

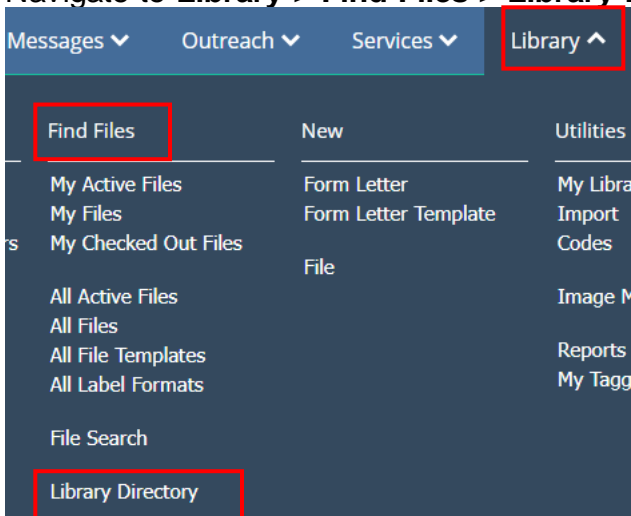
Republishing Modified Form Letters, eNewsletters, or Images

Market: Federal/State/Local, House, Senate

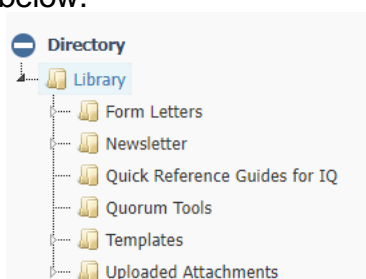
Description: In IQ, Form Letters, eNewsletter or images that have been modified after publication will appear with a label to make the user aware of changes.

These instructions teach users how to identify published Form Letters, eNewsletters and Images that have been modified and how to re-publish these items as needed.

1. Navigate to **Library > Find Files > Library Directory**.




2. Using the **Directory** folders, locate the **Form Letters**, **eNewsletters**, or **Images** that you would like to review. Note: your directory of folders will differ from the example below.



3. Once the item is selected, review the information in the **IQ Connect** field to see if it displays **Needs Re-Publishing**. Select **Publish** from the in-row actions to republish

Copy +Version Preview +Email Outreach **Publish** View Published Remove From RSS Delete 🔒 () 1

[Outreach eNewsletter 01 11 \(A\) v.1](#)
Approved Form Letter

Assigned To:

Library Codes: ENEWS - E-Newsletter

File Size: 9kb

Version #: 1 of 1

Directory: Newsletter

Tags:

Created: 1/11/2022

Revised: 1/14/2022

IQ Connect: Needs Re-Publishing on RSS

Last Sent: 1/11/2022

Outreach: 1 Open 1 Completed

the newsletter.