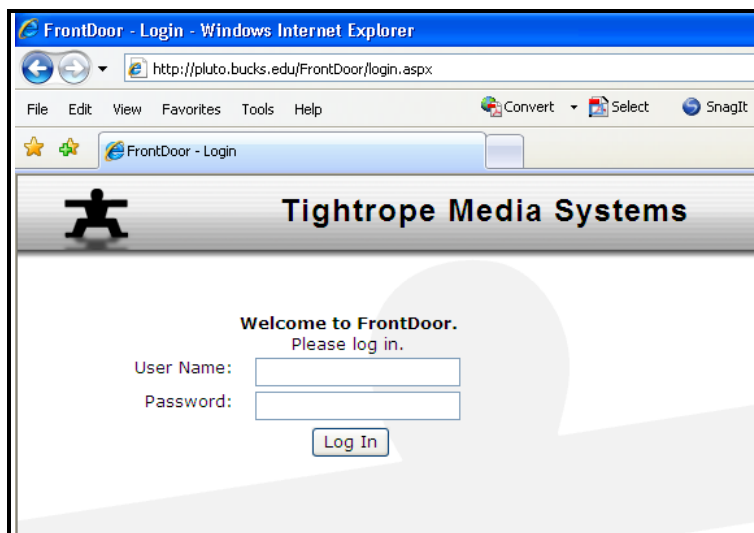


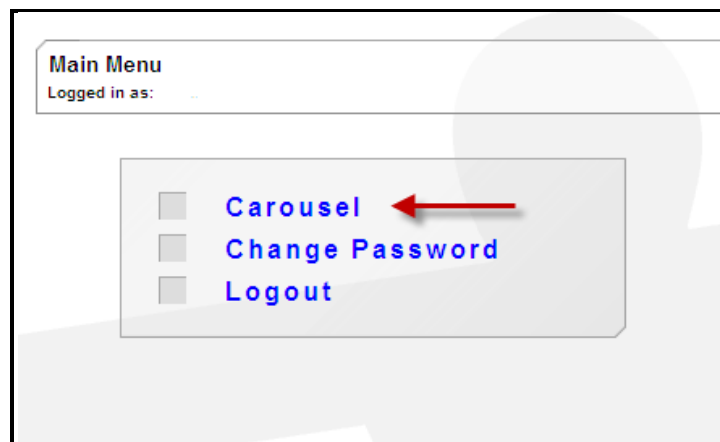
Carousel Instructions

If you are NOT setup to use Carousel

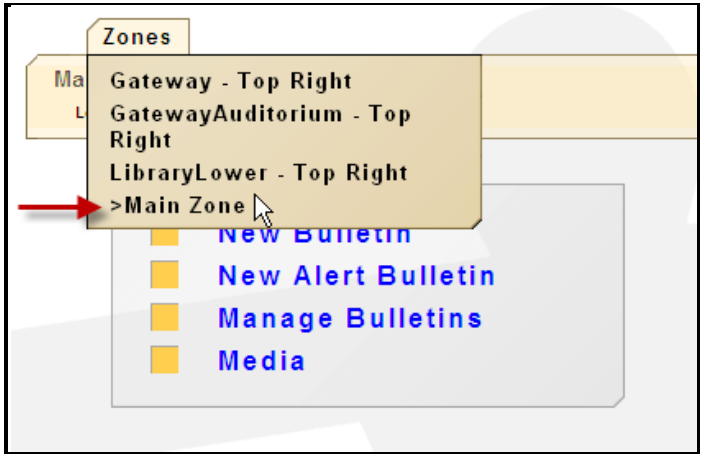
- Contact **helpdesk@bucks.edu** to request a login for use in Carousel
- **If you are setup to use Carousel**
- Open Internet Explorer and insert the following address:
<http://pluto.bucks.edu/FrontDoor/login.aspx>
- Create a bookmark (CTRL+D) if needed
- Log in with your username and password.



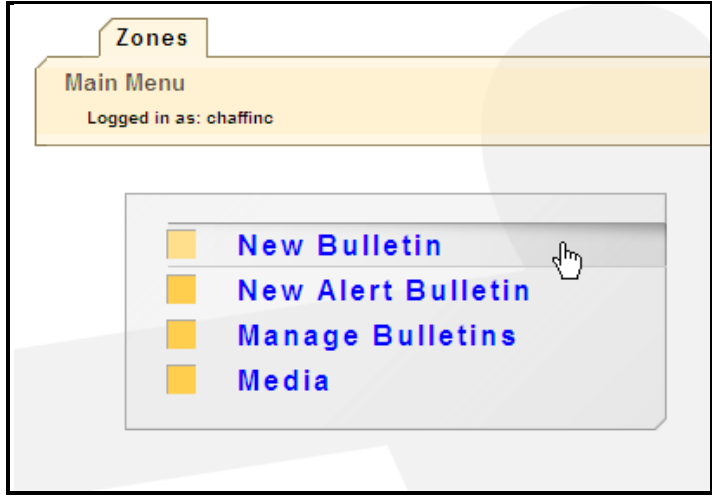
- Select the Carousel option




- Click on the **Zones** tab and select **Main Zone** if it's not already selected.





