

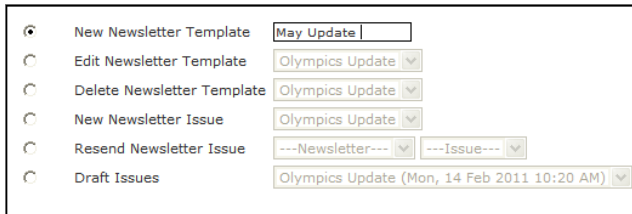
## A. Creating a Newsletter

### Step 1: Create a Newsletter Template

#### Before you get started

- ◆ Set up Topics from the homepage and ensure there are articles in the Published tab
- ◆ Browse and add your logos from the administration tab
- ◆ Set up the email display defaults—**TIP: Although not a required step this will be one less step to do for future newsletters**
- ◆ Set up the subscribers/recipients —**TIP: You can alter the recipients of the newsletter when creating the newsletter**

### Step 2: Launch Wizard



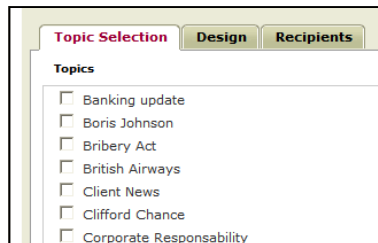
New Newsletter Template   
 Edit Newsletter Template   
 Delete Newsletter Template   
 New Newsletter Issue   
 Resend Newsletter Issue    
 Draft Issues

Select new newsletter template and provide it with a name. Select start to launch the wizard



**Tip: Ensure template name is entered correctly, as it is case sensitive in the newsletter issue dropdown menu**

### Step 3: Topic selection

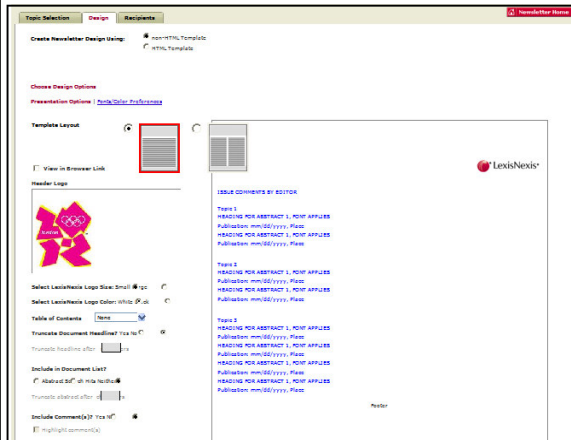



**Topic Selection** | Design | Recipients  
**Topics**  
 Banking update  
 Boris Johnson  
 Bribery Act  
 British Airways  
 Client News  
 Clifford Chance  
 Corporate Responsibility

Select the Topics you wish to include articles from in your newsletter. Select next.



### Step 4: Design



**Topic Selection** | Design | Recipients  
 Create Newsletter Design Using:  HTML Template  HTML Template  
 Choose Design Options  
 Presentation Options: [Back/Order Preferences](#)  
 Template Layout:    
 View in Browser Link  
 Header Logo:   
 Select LexisNexis Logo Color:    
 Table of Contents:    
 Transclude Document Headings:    
 Include in Document List?    
 Include Comments:

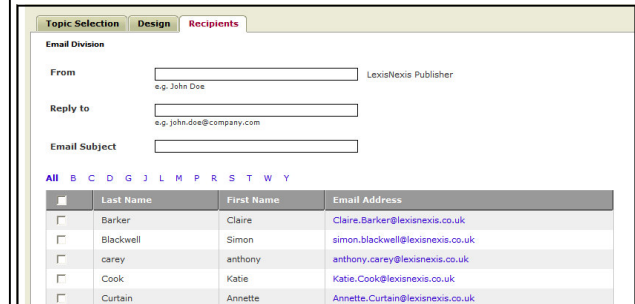
Select all options according to requirements, and Save Changes.

