



# NEWSLETTER ARCHIVE SYSTEM

Update newsletter archive pages of ekwa VIP clients

## Login as admin

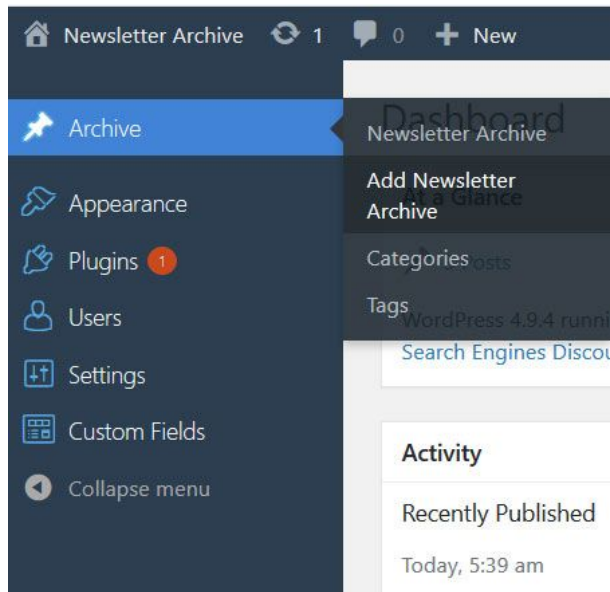
URL - <https://newsletters.ekwadesign.com/archive/wp-login.php>

User - {Please use the username provided}

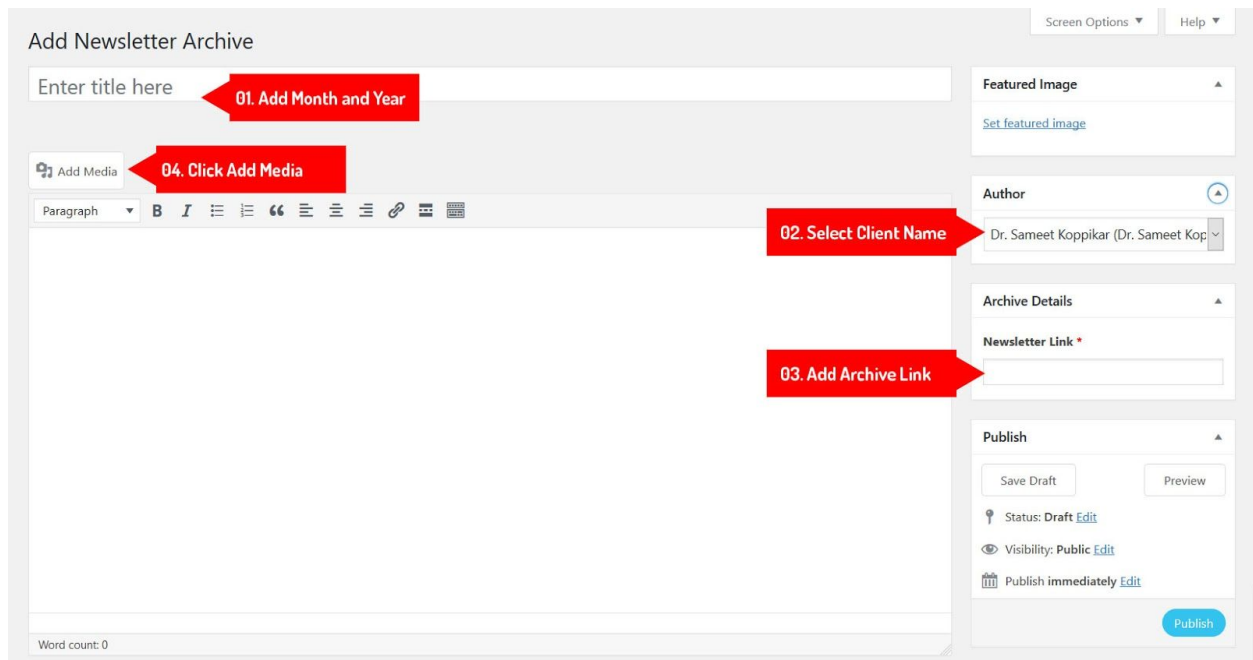
Password - {Please use the password provided}

