AESI Instructions from Steven Lord:

Administration URL: www.aesi.com.au/wp-admin

Newsletter Upload Guide:

Step 1: Login to your administration panel
Step 2: Go to Pages on the left hand side menu bar
Step 3: Click on Newsletter in page list.
Step 4: Hover over the right hand side of a newsletter and click the + symbol to add new row.
Step 5: Complete all text fields in newsletter row (Title & Button Text)
Step 6: Click 'Add File' to upload newsletter PDF on the right hand side.
Step 7: Click 'Add Image' to upload front cover or first page of PDF (Use the image before you converted it to PDF)
Step 8: Click Preview Changes to see your update on top right hand side of the page
Step 9: Click Update to save the page.

Important Notes:
- You can remove a newsletter by clicking the minus button underneath the plus symbol, which can be found when you add a new row for a newsletter.
- When uploading an image, use the file that you have before you convert it to a PDF.
- If accidentally save the page and have made a make a mistake, you will find revisions on the top right underneath the 'Preview' button. Click on that and slide the bar back; saving once complete.