Kapiti Bird Tours

Adding a new Newsletter 2019 (Version 2)

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 back out until you are back in the Dashboard

This completes this stage. You now have the Newsletter safely loaded into the website library.

Obtain the link or address of the Newsletter

If still logged in (or if not login again)
Go to Media Library
Find the latest newsletter and click on it
Now go to the right hand side
Highlight the URL or address of the newsletter
Now copy this address (It starts with https…}
Use the Back Arrow to go back to the Media Library.
The Dashboard will be showing on the left hand side.

You have now finished this step and you have a copy of the address of the Newsletter.

Make the Recent Newsletter Now read the latest Version

Now go to the site and select Newsletters
At the top of the page Select Edit With Elementor
Wait a moment while Elementor loads
Now left click on the word HERE
About 1 third of the way down on the left hand side you will see an address starting with https .. Highlight it
Now copy the Newsletter address (that you previously copied) into the box

Now go to the bottom of the page and press the green update button.
Now go to the top left of the page and find the red button with the three parallel lines beside it
Click on the parallel lines (it is really a button!)
Now go down the left hand side to the blue area reading
Exit to Dashboard and click on it.
You will now be back in the Dashboard.
Click on View Page near the top of the page

When the page displays click on the HERE button and make sure that the new Newsletter is now displayed correctly.
That is the end of this stage.
Go and have a Coffee!

Add the Newsletter to the Archives Page
(You should have the Newsletter link from before or go to the instructions to get the link)

Now go to the site and select Archived Newsletters
At the top of the page Select Edit With Elementor
Wait a moment while Elementor loads
Left Click on the list of dates, etc (on the blue dates)
On the left hand panel click on Content
This now exposes a list of dates
On the date 2019-20 Click on it (left click)

Move down to the bottom of the panel & you will see the table of dates and Months (151 Sept19 etc.)
You may need to use the adjacent slider to expose the latest spaces,
Put in the Newsletter Number and date in the next available space
Highlight the number and go to the area above and click on the symbol for Insert a Link
Enter the link for the latest Newsletter (Paste it in)
Do the same for the Date
Now go to the bottom of the page and press the green update button.
Now go to the top left of the page and find the red button with the three parallel lines beside it
Click on the parallel lines (it is really a button!)
Now go down the left hand side to the blue area reading
Exit to Dashboard and click on it.
You will now be back in the Dashboard.
Click on View Page near the top of the page

Now check that the Archives Newsletters displays the correct page.

Have another coffee!