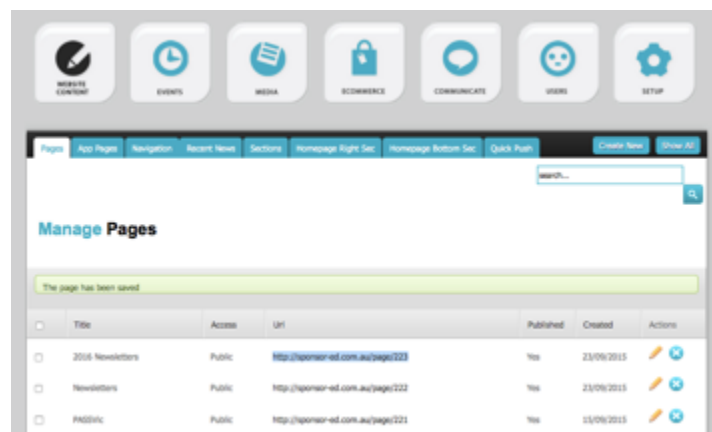


# Archiving Newsletters

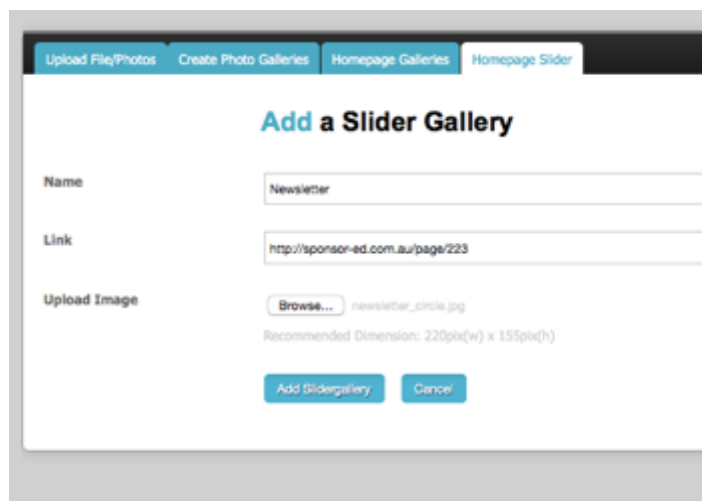
1 / 4

Your website is cluttered and full of old newsletters but you are not yet ready to hit the delete button.... SOLUTION: Archive the content! Everything is still accessible on your site, it is just not mixed up with your fresh new content!

1. Create a new page titled "Newsletters 2016"
2. Copy the URL of your new Newsletter page from WEBSITE CONTENT – Pages.



3. Go to MEDIA – Quick Links and edit the Newsletter quick link (click on the pencil icon). Paste the URL of the new Newsletter page into the Link box. This will ensure that the quick link button links to the new Newsletter page.

