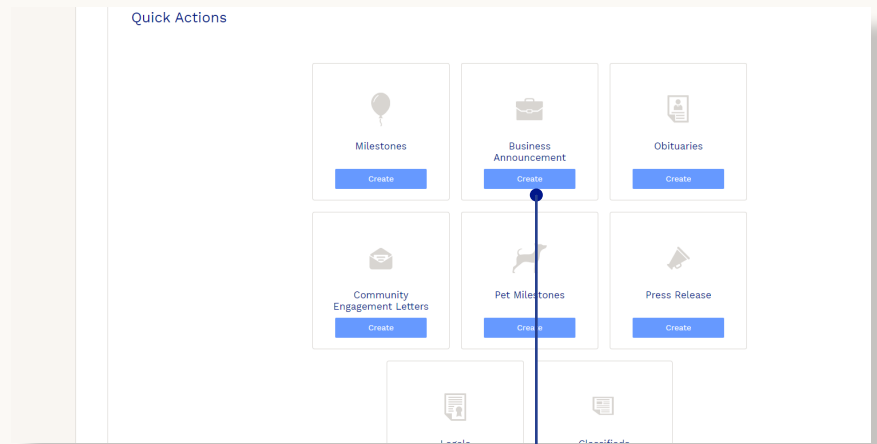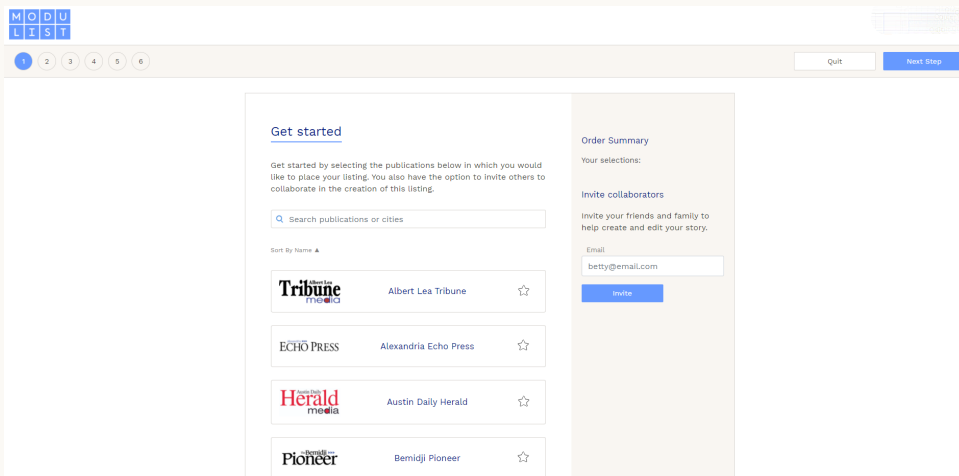# Submit a Business Announcement Through Modulist

Sign into your account. Under the Business Announcment category, click "Create."

click create

Select which newspaper the listing should be printed in. You can type in the name of the city or publication. Click on the logo or publication name to select your publication. The box will turn blue and a checkmark icon will appear. Click on the star to favorite the publication for future submissions. Once you have selected the publication, click Next Step.

In the field under "Name this listing" type in a name for your listing (ex. Smith Promoted). After the title is entered, select Business Announcement. Then, click Next Step in the upper righthand corner.
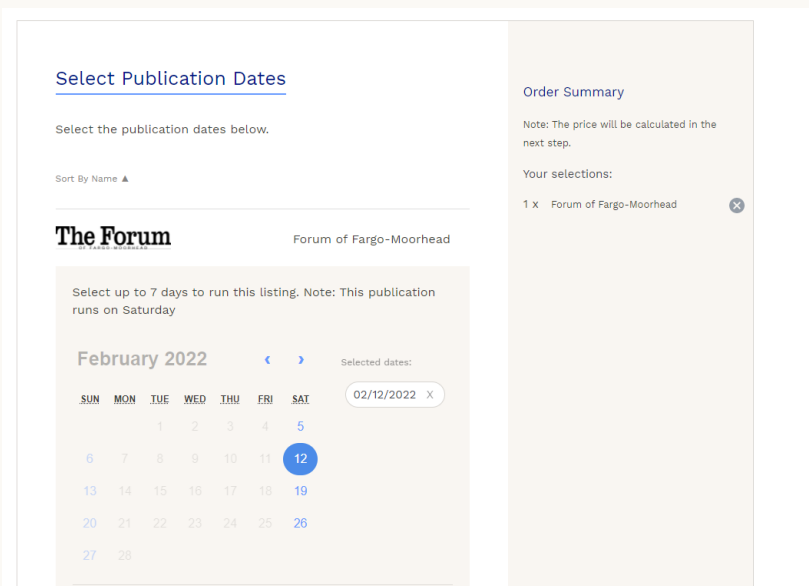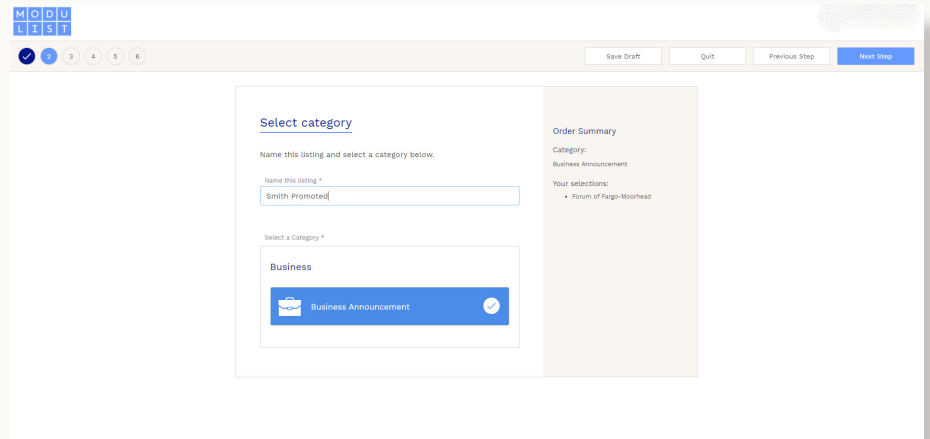

