

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.

The screenshot shows the WordPress dashboard for 'Lincoln County'. The left sidebar has the 'Pages' menu item highlighted. The main area displays a list of pages. The 'Newsletters' page is highlighted. A search bar in the top right corner is also highlighted.

<input type="checkbox"/>	Title	Author	Stats		Date	Analytics
<input type="checkbox"/>	4-H & Youth Development	uwelincolcount y		—	Published 2018/02/22	
<input type="checkbox"/>	Agriculture & Horticulture	uwelincolcount y		—	Published 2018/02/22	
<input type="checkbox"/>	CentSible Nutrition	uwelincolcount y		—	Published 2018/02/22	
<input type="checkbox"/>	Community Development & Education	uwelincolcount y		—	Published 2018/02/22	
<input type="checkbox"/>	Newsletters	uwelincolcount y		—	Published 2018/04/11	
<input type="checkbox"/>	Nutrition & Food Safety	uwelincolcount y		—	Published 2018/02/22	
<input type="checkbox"/>	Range	uwelincolcount y		—	Published 2018/02/22	
<input type="checkbox"/>	Welcome to Lincoln County Extension — Front Page	uwelincolcount y		—	Published 2018/02/22	
<input type="checkbox"/>	Title	Author	Stats		Date	Analytics

- 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.

- Click “Add Media”.

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Newsletters'. The page content is a bulleted list of newsletter dates: May 2018, April 2018, March 2018, February 2018, January 2018, December 2017, November 2017, October 2017, September 2017, July-August 2017, June 2017, May 2017, April 2017, March 2017, February 2017, and January 2017. A red arrow labeled '#3' points to the first bullet point 'May 2018'. Another red arrow labeled '#4' points to the 'Add Media' button in the WordPress toolbar. The right sidebar shows the 'Publish' status as 'Published' and the 'Page Attributes' section.

WordPress Dashboard: Lincoln County

Page Title: Newsletters

Permalink: <https://wyoextension.org/lincolncounty/newsletters/>

Buttons: Add Media, Add Contact Form

Visual Editor: Paragraph, Bold, Italic, Link, Unlink, List, Quote, Table, Media, Text

Page Content:

4-H Chit Chat

- May 2018
- April 2018
- March 2018
- February 2018
- January 2018
- December 2017
- November 2017
- October 2017
- September 2017
- July-August 2017
- June 2017
- May 2017
- April 2017
- March 2017
- February 2017
- January 2017

Word count: 19

Last edited by uwelincolncounty on May 1, 2018 at 3:57 pm

Right Sidebar:

Publish

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Revisions: 4 [Browse](#)

Published on: Apr 11, 2018 @ 22:21 [Edit](#)

[Move to Trash](#) [Update](#)

Page Attributes

Parent: (no parent)

Template: Default Template

Order: 0

Need help? Use the Help tab above the screen title.

