

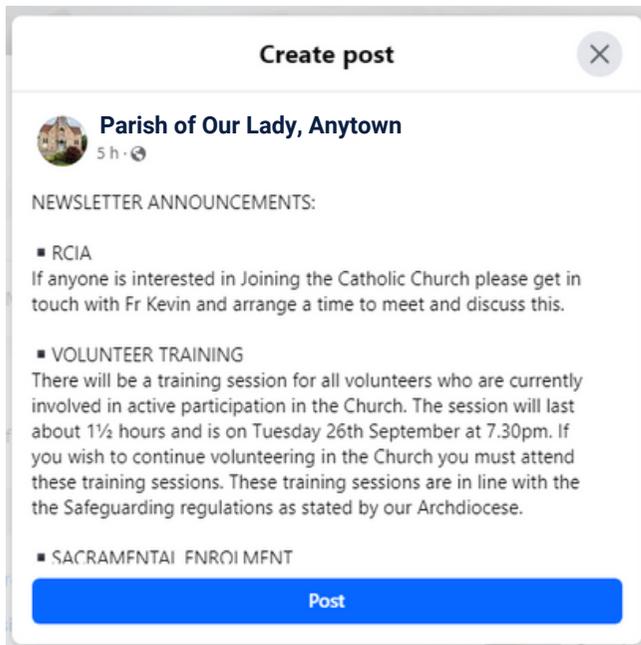


How to post the Parish newsletter on Facebook

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

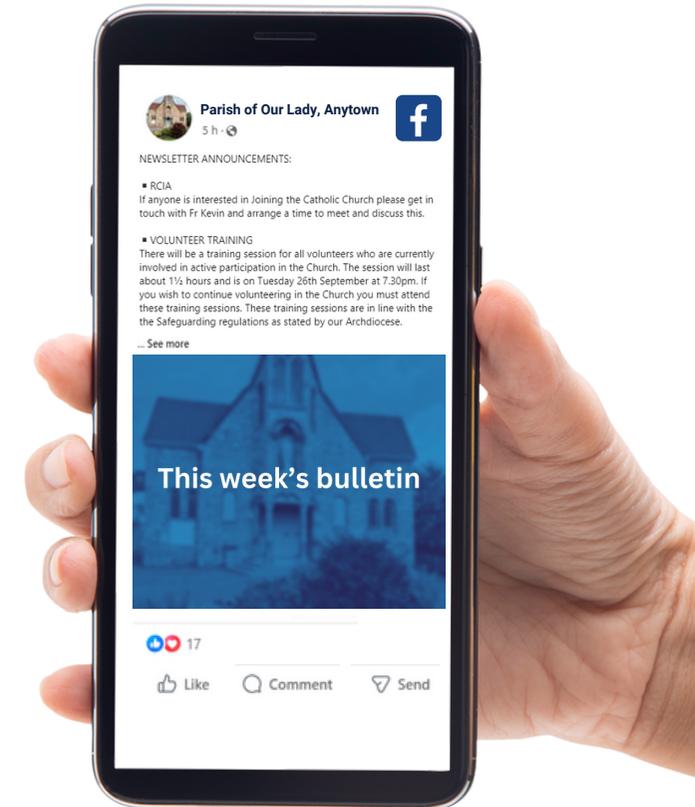
Copy and paste the words from the newsletter document onto a Facebook post.



Consider using a generic image to illustrate the post.*



Result:



