

Create the bulletin

Create an issue, fill its sections and review the preview before publishing or producing a PDF.

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Before you begin

- ✓ Collect the texts, appointments and notices for the period.
- ✓ Check that you can manage the bulletin.

1

STEP 1 OF 6 · 2 MIN

Open Bulletin

From the dashboard open Bulletin and select Create bulletin or leaflet.

The home page also shows existing issues and their status.

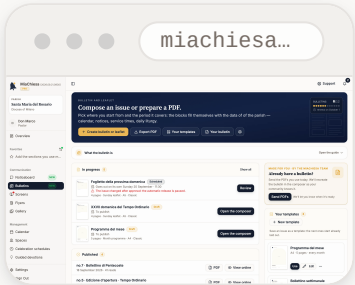


Fig. 1 From the dashboard open Bulletin and select Create bulletin or leaflet.

2

STEP 2 OF 6 · 2 MIN

Choose a starting point

Under **Where do you start from?** choose **Month programme**, **Sunday leaflet**, **Weekly bulletin**, an available template or **Blank page**.

The initial choice pre-fills the starting structure and format; you can still review later steps.

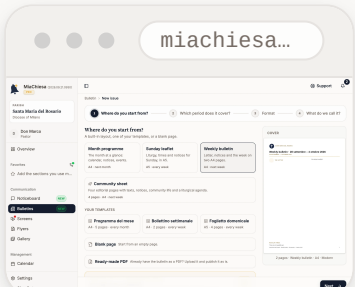


Fig. 2 The Where do you start from? step with built-in layouts, available templates and From scratch.

3

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Set period and format

Under Which period does it cover? choose week, month or a custom range; then choose A4 or A5 in Format.

The period feeds data-linked blocks; A4 and A5 determine page size. **A5 · booklet** puts four pages on one folded A4 sheet: the pages will go in groups of 4.

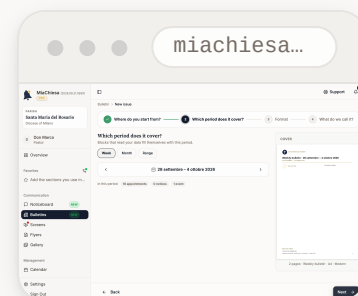


Fig. 3 The Week choice sets the covered period before naming and creating the issue.

4

STEP 4 OF 6 · 2 MIN

Name and create the issue

Under **What do we call it?** review the name shown in the list and online, then select **Create and open the composer**.

The name is used in the issue list and online version.

5

STEP 5 OF 6 · 2 MIN

Compose the sections

In the composer add or remove blocks and review appointments, notices and schedules imported for the selected period.

Remove linked content that does not belong to the period and complete manual blocks. If a block shows "text clipped" or "do not fit", the text doesn't fit: the layout guide explains Fill the page, Continue on a new page and Two columns.

6

STEP 6 OF 6 · 2 MIN

Review and publish

Use **Preview** to check the pages, then select **Publish...**: in the **Prepare the PDF or publish** dialog fix the warnings in **Checks**, choose where to publish and confirm with **Publish now** or schedule the release.

Publish only after checking the preview and PDF.

What you have achieved

- ✓ The issue is saved in Bulletin.
- ✓ The preview and any published files have been reviewed.

Troubleshooting

Actions are read-only



You need Manage bulletin in the active workspace.

Linked content changed



Reopen the issue and review the preview before republishing.