UW Extension Websites

WordPress Guide:
Adding Newsletters to Your Website

Step 1: Login to you WordPress website.

Step 2: Adding a Newsletter PDF

1. Click "**Pages"** to see a list of all pages**.**
2. Hover over "Newsletters" and click "**Edit**"**.**
   Tip: If you don't see "Newsletters" in your list of pages, use the Search in the upper right corner.

3. Place your cursor where you would like to add the new Newsletter. If adding your newsletter to the top of a bulleted list, place your cursor before the top text and hit return. If adding your newsletter to the bottom of a bulleted list, place your cursor after the bottom text and hit return. Both methods should result in a bullet point with nothing beside it.

4. Click **"Add Media"**.

5. Click "**Upload Files**"
6. Click "**Select Files**"
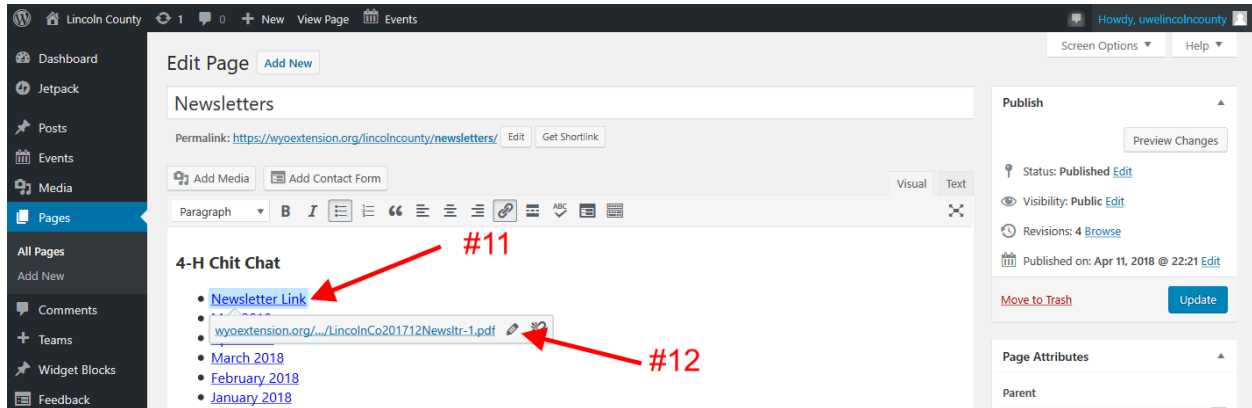7. Choose file from your computer and click "**Open**".
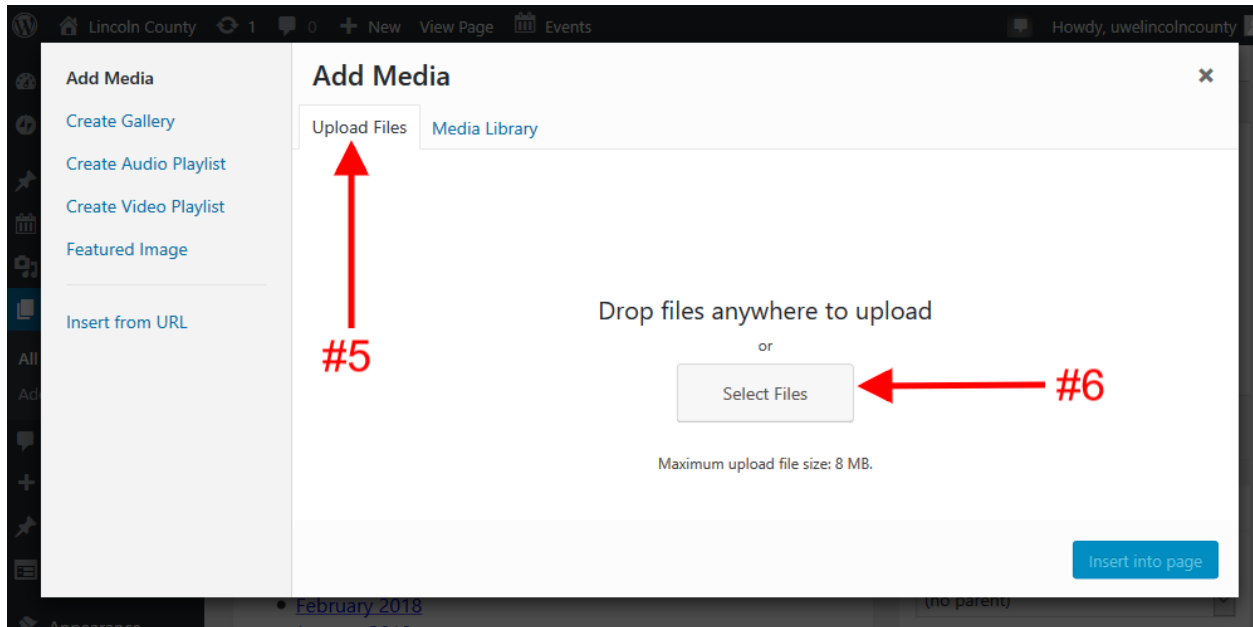