## Adding a newsletter to a existing client's archive page

Go to Archive > Add Newsletter Archive

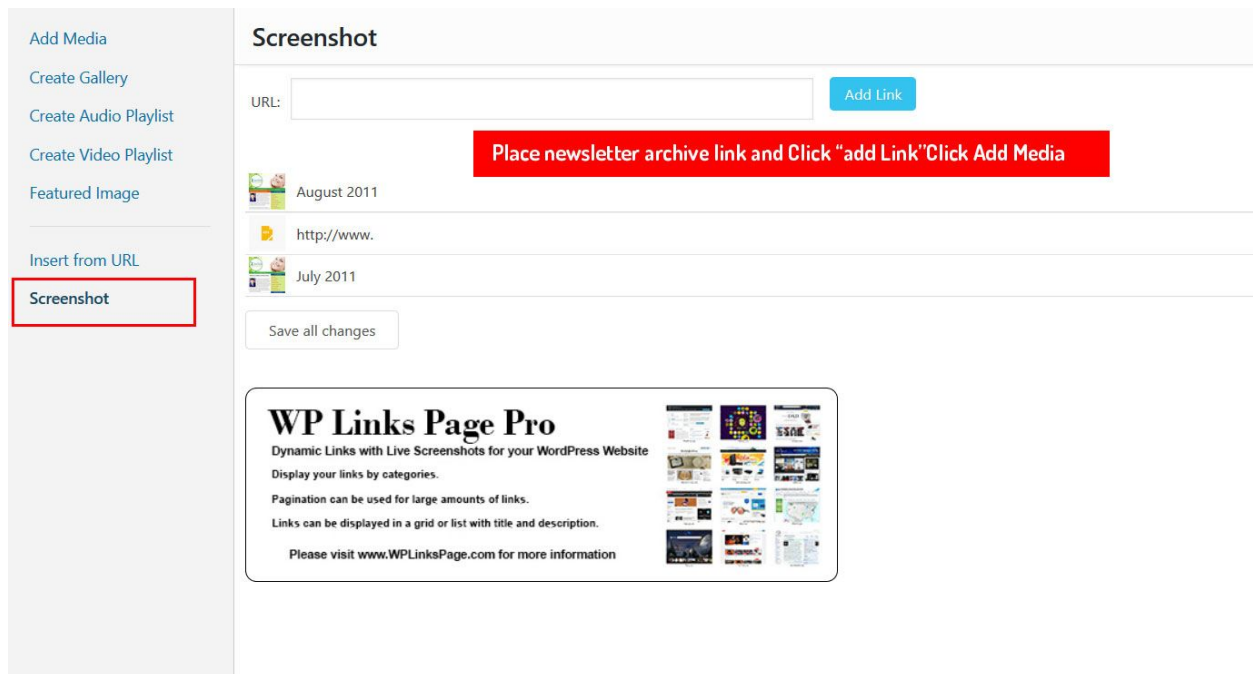


Add details as mentioned in following image



You will get another pop up window once clicked “Add Media” button

Click on “Screenshot” link which is on left sidebar of the pop up window and you will get another screen once clicked.



