



# UPLOADING BULLETINS

## SUMMARY STEPS

### FOR UPLOADING BULLETINS AS LINKS:

1. UPLOAD BULLETIN PDF TO MEDIA LIBRARY AND COPY THE LINK
2. CLICK THE TEXT EDITOR MODULE ON THE PARISH BULLETINS PAGE
3. TYPE THE TITLE FOR THE BULLETIN, CLICK THE LINK ICON, AND PASTE THE LINK

### FOR UPLOADING BULLETINS AS POSTS:

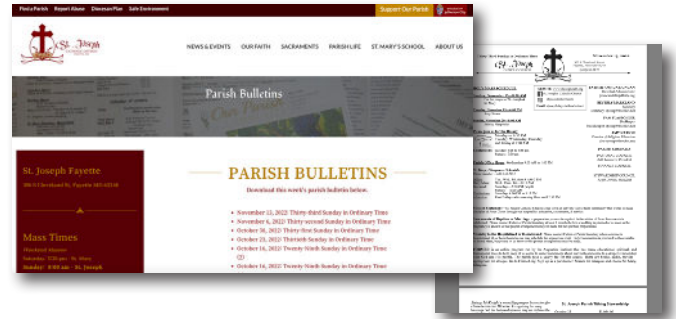
1. CREATE A NEW POST
2. ADD THE “WP MEDIA FOLDER PDF EMBED” BLOCK
3. SELECT FILE IN MEDIA LIBRARY
4. CONFIGURE TITLE, CATEGORIES, AND FEATURED IMAGE
5. PUBLISH

### FOR BULLETINS IN EMBEDDED MODULE:

1. ENSURE THAT MODULE IS PLACED ON YOUR WEBSITE
2. WHEN BULLETINS ARE PUBLISHED BY YOUR BULLETIN PROVIDER TO THIS WIDGET, THEY WILL AUTOMATICALLY APPEAR ON YOUR SITE

# WORKFLOW: UPLOADING PARISH BULLETINS AS LINKS

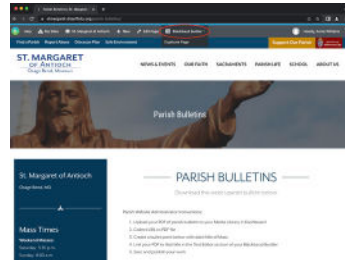
Uploading your parish bulletin as a link will allow users to click on a link on the “Parish Bulletins” page and open the bulletin PDF in a new tab. They can then download the PDF from this tab if they choose to do so.



1

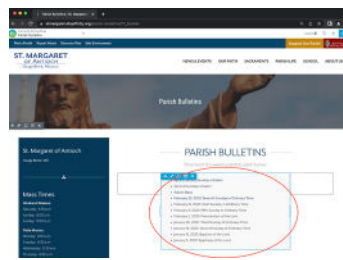
If not logged in already, log in by typing in your website’s URL followed by “/login” or “/wp-admin”. For example, [stmargaret.diojeffcity.org/login](http://stmargaret.diojeffcity.org/login) OR [stmargaret.diojeffcity.org/wp-admin](http://stmargaret.diojeffcity.org/wp-admin)

Navigate to News & Events >> Parish Bulletins (or whatever page will house your parish bulletins)



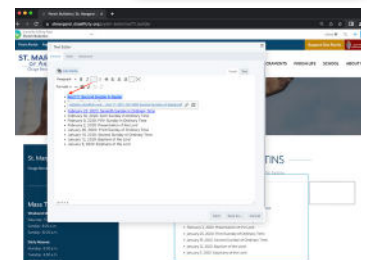
2

Open the Blackbaud Builder by clicking “Blackbaud Builder” in the top menu.



3

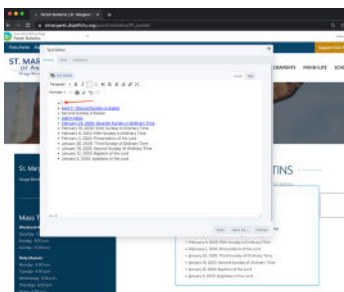
When the Builder is activated, you should see the gray bar turn to white. Now, click on the text box where you want your bulletin links to go. See example above.



