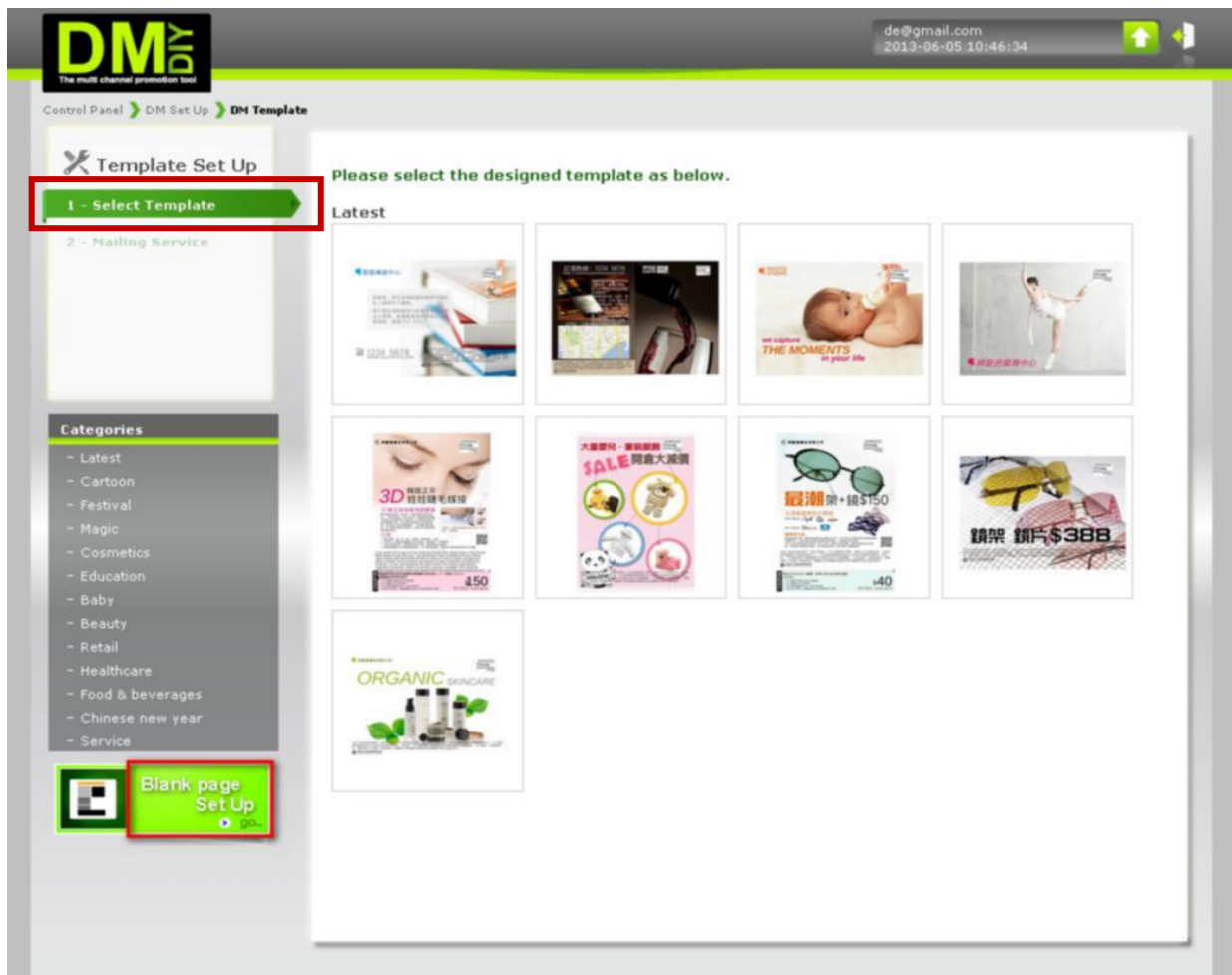


How to create DM

