

1 LOG IN

- Go to www.illustratus.com
- Enter your username and password
- Click **sign in**



YOUR HOME PAGE OPTIONS:

Newsletters

- Check Status, Deadline and Expected Delivery.
- Click **Edit** icon to launch the **Newsletter Editor** and work on your current issue (see steps on the other side of this guide for more details).
- Click **Proof** icon to see an online PDF proof.
- Click **Submit** to submit your newsletter.

Calendars

- Check Status, Deadline and Expected Delivery
- Click **Edit** icon to launch the Calendar Editor and work on your calendar.
- Click **Proof** icon to see a PDF proof.
- Click **Submit** to submit your calendar.

Marketing

- Click any item on the menu—Floor Plans, Flyers, Business Cards, Banners, Courtesy Cards, Door Hangers—to view products and start your custom order.
- Click image of any product to launch the Marketing Editor.
- Click **Select this Design** to customize your order.

Photos

- Click **Upload Photos**, then **Add Files** to search for images already on your computer. Click **Upload** button to add a photo/image to your library.
- Click any image in your library to rename, crop, rotate or delete.

Archive

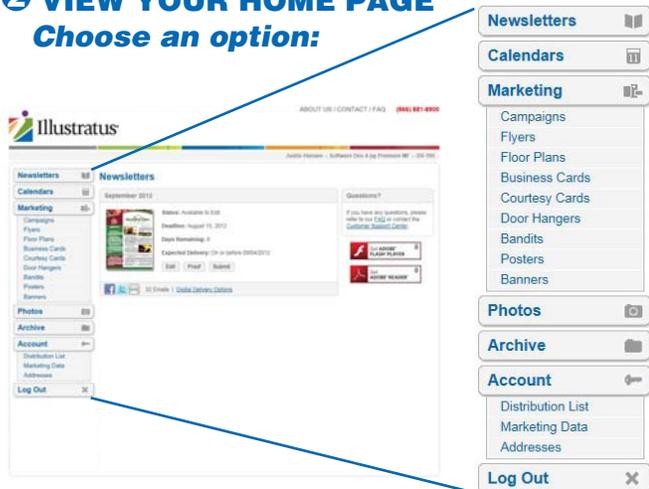
- Click the **PDF** icon to view a past newsletter or calendar.
- Click the **tracking number** to launch the UPS shipment tracking site.

Account

- Click **Account** to view or update your account settings.
- Click **Marketing Data** to view or update company name, address, phone, fax or email address.
- Click **Addresses** to view or update shipping and/or billing address.

2 VIEW YOUR HOME PAGE

Choose an option:



BEFORE YOU BEGIN

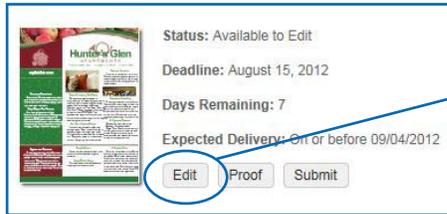
The first time you access a newsletter issue each month, you will see a Welcome screen. It will ask you to choose one of the following:

- **A Blank Newsletter.** Choose this option if you have a lot of content to add for that issue. This layout contains **only** your standing content that appears in every issue, like your staff listing, phone numbers, office hours, etc.
- **A Professionally Written Newsletter.** Choose this option if you want to begin with a template that contains your standing content and timely, general interest, professionally written articles from Illustratus. Delete articles and photos as needed to add your customized content.

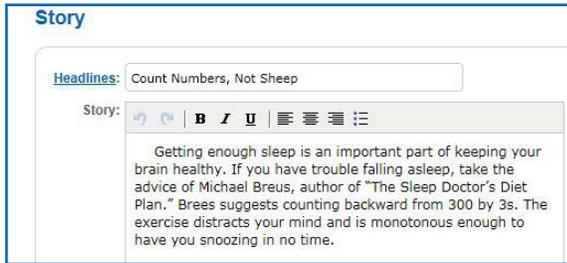
When you're ready to begin working on your newsletter, see the easy steps on the back of this guide to get started!

HOW TO USE THE ONLINE NEWSLETTER EDITOR

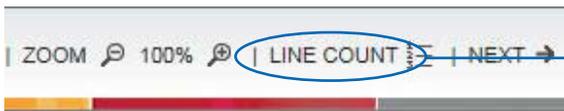
1 EDIT



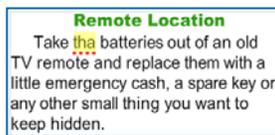
- Click the **Edit** icon for the issue you want to work on. Once the newsletter opens, click the thumbnail picture of the page you want to work on.
- Click the section you want to work on. A menu appears. Click Edit Item, Move Down, Move To, Delete or Add Item.



- To Edit an item, a new editing window opens showing your current text. Write new text or edit your text or headline. Click Save.
- To move an item to a different page, click Move To and a layout of your issue will open. Click the new location for your item.
- To Add Item to an empty space, click the type of content you want to add.
- Continue adding or customizing content as desired to any page.

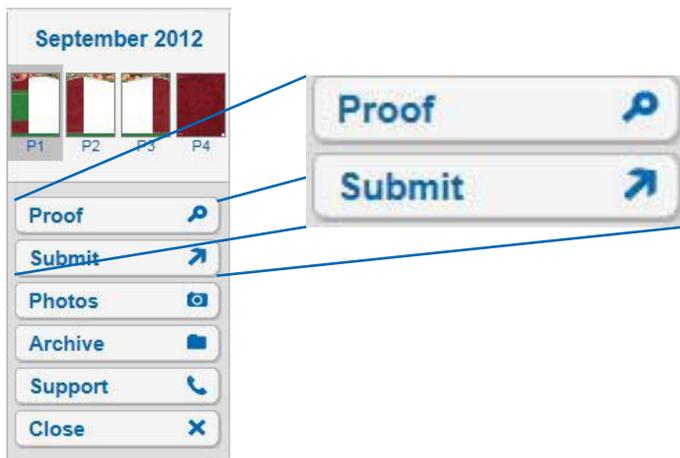


- **Note:** To see how much space remains, click Line Count at the top of the screen.



2 PROOFREAD

- Any possible typos will be highlighted in yellow. Click the word to correct.
- Click the **Proof** tab at the left side of your screen to create a PDF file of your newsletter.
- Proofread your issue. Return to the Edit screen if you need to make changes.



3 SUBMIT

- When you are ready to send your newsletter to Illustratus for professional proofing and printing, click **Submit** on the left side of your screen. Note: You **MUST** click **Submit** in order to start the production process. Simply closing the Online Newsletter Editor does not complete the process.
- A summary of your newsletter, noting sections that have too much or too little content, will be presented.
- Remove text or photos from sections that have too many lines of content.
- For sections with too little content, you can have the Online Editor fill blank spaces with general interest articles (you will be able to review these items prior to final submission). You can also fill more content yourself or submit your current newsletter.
- To complete your submission, you **MUST** agree to the Terms and Conditions and indicate you have proofed your order. Click **Submit Newsletter**.

