

MailAll Editor's Guide

APRIL 22

Webteam

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The
University
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Documentation

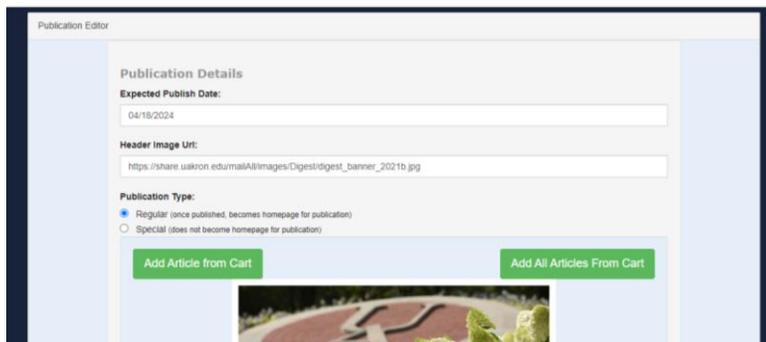
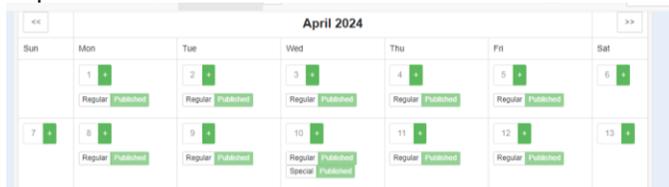
Publications/Editions

To create and edit publications select your publication within the editor's window or click on the Publications tab in the navbar.



Creating New Publications

Publications require a publication target date, so the publication creation method is picking a date off the calendar and click the + button associated with that date. Once this is done you'll be taken to the new publication creation page. Here you can modify the publication target date if needed, define the header image (the default defined within your publication settings will be pre-selected) and choose the publication type (Regular or Special edition) Once these three steps are done you can click the Save Publication button to schedule a publication on this date. You can also add articles to the publication before hitting save via the Add Article From Cart and Add All Articles From Cart buttons. The article cart is explained below.



Adding Articles to Publications and The Article Cart

Articles must be staged in your Article Cart before they can be added to publications. You can do this by visiting the Articles tab and browsing the list of existing articles. You will notice an **Add Article to Cart** button for each article in the list. Clicking this will add the article to your Article Cart. You can see a count of articles in your cart in the navbar.



Click this button in the navbar will open your Article Cart. Click an article title will go to the article's detail page. You can also remove the article from your cart by clicking the Remove from cart button.

Images

To edit, upload or inspect images click on the Images tab in the navbar. Images can be uploaded for use in publications. Simply click the Upload New Image button, fill out the form and choose an image to upload.

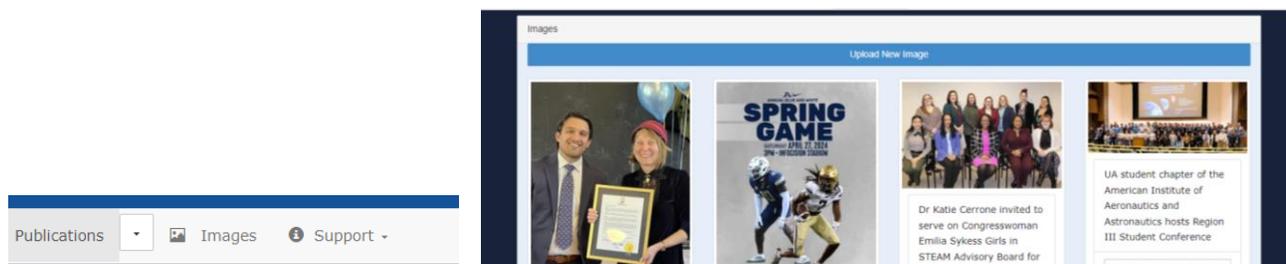
Image Upload Tips:

- **Use only letters and numbers** within your image file names. No spaces or special characters.
- If you use **special characters like "()*&^%\$#@!"** within the file name the application will rename the image file name and drop the special characters.
- Us only files with the extension **".jpg .png .gif"**, if you use any other type of file, the application will reject it.

A URL that can be used anywhere and will be available on the Image listing page. If you are using the WYSIWYG editor and wish to include an image, click the insert image button and then click the "Browse Server" button. You should see a simplified listing of the images you have uploaded to choose from. Choose an image and apply any final tweaks (sizing, margins, alignment) and the image will be included in your article.

