

Kapiti Bird Tours

Adding a new Newsletter 2018

Prepare Newsletter

First task is to prepare your new Newsletter and give it a name that is short and meaningful. Like **Mar 18.pdf** or **Newsletter 133 Mar 18.pdf**. The shorter the better.

If it is prepared as a Word Document export it as a PDF document. Only PDF documents work in Wordpress.

Add to Media Library

Login as normal and you will now be in the /dashboard.

Go to Media Add New

Upload Newsletter file

When finished uploading press Edit

Copy the URL from the right hand side of the page.

Return to the website

Put Link into the Archives Page

Select Newsletter Archives

The Archive page now loads

Go to Edit Page (Top menu in the black ribbon)

In the top of the table

Enter the Newsletter number and the date

Highlight the number and select add link icon

Paste the url previously copied into the bar that appears

Press the apply button

Update page

Go to View Page and test the link.

The Newsletter should now display.

Put the link onto the Newsletter Page

Select Newsletters Page

On the top menu Select **Edit with Elementor** (Note not Edit Page!)

Note :You are now in the Elementor Editor and on the left hand side you can see a series of elements. Do nothing yet!

Go to the right hand side of the screen and find the line

Read our Newsletter Here
and click on the word HERE

The list of elements on the left changes and you will see the same line of text with Here shown in red.

Click on the word Here and the existing link will show up,
Click on the pencil icon at the end of the link,

Now replace the link with the one you have copied.

Press Apply

Press upgrade at the bottom of the left hand side.

Now to get out

Go to the top left of the page and you will see three white horizontal lines on a red background. Click on it

This will bring up the option Exit to Dashboard click on it.

Now you can view the page and test the latest Newsletter link