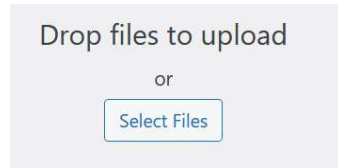1. **Upload your newsletter PDF file to the Media Library.**
   a. Sign into your site as an administrator
   b. Go to Dashboard→Media→Add New
   c. On the Upload New Media page click Select Files

   Drop files to upload
   or
   Select Files

   d. This will open your file explorer
   e. Click on the file you want to upload
   f. Press open
   g. File will load into the Media Library – You may need to scroll down to make sure the PDF file has loaded.
   h. Once the PDF is loaded into the Media Library, click on the PDF to open the "Attachment Details" screen.
   i. On the "Attachments Details" screen click on

   Copy URL to clipboard   button.

   j. You should see "copied" next to the button if the URL has been copied to your clipboard. You will need this address when you create the link on your Newsletter page.
   k. Click on the "X" in the right corner of the "Attachment Details" screen to go back to the Media Library and the WordPress Dashboard.

2. **Add your file link to the Newsletter page.**
   a. Under High Sierra Prime Timers – Reno click *Visit Site*
   b. Click on *Newsletters* in the menu bar to go to that page

c. Once the Newsletter page appears, click on *Edit with Elementor*" in the WordPress menu bar.

d. This will display the Elementor edit column on the left and your webpage content will be to the right.

e. Create a new edit box above the previous month by putting your cursor over the previous month and clicking the **+** in the folder tab.

f. Move your cursor to the new edit box and click the "+" in

the purple circle

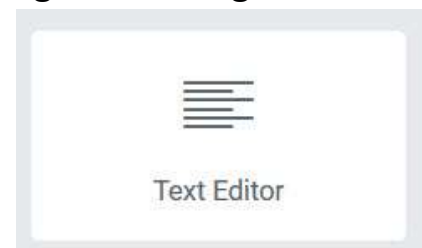g. This will open the "Select your Structure" box. For this page, click on the single gray box.

h. Go to the Elementor Edit Section (left side column) and click on the Rubik's cube icon on the right side of the maroon bar. This will display your editing widgets.

i. Put your cursor on the Text Editor widget and drag it to the

new box that you created in step 2g.

j. You will notice that default Latin text will appear in the Elementor Text Editor and in the box, you just created on the main part of the page. You will be editing the text on the left.

k. In the Elementor Text Editor you will type in the Month as a Heading 2 (drop arrow next to Paragraph to see your heading choices). You will need to do the following to the text: 1) Center, 2) Make the Color Dark Blue, 3) Bold, and 4) Underline.

l. To add the link. Highlight the text you just keyed and click the link icon in your Elementor editing tool menu.

m. Edit the link by clicking the gear icon.

n.   Paste the URL for the PDF into the URL field by right clicking on your mouse and then clicking paste. Be sure to click the "open in new page" box on the "Insert/edit link screen.

o. Be sure to click the "Add Link" button to save your changes.

Insert/edit link   ✕

Enter the destination URL

URL [   ]

Link Text [Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut ε]
☐ Open link in a new tab

Or link to existing content

p. If everything looks good be sure to click the update button at the bottom of the Elementor editing tool menu column.

UPDATE ▲

q. Once the update button is gray again. Go to the "hamburger" icon on the left side of the Elementor maroon menu pictured in step 2h. Click it.

r. Click "View Page" to get out of Elementor and see your updates.