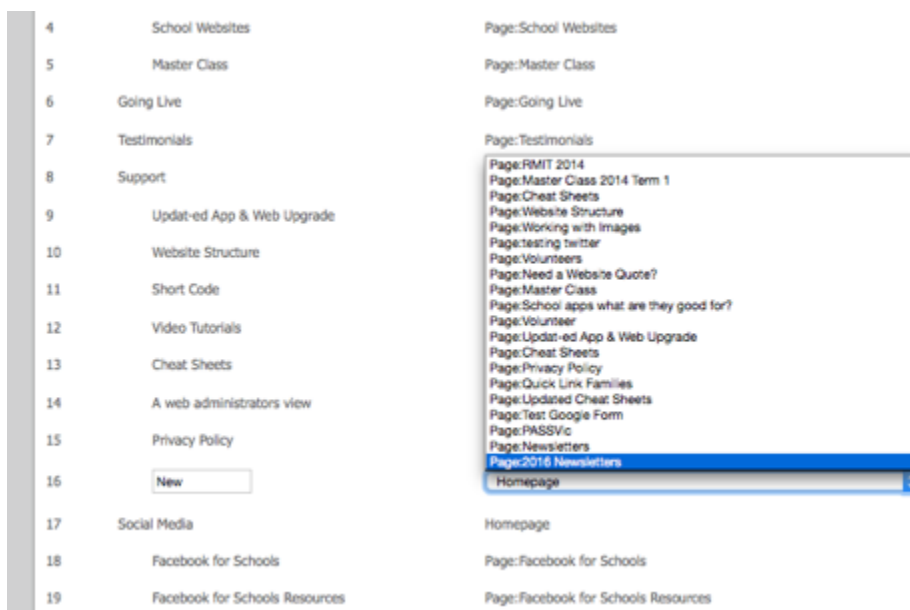


# Archiving Newsletters

- Go to WEBSITE CONTENT – Navigation and scroll down until you find your old Newsletter page. Click on the blue cross on the right to remove it from the navigation (Site Map). *This does not delete the page – but takes it off your menu on your homepage!*



- Now insert your new Newsletter page into the navigation. Go to the position you wish your new page to appear, click on the + button and choose the 2016 Newsletters page from the drop down menu. *You can re-name this Newsletters and drop the 2016 in the box on the left.*



Privacy Policy

2016 Newsletter

Social Media

Delete the “2016” from the page name.

# Archiving Newsletters

- Your 2016 Newsletter page is now linked within your site. But what about the old newsletters?? Go to WEBSITE CONTENT – Pages and copy the URL for your old Newsletter Page.

**Manage Pages**

<input type="checkbox"/>	Title	Access	Url	Published	Created	Actions
<input type="checkbox"/>	2016 Newsletters	Public	http://sponsor-ed.com.au/page/223	Yes	23/09/2015	
<input type="checkbox"/>	Newsletters	Public	<a href="http://sponsor-ed.com.au/page/222">http://sponsor-ed.com.au/page/222</a>	Yes	23/09/2015	
<input type="checkbox"/>	PASSVIC	Public	http://sponsor-ed.com.au/page/221	Yes	15/09/2015	

- Now, edit your Newsletter 2016 page by clicking on the pencil button beside it. Within the content box, type this sentence (or something along these lines) “To view archived newsletters please click here”

**Add/Edit a Webpage**

Type:

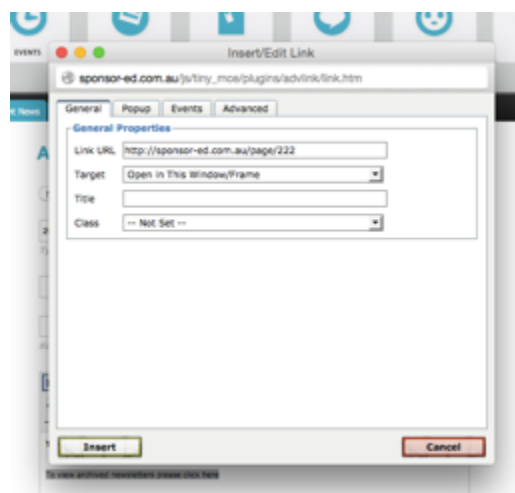
Page Title:   
Type the name of the webpage here.

Meta Description:

Meta Keywords:   
Keywords are used for search engine optimisation, plus

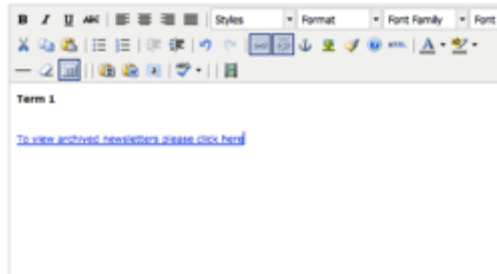
Content:   
 Term 1  
 To view archived newsletters please click here

- Highlight the sentence and click on the chain button. Paste the URL you copied into the pop up window and click Insert.



# Archiving Newsletters

9. Your text should now be a hyperlink – scroll to the bottom of your page and click on UPDATE.



10. Visit your site and click on the Newsletter page. It's time to start loading up newsletters for 2016!



11. If you click on the hyperlink you created – you can view your archived content!