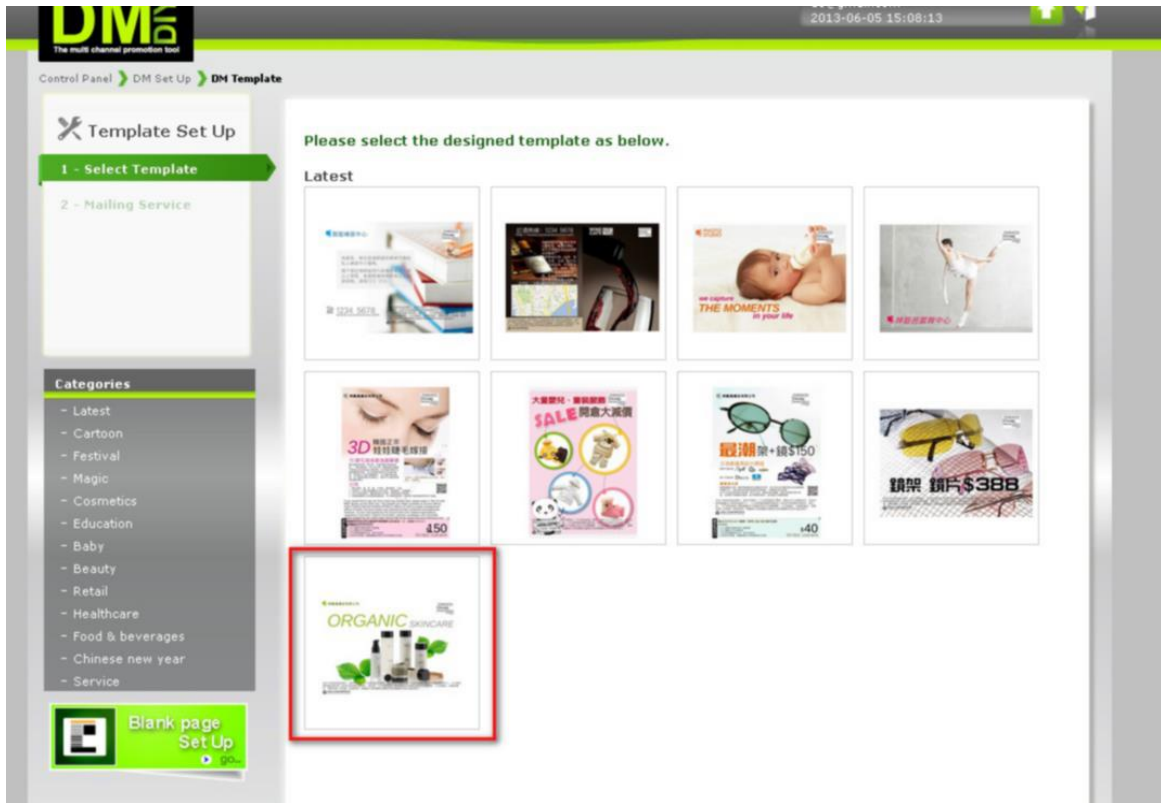
Click on the green icon as below to **create a new DM**.