- Select **New Bulletin**

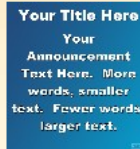


- Select a flyer that best represents the type of information you wish to share

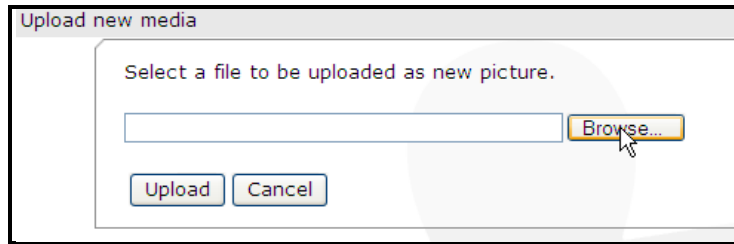
<ul style="list-style-type: none"> Bucks Flyer JPG Only Bucks JPG and Text Bucks Text Only Bucks Title and Body Text 		<p>Bucks Flyer JPG Only Use this if you have a portrait-oriented flyer in jpg format, ready to go. Just upload the jpg from your computer, schedule it and you're done. Zone Template</p>
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<ul style="list-style-type: none"> Bucks Flyer JPG Only Bucks JPG and Text Bucks Text Only Bucks Title and Body Text 		<p>Bucks JPG and Text A picture is worth a thousand words. Upload your jpg photo or graphic from your computer, change the text, and you're ready to schedule the bulletin.</p>
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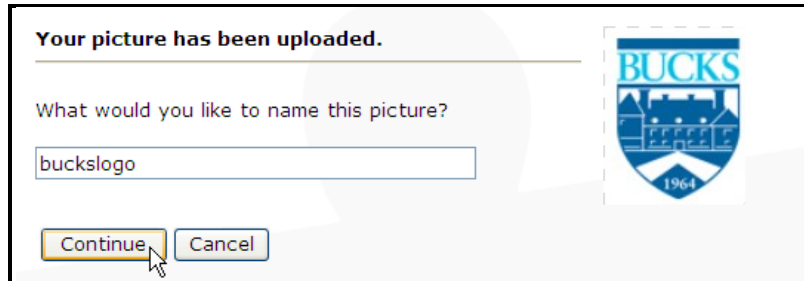
<ul style="list-style-type: none"> Bucks Flyer JPG Only Bucks JPG and Text Bucks Text Only Bucks Title and Body Text 		<p>Bucks Text Only Type your text into Text Block 1 and you're done! It will adjust size depending on how many words. If the words get too small, consider dividing into two consecutive bulletins.</p>
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<ul style="list-style-type: none"> Bucks Flyer JPG Only Bucks JPG and Text Bucks Text Only Bucks Title and Body Text 		<p>Bucks Title and Body Text This has a separate Title block so you can keep the Title large even if the text below has to be small to fit it all. Text automatically adjusts in size.</p>
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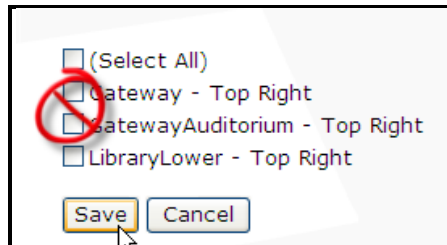
- When creating your **JPG ONLY** flyer:
 - **DO NOT** change the background
 - Click on the **Upload** button to browse for it and import it through Windows (**JPEG, Bitmap, and GIF supported**)



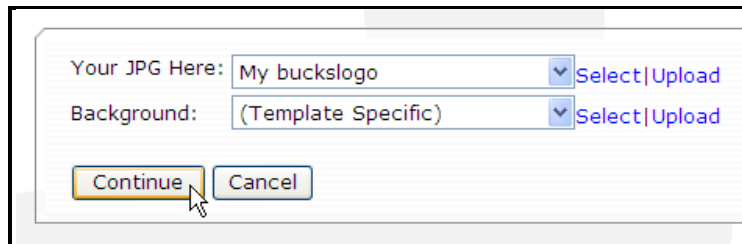
- Picture will resize itself. Give it a name if you wish or accept the default



- **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

Your picture has been uploaded.

What would you like to name this picture?

buckslogo

Continue Cancel



- 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.