Instructions No 1 for Short Approach (SA) for AOPA NZ.

Log on to our website aopa.co.nz. (you will need administrator privileges)

On the left side scroll down to **"administrator access"**

Select **"short approach"**

Look under **"continuing working on an unsent newsletter"** to see if you have an already started SA for the month. If there is **"click on it"**

If not, in the **"Subject"** box. Enter in this order**. "Month year Short Approach"** Always putting in this order gives consistency and this is what shows in the subject line of the email.

Click on **"Create a Newsletter"** it will now be available in the **"continue working on unsent newsletter"** anytime until you send it to all members and then it is transferred to **"Member Access"** for future viewing under **"Short Approach"**

For a new SA, always make the first **"add an Item"** the **"President (or editor) blurb".** Start it by entering a **"title". (**You do not need the full text of the Blurb). Then click **"Add"** at the bottom. The item can always be changed or deleted but this is the only way to ensure it will be first on the list.

To add a **"photo"** (which will always be placed on the RH side of the page with text wrapping around it) select "Choose File". This will take you to your own computer files. You should keep a file of pictures and company logos that you can select from but only as a jpeg. These must always be a jpeg file as no other format will be accepted. That is easy to do and I will give suggested instructions for finding pics etc. in No 2 set of instructions.

Continue to add items, then **"send test to yourself".**

Once you receive that test check the embedded links work and make sure you are happy with the SA them **"send Newsletter".** This will send it to the email list on the website which contains over 1000 names including some complimentary members like the Director of CAA. This is a public newsletter once it is sent as it can be distributed.

Think hard before writing something which you would not like to receive.

Note! As it will be sent from your address you will get the replies. You will get several saying, **"out of Office"** so just delete these. If you get **"address not found"** or similar, send those to the AOPA Administrator so they can be followed up to get the correct address.

## How to collect and copy articles from other newsletters.

During the preceding month you will get emails from overseas that will be relevant to our members. It pays to have a place or file to put these, as you will forget which one you wanted when you need it. (I would see an article of interest when I skimmed the countless emails I get then, copy and past that into a Word document). By using Word you are using a format that is accepted in our website.

See the pics below where I have located an article, then in the next pic I have selected the area I want to copy. Now "CTRL C" to copy the article.

NOTE!! It can be difficult to copy sometimes. I have found that by starting with the curser at the bottom, immediately after the link (you do not need the (2/7) then scrolling up carefully and

stopping at the first word, it works every time. Sometimes you will open the link and get the whole article but that is not what you want. Don't get frustrated it gets easier with practice.
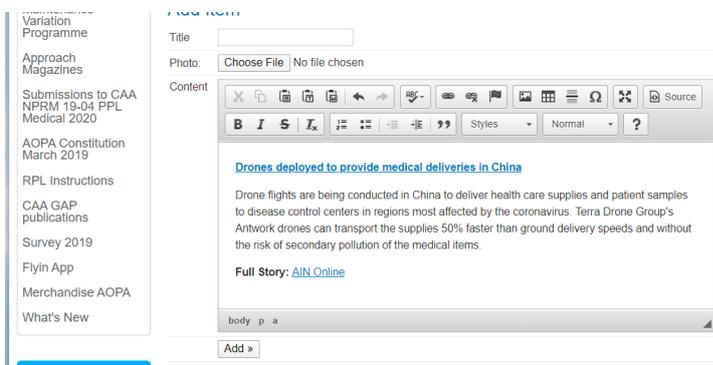
Now if you have time, you can copy that into the short approach, or just store it in the word document for later retrieval.
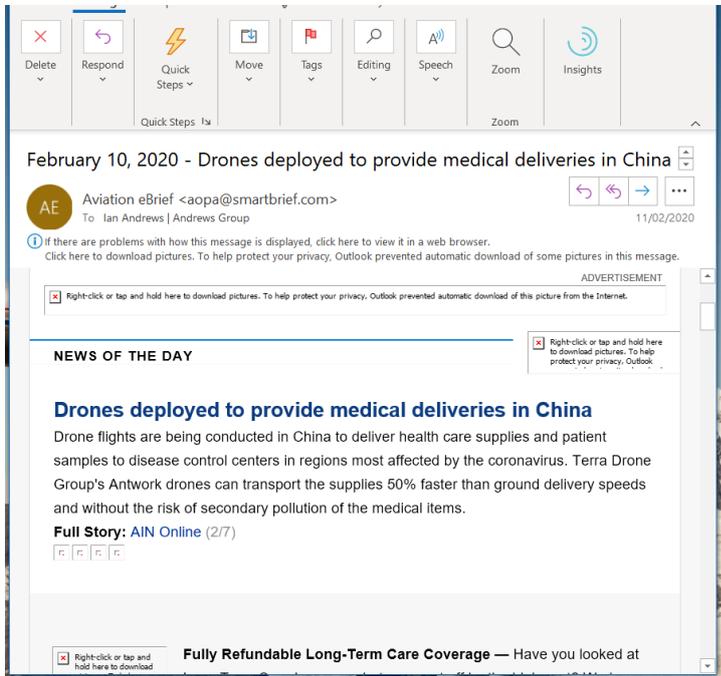
Find an article from inward email.
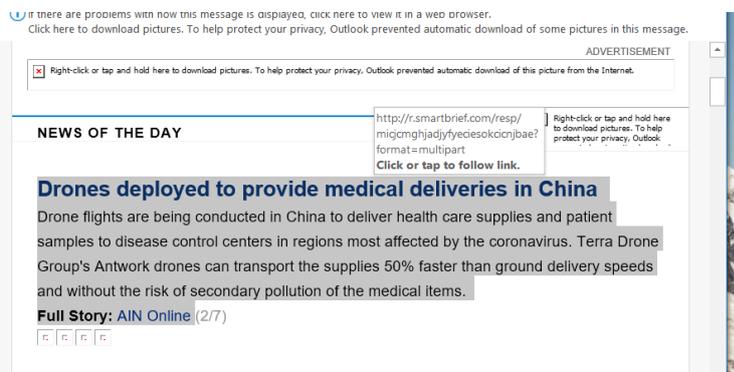
Select the content starting at the Bottom immediately after the link then hold left button on mouse and slide up to highlight the area wanted. Copy the headline as well because we will use that shortly.

Paste the selection directly into the SA or onto a Word Doc for later use.

When in SA, select the heading from the text in usual manner and copy it into the **"title box".** Make up your own words if it is too long.

Then remove the heading from the main body by selecting and backspacing it out.

Now select a picture or logo by clicking **"Choose File"** on the website and it will take you to your own PC files. You need a bunch of jpegs on record for this, or search Google for a suitable pic for the storey. In this case I have selected a generic Drone pic. A good picture is worth a thousand words.

Now select **"Add"** and the item will be saved to SA.

It can always be edited or deleted before sending it out. It pays to check the link works.

This is how it will look once you click **"Add".**

Note!! that each item has a **notepad** and a **red cross**.

Note!! the **Presidents Column** is set in the first place ready for editing and completion.

Selecting the "**cross**" will delete an item and selecting the "**note pad"** makes it available for editing by taking you back to before you clicked **"Add".**

Next Instructions will be on Loading links from our own website.