For schools still creating and distributing a traditional newsletter, follow these steps to quickly update your Newsletter site in Scholantis every month…

Once your newsletter is completed, you'll need to save a PDF version of it to post on your website. When creating the PDF, be sure to name it: **newsletter.pdf** and save it to your desktop.

(There a method to my madness… naming the PDF version of the newsletter "newsletter.pdf" every month is going to make things real easy for you to update your website. Read on… you'll see!)

With the PDF ready to go, log into your Scholantis website and open the School Newsletters site…
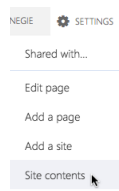
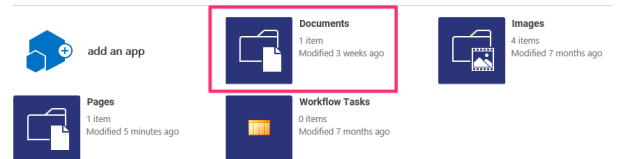Next, select Site Contents from the Settings menu…

In Site Contents, locate the folder titled Documents.
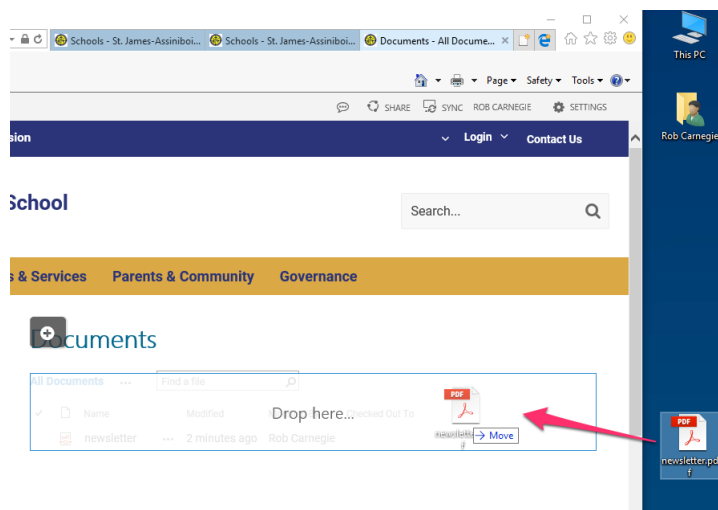*(Note: Your Documents folder may not be in the exact same location as my illustration.)*

Click the Documents folder icon to open the folder…

Now, position your browser window in such a way that you can see your PC desktop and the PDF file you created called newsletter.pdf

Drag and drop the PDF file from your PC desktop to the documents list in your browser window.

Since last month's newsletter is still there (which you also named newsletter.pdf), Scholantis will let you know that a file with the same name already exists in the Documents folder.

Click "Replace It" to replace the old newsletter file with the new one.

That's all there is to it! Because the link on the webpage points to a file named newsletter.pdf, there's nothing you have to do on the School Newsletters site itself. Just upload a new version of the newsletter every month and you're done!

Test the link… it should now display the new version of the newsletter.