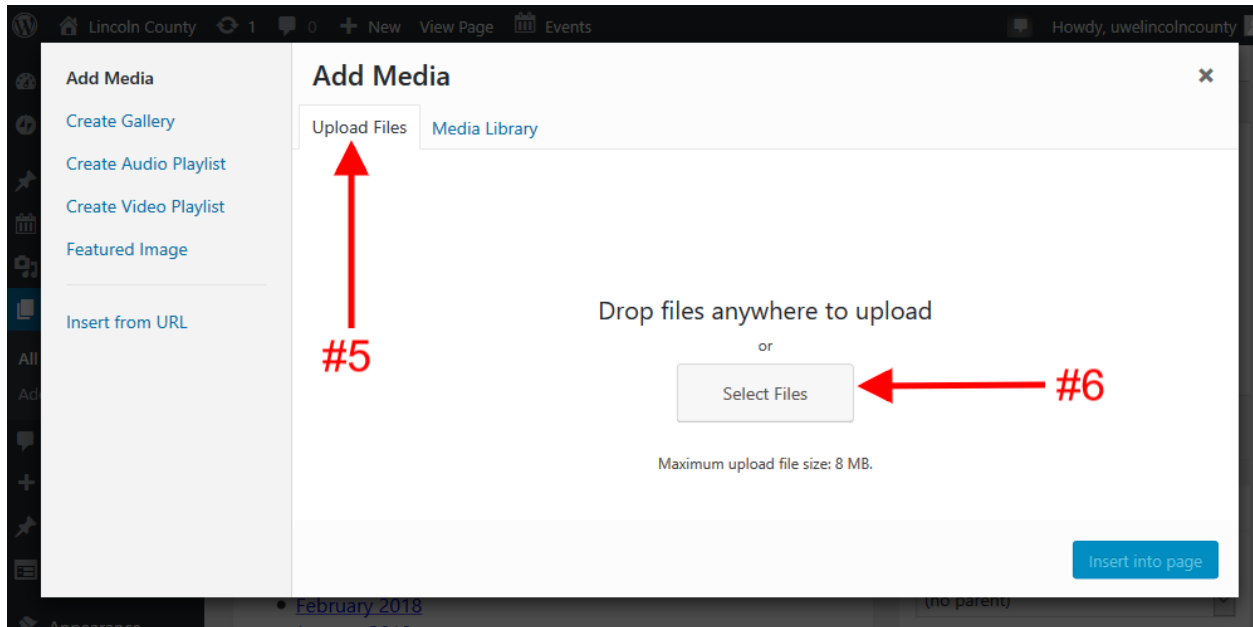
Sharing

☒ Show sharing buttons.

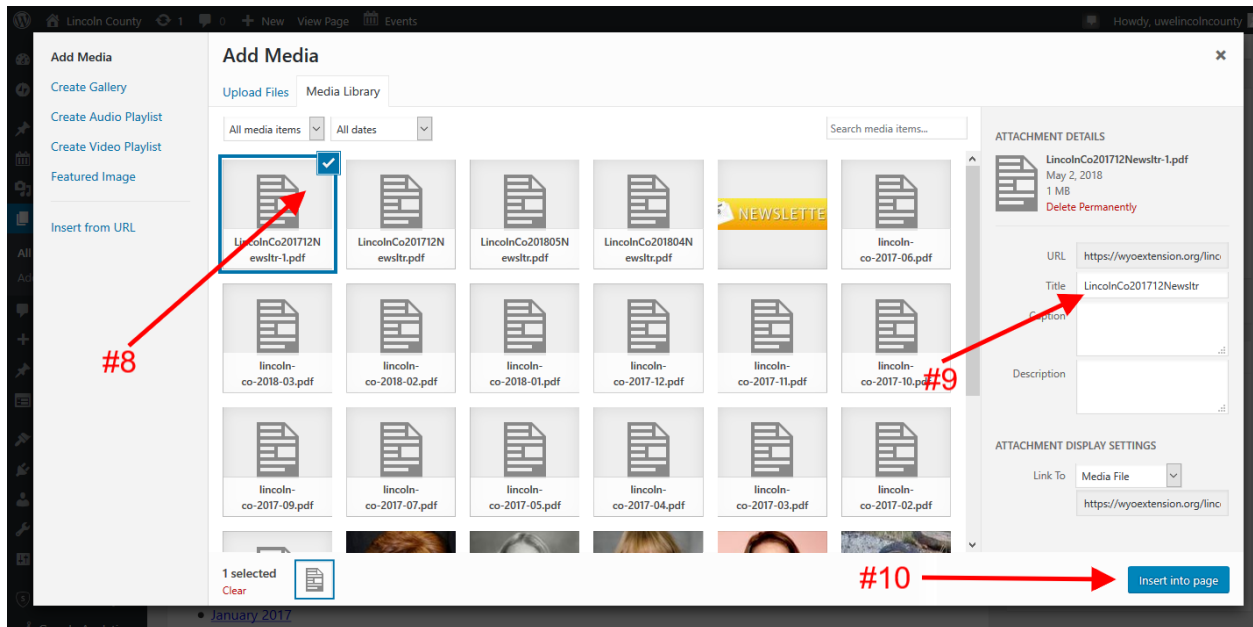
Featured Image

[Set featured image](#)