**NB.** The 'Save Changes' button will only be red when changes have been made.

**Tip: Select HTML— to include both text and images. You can also include your website's style sheets. Select Non- HTML—to use your email default settings (font type, colour, size, and styling (bold, italics, underline) or select your own logos, fonts and colours manually for each template within preferences.**



### Step 5: Recipients



**Topic Selection** | Design | Recipients  
 Email Division  
 From:   
 Reply to:   
 Email Subject:   
 All B C D G J L M P R S T W Y  

	Last Name	First Name	Email Address
<input type="checkbox"/>	Barker	Claire	Claire.Barker@lexisnexis.co.uk
<input type="checkbox"/>	Blackwell	Simon	simon.blackwell@lexisnexis.co.uk
<input type="checkbox"/>	carey	anthony	anthony.carey@lexisnexis.co.uk
<input type="checkbox"/>	Cook	Katie	Katie.Cook@lexisnexis.co.uk
<input type="checkbox"/>	Curtain	Annette	Annette.Curtain@lexisnexis.co.uk

Enter any email in the 'Reply To Field.' For example, [marketing@lexisnexis.co.uk](mailto:marketing@lexisnexis.co.uk) or your personal email. Select the recipient(s) you wish to send the email to. Save and the confirmation pop up will appear.



**pub update Template Created**  
 Your pub update newsletter template has been created. You can now send newsletter issues using this template from the start tab.  
 OK

**Tip: Once created and saved, select newsletter home to launch newsletters, wizard, edit templates or retrieve drafts**



## B. Creating a New Newsletter Issue

### Before you get started

- ◆ Click the Administration tab and then the Newsletters sub-tab
- ◆ Create a newsletter template—**Note: You must have created a previous template in order to create a new issue of a newsletter.**

### Step 1: Launch Wizard

Select New Newsletter Issue and choose the template you wish to use from the dropdown. Press start to launch the wizard



### Step 2: Article Selection

Topics	# Selected	Published Documents
Client News	4	1. 'No' group claims 100% Tory help, <i>The Guardian</i> (London), May 4, 2011 Wednesday, GUARDIAN HOME PAGES; Pg. B, 279 words, Polly Curtis
E-Learning News	4	2. <b>Obituary: Sir Simon Milton: Letters: Michael Meadowcroft writes, <i>The Guardian</i> (London) - Final Edition, May 2, 2011 Monday, GUARDIAN OBITUARIES PAGES; Pg. 29, 120 words, Michael Meadowcroft</b>
Corporate Responsibility	3	3. <b>Minister ridicules Tories; AV opponents use US tactics, claims Hulne, <i>The Daily Telegraph</i> (London), May 2, 2011 Monday, Edition 2; National Edition, NEWS; FRONT PAGE; Pg. 1, 2, 469 words, James Kirkup</b>
East London News	0	4. <b>Will you take AV as your lawful system? After all this, I think not: It might sound funny, but the royal wedding may have inadvertently killed off the Yes vote, <i>The Daily Telegraph</i> (London), May 2, 2011 Monday, Edition 2; National Edition; FEATURES; Pg. 16, 963 words, BORIS JOHNSON</b>
Banking update	2	5. <b>INSIDE, <i>The Daily Telegraph</i> (London), May 2, 2011 Monday, Edition 1; Scotland; NEWS; FRONT PAGE; Pg. 1, 30 words</b>
British Airways	5	
Boris Johnson	1	

Click onto the name of the first topic you wish to include and select the documents from the right side of the screen to be included in your newsletter. Then repeat the process by clicking onto the next topic until you have selected all the documents you require. Select Next.



**TIP: At anytime during the newsletter creation process click Save Changes to save your work as a draft. If any of the other buttons to proceed forward are greyed out click onto the Saved Search button to activate them.**



### Step 3: Layout

Rearrange articles using to drag and drop Topics and/or Articles into the order you wish them to appear in the issue. Then select Next to add or amend your recipients.

### Step 4: Recipients/Notes

Fill in the relevant email boxes, then select recipients for this newsletter. Click Next. Add any notes you'd like to have appear at the top of the newsletter.



### Step 5: Preview / Send

Preview the newsletter to ensure it appears as you'd like it to. Select Save Changes and then Send.