4

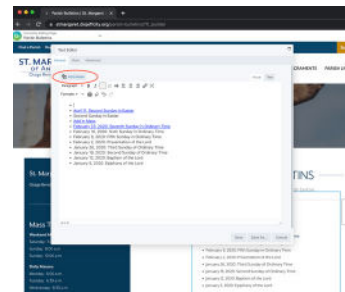
If there are bulletins already listed in the description box, place your cursor at the beginning of the previous line, as in the example above.

When you click on the text box where you want your bulletins to go, a Text Editor settings box will appear.



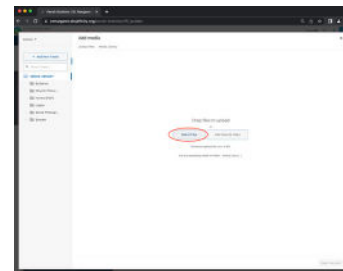
5

And press your “Enter” key. This will create a new line. Place your cursor at the beginning of the new line.



6

Then click “Add Media.” This will open the Media Library.

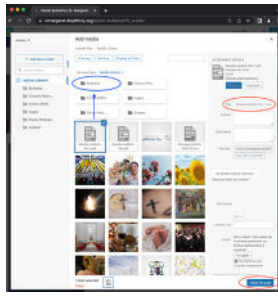


7

Either:  
 Drag the file from your desktop, files, etc. to the area marked “Drop files to upload” OR  
 Click “Select Files” and find the PDF within your files (Note: a Mac was used in this tutorial, so your computer may display differently if you use a PC)

## NOTE

The uploaded PDF cannot be larger than 4 MB. If you have trouble uploading the document and the file is larger than 4 MB, you must first compress the file using a PDF reader.



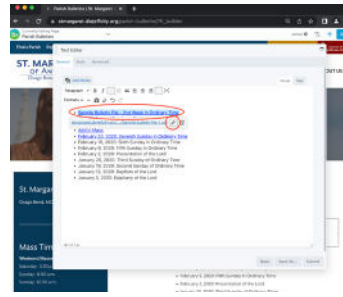
8

The file will upload to the Media Library, with details displayed on the right. From here, you can drag the file to a "Bulletins" folder or something similar within the Media Library, if you would like.

Change the title to whatever you would like displayed to the public, such as:

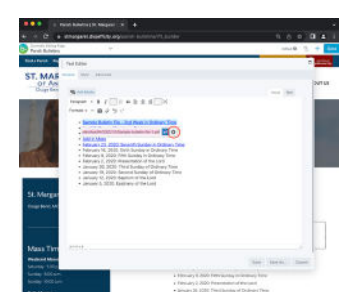
11th Week in Ordinary Time  
 October 26, 2022 - 11th Week in Ordinary Time  
 Ordinary Time  
 Sunday Bulletin - Feast of...

Then, click "Insert into Post."



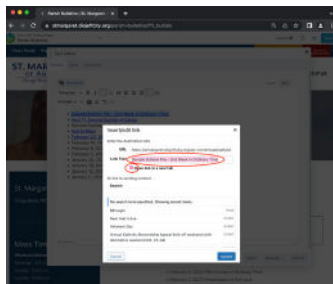
10

The bulletin will now be listed on the page as a clickable link. Click on this link, then click the small "pencil" icon.



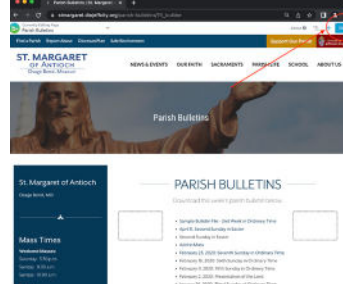
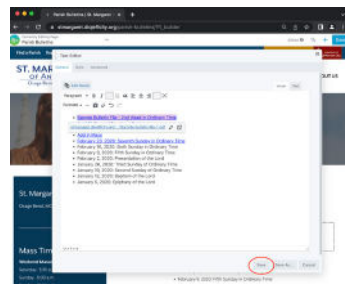
11

Then, click the small "gear" icon.



