How to Create an Online Newsletter

Overview
Offering an online newsletter saves money, time and paper. It’s an excellent opportunity to connect with parents in an easy, open format. The steps below walk through the process of using an Article Library page in conjunction with an Editor Layout format.

Quick Steps
1. Create a single page using an Article Library page and name it Class Newsletter
2. For each edition of your newsletter, create a new article on your Class Newsletter page
3. Once the new article is created, use the 2-column newsletter Editor Format

Step by Step Instructions
1. Create a new Article Library page (perform this step only once)
   Click on the NEW PAGE button to find the Article Library page
2. **For each newsletter, create a new article on your Class Newsletter page.**
   *Click on New Article*

3. **Fill in the article title and teaser text to start the article.**
   *Once done, move to the Article Body tab to start the newsletter*
4. In the Article Body tab, select the EDITOR LAYOUT button and select **Newsletter (2-column) layout**

5. Once the editor layout is set up, just fill in the title, version, column areas with newsletter content
6. Once the newsletter is typed, move to the Display Duration tab to set the sunrise (start) date and sunset (end) date for the timeframe this newsletter will be visible on your website.

7. Move to the Accent Image tab to set an icon to add interest and readability to the newsletter list page. When adding an Accent Image you can upload an image from your computer or select the SHARED IMAGE option to find the correctly sized image. If you upload your own image make sure to resize it to 50 px wide.
As you add newsletters to your page, the most current newsletter will be at the top of the page.

This is a sample of a completed newsletter: