To save the file:

In publisher go to file > export > create pdf. This version is for the printer.

Go back to file > export > save for photo printing > save image set. This will create a folder on your computer with a bunch of images of the newsletter. You will upload these to the website.

To upload on the website:

Go to [squarespace.com](http://squarespace.com/) and then log in (see Hwei-Ling for password). Then in the sidebar click on pages > newsletters. Move your cursor to the top of the page about the newsletter and it should say page content > click edit. Hover over the newsletter slideshow and click edit again. Delete the old pictures, upload the new. Make sure they're in correct order, but if you highlight them all at once they should upload in the correct order.

Next, edit the sidebar archive on the left. Type “Month Year” then highlight it and click the link button that looks like an infinity sign/two links in a chain. Click files > add file > then upload the PDF version. Then save the entire page in the upper left-hand corner.

Go to pages in the squarespace sidebar and click home. Edit the slideshow in the same way you did with the newsletter, just only delete/upload a picture in the newsletter slots and write a short description by clicking the gear. Also, if your picture looks off center in the slideshow, hover over it to find the white dot that appears in the middle. Wherever you move the dot is where the center of the image in the slideshow will be. So, if the top of your image is cut off, move the dot up.

Mailchimp:

Click create campaign in the right-hand corner. Follow the steps, the custom template is under “saved templates”.

Facebook:

Type up a description, upload a picture, THEN paste the link into the text box. Always paste the link last so it doesn’t make it a large link/picture. It gets more views this way.