

ORANGENH.US

Having problems? Email, call, or text Jay: jay@jayheinrichs.com, 603-727-6070.

UPLOAD SELECTBOARD MINUTES

1. Log in to Orangenh.US with your username and password.
2. Click on the **DOCUMENTS** menu.
3. Find the **Selectboard Minutes** link, and click on it.
4. Move the mouse over the minutes links until you see the **Page Content** popup menu. Click **EDIT**.
5. Move the cursor to the most recent minutes. Click to the left of that link, not on the link itself. Hit return a couple times. Type "Selectboard Minutes," and the date of the minutes. Hit return again.
6. Select the line of type you just created and hit the link button (-) in the popup menu.
7. Hit the **settings** * button. A **Link Editor** box should appear. Click **FILE**.
8. Scroll down until you see **UPLOAD FILE**. Click on that.
9. Find the appropriate minutes in your system. Double-click on that file, or click the **UPLOAD** button.
10. Check the box on that file. Then click the **SAVE** button on the top left of the box.
11. Click **APPLY**.
12. Click **SAVE**.

CREATE A NEWS ITEM

1. Log in to Orangenh.US with your username and password.
2. Click the **PAGES** menu in the sidebar to the left.
3. Click the **News** menu.
4. Click the plus sign + on the top right of the sidebar.
5. Enter a title and write or paste in the text.
6. You should see a popup with a plus + sign before you type. If you're just putting text in the news item, simply write or paste within the **WRITE HERE** box. If you want to include a picture, click on the plus sign, then on **IMAGE** in the popup box. Follow the instructions in the box.
7. If you're ready to publish, click **SAVE & PUBLISH** at the bottom. The item will appear on the NEWS page. In addition, an automatic email will be sent to subscribers at noon.
8. If the item is urgent and you need to reach subscribers immediately, contact Jay.