | C.E. Jones Jr.   | Sep 09, 2009 | Yes                           | No No                 | P 🗀 🕥 [     |
|      |               | \$ B       |         | District News           | sletter August 20                   | 09          |             |          | C.E. Jones Jr.   | Sep 09, 2009 | Yes                           | No No                 | P 🚞 🛐 ]     |
|      |               | \$ 0       |         | september-o             | ctober 2009 news                    | sletter     |             |          | Russ Davoren     | Oct 20, 2009 | Yes                           | No No                 | P 🚞 🕥 ]     |
|      |               | \$ B       |         | NOVEMBER                | DECEMBER 20                         | 09 DISTRICT | NEWSLETTER  |          | C.E. Jones Jr.   | Dec 30, 2009 | Yes                           | No No                 | P 🚞 🛐 🕽     |
|      |               | \$ B       | 80.     | IAN-MAR DI              | STRICT NEWSLE                       | ETTER       |             |          | C.E. Jones Jr.   | Apr 12, 2010 | Yes                           | No No                 | P 🗀 🕥       |
|      |               | <b>‡</b> 0 | 80 (    | Districe New            | sletter Apr-June                    | 2010        |             |          | C.E. Chuck Bacon | Jun 17, 2010 | Yes                           | No No                 | P 🗀 🕥 🕽     |
|      |               | \$ B       | 80.     | JULY 2010 C             | DISTRICT NEWS                       | LETTER      |             |          | Russ Davoren     | Jul 15, 2010 | Yes                           | No No                 | P 🖨 🕥       |
|      |               | \$ B       |         | August 2010             | District Newslett                   | ter         |             |          | C.E. Jones Jr.   | Aug 15, 2010 | Yes                           | No No                 | P 🗀 🕥 🛛     |

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.