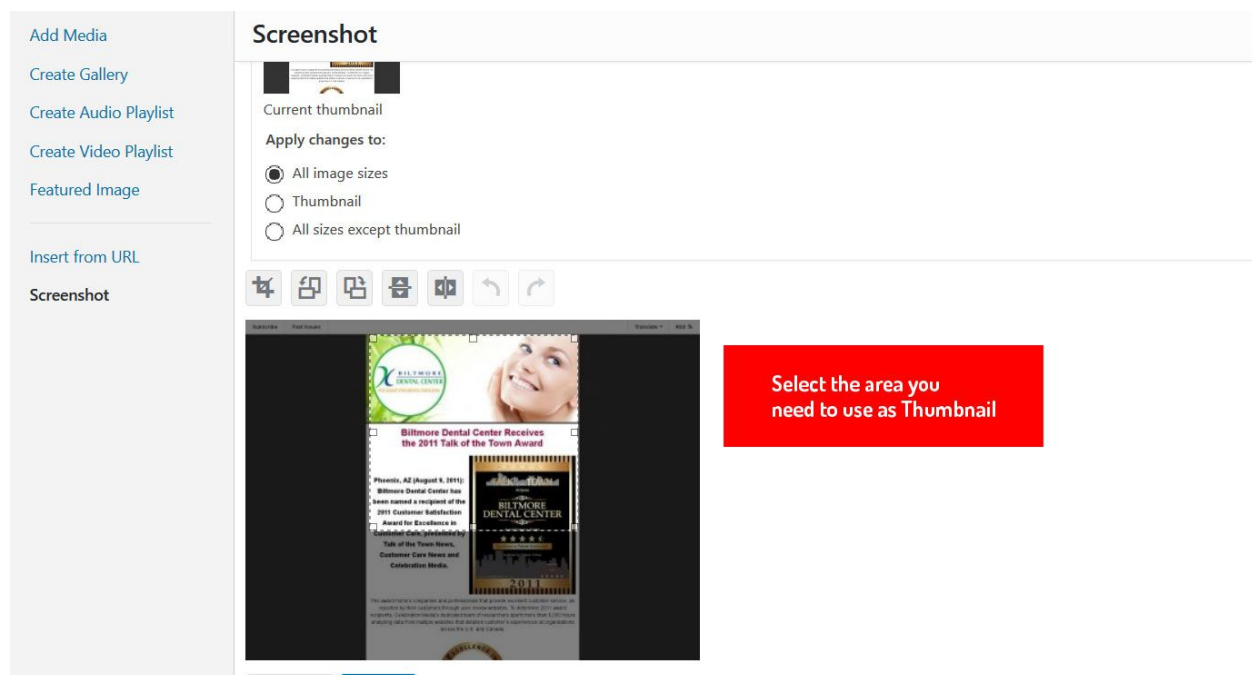
Place the newsletter archive link again and click “Add Link” button

Then It will auto generate the screen.

## Crop the the screenshot properly to keep the website formatting in good stand.

Your thumbnail will be listed in the screen once generated. Click on the thumbnail generated.

Again click on “edit image” button. You will get an another screen. Scroll down to the “Thumbnail Settings” section and draw the area you need to crop. Refer the below screen.



The screenshot shows a web editor interface. On the left is a sidebar with options: Add Media, Create Gallery, Create Audio Playlist, Create Video Playlist, Featured Image, Insert from URL, and Screenshot. The main area is titled 'Screenshot' and shows a 'Current thumbnail' of a website page. Below it, 'Apply changes to:' has three radio buttons: 'All image sizes' (selected), 'Thumbnail', and 'All sizes except thumbnail'. A toolbar with various icons is visible. The main image shows a website page for 'Biltmore Dental Center' with a headline 'Biltmore Dental Center Receives the 2011 Talk of the Town Award'. A red box on the right side of the image contains the text 'Select the area you need to use as Thumbnail'.