To view or edit details of an existing image, click on the image to expand its details. Clicking the picture again will take you to the original source image at full size (assuming your browser does not shrink oversized images down).

Be careful deleting images as they will become unavailable to any publications they were published in.



Articles

To create and edit articles click on the Articles tab in the navbar.



Creating New Articles

New articles can be created by clicking the **Create New Article** just above the list of existing articles. This will expand the article creation area. Articles are edited "in place" inside a content area that matches the current settings of the publication. This is to give you a better idea of the final result without much distortion.

To begin editing the article click on either the title or body areas. You'll notice a toolbar will appear above the section with formatting and insertion tools. This works akin to many common word processing programs. You can edit text freely within these areas as well as insert links, images and setup anchors for easy navigation and deep-linking. The area will expand as you type. To save your article click the Save button below the article.



Editing Existing Articles

To edit an existing article pick one from the list of articles. This list is sorted in reverse chronological order. Articles can also be found via the navbar's search box. Anywhere an article appears** within the editor you can edit the contents freely by simply clicking within the contents and editing as if you were using a word processor.

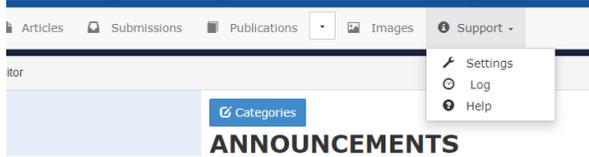
When the article has been modified from the saved contents a red bar will appear alongside indicating the article has been modified and must be saved to retain the changes. To save your changes click the Save button. To undo any changes and revert to the saved state click the Revert button. Once saved or reverted the red indicator alongside the article will turn green and fade away, indicating the article no longer contains any pending changes.

**You can even edit articles "in place" when viewing/editing publications. As long as you're in the editor side of the application (as opposed to the public facing side) you can edit the articles.



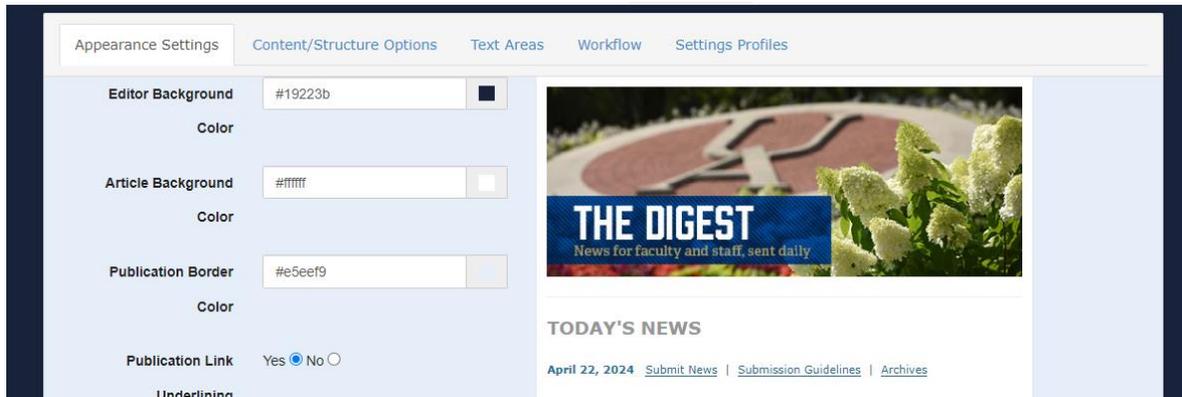
Settings

To change settings click on the Settings tab in the navbar.



Settings have been broken out into a few categories;

- Appearance Settings - Fine-grained settings for background colors and font settings
- Content/Structure Options - Settings controlling the publications basic structure
- Header/Footer - WYSIWYG editors for configuring headers, the footer, separators and headline summaries
- Workflow - Settings controlling mail merge, public archive availability and article submission
- Settings Profiles - A method of saving all current settings as named profiles to



Once you are pleased with how your publication is configured consider saving the current configuration using by using a "Settings Profile". Just navigate to the "Settings Profiles" tab, enter a name for the current configuration and click the save button. Your settings are saved away and if you further configure your publication wish to return to the previous configuration simply click the Load Profile button of the corresponding profile.

Publishing Publications

"Publishing Publications" will send the publication out as an email to selected email addresses and if "Send Test Email ONLY" is NOT checked, make the publication pages live.

Preparing Publications for Publishing

Following the steps to create and prepare the publication:

- [Articles](#)
- [Submissions](#)
- [Publications](#)

How to send a publication for review

Select a **publication** to edit.