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

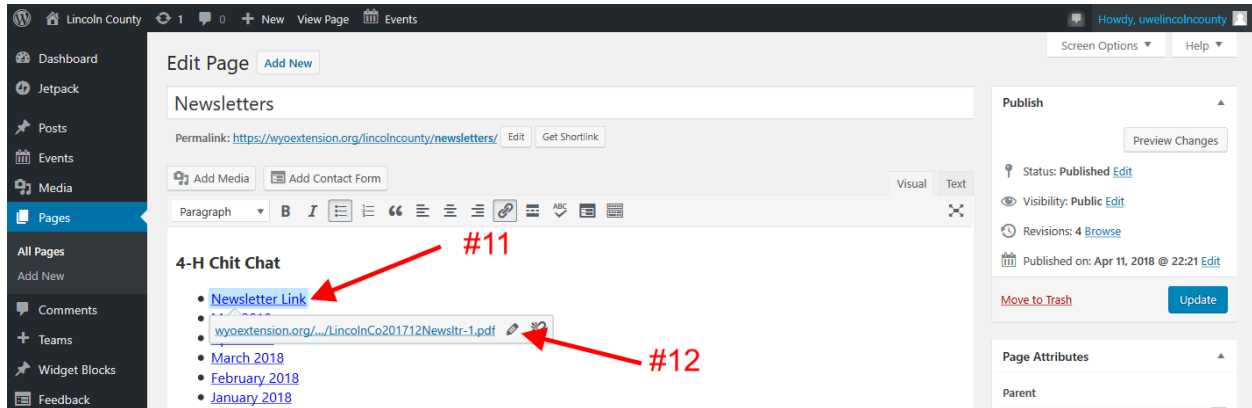


8. Make sure the file you want to use is outlined in blue and has a blue checkbox.
9. Enter the “Title”. The title will be the link displayed on the webpage.
10. Click **“Insert into page”**.