| 🖉 👽 👻 http://www.rotary5770.com/          |   | 👻 🗟 🍫 🗙 Google  |                          |
|---|---|---|--------------------------|
| Google                                    | - 🔧 Search + 🖟 🎕 💼 🧔 + 🌮 🖂 + 🌍 🖶 + 🏼 f  | 🔁 Share 🔹 🔯 🔹 💷 Sidewiki 🔹 🏠 Bookmarks 🔹 券 Check 🔹 🚑 Translate 🔹 🌺  | 🖏 🕶 🔵 Sigi               |
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| lubRunner <sup>™</sup>                    | _   | Welcome, C.E. [Logout]   Admi   | in   Home Page   A A A   |
| nect. Collaborate. Communicate.           |   | R   | otary District 577       |
| Admin Communication Membership We         | bsite Organization For Clubs For Membe  | rs Attendance Help  |                          |
| nin                                       |   |   |                          |
| Admin                                     |   |   |                          |
| Admin                                     |   |   |                          |
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|   |   |   |                          |
|   | Link to old admin screen  |   |                          |
|   | Link to old admin screen  |   |                          |
|   | <u>Link to old admin screen</u><br>Home Page Editing  | District, Clubs & Membership  |                          |
|   | Link to old admin screen<br>Home Page Editing<br>Home Page Stories  | District, Clubs & Membership<br>Club & Membership Detail  |                          |
|   | Link to old admin screen<br>Home Page Editing<br>Home Page Stories<br>Story Management  | District, Clubs & Membership<br>Club & Membership Detail<br>Member Detail   | -                        |
|   | Link to old admin screen<br>Home Page Editing<br>Home Page Stories<br>Story Management<br>Edit Home Page Links  | District, Clubs & Membership<br>Club & Membership Detail<br>Member Detail<br>Member Access Rights   |                          |
|   | Link to old admin screen<br>Home Page Editing<br>Home Page Stories<br>Story Management<br>Edit Home Page Links<br>Download Files  | District, Clubs & Membership<br>Club & Membership Detail<br>Member Detail<br>Member Access Rights<br>Clubs Attendance Management  |                          |
|   | Link to old admin screen<br>Home Page Editing<br>Home Page Stories<br>Story Management<br>Edit Home Page Links<br>Download Files<br>News Management   | District, Clubs & Membership         Club & Membership Detail         Member Detail         Member Access Rights         Clubs Attendance Management         Define Current and Next Year Executives  |                          |
|   | Link to old admin screen Home Page Editing Home Page Stories Story Management Edit Home Page Links Download Files News Management Events Management   | District, Clubs & Membership           Club & Membership Detail           Member Detail           Member Access Rights           Clubs Attendance Management           Define Current and Next Year Executives           Download Member Data   |                          |
|   | Link to old admin screen           Home Page Editing           Home Page Stories           Story Management           Edit Home Page Links           Download Files           News Management           Events Management           Site Pages Management   | District, Clubs & Membership           Club & Membership Detail           Member Detail           Member Access Rights           Clubs Attendance Management           Define Current and Next Year Executives           Download Member Data           Member Data Changes   |                          |
|   | Link to old admin screen Home Page Editing Home Page Stories Story Management Edit Home Page Links Download Files News Management Events Management Site Pages Management Photo Albums Management   | District, Clubs & Membership           Club & Membership Detail           Member Detail           Member Access Rights           Clubs Attendance Management           Define Current and Next Year Executives           Download Member Data           Member Data Changes           RI Reporting  |                          |
|   | Link to old admin screen Home Page Editing Home Page Stories Story Management Edit Home Page Links Download Files News Management Events Management Site Pages Management Photo Albums Management Documents Download  | District, Clubs & Membership           Club & Membership Detail           Member Detail           Member Detail           Member Clubs & Attendance Management           Define Current and Next Year Executives           Download Member Data           Member Data Changes           RI Reporting           Member Designation   |                          |
|   | Link to old admin screen Home Page Editing Home Page Stories Story Management Edit Home Page Links Download Files News Management Events Management Site Pages Management Photo Albums Management Documents Download Website Sponsoring Area  | District, Clubs & Membership         Club & Membership Detail         Member Detail         Member Access Rights         Clubs Attendance Management         Define Current and Next Year Executives         Download Member Data         Member Data Changes         RI Reporting         Member Designation   |                          |
|   | Link to old admin screen Home Page Editing Home Page Stories Story Management Edit Home Page Links Download Files News Management Events Management Site Pages Management Documents Download Website Sponsoring Area Website Sponsoring Guide   | District, Clubs & Membership         Club & Membership Detail         Member Detail         Member Cetail         Member Access Rights         Clubs Attendance Management         Define Current and Next Year Executives         Download Member Data         Member Data Changes         RI Reporting         Member Designation   |                          |
|   | Link to old admin screen           Home Page Editing           Home Page Stories           Story Management           Edit Home Page Links           Download Files           News Management           Events Management           Site Pages Management           Photo Albums Management           Documents Download           Website Sponsoring Area           Website Designer 2.0 | District, Clubs & Membership         Club & Membership Detail         Member Detail         Member Access Rights         Clubs Attendance Management         Define Current and Next Year Executives         Download Member Data         Member Data Changes         Rl Reporting         Member Designation   |                          |
|   | Link to old admin screen           Home Page Editing           Home Page Stories           Story Management           Edit Home Page Links           Download Files           News Management           Events Management           Site Pages Management           Photo Albums Management           Documents Download           Website Sponsoring Area           Website Designer 2.0 | District, Clubs & Membership         Club & Membership Detail         Member Detail         Member Access Rights         Clubs Attendance Management         Define Current and Next Year Executives         Download Member Data         Member Data Changes         Rl Reporting         Member Designation         For Members         Edit My Profile         Change My Password         Change My Password |                          |

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.

| Adm | nin                      |   |  |
|-----|--------------------------|---|--|
|     |                          |   |  |
|     |                          |   |  |
|     | Link to old admin screen |   |  |
|     | Home Page Editing        | District, Clubs & Membership            |  |
|     | Home Page Stories        | Club & Membership Detail                |  |
|     | Story Management         | Member Detail                           |  |
|     | Edit Home Page Links     | Member Access Rights                    |  |
|     | Download Files           | Clubs Attendance Management             |  |
|     | News Management          | Define Current and Next Year Executives |  |
|     | Events Management        | Download Member Data                    |  |
|     | Site Pages Management    | Member Data Changes                     |  |
|     | Photo Albums Management  | RI Reporting                            |  |
|     | Documents Download       | Member Designation                      |  |
|     | Website Sponsoring Area  |   |  |
|     | Website Sponsoring Guide | For Members                             |  |
|     | Website Designer 2.0     | Edit My Profile                         |  |
|     |                          | Change My Password                      |  |
|     | Communication Services   | District Directories                    |  |
|     |                          | Internet   Protected Mode: Off          | ······································ |

You should see the other newsletters listed.