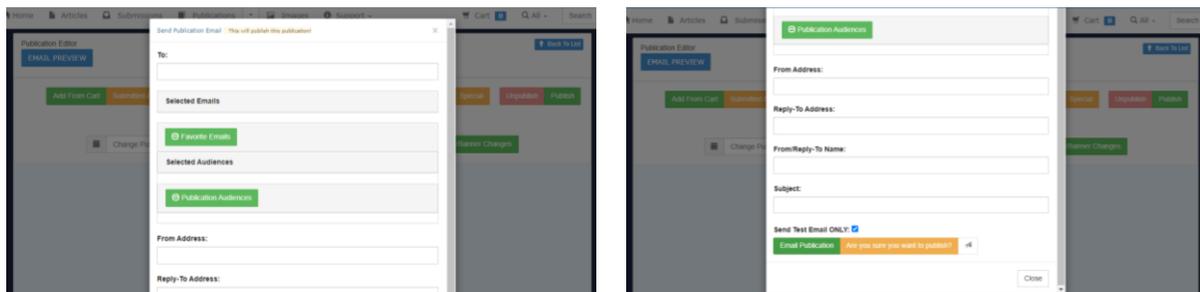
Select **Publish Email** within that publication.

Within the email screen either add email addresses, comma separated to the "to" field **OR**

select **Favorite Emails** if you have added email favorites those email addresses should be listed with a checkbox next to it. (if you see no emails listed refer to [Email Favorites](#))

Select the checkbox next to the email address and that email address should appear under the **Selected Emails** box. Any email address within the **Selected Emails** box will receive this publication's email.

Fill out the rest of the email screen and select **Email Publication** and make sure the "Send Test Email ONLY" is checked to send this publication email for **review**.



Sending Live Emails

Select a **publication** to edit.

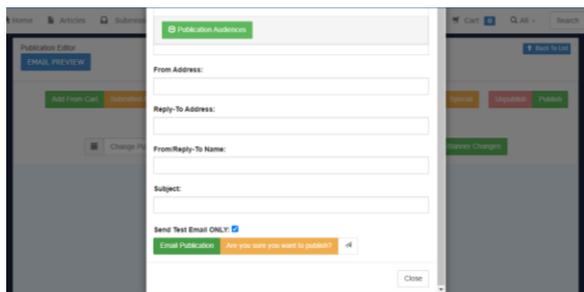
Select **Publish Email** within that publication.

Within the email screen either add email addresses, comma separated to the "to" field **OR**

select **Favorite Emails** if you have added email favorites those email addresses should be listed with a checkbox next to it. (if you see no emails listed refer to [Email Favorites](#))

Select the checkbox next to the email address and that email address should appear under the **Selected Emails** box. Any email address within the **Selected Emails** box will receive this publication's email.

Fill out the rest of the email screen and select **Email Publication** and make sure the "Send Test Email **ONLY**" is **NOT checked** to send this publication email to the selected addresses and make this publication's pages live.



Favorite Emails

"Favorite Emails" are a way to save your emails within an instance (instances pertain to each separate publication such as The Digest, Zipmail and so on...) so these emails can be used to send a live publication email or an publication email for review.

Creating A Favorite Email

New Favorite Emails can be created by selecting a instance to edit [**Your Publication Name**] **Publication Editor** This will send you to the that instance publication screen. Next select a publication from the calendar or list.

Now within the top menu, select Support and then in the dropdown select Settings

Now within the top tabs, select Settings Profiles

To begin adding Favorite Emails, type the email you want to save next to the label **Add Favorite Email(s)** underneath the heading **Save email favorites for this publication** then select **Add**



Show Saved Emails/Remove Saved Emails

Select **Current Email Favorites** to reveal other saved emails. You can store as many emails as you want.

Select the **x** to a remove saved email.

How to Use Favorite Emails

Select a **publication** to edit.

Select **Publish Email** within that publication.

Within the email screen select **Favorite Emails** if you have added a favorite email, it should be listed with a checkbox next to it. (if you see no emails listed refer to **Creating A Favorite Email** above)

Select the checkbox next to the email address and that email address should appear under the **Selected Emails** box. Any email address within the **Selected Emails** box will receive this publication's email.

Fill out the rest of this screen as normal and select **Email Publication** to send the publication.

Sending Review or Live Emails

Once the email screen is completely filled out, you can check the "**Send Test Email ONLY**" checkbox to send this publication email for **review** or uncheck it to send a finalize email.