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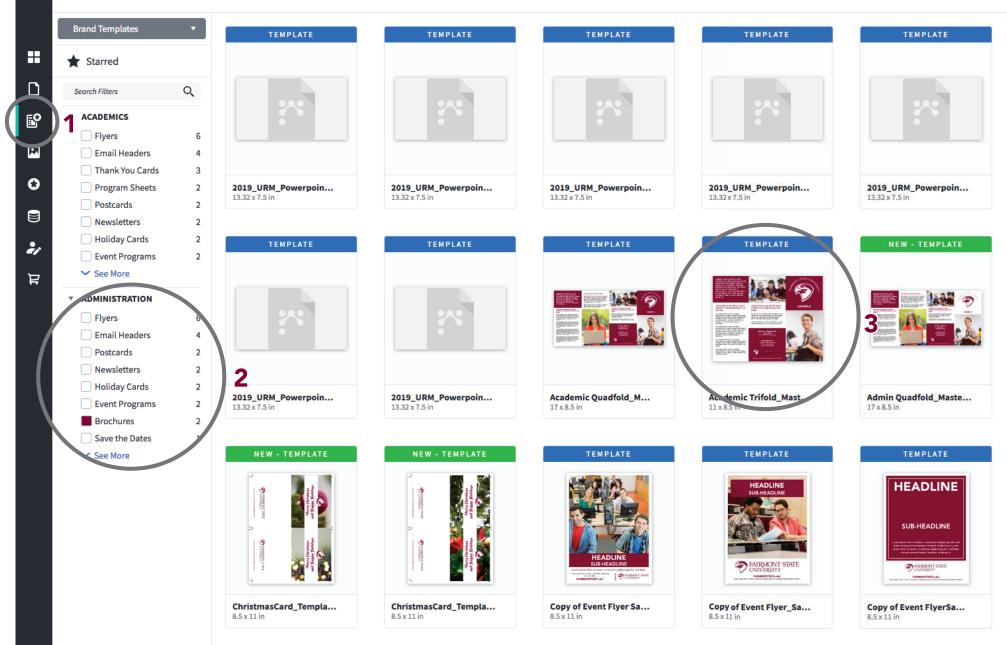
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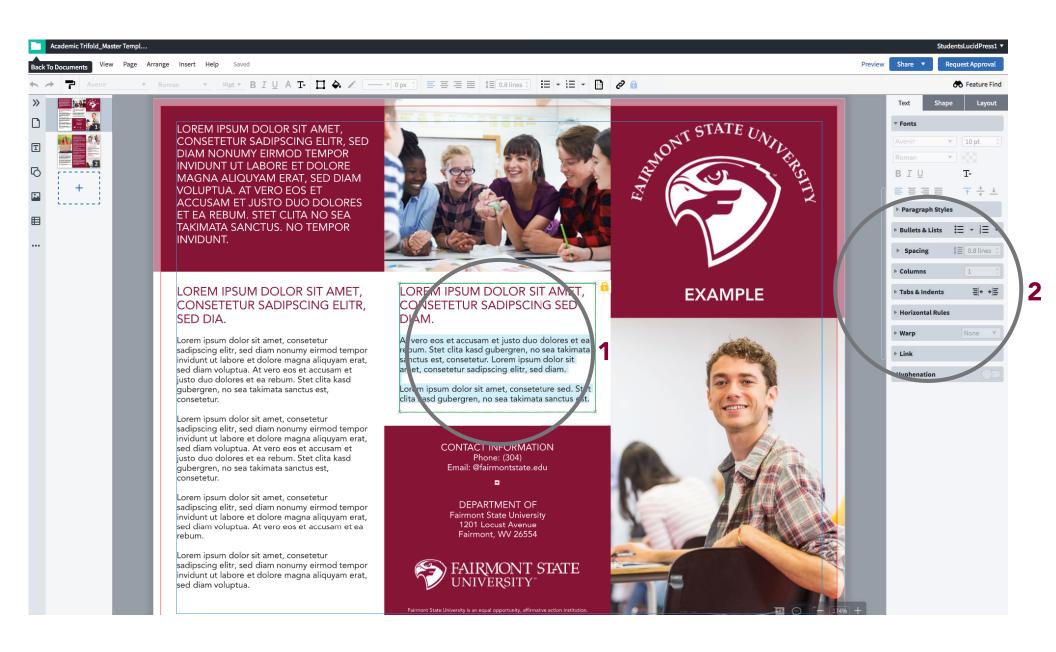
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Templates



