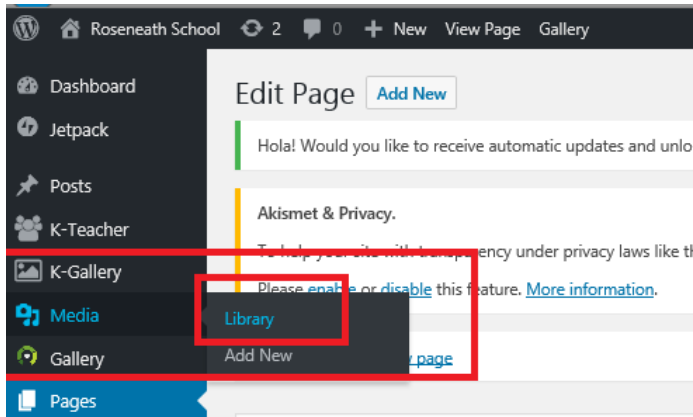


Step by step how to add a newsletter

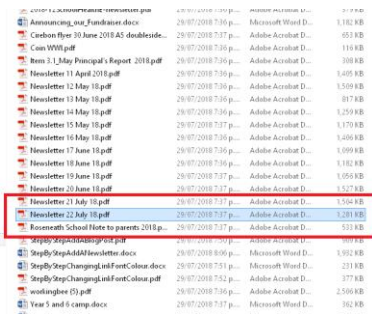
1. Login and go to the menu

Add Newsletters to Media

2. Click on Media > Library

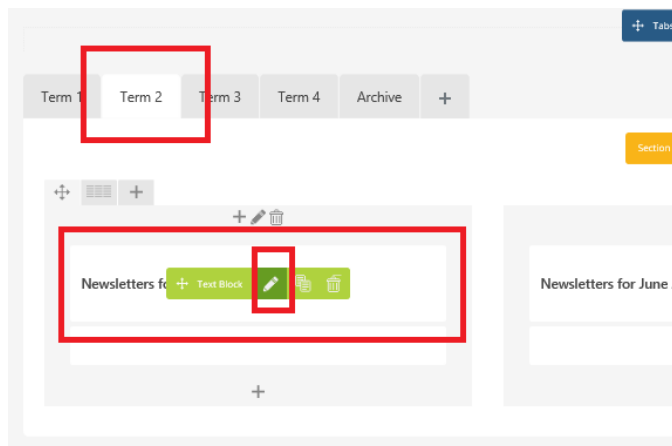


3. Click, drag and release the newsletters from your folder, into the media library



Add Newsletters to your 'Our Newsletters' Page

4. Click on the Pages
5. Click on the 'Our Newsletters' page
6. Click on the tab for the 'term' you want
7. Hover over the Text Block you want to add newsletters, and click on the edit icon



8. Click on the media (newsletter) you want to insert,

(if you want to select more than one, hold down then Ctrl key while you click the media with your mouse)