12

This will open a "Insert/Edit Link" box. Here, you can change the title of the bulletin. It is recommended that you check the box next to "Open link in a new tab." This will cause the PDF to open in a new tab automatically, allowing your viewers to easily return to the main site, if needed. Then click "Update."



13

Then click "Save." Lastly, click "Done" in the top right corner, and then click "Publish."

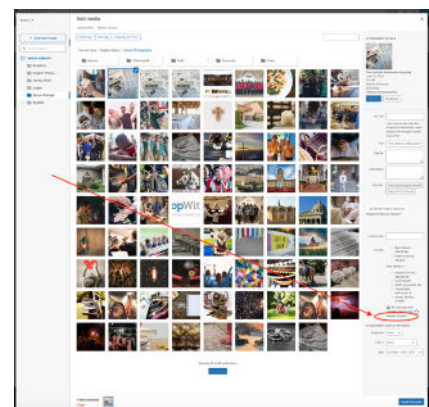
## CONGRATULATIONS!

You have successfully uploaded your bulletin! You can test the link for yourself to see if it is formatted how you would like it.

### NOTE

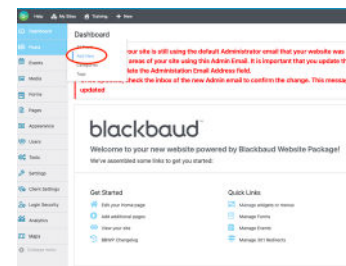
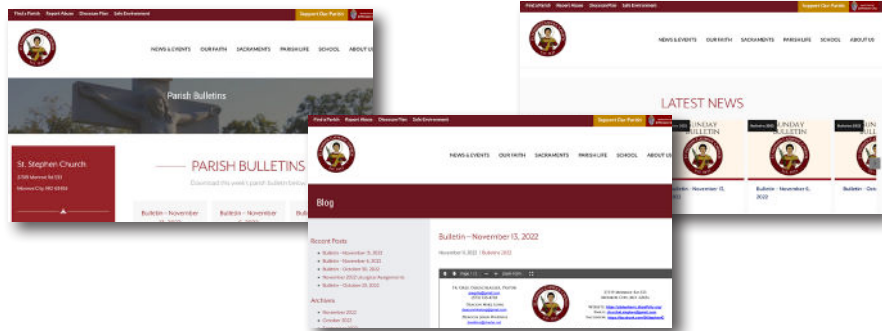
Imagify is a service that automatically optimizes files that are uploaded to the Media Library. It allows us to store numerous bulletins, images, and other files, so it is a very necessary service. However, sometimes Imagify's automatic optimization causes files to appear blurry. If this happens, find the bulletin in the Media Library and click "Restore Original" in the Imagify settings of the file. It may take some time for Imagify to process the changes. If this is the case, try returning to the file later.

If you experience issues with uploading your bulletin to the Media Library, restoring the file, or adding the bulletin to your Parish Bulletins page, please don't hesitate to contact me at [awilliams@diojffccity.org](mailto:awilliams@diojffccity.org). I'm more than happy to help!



# WORKFLOW: UPLOADING PARISH BULLETINS AS POSTS

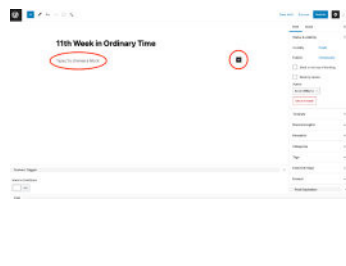
If you upload your parish bulletin as a post, Wordpress will automatically create a new page on your website for the bulletin and the bulletin will show up on modules such as “Posts” or “Content Grid” that are configured to display the bulletin category. For example, if you have not changed the settings of the homepage since your website’s launch, the bulletin will show up on the homepage in the “Latest News” section. See pictures on the right.



