# 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.
- 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.

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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.

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		Featured Image
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#### 4. Click "Add Media".

- 5. Click "Upload Files"
- 6. Click "Select Files"
- 7. Choose file from your computer and click "**Open**".

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- 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".

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- 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".

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



## 16. Click "Update".

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#### 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.

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- 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.
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- 4. Click the "Insert/Edit Link" icon.

5. Click the "Link Options cog".

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- 6. Enter the URL, Link Text, and check "Open link in a new tab".
- 7. Click "Add Link".

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8. Click "Update".

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#### **Questions?**

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