Choose the designed template or start from a blank page set up

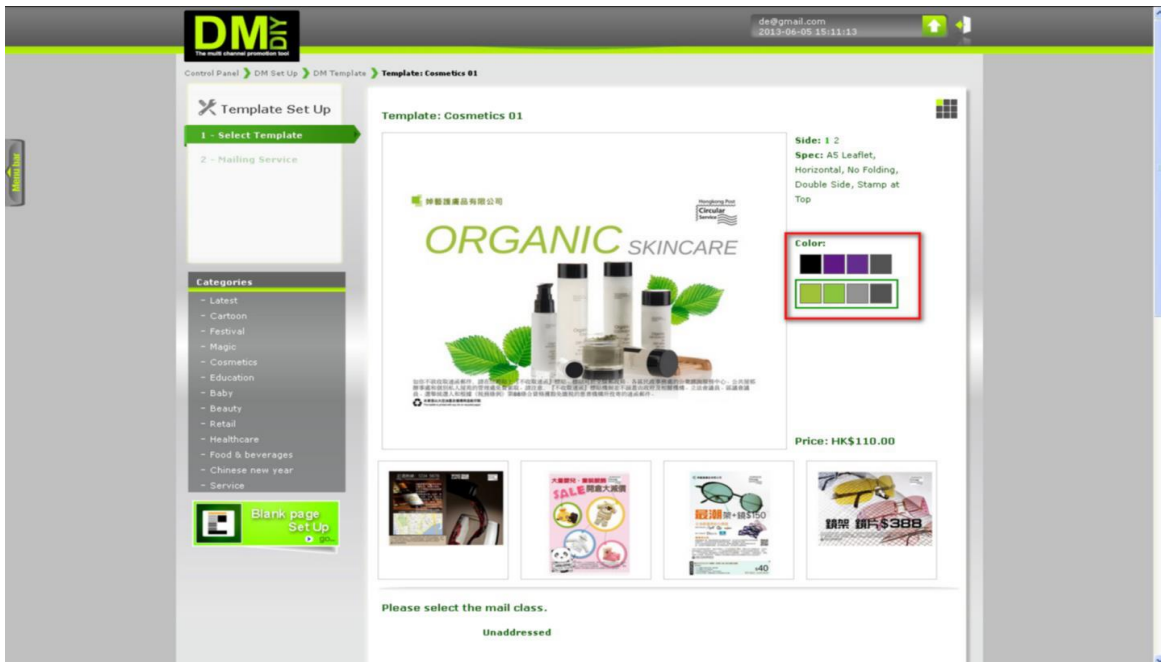


Below is an example of creating a new DM with designed template
 Select template in the template gallery

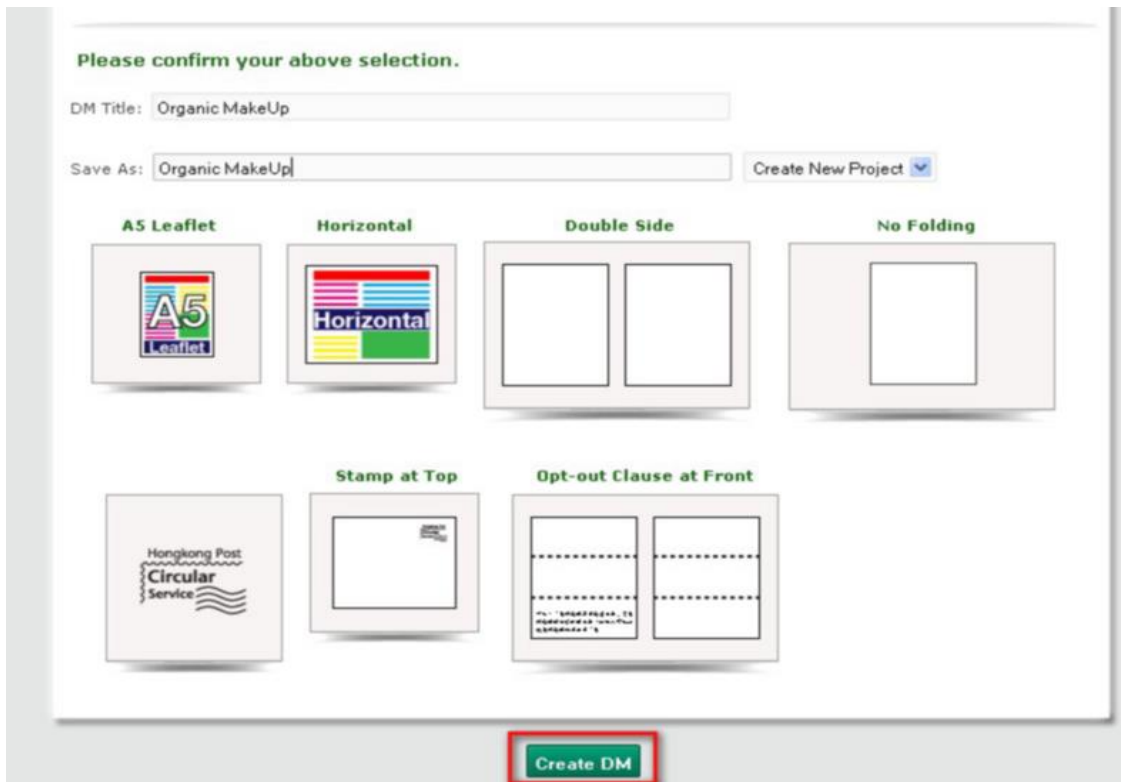


2

Choose the template color



Double check the specifications of the DM template and name the DM under “DM Title”