| Admin                   | Communication           | Men | nbership | Website   | Organization    | For Clubs | For Members | Attendance   | Help |      |      |                              |          |
|-------------------------|-------------------------|-----|----------|-----------|-----------------|-----------|-------------|--------------|------|------|------|------------------------------|----------|
|                         |                         |     |          |           |                 |           |             |              |      |      |      |                              |          |
| Related                 | Related Webinars        |     | NS       |           |                 |           |             |              |      |      |      |                              |          |
| Website<br>Live Dem     | Designer<br>nonstration |     |          |           |                 |           |             |              |      |      |      | Publish Changes to Home Page | Add News |
| Nov 03, 2               | 2010 at 11:00           |     |          | Title     |                 |           |             | Editor       |      | Home | Club | Date                         | Actions  |
| Website                 | Designer                | ¢   | ₫ 🗸      | JULY 2010 | DISTRICT NEWS   | LETTER    |             | Russ Davore  | n    | Yes  | Yes  | Jul 15, 2010                 | S 🖸      |
| Live Demo<br>Nov 15, 20 | 2010 at 12:30           | ¢   | ₫ 🗸      | AUGUST 2  | 010 DISTRICT NE | WSLETTER  |             | Jones Jr., C | Е.   | 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

| dmin | Communication | Mem | bership | Website    | Organization       | For Clubs  | For Members    | Attendance | Help      |              |          |              |              |          |
|------|---------------|-----|---------|------------|--------------------|------------|----------------|------------|-----------|--------------|----------|--------------|--------------|----------|
|      |               |     |         |            |                    |            |                |            |           |              |          |              |              |          |
|      |               | -   |         |            |                    |            |                |            |           |              |          |              |              |          |
|      |               | Dov | vnloada | ble Files  |                    |            |                |            |           |              |          |              |              |          |
|      |               |     |         |            |                    |            |                |            |           |              |          |              |              | Add File |
|      |               |     |         | Title      |                    |            |                | Editor     |           | Date Created | Uploaded | Home<br>Page | Club<br>Page | Actio    |
|      |               | \$  | ₫₽      | SEPTEN     | IBER 2010 DISTR    | OCT NEWSLE | ETTER          | C.E. Jor   | nes Jr.   | Oct 21, 2010 | Yes      | No           | No           | 201      |
|      |               | \$  | ₫.      | District N | lewsletter July 20 | 09         |                | C.E. Jor   | nes Jr.   | Sep 09, 2009 | Yes      | No           | No           | 2001     |
|      |               | \$  | ₫ ₽     | District N | lewsletter August  | 2009       |                | C.E. Jor   | nes Jr.   | Sep 09, 2009 | Yes      | No           | No           | 10 2     |
|      |               | \$  |         | septemb    | er-october 2009 n  | ewsletter  |                | Russ Da    | avoren    | Oct 20, 2009 | Yes      | No           | No           | P 🖨 🕥    |
|      |               | \$  | A 🕑     | NOVEME     | BER/DECEMBER       | 2009 DISTR | ICT NEWSLETTER | C.E. Jor   | nes Jr.   | Dec 30, 2009 | Yes      | No           | No           | 201      |
|      |               | \$  |         | JAN-MA     | R DISTRICT NEW     | SLETTER    |                | C.E. Jor   | nes Jr.   | Apr 12, 2010 | Yes      | No           | No           | 201      |
|      |               | \$  |         | Districe I | Newsletter Apr-Ju  | ne 2010    |                | C.E. Ch    | uck Bacon | Jun 17, 2010 | Yes      | No           | No           | 2001     |
|      |               | \$  | 1       | JULY 20    | 10 DISTRICT NEV    | VSLETTER   |                | Russ Da    | avoren    | Jul 15, 2010 | Yes      | No           | No           | 2001     |
|      |               | \$  | A 🕄     | August 2   | 010 District News  | sletter    |                | C.E. Jor   | nes Jr.   | Aug 15, 2010 | Yes      | No           | No           | 2001     |

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.

| Edit News  |  |
|------------|--|
| News Title | SEPTEMBER 2010 NEWSLETTER                          |
| News Brief | 从 ② 覧 覧 ) ♥ (♥) x' x,   ☷ ☷ ☲ ☲ (♥ ) ♥   ♥   □ •   |
|            | Normal 🗸 Arial 🗸 (Font Size) V B 7 U S 🗉 🗉 🖬 V A 🔹 |

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 on this link to view the newsletter Click Here   |
|--|
| News Content       Insert Lnk         News Content       URL:         Design       HTML         Display Properties         Text:       Clck Here         ToolTip:         @ Open in new window         OK       Cancel |

## Click OK.

## Scroll down and click the Save Button

|                                       | Design HTML Preview |  |  |
|---------------------------------------|---------------------|--|--|
| Date Created<br>Editor<br>Modified By | Jones Jr., C.E.     | Club: Select Club  Members: Select Member      |  |
| Show In                               |                     | Home Page:  Yes  No Club:  Yes  No Save Cancel |  |
|                                       |                     | Go Back  |  |

### Go to the home page and test the link



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