- 1. Select "templates" on the left-side panel.
- 2. Select the type of template you want to create.
- 3. Select from the multiple versions of each template.



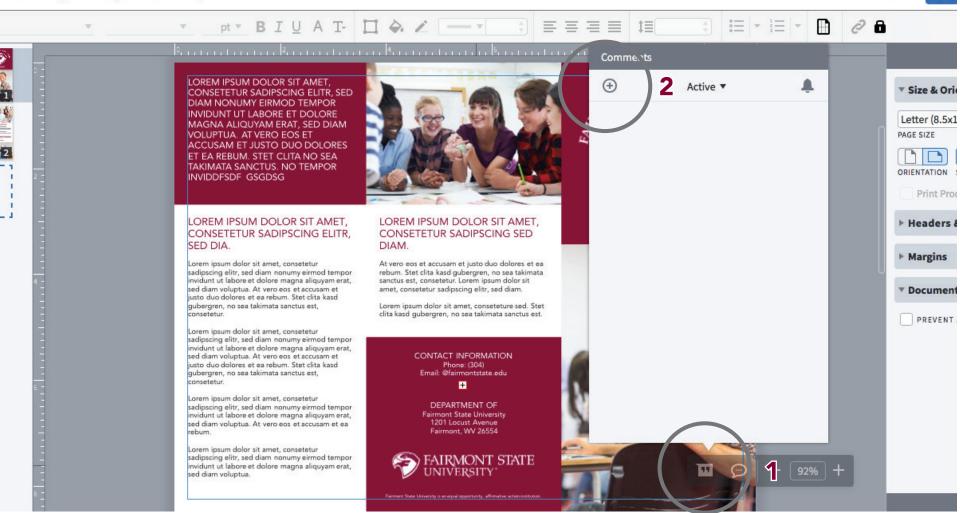
- 1. Replace Lorem Ipsum with body text.
- 2. The editing tools column is on the right. However most of the font types, font sizes and colors of the documents are already set.



- 1. Replace an image/logo by double clicking on the one you want to replace.
- 2. Click "shared with me" and then the relevant category and the image/logo you want.
- 2. Images can be resized with the "image" subsection of the tools panel.

Trifold_Master Templ...

