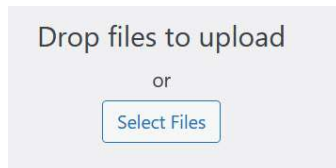


# Adding a Newsletter Link using the Accordion Widget

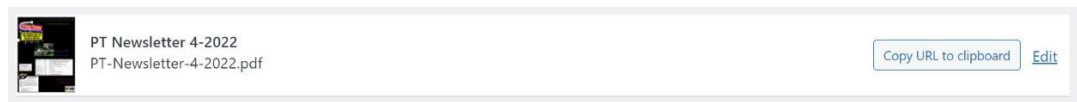
Page 1 of 6

## 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



- 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, you will see the following line on your “Upload New Media” screen with the name of the file you just loaded on the left.



- i. Click on the “Copy URL to clipboard” button.
- j. You should see “copied” next to the button which tells you that the URL address is saved to your clipboard. You will need this address when you create the link on your Newsletter page.

## 2. Add your Newsletter link to a page using the accordion widget.

- a. Click on *Members Only* dropdown in the menu bar to find the *Newsletters* page.

## Adding a Newsletter Link using the Accordion Widget

Page 2 of 6

- b. Click on *Newsletters* in the menu bar to go to that page. If password protected, enter the appropriate password to open the Newsletter 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. Put your cursor on the content on the page, i.e., **+YEAR: 2022**. This will cause *Edit Accordion* to appear in the Elementor Column to the left.

**Edit Accordion**

Content Style Advanced

▼ Accordion

Accordion Items

Year: 2022	📄	✕
Year: 2021	📄	✕
Year: 2020	📄	✕
Year: 2019	📄	✕
Year: 2018	📄	✕
Year: 2017	📄	✕
Year: 2016	📄	✕

+ ADD ITEM

Icon   +

Active Icon   -

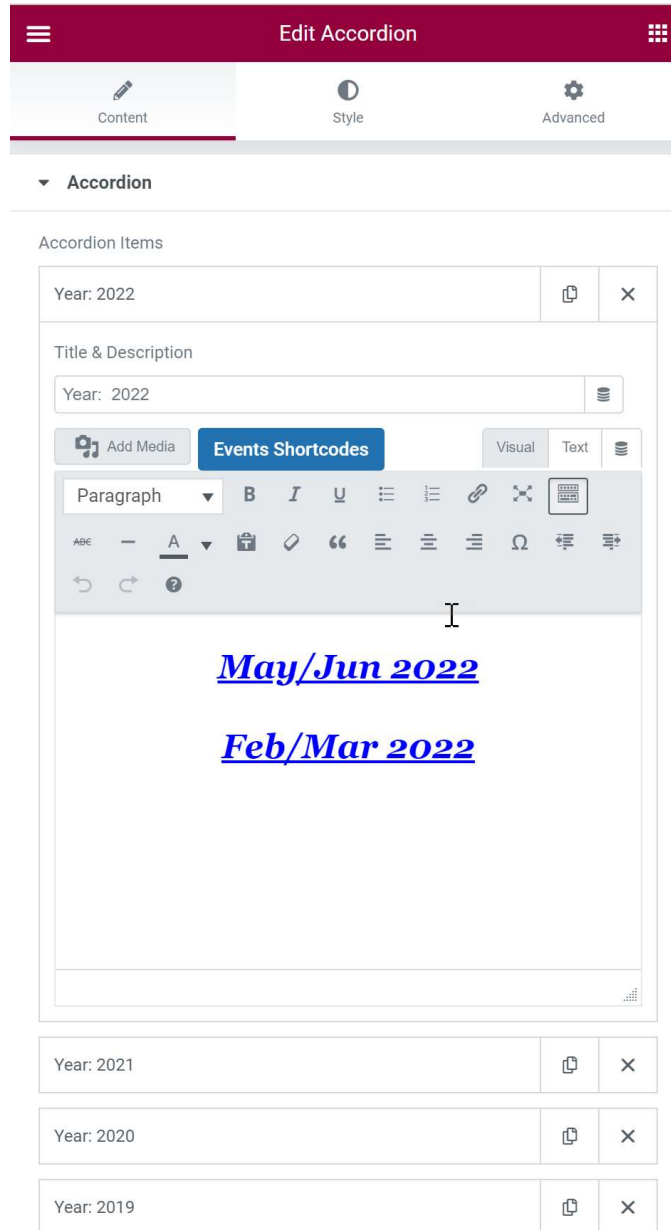
Title HTML Tag

FAQ Schema  NO

## Adding a Newsletter Link using the Accordion Widget

Page 3 of 6

- f. In the Edit Accordion screen click on “Year: 2022” since this is the year you are editing. You will see the following:



