**How to replace the newsletter with a newer version**

1. **Add the new document to the Media library**

Dashboard

Media

Add new

Choose File

Upload. It should now appear in the Media Library

1. **Move the current newsletter to the Older Newsletter section on the website (do this before replacing the main newsletter)**

Visit Site

Group

Group newsletter

Beaver Builder

At the bottom in the Older newsletters click on the box

Type in the title of the previous newsletter at the top and highlight it

Add media

Find the previous document in the media library and click on it

Insert into Post

Save

(if you cannot find the older newsletter in the media library, click on it on the web page and download it to your own computer, then Add it to the media library)

1. **Replace the last newsletter with the new one**

Click on the small square with a line through it on the top right of the last newsletter

Click on Replace PDF

Select the new one

Change the title

Save

Publish.