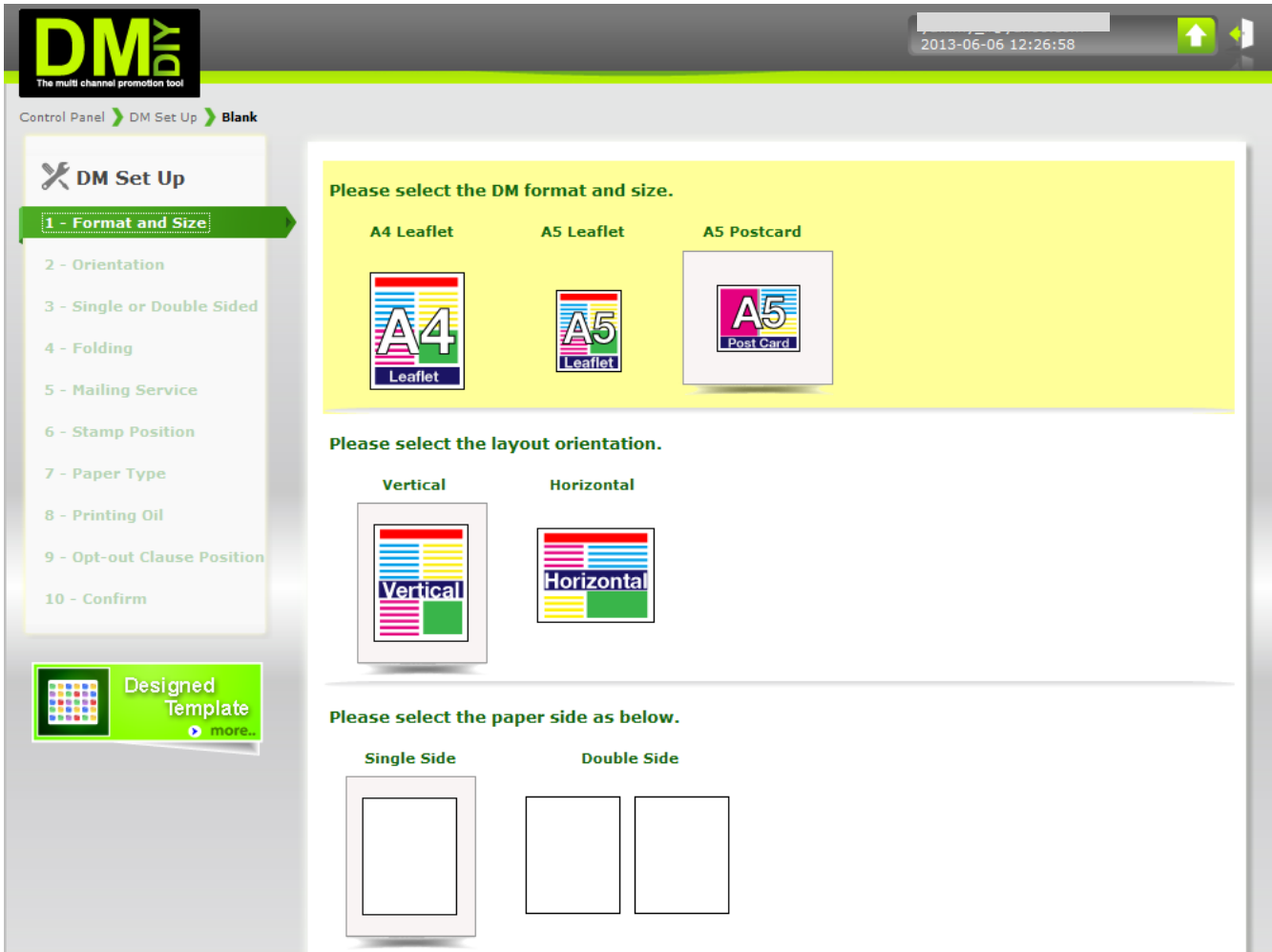
3

Make changes in the selected DM template (if required)



