

Prepare the bulletin PDF

Compose an issue in PDF-only mode, review the layout and prepare the final file without publishing it in the app or on the noticeboard.

6 min · Available with the permissions listed · 2026-09-27

Before you begin

✓ You have "Manage bulletin" for the selected community.

✓ You have reviewed the period, content, images and print format.

1

STEP 1 OF 3 · 1 MIN

Start a PDF-only issue

From Bulletin, choose Export PDF. Complete the initial steps for type, period, format and name, then create the issue. This mode opens the composer with Print · PDF as its only final destination.

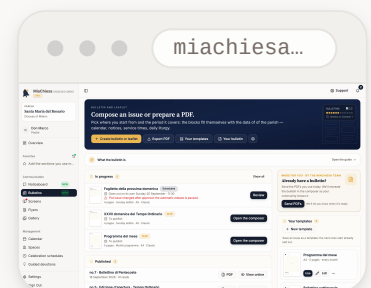


Fig. 1 Export PDF starts the path for a printable file, separate from online publication.

2

STEP 2 OF 3 · 3 MIN

Review the composition

In the composer, add and arrange blocks, then use Preview to review pages, images and text. The blue banner confirms that the file will not be published online or on the noticeboard.

With an A5 leaflet the PDF is a booklet on double-sided A4 sheets: the number of pages must be a multiple of 4. If the text doesn't fit or you want to insert a ready-made PDF with **Upload a PDF**, follow the bulletin layout guide.

When the issue is ready, choose Export PDF in the top bar. This opens the final checks; it does not prepare the file yet.

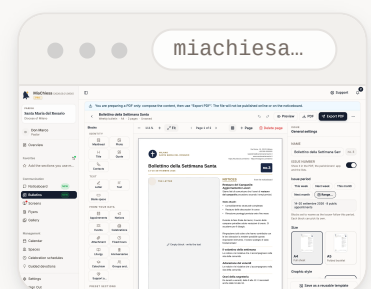


Fig. 2 The banner identifies PDF-only mode, and Export PDF opens the final review.

3

STEP 3 OF 3 · 2 MIN

Prepare and download the file

In the Export PDF dialog, read the checks and correct any problems in the composer. Print · PDF is fixed as the destination; online publication, scheduling and a noticeboard post are absent.

Choose Prepare PDF. When preparation finishes, use Download the final PDF. Keep the resulting file and review it once more before printing or sharing it elsewhere.

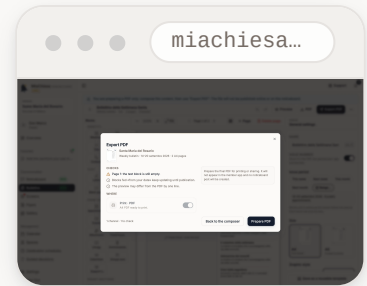


Fig. 3 The dialog is ready, but the capture is taken before Prepare PDF: no file has been generated, downloaded or published.

What you have achieved

- ✓ You prepared and downloaded the issue's final PDF.
- ✓ The issue was not published in the member app and created no noticeboard post.

Troubleshooting

Prepare PDF is disabled ✕

Read the checks in the dialog. Return to the composer and fix empty pages, invalid blocks or other errors that prevent preparation.

I also want to publish in the app ✕

PDF-only mode excludes online and noticeboard publication. Return to Bulletin home and use the standard Create bulletin or leaflet path.

The PDF does not exactly match the preview ✕

The interface warns that one line may shift between preview and PDF. Open the final file and review every page before printing it.