How to Add a Newsletter Page

A newsletter page provides a specialized template that allows you an easy way to organize your newsletter archives.

1. Upload any newsletter issue and/or image files to your folder. Please see our other tutorials if you need details on adding files.
2. To create a newsletter page select Newsletter Archive Page from the New menu.

3. Select your Parent Folder. This is where the webpage will be stored. Once you find your folder click Confirm. If you do not have a folder please see our other tutorials on how to create one.

4. Fill in the Metadata fields. These fields are used by search engines to find and display a short summary about your page.

   a. Display Name: this will show in the navigation area on the left side of the page if you choose. You will probably want to type this title in Title Case. You should not use any special characters in the Metadata fields.

   b. Page Title: Shows on the browser tab and helps Search Engines like Google to find your page. Every page should have a unique Page Title. Start with the page name, which in the example below is 'Newsletter', then a dash followed by the department name which is 'Culinary Arts', then a dash followed by 'Career Technical Education (CTE)', then a dash followed by 'Grossmont College'. Put it all together and it looks like this:

   **Newsletter – Culinary Arts – Career Technical Education (CTE) – Grossmont College**

   This way search engines can find your page using any combination of the words in this title and the browser tab will show the title of the current page.
c. **Keywords** (optional): these words will help a user find your page. Separate the keywords with a comma. For example, keywords might be – community college, your department name, any typical words that would be used when searching for this page

d. **Description** (optional): this is a short summary. What words would you want Google or Yahoo to display when someone searches for your site?

e. **Include in left navigation**: this tells the system whether you want this title to show in the navigation area on the left side of the page

5. Then enter a **Main Title** and an **Impact Image** if you would like one and any content. Please see our other tutorials if you need details on adding an **Impact Image**.
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6. Select Newsletter Archive >> Newsletter and type a Newsletter name. Add an image if you wish by selecting the Logo/Image. Search and browse to select your image file. Don’t forget to add Alt Text (alternative text for users who cannot see the image).

7. Select Newsletter Archive >> Newsletter >> Issues
   a. Select Yes if this is your current issue
   b. Enter the issue title and date
   c. Add the issues of your newsletter by selecting a file OR by entering the URL of the page containing your archive.
   d. The display will show you how many issues you have on your page.
      i. To delete an issue select the red minus sign.
      ii. You may also change the order in which your issues will be displayed by selecting the up/down blue arrow.
8. You can edit the features in the *Left Column* and/ *Right Column*. Please see our other tutorials if you need details on editing these features.

9. Once you have completed adding content to your newsletter, *Submit* your page and *Publish* it.