The screenshot shows the 'Edit Accordion' interface. At the top, there is a dark red header with a hamburger menu icon on the left, the text 'Edit Accordion' in the center, and a grid icon on the right. Below the header are three tabs: 'Content' (selected), 'Style', and 'Advanced'. Under the 'Content' tab, there is a section titled 'Accordion' with a dropdown arrow. Below this is the 'Accordion Items' section, which contains a list of items. The first item, 'Year: 2022', is selected and expanded. The expanded item shows a 'Title & Description' field with the text 'Year: 2022'. Below this is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, list, link, unlink, table) and a 'Paragraph' dropdown menu. The text in the editor is 'May/Jun 2022' and 'Feb/Mar 2022', both in a bold, dark blue, underlined font. Below the editor are three more accordion items: 'Year: 2021', 'Year: 2020', and 'Year: 2019', each with a copy icon and a delete icon.

- g. Add the text for the current newsletter before the previous entry. For style sheet consistency, you will need to do the following to the text: 1) Center, 2) Make the Color Dark Blue, 3) Bold, and 4) Underline.

## Adding a Newsletter Link using the Accordion Widget

Page 4 of 6

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

i. Edit the link by clicking the gear icon.



j. The address for the newsletter in the Media Library should still be on your clipboard from Step 1. 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.

k. Be sure to click the “Add Link” button to save your changes.

### Insert/edit link ✕

Enter the destination URL

URL

Link Text

Open link in a new tab

Or link to existing content

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



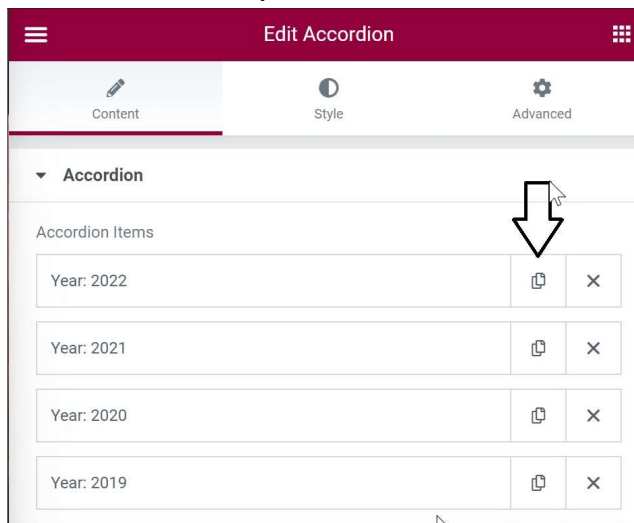
## Adding a Newsletter Link using the Accordion Widget

Page 5 of 6

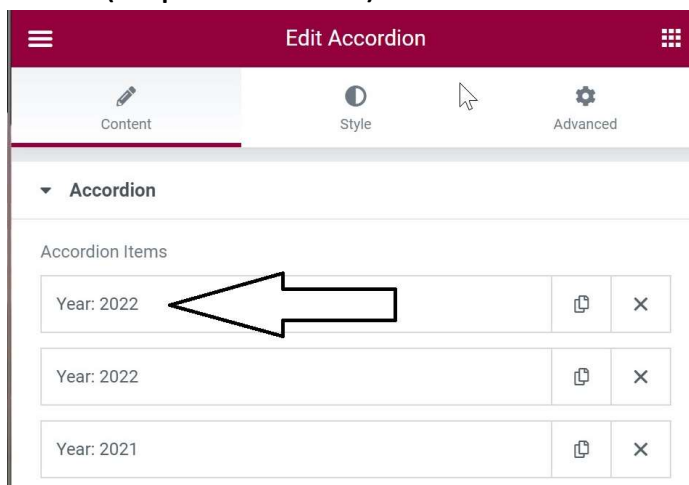
- m. Once the update button is gray again. Go to the “hamburger” icon on the left side of the Edit Accordion maroon menu. Click it.
- n. Click “View Page” to get out of Elementor and see your updates. Be sure to verify that the link works.

### 3. Adding a new year to your accordion widget

- a. Once you have Edit Accordion open on the left in Elementor, click on the duplication icon.



- b. This will create two 2022 Accordion Items. Click on the first 2022 (duplicate item).



# Adding a Newsletter Link using the Accordion Widget

- c. Update the information in the Title & Description field to reflect the new accordion item you need. Add text to the new accordion item as discussed in Step 2.

