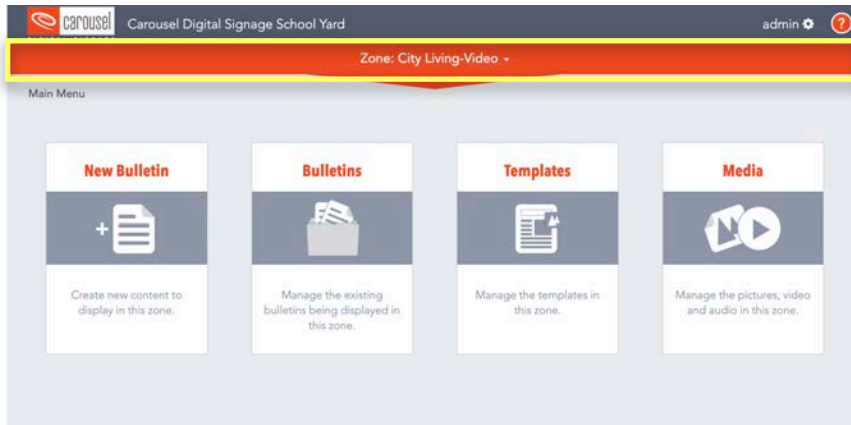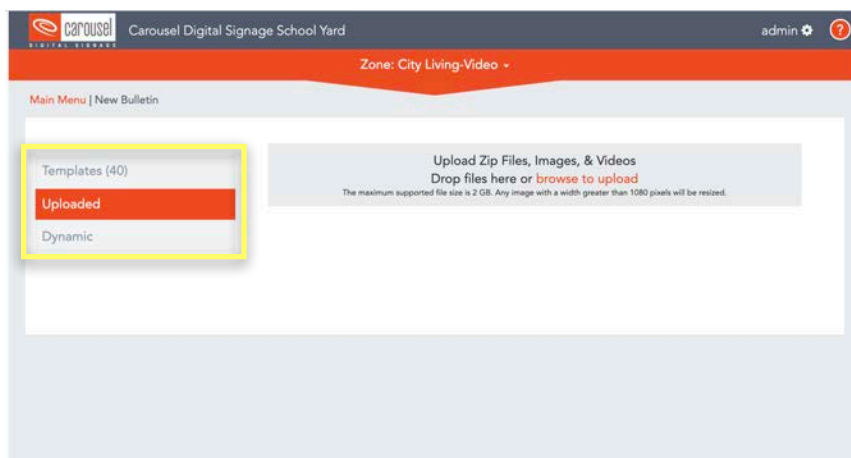# Uploading Bulletins

If you have content that was created outside Carousel, using the upload bulletin option is a great way to add it as a bulletin to your zone. The first step is to always ensure you are in the **correct zone**, so that your bulletin will be displayed in the correct area on your channel.
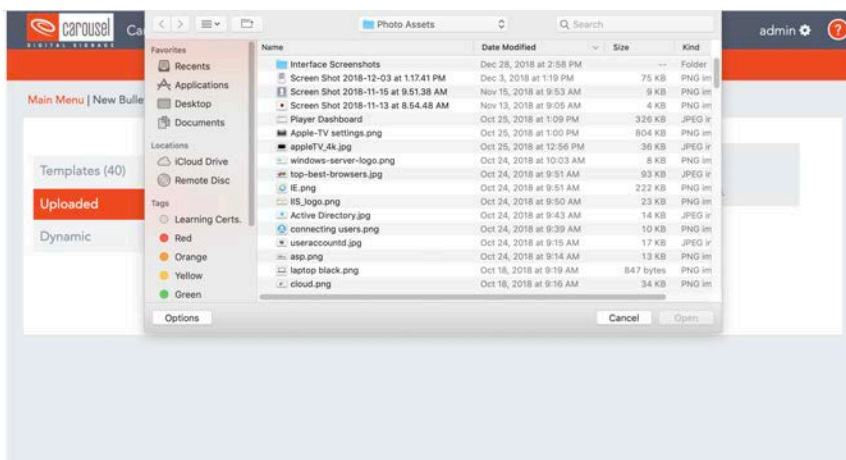
Click on NEW BULLETIN button on the screen.

