

Kapiti Bird Tours

Adding a new Newsletter 2017

- 1 **First Task** is to prepare your new newsletter and give it a file name that is short and meaningful Like “Mar 17.pdf” or “Newsletter 123 Mar 17.pdf” The shorter the better.
2. **Make sure** it is a PDF document. A word document ending in .DOC is not satisfactory and will not work.

Latest Newsletter Page

1. Now login to the website as normal and got to the “Latest Newsletter page”
2. Select “Edit Page”
3. At the end of the line “...**from the list below:**” put your cursor and press enter to create a new line.
4. Now type in the line for the new Newsletter (similar wording to the existing but with the new date and number) Add the Click Now and make it red. We will add the link later.
5. Now highlight this new line and press the centre icon.
6. Now just let that line sit for a while.
7. Now on the next line down make “This month” read “Last month”
8. Highlight and delete the last line.
9. Press Update
10. Apart from adding the link we will leave this page for now

Add new Media

1. Go to the Dashboard and select MEDIA - Add new
2. Now select your latest newsletter in PDF format
3. The newsletter is now uploaded to the computer
4. When the upload is completed you can now press edit and copy the URL for this page. It starts with http and ends with the file name.
5. Now go back to get to a page where you can select Visit site. (Your computer is different to mine!)
6. This completes this stage

Return to the Latest Newsletter Page

1. Go to Edit Page
2. Highlight the "Click Now" for the latest newsletter (this months newsletter).
3. Put your cursor in the slot that appears next to this and paste in the URL.
4. Click on the small arrow which indicates "apply"
5. That now has made the link.
6. Press update and check that the links work ok (Both this month and last month links)
7. We have now finished the Latest Newsletter page.

Now go to the Archives page

1. Go to Edit Page
2. In the appropriate box enter the Newsletter Number and in the cell beside enter the month and year.
3. Highlight the number and make the link as explained before.
4. Update the page
5. Check that the link works.

Done