

How to post the Parish newsletter on Facebook

Your parish newsletter is a great source of parish information. This document shows **three ways to share it on your parish Facebook page.**

METHOD 1: COPY AND PASTE

Copy and paste the words from the newsletter document onto a Facebook post.

Create post ×
Parish of Our Lady, Anytown
NEWSLETTER ANNOUNCEMENTS:
 RCIA If anyone is interested in Joining the Catholic Church please get in touch with Fr Kevin and arrange a time to meet and discuss this.
• VOLUNTEER TRAINING There will be a training session for all volunteers who are currently involved in active participation in the Church. The session will last about 1½ hours and is on Tuesday 26th September at 7.30pm. If you wish to continue volunteering in the Church you must attend these training sessions. These training sessions are in line with the the Safeguarding regulations as stated by our Archdiocese.
SACRAMENTAL ENROLMENT
Post

Consider using a generic image to illustrate the post.*



Result:



METHOD 2: PASTE LINK

If your newsletter is on the parish website, copy and paste the newletter link into a Facebook post



You can now delete the link words (the link image will remain) and replace them with a message.



Result:



METHOD 3: POST IMAGE OF THE BULLETIN

Take a screenshot of the bulletin on your PC/laptop.*

How to do this: With the bulletin on your full screen press the Windows key and the Print Screen (PrtScr) key at the same time.



*For Mac press 'Shift' 'Command' and '3'.

This will capture a picture of the bulletin and save it to your computer (find it by searching 'pictures' on your PC/laptop)



If you need to edit the image size hit Ctrl and E

Result:



When people tap image it will become bigger



Prefer video instructions? Go to YouTube and search **'How to Screenshot on Laptop or PC with Windows'** (video by Kevin Stratvert).