You now can see your three options for creating bulletins on the left side. Uploaded bulletins is the second option.
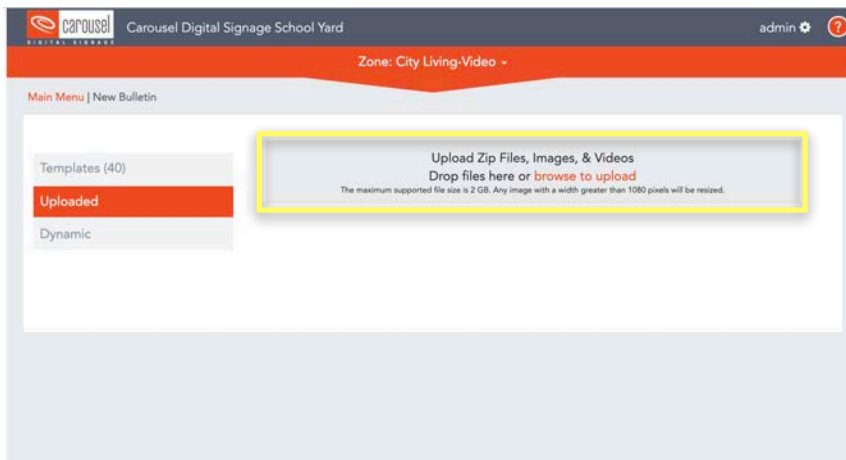
Clicking on this will give you the familiar grey upload area, where you can either click on browse, or drag and drop a file into the grey area.
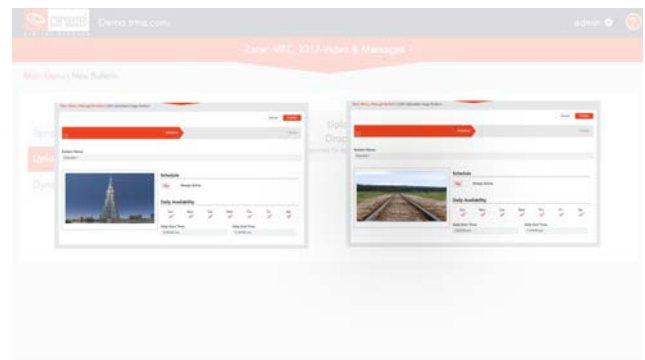

If you choose to browse, it will open your computer folder. Choosing a file from here will upload it to the bulletin editor.
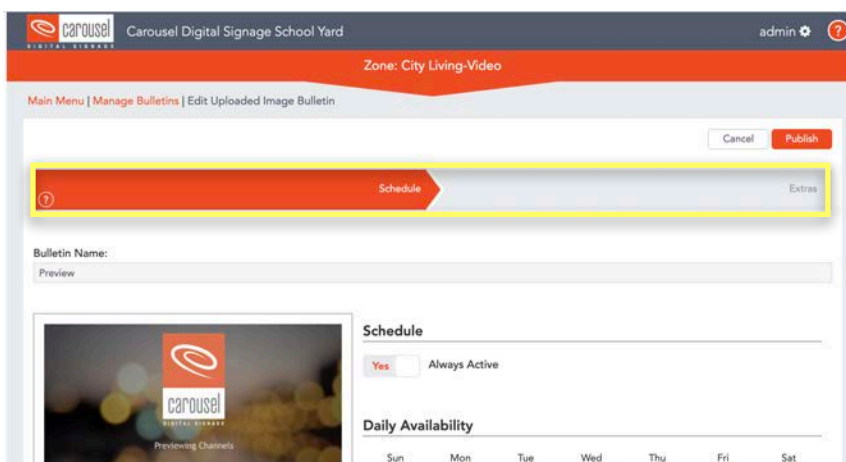
Once uploaded, you can see how it will appear in your selected zone and you have the schedule and extras tabs for the bulletin.
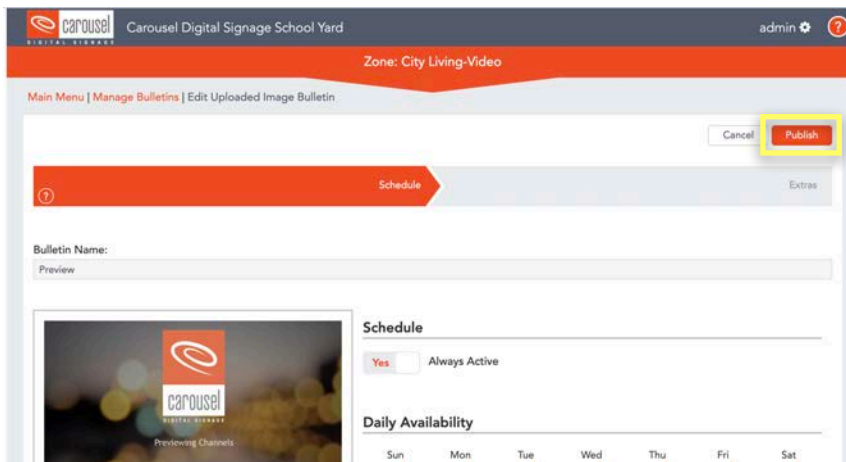
When you are finished, click publish and it will be added to your active bulletins in this zone.

One word of caution on uploading content. If you choose a file with different dimensions than the zone you are putting it in, you will see that when you select it and go to the bulletin editor screen, the image has been stretched to fit that zone. Make sure you are selecting content that will fit nicely in the zone you choose to put it in.

That's it! Uploading bulletins are a great, quick way to add content to your Carousel channel.

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Course: Carousel 101
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