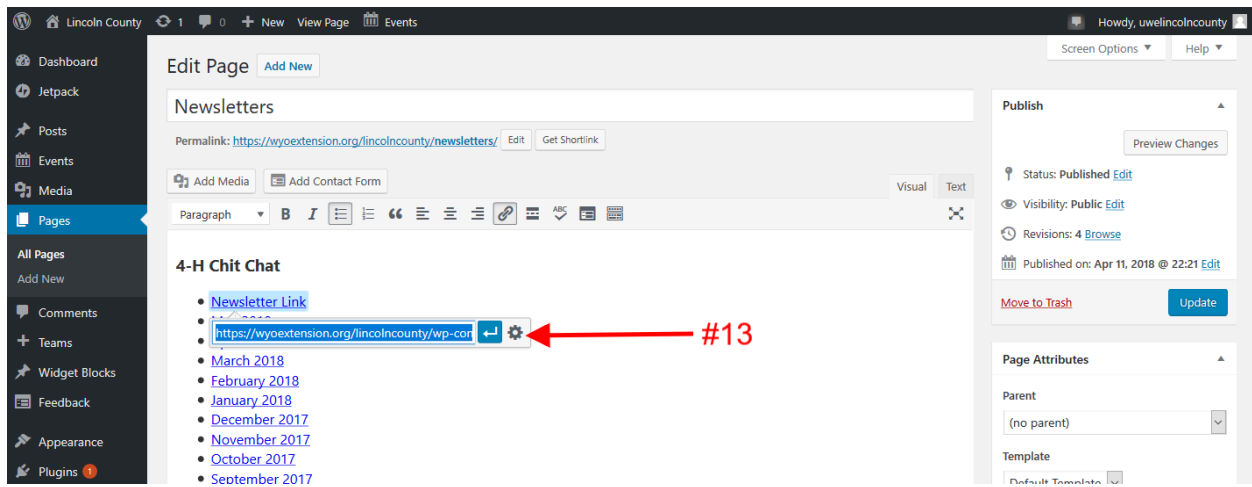


11. To open the newsletter in a new browser window, click the newly added link text.

12. Click the “Edit pencil” in the popup.

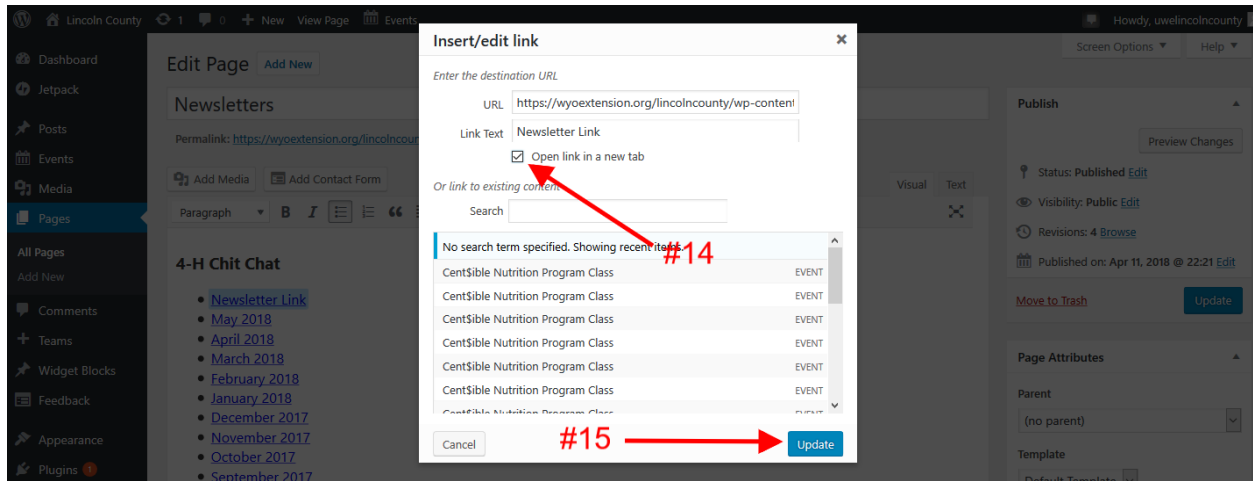


13. Click the “Link Options cog”.

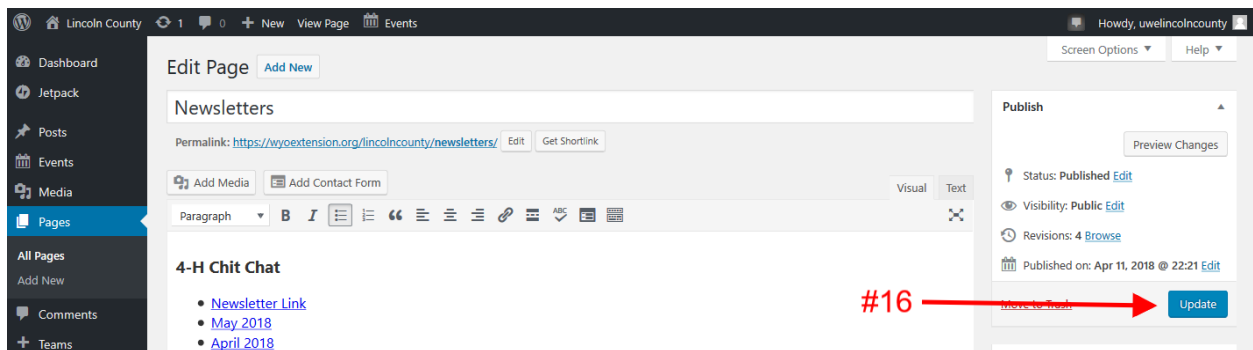


14. Check the “Open link in a new tab” box.

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.

