**Other routines that you might need to know**

**Get the page in the right place in the structure**

In top black bar select Customise

On the left click on Menus

Main Menus

At the bottom of the list of all the pages, Click Add items

Pages

To the right of this will appear (among others) your new page. Click on the + button on its left. It will now appear right at the bottom of the list on the left

Click on Reorder

Move it up one level at a time by using the Up arrow until it is at the bottom of the section in the structure you want. Use the > arrow to move it into the right position. If you want it higher up, use the Up arrow again until it is in the right place.

Save and Publish when it is in the right place.

Click on top left X. Check it is in the right place.

**Alter the Walk Dates Offers chart**

Log in

Dashboard

All Pages

Walks Dates chart

Page builder

Click on Spanner in 2nd Box

Scroll down

Make changes

Publish

**Put/Delete a Message on the News Ticker**

Log in

Dashboard

News Ticker

News Ticker

Hover over Friday 15th April (don’t ask me why!)

Click on Edit below

Scroll down to the Ticker Text

In the box add your message to the existing messages, and/or delete the text of any not needed.

Click blue Update on the right

Visit site to check

**Putting a new month’s heading on the Photos page**

New Page - Title it, eg October 2016 Walk Photos

Page Builder Drag across Saved Row - Title + Previous + Next

Page Builder Drag across Saved Row - Group Galleries

This will bring you the July template with Castle Combe picture - alter the title now and the picture after tomorrow's walk

Dashboard - Appearance - Menus - the name of the new page is at the top of the list - tick the box

Not quite sure how I did the rest, but I added the October 2016 Walk Photos at the bottom and I moved it to the correct place above September 2016 Walks Photos and saved everything

Finally I did the links on the two pages

**Add the previous newsletter to the Older Editions (do this before replacing the old one with the new one in the Document Viewer –or you will find it difficult to find the link)**

In Page Builder click on the Older editions box

Text Editor box appears.

In the right order put your cursor

Add media

Find your previous newsletter (it might be Unattached)?? Or look on the address bar and copy and paste

Give it a title

Insert into post

**Replacing the newsletter in the Document Viewer**

Save your newsletter as a PDF

Log in and go to the existing newsletter page and Page Builder

Click on the newsletter in the Document Viewer

When the Document viewer opens, click on Replace PDF.

Click on Add Media

If the new newsletter is on your own computer, click on External files

Upload from your computer

Change the title to the Newsletter Month Year

Save and Publish