Tutorial on Creating a Newsletter using the Storefront

1. Work with UT Marketing to have the artwork for the header created & approved
2. Once the artwork has been approved it will be uploaded to the storefront.
3. Once on the Storefront you will log in and click on Flyers/Newsletter/Reports
4. Then you will click on Newsletter
5. The page opens up and displays all of the available newsletters; please choose yours
6. At this point you will choose your layout by page and begin entering the content.

A. Select the number of pages
B. Click on the drop down and selected the first page format
C. Begin entering the article content
D. Repeat “B” & “C” for each page thereafter
E. Click on “approval” once you have the document ready
   this is the only way in which you can submit the job for printing