Carousel Instructions

If you are NOT setup to use Carousel

- Contact helpdesk@bucks.edu to request a login for use in Carousel

**If you are setup to use Carousel**

- Open Internet Explorer and insert the following address: [http://pluto.bucks.edu/FrontDoor/login.aspx](http://pluto.bucks.edu/FrontDoor/login.aspx)
- Create a bookmark (CTRL+D) if needed
- Log in with your username and password.

- Select the Carousel option

- Click on the Zones tab and select **Main Zone** if it’s not already selected.
Select New Bulletin
• Select a flyer that best represents the type of information you wish to share

• When creating your JPG ONLY flyer:
  o **DO NOT** change the background
  o Click on the **Upload** button to browse for it and import it through Windows
    (JPEG, Bitmap, and GIF supported)
Picture will resize itself. Give it a name if you wish or accept the default.

**DO NOT** check any boxes.

Click **Continue** to proceed to the calendar.

At the calendar screen:
- Pick **Start and End Dates**
- There is a maximum allowed period of **TWO WEEKS**
• Click Finish

- When creating your **TEXT ONLY** flyer:
  - **DO NOT** change the background
  - Enter a **Title** for your flyer
  - Enter a **Body** for your flyer
  - Text will resize itself...click **Refresh** if it doesn’t
  - **DO NOT** check any boxes
  - Click **Continue** to proceed to the calendar
  - At the calendar screen:
    - Pick **Start and End Dates**
    - There is a maximum allowed period of **TWO WEEKS**
  - Click **Finish**

- When creating your **JPG AND TEXT** flyer:
  - **DO NOT** change the background
  - Click on the **Upload** button to browse for it and import it through Windows (**JPEG, Bitmap, and GIF supported**)
  - Picture will resize itself. Give it a name if you wish or accept the default
Enter a **Title** for your flyer
Enter a **Body** for your flyer
Text will resize itself…click **Refresh** if it doesn’t
**DO NOT** check any boxes
Click **Continue** to proceed to the calendar
At the calendar screen:
- Pick **Start and End Dates**
  - There is a maximum allowed period of **TWO WEEKS**
Click **Finish**

- When creating your **TITLE AND BODY TEXT** flyer:
  - **DO NOT** change the background
  Enter a **Title** for your flyer
Enter a **Body** for your flyer
Text will resize itself…click **Refresh** if it doesn’t
**DO NOT** check any boxes
Click **Continue** to proceed to the calendar
At the calendar screen:
- Pick **Start and End Dates**
  - There is a maximum allowed period of **TWO WEEKS**
Click **Finish**

**Once your flyer is completed**

- Flyers must be approved before they are posted. Once you have finished your flyer, send an e-mail to **bachers@bucks.edu**. Once approved, it will be posted on the dates you selected earlier.