1. Open Newsletter or Alumni Mag Column Archive Page in the Elementor editor
2. Buttons are ordered newest to oldest, top left to bottom right
3. To create a new row of containers on top of the current topmost row
    a. Open the Structure tool
    b. Close all containers (boxed down-pointer in upper left corner)
    c. Open 4th container down
    d. Right-click the top left container (it should be empty) and select duplicate
    e. Repeat this twice using one of the empty containers on the top line
4. Open the Newsletter or Alumni Mag page in the Elementor editor
5. Copy a button that needs to be moved to archive and paste it in the appropriate container on the top line of the archive page
6. The newly added button requires a change in formatting to display properly on the archive page
    a. Select the button that needs editing
    b. Select the Advanced tab
    c. Set padding to Top=2, Right=10, Bottom=2, and Left=10 (this insures that the display will be appropriate for all device sizes)
    d. Set Size to Custom (three vertically arranged dots)