

Easy steps for inserting newsletters into your teacher page

1. Save your newsletter as a pdf file
2. Add /cs to www.hollandpublicschools.org
3. Click on editor
4. Click on Search Articles
5. Find your name in the article author field
6. Click Search
7. Click on the icon for edit article (looks like a paper and pencil.)
8. Wait for Java to load. Click on run, trust, ok, yes, whatever the positive is.
9. Position your cursor where you want the newsletter to go.
10. Make sure pop-ups are unblocked.
 - a. Firefox-click on firefox, click on preferences, click on content, unclick block pop-ups
 - b. Safari-click on safari, click on preferences, click on security, unclick block pop-up windows
 - c. Explorer-Click on tools, click on pop-up blocker, click on turn blocker off.
11. Click insert
12. Click local file
13. A box pops up. Click browse.
14. Find your pdf file, click ok, open, whatever it is
15. On the 2nd line of the box, type the words you want people to click on for your newsletter-Dec Newsletter, Dec 10 Newsletter, or whatever you want
16. Scroll down, and click on submit.