Also make sure the the height and width in “Image Crop” area use as 580 x 580

## Image Crop



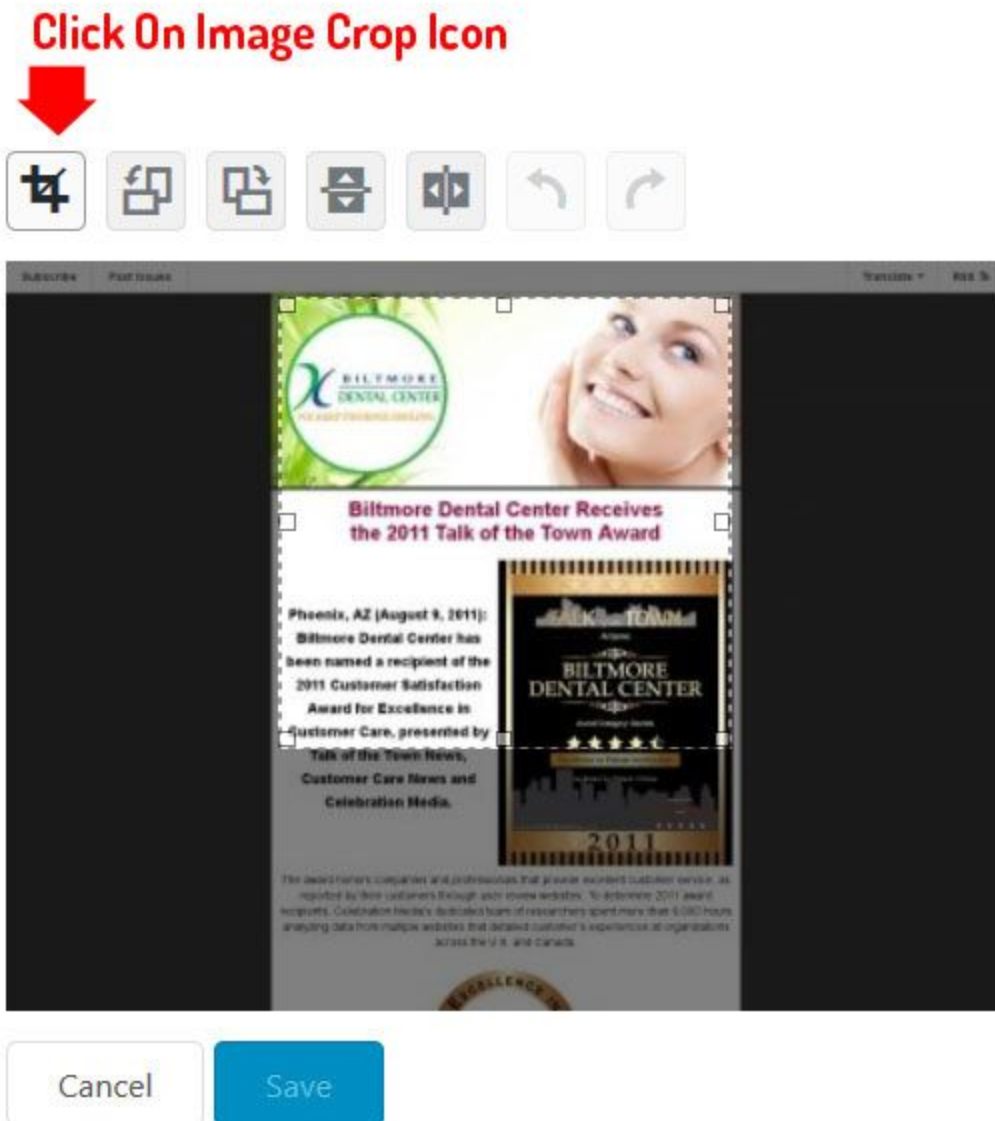
Aspect ratio:

 : 

Selection:

 ×

You need click on the image crop icon which is located above the thumbnail image once done the selection.



Click on “Save” button once done the image crop

Scroll down and click on “Use as featured image” link

### Screenshot

Description

Link URL

None File URL Attachment Post URL

*Enter a link URL or click above for presets.*

Alignment  None  Left  Center  Right

Size  Thumbnail (150 × 150)  Medium (300 × 225)  Large (1024 × 768)  Full Size (1280 × 960)

Insert into Post [Use as featured image](#) [Delete](#)

**Click on “Use as featured image” link**

You can close the window after that and you can see the image you have cropped taken as the featured image.

Finally make sure the client name, newsletter archive links are correct and click on “Publish” button