

Adding a new Issue of Volunteer Magazine to the Volunteer Custom Case can be broken down into the following main steps:

- 1. Upload PDF and Cover Image into Media Manager**
- 2. Create New Case based on Template named “Volunteer Issue Template FINAL”**
- 3. Update the link to the online view version of the magazine in the main column**
- 4. Update the image and link for the Downloadable PDF in the main column**
- 5. Update the feature image so you have the proper thumbnail appear on the archive page**

1. Upload PDF and Cover Image into Media Manager

COVER IMAGE

- Open PDF from your desktop
- Click on cover slide and export as a JPG
- Name the JPG for the new issue (i.e. **Spring 2018 Cover**)
- Upload to Media Manager - Images
- Once uploaded, click on the image and copy the URL to a word doc for later use

DOWNLOADABLE PDF of ISSUE

- Name your PDF file properly (i.e. **Spring 2018**)
- Upload to Media Manager - Documents
- Once uploaded, click on the image and copy the URL to a word doc for later use

2. Create New Case based on Template

- Create new case based on: Volunteer Issue Template
- Name New Case i.e. **Spring 2018**
- **If this is for the first issue of a new year, you'll have to update the tag at the bottom** (i.e. For the Spring 2019 issue you will need to remove volunteer18 and add the new tag volunteer19)

3. Update the link to the “online view” version of the magazine

- Highlight the “CLICK HERE” and hit the Unlink icon
- Highlight the “CLICK HERE” link and paste in the new link for your online viewer
- Scroll down and HIT THE SAVE BUTTON

4. Replace the “Download PDF” with correct image and link for the PDF file

- First step is to go into the Media Manger
 - Go to Documents
 - Click on the PDF you want to link
 - Copy the URL which you will use in a minute

- Go back to the Message Block with the Download PDF content
- Click on the image in the Message Block to activate it
- Click on the image icon in the toolbar for the Text block
- Update the image by clicking on the Media Manager and finding your new cover image you previously uploaded
- Replace the link for the downloadable PDF for the current issue. This link is located in the "LINK" tab
- Scroll down and hit save

5. Replace Featured Image with correct cover.

- Crop thumbnail to include the Issue title if necessary.

6. Change tag if it is a new year

7. Save

8. Publish