

Add notices to the bulletin

Insert a Notices block, choose how it reads from the Noticeboard, and review order and layout in the issue.

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Before you begin

- ✓ Open Bulletin in the correct scope and identify a non-archived issue to edit.
- ✓ You need Manage bulletin access.
- ✓ Publish on the Noticeboard any notices that should be available in the picker.

1

STEP 1 OF 4 · 1 MIN

Open the issue to compose

Open Bulletin from the dashboard and select the issue you want to work on. Check its name, period and status before changing the layout.

An archived issue opens read-only. Restore it only when it should become editable again.

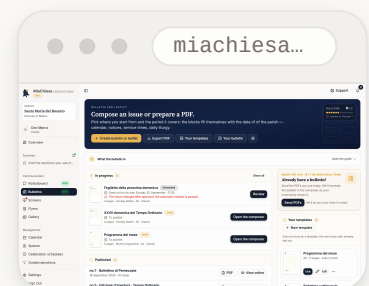


Fig. 1 Open the correct issue from the home page before changing blocks in the composer.

2

STEP 2 OF 4 · 2 MIN

Open or add the Notices block

In the composer, select the Notices block already present on the page. The Content panel shows Which notices and the current mode.

If the issue has no such block, find From your data in the left column and select Notices. The new block is added to the current page and opened in the right panel.

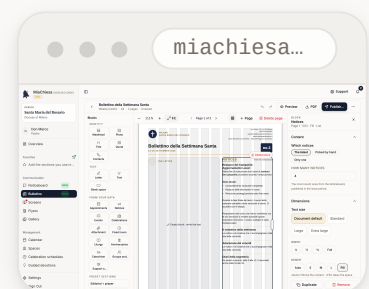


Fig. 2 The Content panel lets you choose the latest notices, a manual selection or one notice.

3

STEP 3 OF 4 · 2 MIN

Choose how to fill the block

The latest. Set How many notices. The block uses the most recent public Noticeboard items published during the issue period.

Picked by hand. Select notices from the Noticeboard and drag chosen items into print order. The manual picker can also offer notices published outside the issue period.

Only one. Choose one notice. If it has a public link or document, you can also choose whether the printed QR code opens that content.

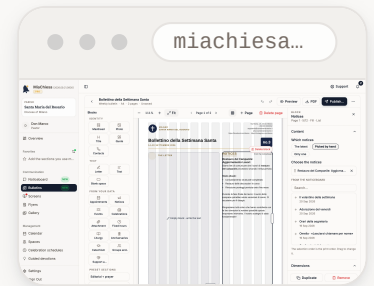


Fig. 3 The notice appears in the block's manual selection; this screen does not show that the issue has been published.

4

STEP 4 OF 4 · 2 MIN

Review order, style and space

In Picked by hand, the list order is the print order. Remove unnecessary items and use Style to choose a suitable presentation.

Review the page and any hidden-content warnings. Issue changes save automatically, but they remain in the composer until you complete a separate publication action.

Which notices are offered

The picker offers published, public items from the main Noticeboard in the issue scope. Drafts, scheduled items, non-public content and group notices are not shown.

What you have achieved

- ✓ The Notices block contains the chosen selection and order.
- ✓ The page is ready for preview; publication is separate.

Troubleshooting

A notice is missing from From the Noticeboard

Check that it belongs to the main Noticeboard in the scope, is published and has public visibility. Drafts, scheduled items, non-public content and group notices are not offered.

The block uses different notices than expected

The latest uses the issue period and the How many notices value. Switch to Picked by hand to fix specific items.

Some notices do not fit on the page

Reduce the item count, choose a more compact style, give the block more space or move content to another page.