



St. John Parish

Update Weekly Bulletin:

Part 1 - Add new PDF

1. Click Media (Left Menu WordPress)
2. Drag and drop new Bulletin PDF to upload into media library
3. Click on PDF...Copy URL from right side bar

Part 2 - Update Download Link

1. Click **Pages/All Pages** (Left Menu WordPress)
2. Click on **Bulletins**
3. Click 3 lines next to **Download This Week's Bulletin**



4. Paste new PDF URL into **Button URL**
5. Click green **Save & Exit**
6. Click blue **Update** button to publish changes to website.

Part 3 - Add old Bulletin to Archive

1. Scroll down and Click 3 lines next to **Archives**
2. Click 3 lines next to **2018**
3. Move to next line in **Content** section
4. Click **Add Media**
5. Choose PDF - Click **Insert Into Page**
6. Click green **Save**
7. Click green **Save & Exit**
8. Click blue **Update** button to publish changes to website.