1

If not logged in already, log in by typing in your website’s URL followed by “/login” or “/wp-admin”. For example, [stmargaret.diojeffcity.org/login](http://stmargaret.diojeffcity.org/login) OR [stmargaret.diojeffcity.org/wp-admin](http://stmargaret.diojeffcity.org/wp-admin)

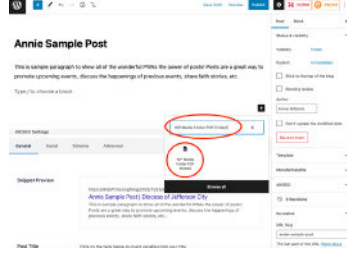
Navigate to the backend by clicking on the name of your website in the gray bar at the top with the speedometer icon. In the dashboard, hover over “Posts” and click “Add New.”



2

Add the title of your bulletin, i.e.: 11th Week in Ordinary Time October 26, 2022 - 11th Week in Ordinary Time Sunday Bulletin - Feast of...

Then click in the space underneath the title where “Type / to choose a block” is displayed and click the black plus icon to the right.



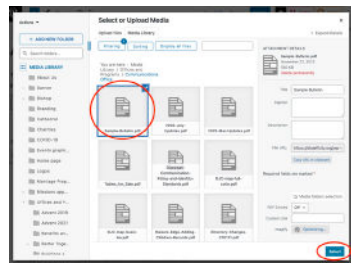
3

Search “WP Media Folder PDF Embed” until that option appears. Click the “WP Media Folder PDF” block.



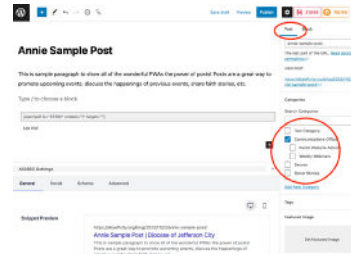
4

Click “Add PDF”.



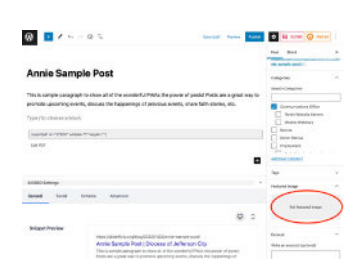
5

Upload your bulletin by clicking “Upload files” and uploading the file from your computer, or find the bulletin if it was already uploaded to the Media Library. When you locate the bulletin in the library, click on the file and then click “Select”.



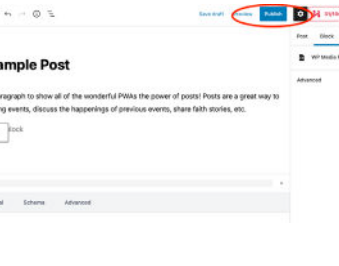
6

Navigate to the overall post settings by clicking the “Post” tab on the right. Then scroll down to “Categories” and apply applicable categories to your post (i.e. “Bulletins”).



7

Navigate to “Featured Image” underneath “Categories” and select a featured image from the Media Library.



8

Once you are finished editing your post, click “Publish” at the top of the screen.

## CONGRATULATIONS!

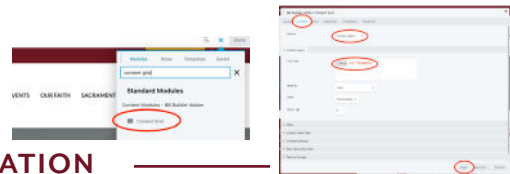
You have successfully uploaded your bulletin as a post! Your post will be pushed out automatically to any post modules that are configured to hold your selected categories.

### NOTE

The uploaded PDF cannot be larger than 4 MB. If you have trouble uploading the document and the file is larger than 4 MB, you must first compress the file using a PDF reader.

