MailAll Editors Guide

APRIL 22

Webteam
Authored by: Richard Newsome
Title: Developer

The University of Akron

Documentation

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

or

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

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

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 proc(ngco)(ln)(t)(tool)-(s.)(5)(T)(hi)

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

"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.

Following the steps to create and prepare the publication:

[Articles](#)

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" 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.

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 Settinh₉₉₉₇eW ₇eW* nBT/F₅₈₁0₇(S)-₂₉₆ li