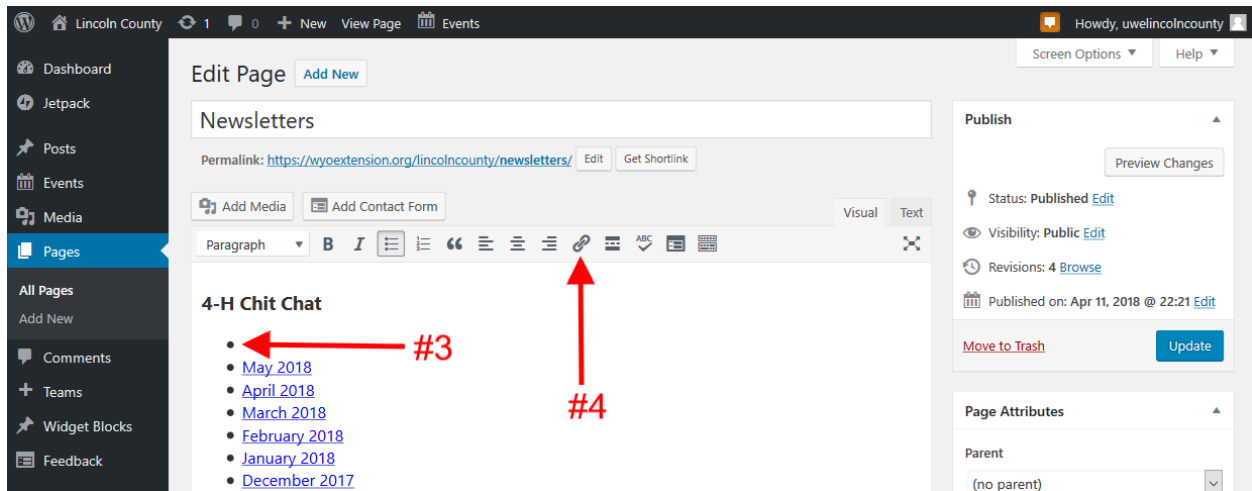
The screenshot shows the WordPress dashboard for 'Lincoln County'. The left sidebar contains various menu items, with 'Pages' highlighted. The main content area is titled 'Pages' and shows a list of 8 published pages. The pages listed are:

Title	Author	Stats	Date	Analytics
4-H & Youth Development	uwelincolcount y		Published 2018/02/22	
Agriculture & Horticulture	uwelincolcount y		Published 2018/02/22	
Cent\$ible Nutrition	uwelincolcount y		Published 2018/02/22	
Community Development & Education	uwelincolcount y		Published 2018/02/22	
Newsletters	uwelincolcount y		Published 2018/04/11	
Nutrition & Food Safety	uwelincolcount y		Published 2018/02/22	
Range	uwelincolcount y		Published 2018/02/22	
Welcome to Lincoln County Extension — Front Page	uwelincolcount y		Published 2018/02/22	

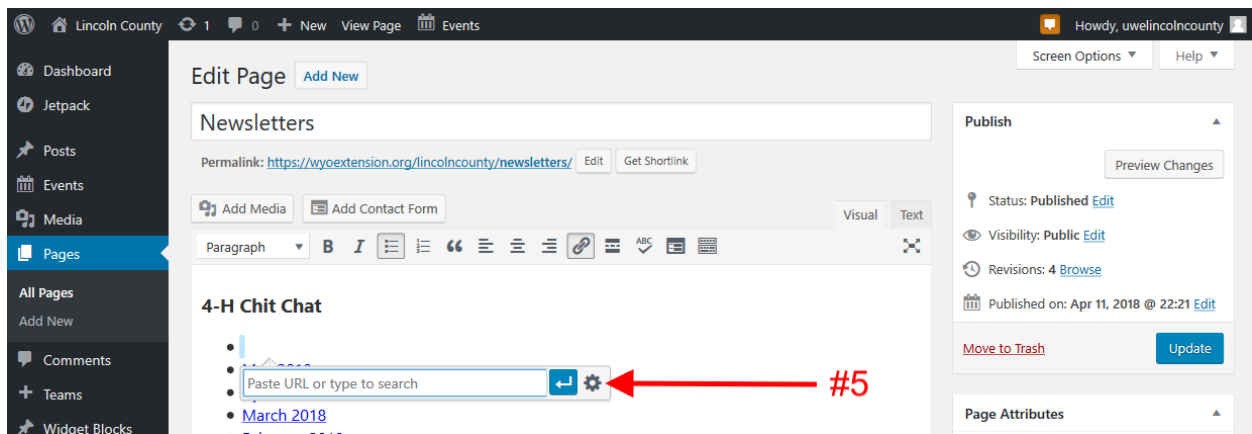
Red annotations on the image include:

- A red arrow labeled **#1** pointing to the 'Pages' menu item in the left sidebar.
- A red arrow labeled **#2** pointing to the 'Newsletters' page in the list.
- A red arrow pointing to the search bar in the top right corner, with the text **#2 Tip** next to it.