## CONFIGURATION

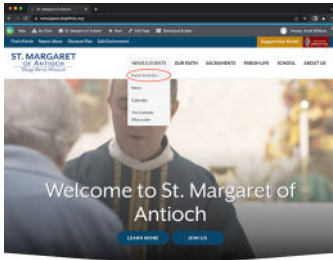
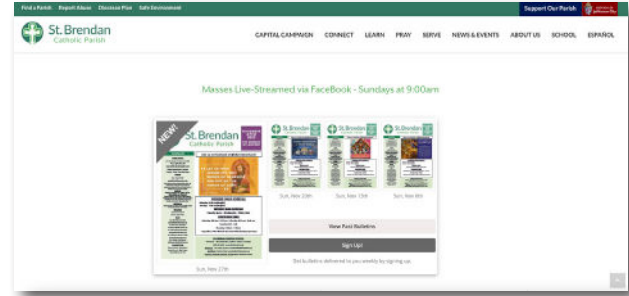
To configure your bulletins page to show posts, go to your bulletins page, open the Blackbaud Builder, and drag the “Content Grid” module onto the page. In the Content Grid settings box, go to the “Content” tab and ensure “Source” is set to “Custom Query.” In the “Custom Query” settings, navigate to the “Post Type” box and type the name of any categories you usually select for bulletins (i.e. “Bulletins”). Then, click “Save”, “Done” and “Publish”. If your bulletins have those categories, they should automatically appear.



# WORKFLOW: UPLOADING PARISH BULLETINS EMBEDDED

If you use a bulletin provider that offers an embed code for you to use to display your bulletins, you can use that in our Blackbaud Wordpress program!

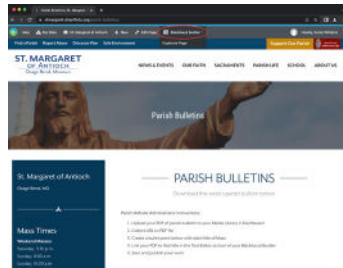
*This is a one-time procedure. Once the code is added, it is up to the bulletin provider to push the bulletins to the embedded widget through their system.*



1

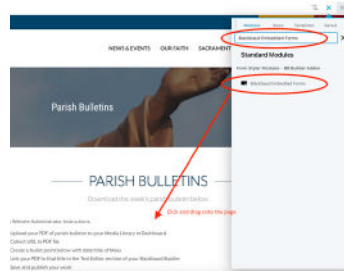
If not logged in already, log in by typing in your website's URL followed by "login" or "wp-admin". For example, [stmargaret.diojeffcity.org/login](http://stmargaret.diojeffcity.org/login) OR [stmargaret.diojeffcity.org/wp-admin](http://stmargaret.diojeffcity.org/wp-admin)

Navigate to the page where you would like the embedded bulletin module placed (i.e. the "Parish Bulletins" page).



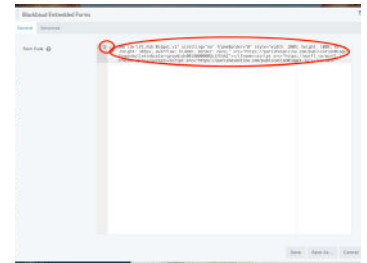
2

Open the Blackbaud Builder by clicking "Blackbaud Builder" in the top menu.



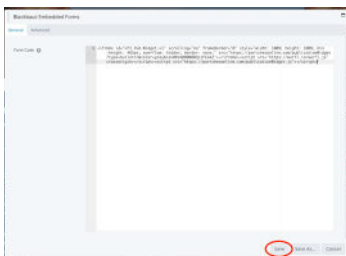
3

With the Builder activated, click the blue "+" icon and search for "Blackbaud Embedded Forms." Click and drag the "Blackbaud Embedded Forms" module onto the page.



4

The Blackbaud Embedded Forms settings box will appear. Copy the embed code given to you by your bulletin provider. Click next to the "I" in the "Form Code" box and *paste* the embed code.



5

Click "Save." The widget from your bulletin provider with recent bulletins should appear.



6

At the top of the screen, click "Done" and "Publish."

## CONGRATULATIONS!

No need to do anything else! When bulletins are published from your bulletin provider through their widget, the bulletins will be automatically published in this module on your website!