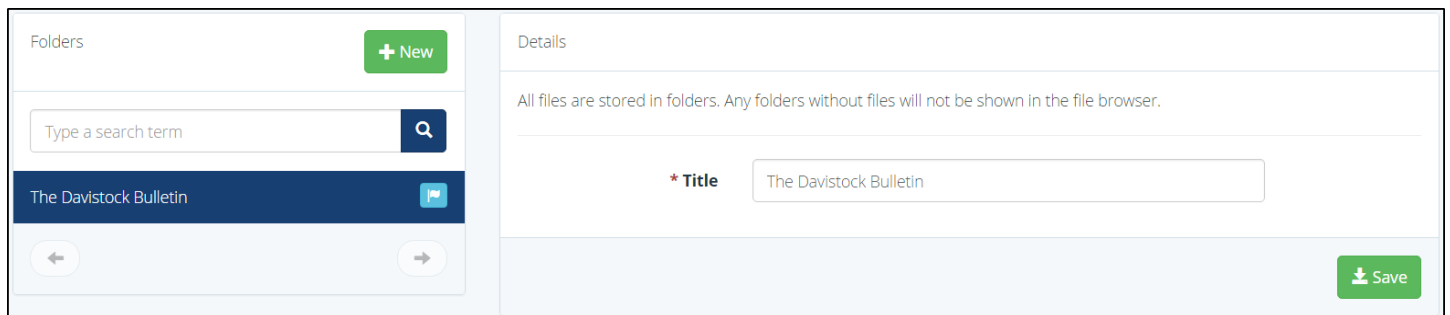


How to upload a Newsletter

In order to upload Newsletters to the File Zone, a folder must be created to save the file in. These can be created to organise your Newsletters according to the relevant term, month, or year as appropriate, or another directory method.



How to create a Newsletter Folder


1. Ensure you are logged into the Staff Message Centre.
2. Click 'Newsletter Manager' in the File Zone on the 'Dashboard'.
3. Click 'Folders' in the left-hand menu, and click the '+New' icon. Enter a title for the folder, and click 'Save & New'.

A screenshot of the Unify interface. On the left, a 'Folders' sidebar contains a search bar with the text 'Type a search term', a search icon, and a list item 'The Davistock Bulletin' with a folder icon. A '+ New' button is at the top right of the sidebar. On the right, a 'Details' form is shown. It contains a text input field with the text '* Title' and 'The Davistock Bulletin'. Below the input field is a green 'Save' button with a download icon.

How to upload a Newsletter

1. Click 'Files' in the left-hand menu.
2. Select the folder you wish to upload your Newsletter to from the 'Folders' list.
3. Click '+New'.
4. In the 'Basic' tab, enter the title of the Newsletter, the date of the upload, and a brief description. These details are required in order to successfully upload the Newsletter file

Basic		Audience	
Folder	The Davistock Bulletin		
* Name	<input type="text" value="Issue 11, Spring Term, 24 March 2017"/>		
* Date	<input type="text" value="24/03/2017"/>		
* Description	<input type="text" value="Issue 11, Spring Term, 24 March 2017"/>		
* File	<input type="text" value="Issue11, SpringTerm, 24March2017.pdf"/> 		
	<input type="button" value="Choose File"/>	No file chosen	



5. Click the 'Browse' button in the 'File' field, and select the appropriate file. This file should be in PDF format.
6. Click the 'Audience' tab to select the visibility of the Newsletter. The 'Access' option denotes whether the Newsletter can be viewed publicly only, privately only, or both (full). The visibility option denotes which Message Centre(s) the Newsletter will display in, select Staff Message Centre, Parent Message Centre or tick both to display the Newsletter to all users.

Basic		Audience	
Access	<input type="text" value="Full"/>		
Visibility	<input checked="" type="checkbox"/> Staff Message Centre		
	<input checked="" type="checkbox"/> Parent Message Centre		

7. Once all details have been entered correctly, click the 'Submit' button to upload the Newsletter. Newsletters are saved in chronological order within the selected folder, with the most recent uploads displaying first.