8. Make sure the file you want to use is outlined in blue and has a blue checkbox.
9. Enter the "Title". The title will be the link displayed on the webpage.
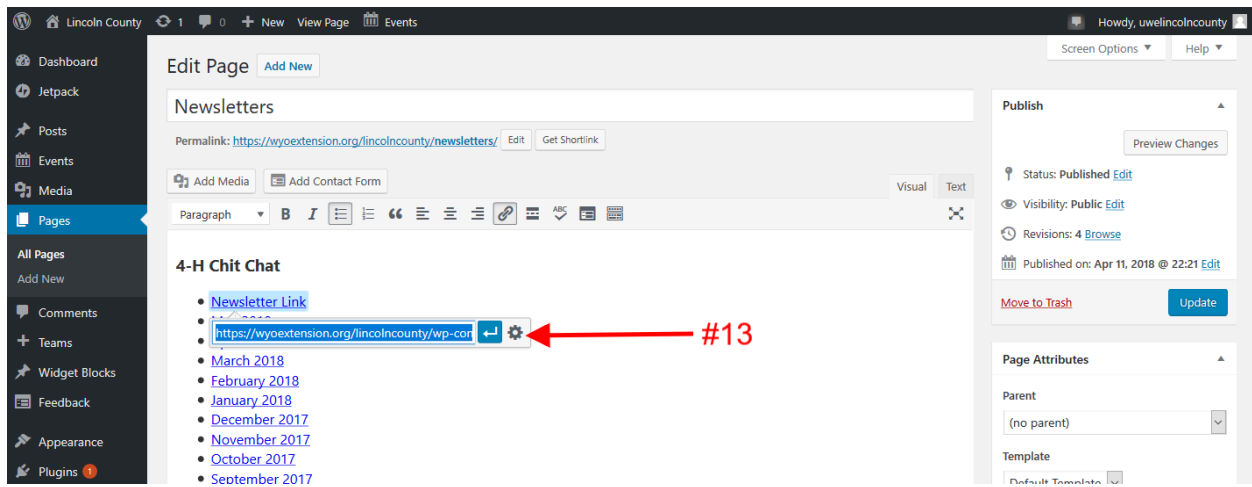10. Click "**Insert into page**".
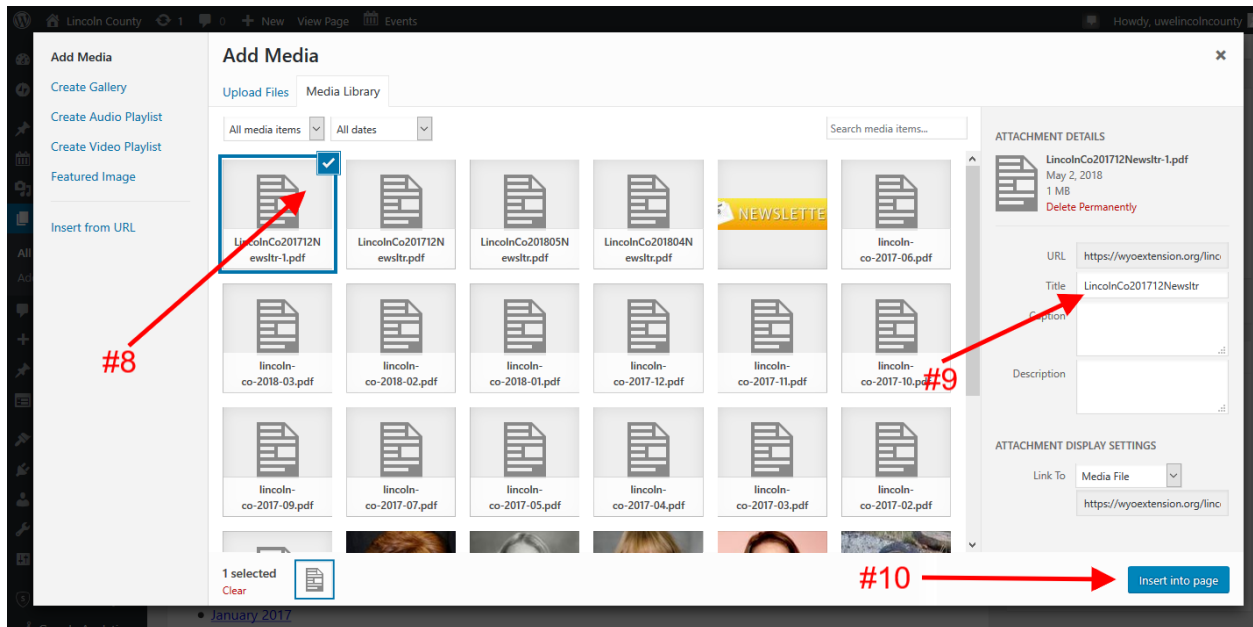
11. To open the newsletter in a new browser window, click the newly added link text.
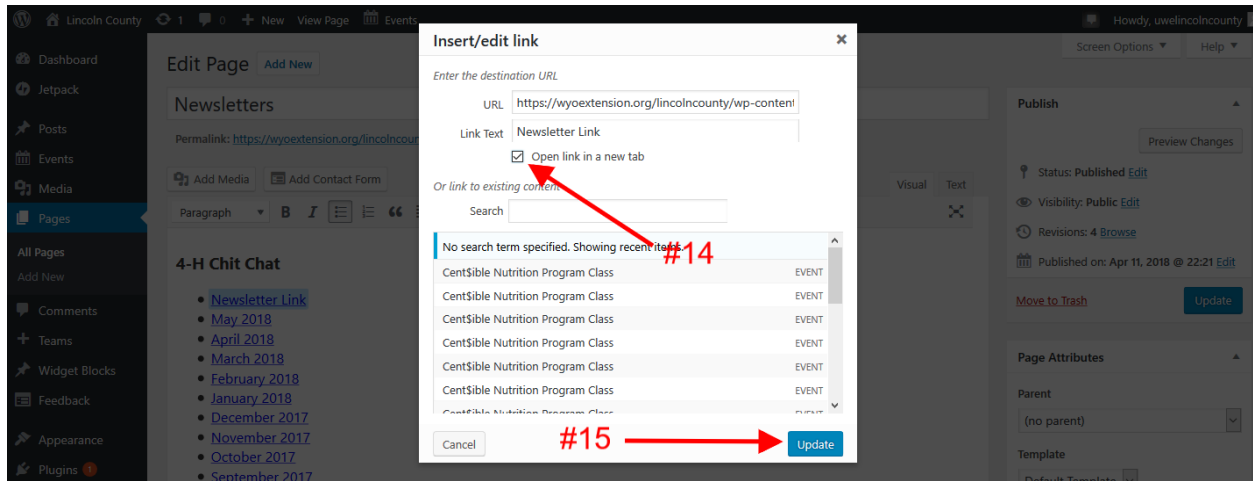12. Click the "**Edit pencil"** in the popup.
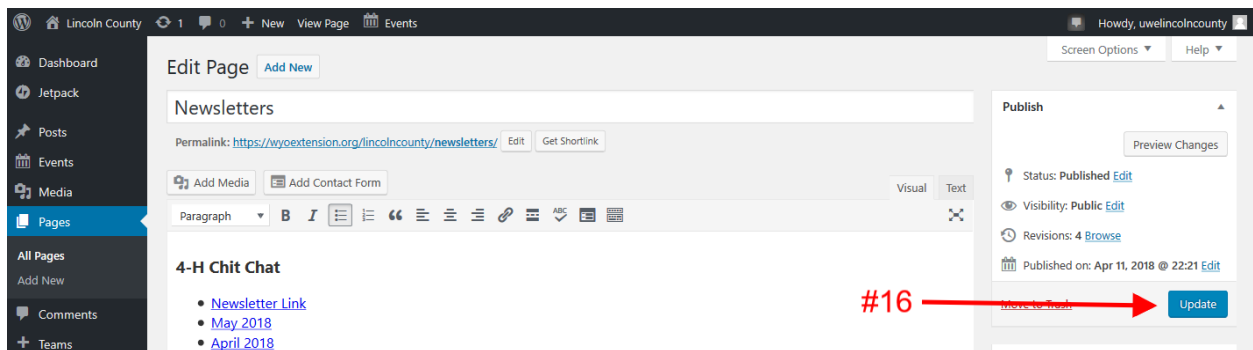