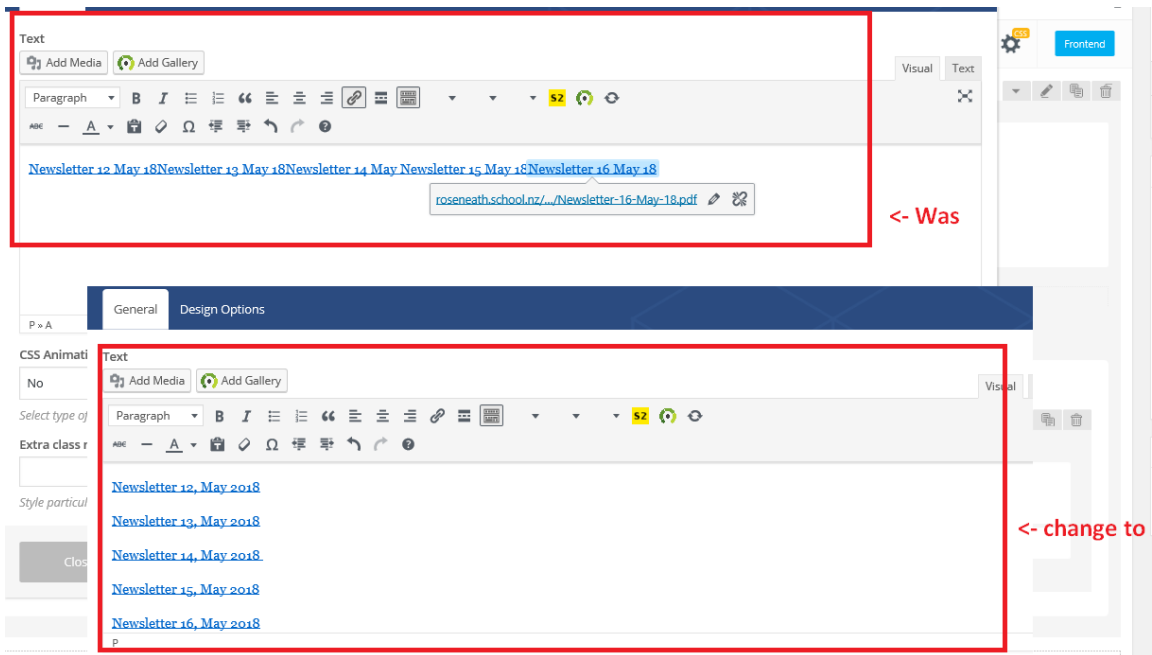
Add Media

Upload Files | Media Library

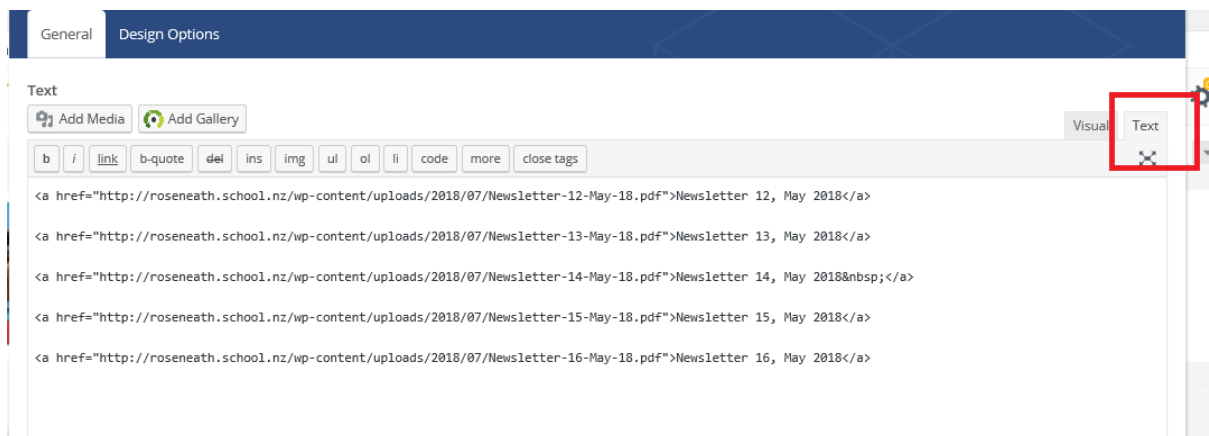
All media items | All dates

The screenshot shows a grid of media items. A red box highlights the file 'Newsletter-12-May-18.pdf' in the first row, third column. A blue box highlights the file 'Newsletter-16-May-18.pdf' in the third row, second column. Both files have a checkmark in their top right corner. Other files in the grid include 'StepByStepChangingLinkFontColour.pdf', 'StepByStepAddingBlogPost.pdf', 'Item-3.1_May-Principal's-Report-2018.pdf', 'Year-7-and-8-Trip.docx', 'Year-5-and-6-camp.docx', 'workingbee 5.pdf', 'Roseneath-School-Note-to-parents-2018.pdf', 'Newsletter-22-July-18.pdf', 'Newsletter-17-June-18.pdf', 'Newsletter-15-May-18.pdf', 'Newsletter-14-May-18.pdf', and 'Newsletter-13-May-18.pdf'.

9. Add an **enter** between each file, and rename to the correct convention, which is:
Newsletter #, Mmm YYYY
e.g. Newsletter 14, May 2018 or Newsletter 17, Jun 2018



10. Click on the 'Text' Tab



You now need to add formatting to the links, so that they are the same 'grey' as the rest of links in the site

11. Replace the existing text

Replace `<a href` with `<a style="color: rgb(0, 0, 0);"` href

Add `` to the end of each entry

Click on **Save Changes**

General Design Options

Text

Add Media Add Gallery

Visual Text

b i link b-quote del ins img ul ol li code more close tags

`Newsletter 12, May 2018`

`Newsletter 13, May 2018`

`Newsletter 14, May 2018 `

`Newsletter 15, May 2018`

`Newsletter 16, May 2018`

CSS Animation

No

Select type of animation for element to be animated when it "enters" the browsers viewport (Note: works only in modern browsers).

Extra class name

Style particular content element differently - add a class name and refer to it in custom CSS.

2

Close Save changes

12. Click on Update

The screenshot shows a web editor interface. At the top right, the user's name 'Kia ora, Deb' is visible, along with 'Screen Options' and 'Help' menus. A notification bar at the top left says 'ivate your copy of Visual Composer.' Below this, a message reads: 'notice to your users under your comment forms. This feature is disabled by default, however, you can turn it on below.' The main workspace contains a page layout with a header image showing children and the text 'chool in the city'. Below the header are two columns of content, each titled 'Newsletters for March 2018' and 'Newsletters for April 2018'. The right sidebar has a 'Publish' section with a 'Preview Changes' button. Below that, it shows 'Status: Published Edit', 'Visibility: Public Edit', 'Revisions: 83 Browse', and 'Published on: Sep 26, 2016 @ 09:50 Edit'. There are also links for 'Duplicate This', 'Move to Trash', and 'Update'. The 'Update' button is highlighted with a red box. Below the 'Publish' section is the 'Page Attributes' section with dropdowns for 'Parent' (no parent), 'Template' (Default Template), and 'Order' (0). At the bottom of the sidebar is the 'Featured Image' section with links to 'Set featured image' and 'Set NextGEN featured image'.

13. Well done!