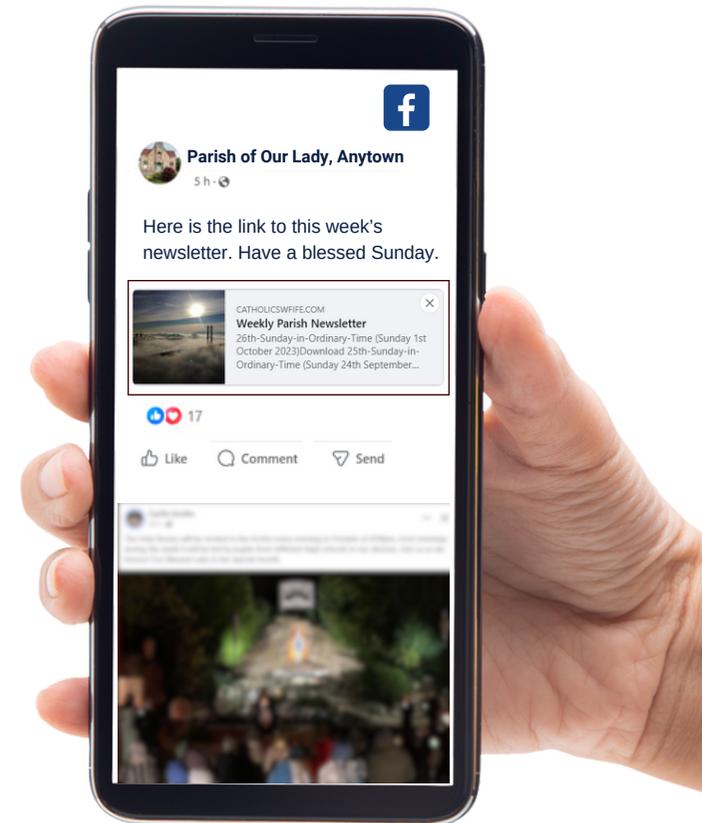
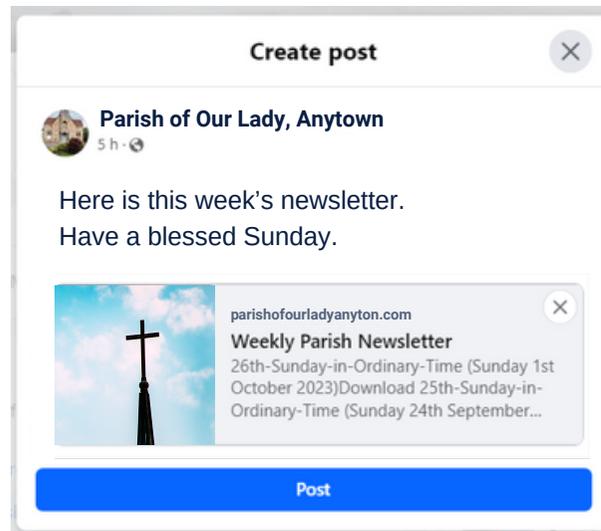
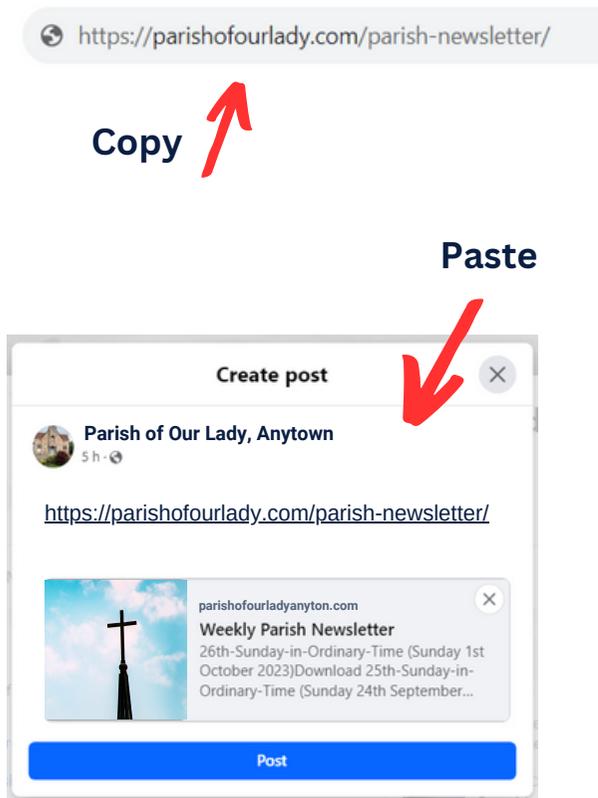
* The Archdiocese can provide an image for you. Please email matthew.meade@stanned.org.uk

METHOD 2: PASTE LINK

If your newsletter is on the parish website, copy and paste the newsletter 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.



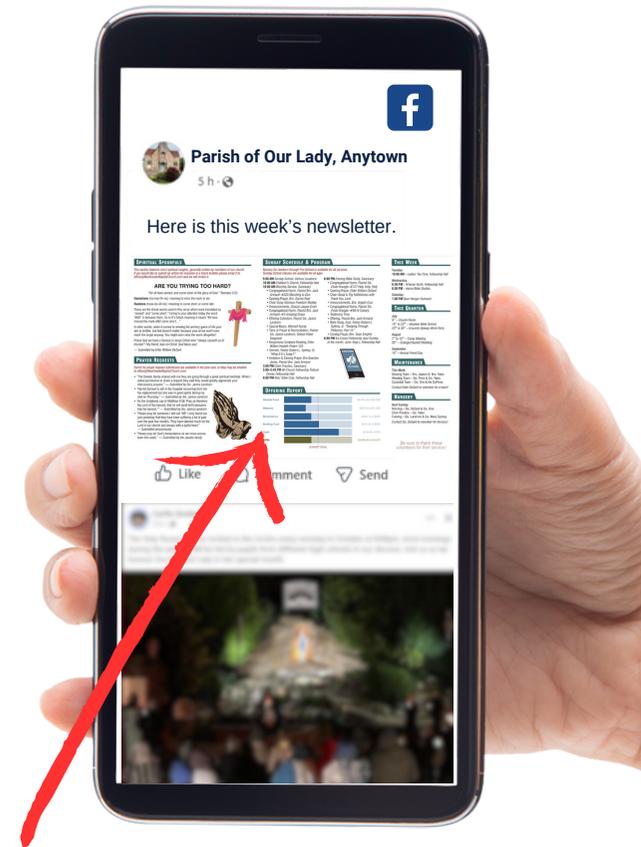
*For Mac press 'Shift' 'Command' and '3'.

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).