How to Add Kinesiology Konnection Newsletter

1. Open the email with the newsletter in the web browser. There should be a link that says “View this email in your browser”.
2. Once the newsletter is opened in the browser, right click and select **PRINT**
3. In the print dialogue, click **Change** under **Destination**
4. Select **Save as PDF** as the new destination
5. Save the file to the location you want
6. Open Photoshop
7. In Photoshop, click **FILE** and select **Open**
8. Navigate to the folder where you saved the pdf file to and select it
9. In the **Import PDF** dialogue box, select the first page and click **ok**
10. A new tab will open with the first page of the newsletter which has the month the newsletter was published
11. Image size to **232px X 300px** setting fixed ratio to 232 width and 300 height. Then click **Image** and select **Image Size.** In the **Image Size** dialogue, change the width to 232 pixels and double check to make sure height is 300. Click **ok**
12. Next save the file image by selecting file>save as. Navigate to where you want to save the image. Once in the right folder, click the down drop arrow for **save as type** and select **JPEG (.JPG; \*.JPEG, \*JPE)**. Click **save**
13. In the JPEG options dialogue, select **ok.**
14. Log into kinesiology website and upload the **PDF** to media and the **jpg** to banner gallery
15. Go to current student’s web page in kinesiology and change out the current image to Konnection newsletter and the pdf as well to the ones you just uploaded.
16. You are done