

COPY PRESS LIST APPS ONTO ONLINE TEMP, CHANGE DATE PUBLISHED AND SAVE AS PDF

Jadu: <https://www.telford.gov.uk/jadu/>

Username: CCEMGA

Password: Telford14

## 1. Publishing - Downloads

View all downloads - find a download - search 'planning notice'

Click on correct year

Scroll to bottom of page

'Upload new file'

Title as ' Shropshire Star and website notice – date '

'Choose a file'

Save

**WAIT UNTIL SAVED DONT DOUBLE CLICK UNTIL DONE**

Submit

## Now wait

## 2. publishing - downloads -

View all downloads - find a download - search ' planning notice '

Click on correct year - click actions (top left) - view live - find correct week and click and leave tab open

**publishing** - document pages - view all documents - find a page or document - search **planning notice** click on 'planning - published legal and statutory notices'

click on 'planning - published legal and statutory notices' again

click on the start of the previous week entry and enter to create new bullet point

copy wording of previous week and change date (**Download the Shropshire Star and website notice - published Thursday date.** ' - make sure to include full stop like previous ones)

Highlight text and click on the link button

copy URL of other webpage and copy under 'URL' box

click advanced, under advisory title put '**Download the Shropshire Star and website notice - published Thursday date** '

click ok - scroll to bottom and click save (wait) – submit