Adding a Newsletter Year

1. Click Manage in the upper left corner.

2. Place your mouse over **Structure (1)** in the upper left. Then place your mouse over **Taxonomy (2)**. Finally, click **Newsletter Year (3)**.













3. Click **Add term** at the top left of the new page.

4. Type **2024** into the **Name field**.

Add	term	,	Structure	,	Iaxonomy	,	cait Newsletter	rear	,	Add Ter
Name*										

5. In the **URL alias field** at the bottom of the page enter *Inewsletter/2024*.



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University of Kentucky College of Agriculture, Food and Environment *Cooperative Extension Service*

6. Click **Save** at the bottom of the page.

7. Place your mouse over **Structure (1)** in the upper left. Then place your mouse over **Taxonomy (2)**. Finally, click **Newsletter Year (3)**.

Published			
Save	Save and go to list		

C C Help	
Menus	
2 Taxonomy	Add vocabulary
2	Position Type
	Job Title 🍾 🤊
	CAFE Mission
HOM	Area of Focus
Vi	Announcement Type
	Event Category
	Newsletter Month
3	Newsletter Year
A Charles And	Program Area
	Tags

8. On the far right side of the screen click **Show row weights**. If the button is labeled **Hide row weights**, skip this step.





9. Locate 2024, and click the dropdown under **Weight**. Then select **4** to put the year at the bottom of the dropdown menu.

Name	Operations	Weight	역 Hide row weights
2024	Edit 🗸	4	~



10. Click **Save** in the bottom right corner.