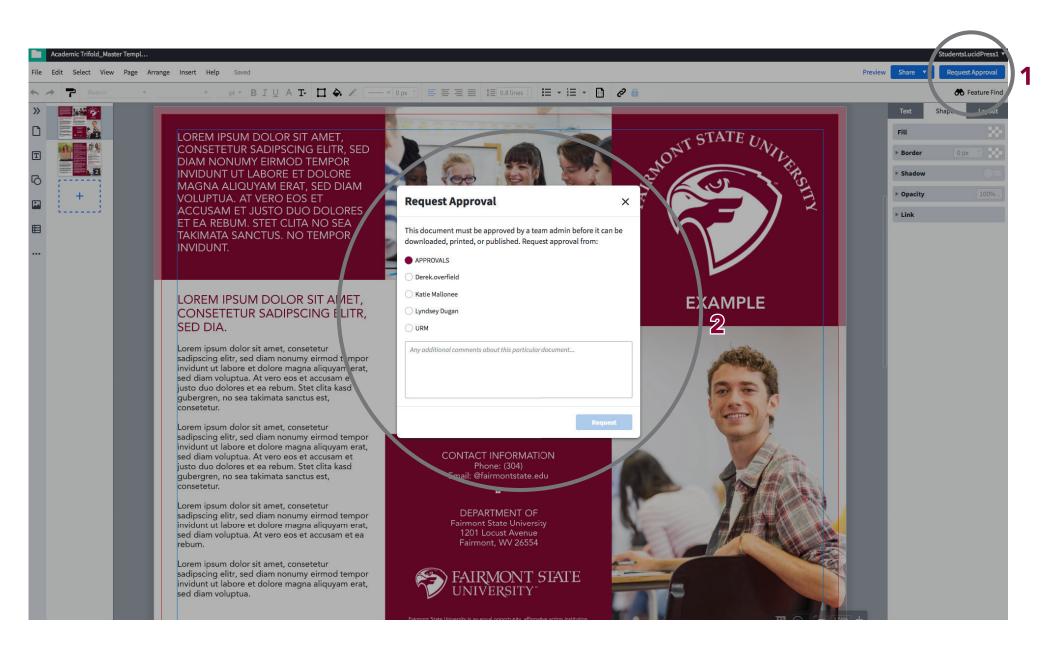
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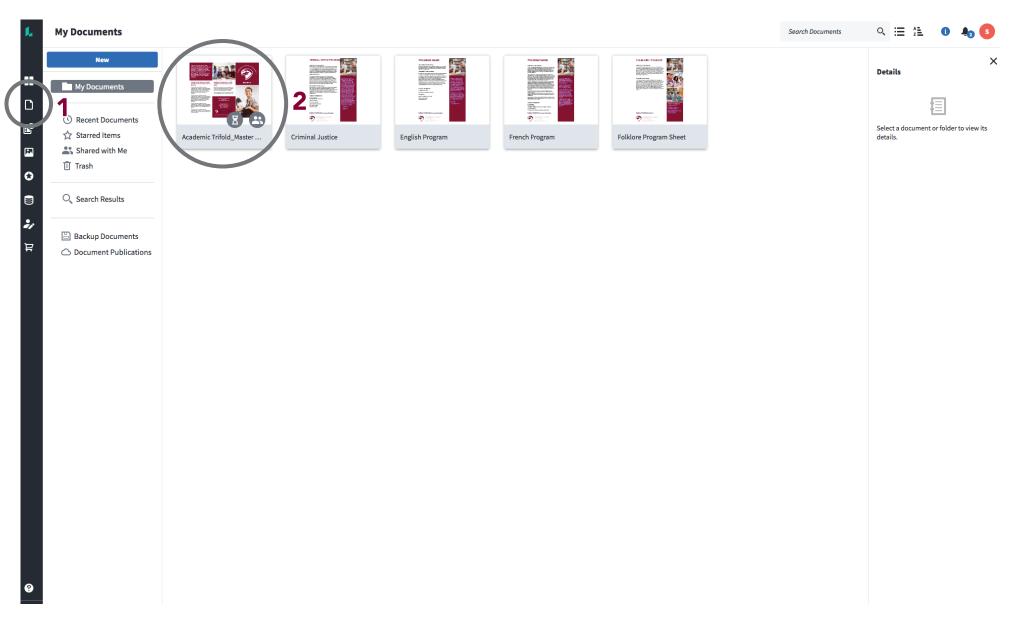
Preview

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- 1. Questions or comments can be made directly onto a document by clicking on the "Quotation" icon on the gray bar at the bottom of your document.
- 2. Click on the "+" at the top left of the new window to create a comment.
- 3. Start your new comment with "@Approvals" and it will be directed to an admin that can assist you.



- 1. When finished editing select "request approval".
- 2. Click "Approvals" from list of names. (Emails won't be sent to any other account.)



- 1. Select "my documents" on the left-side panel. All edited documents are stored here.
- 2. An icon will appear on the file. The icon will either be an hourglass (waiting for approval) or checkmark (approved). Once a document is approved a download option will become available. Once downloaded you can use the file for print, web, etc.