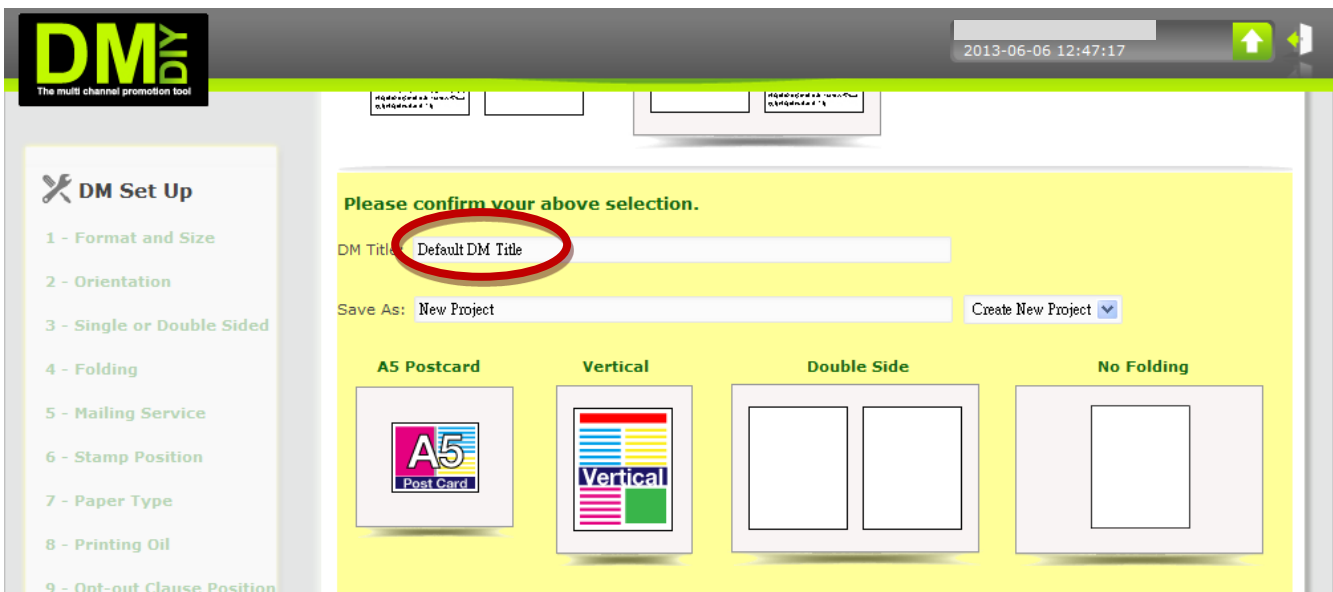
Below is an example of creating new DM with **Blank page set up**

1. Select the DM format that fits you

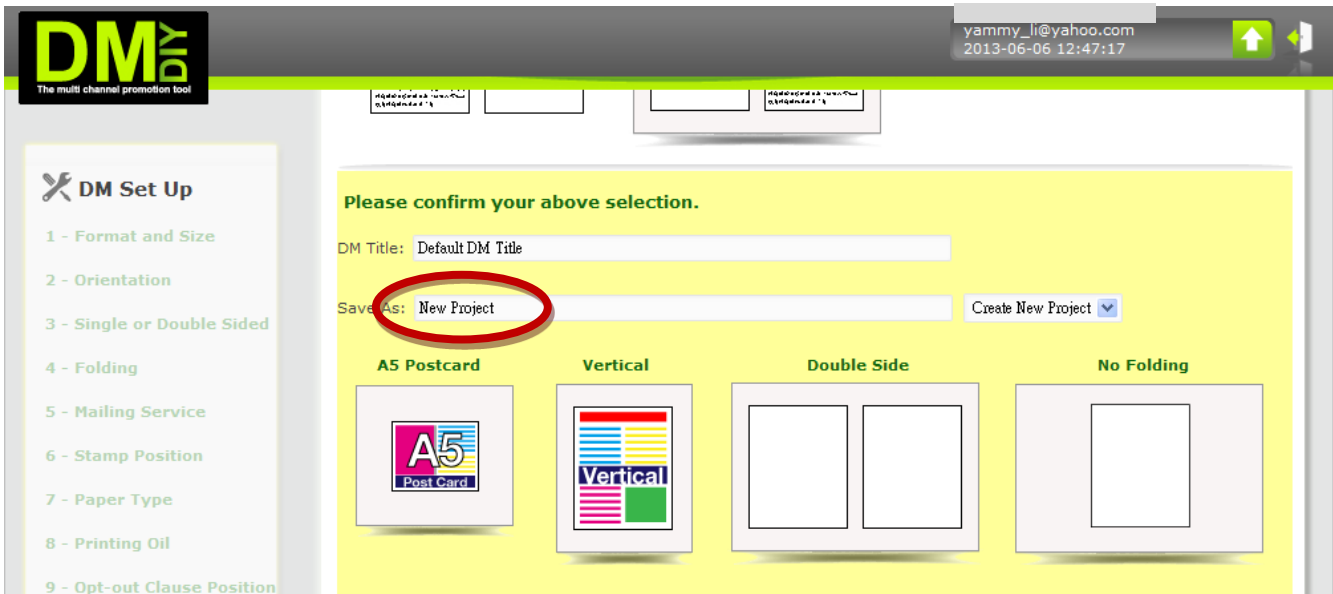


4

2. Name the DM title



3. Save the DM under a specific file name for archive



4. Create DM