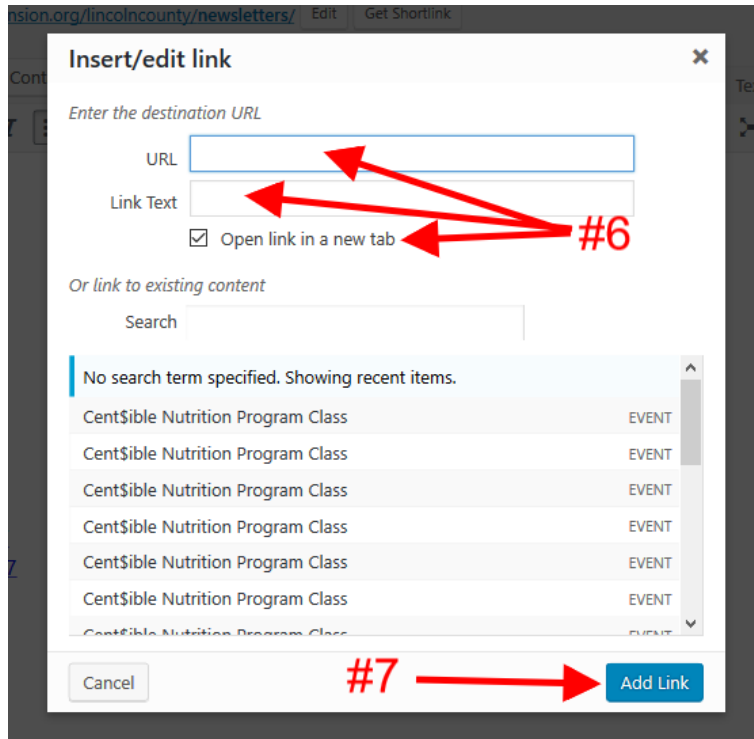
3. Place your cursor where you would like to add the new Newsletter. If adding your newsletter to the top of a bulleted list, place your cursor before the top text and hit return. If adding your newsletter to the bottom of a bulleted list, place your cursor after the bottom text and hit return. Both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



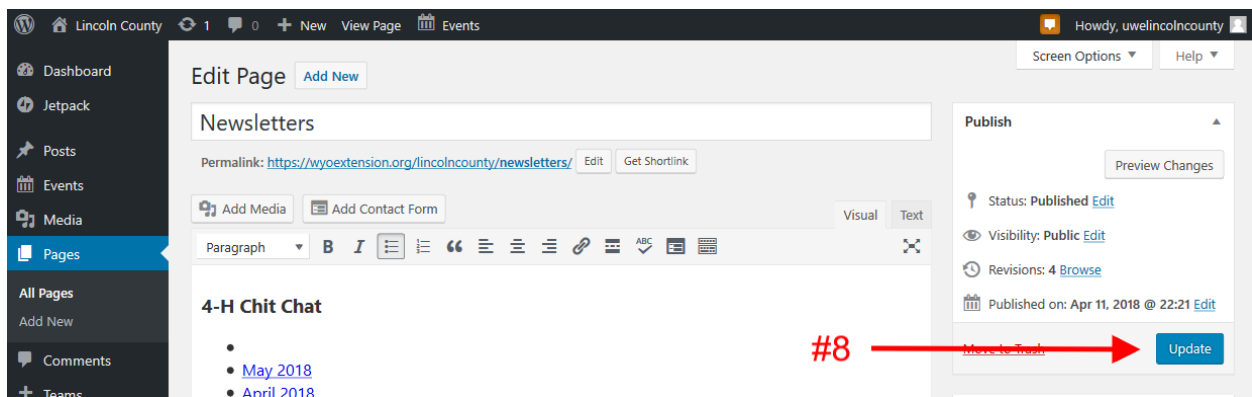
5. Click the “Link Options cog”.



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.