13. Click the "**Link Options cog"**.

14. Check the "**Open link in a new tab**" box.
15. Click "**Update**".

16. Click "**Update**".

Step 3: Adding a Newsletter Link:
This is used when the newsletter is on a different website (such as Google Drive, etc.).

1. Click "**Pages**" to see a list of all pages**.**
2. Hover over "Newsletters" and click "**Edit**"**.**
   Tip: If you don't see "Newsletters" in your list of pages, use the Search in the upper right corner.

3. Place your cursor where you would like to add the new Newsletter. If adding your newsletter to the top of a bulleted list, place your cursor before the top text and hit return. If adding your newsletter to the bottom of a bulleted list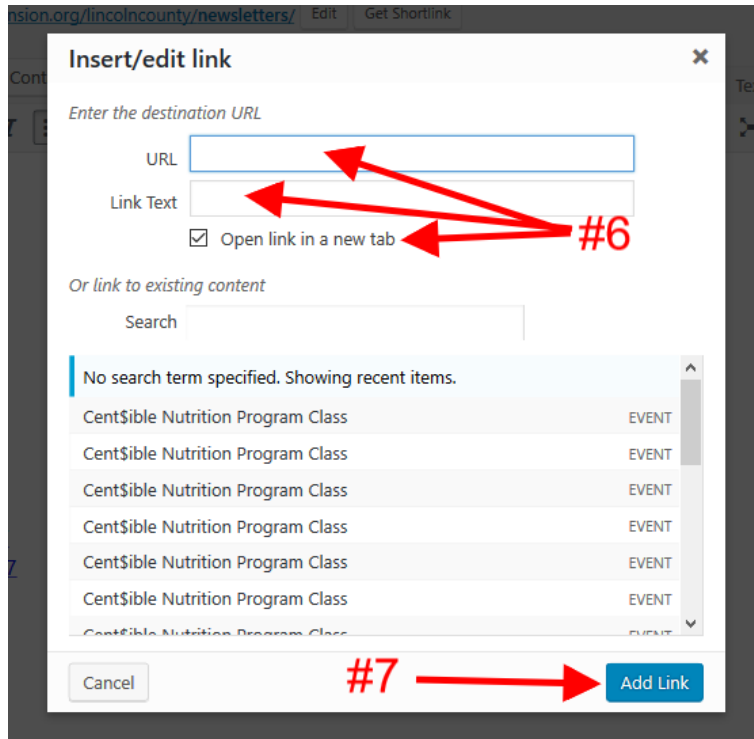, place your cursor after the bottom text and hit return. Both methods should result in a bullet point with nothing beside it.
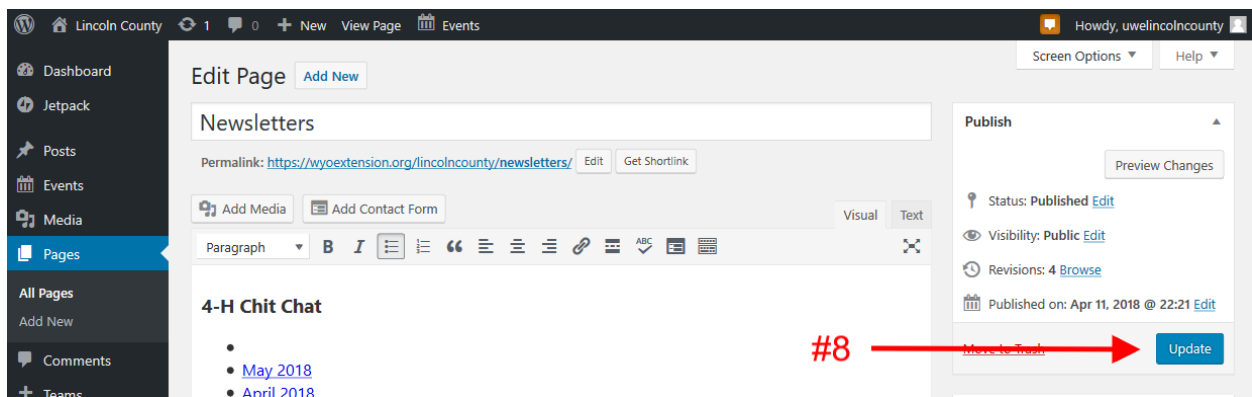
4. Click the "**Insert/Edit Link**" icon.
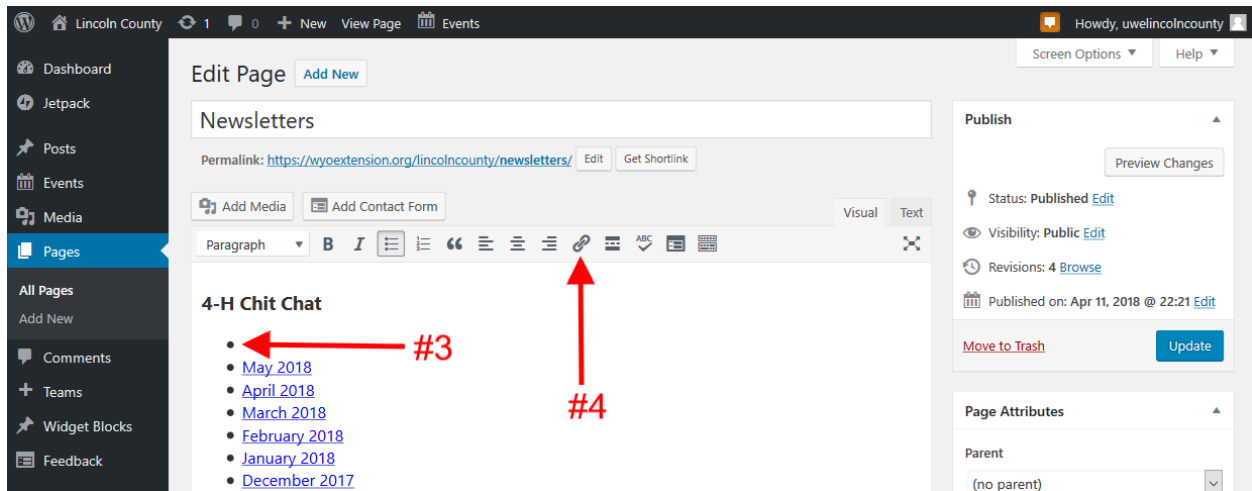
5. Click the "**Link Options cog**".
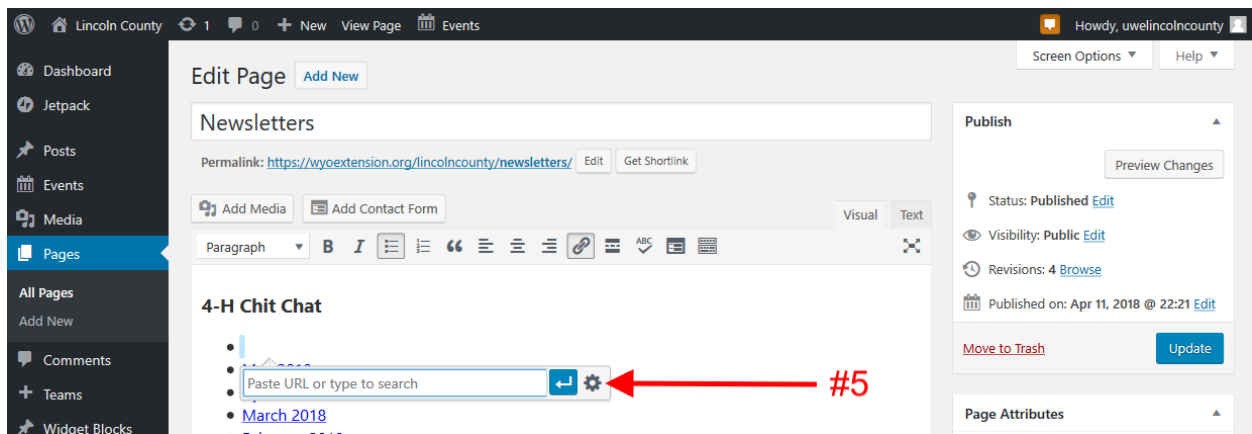
6. Enter the URL, Link Text, and check "Open link in a new tab".
7. Click "**Add Link**".

8. Click "**Update**".

Questions?

If you have questions or issues, please, contact Ann Tanaka at atanaka@uwyo.edu or (307) 766-3571.