This should bring up a calendar which will allow you to select a publication day or dates. All available days will show in blue or black on the calednar. Unavailable days will be gray. Click the desired day(s) and click Next Step.
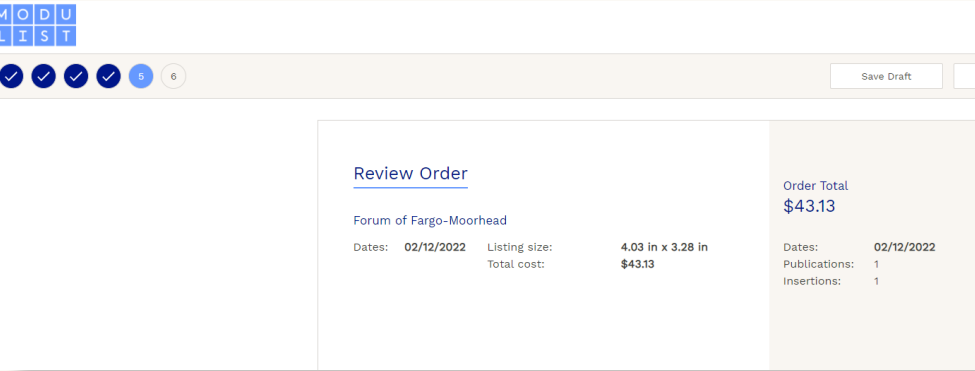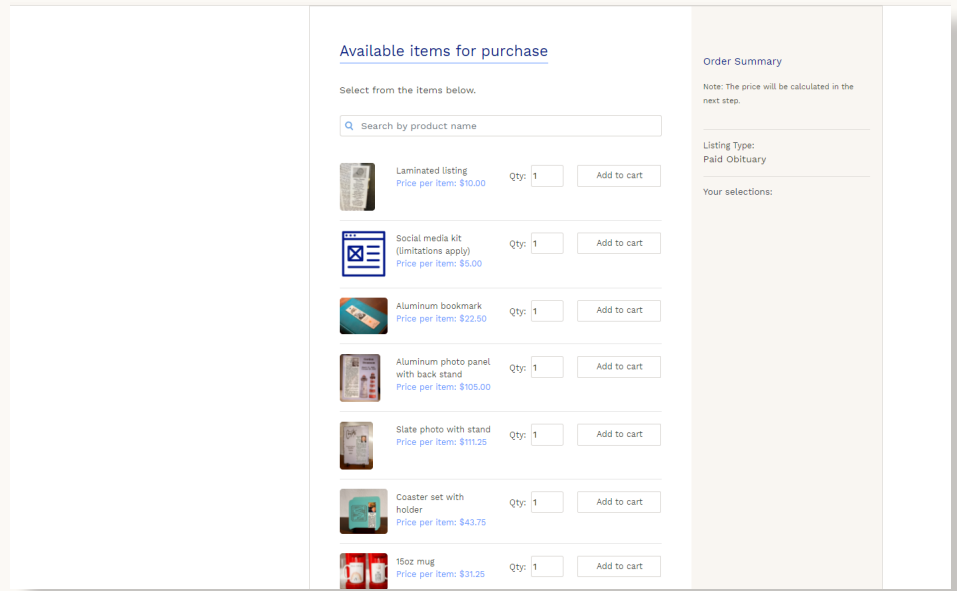
Select the desired layout option on the left hand side of the screen. Note that you are able to scroll down to view more layout options. At any time, you can zoom in to see the information better. Notice the Quit, Previous Step and Next Step buttons at the top right of the page. You can quit at any time which will allow you to save your listing as a draft. Fill in the text information. You can type directly in the box or copy and paste from a document. If you selected a layout option with a photo, click the Upload button.
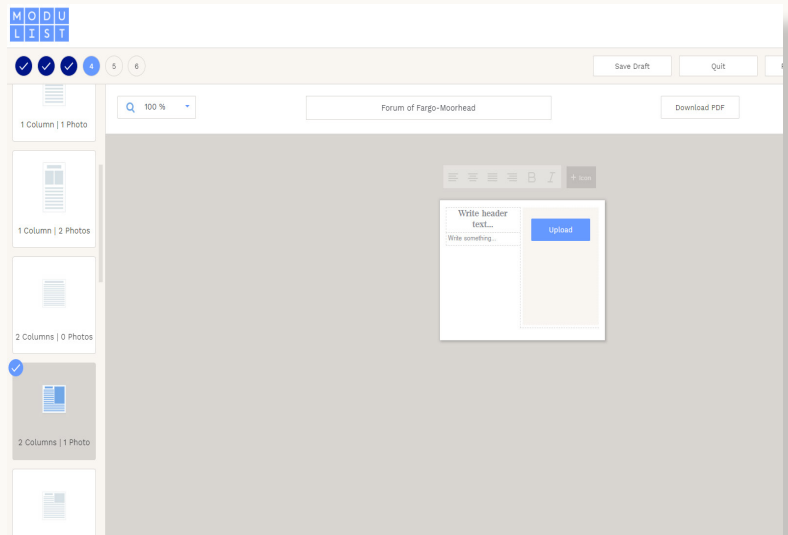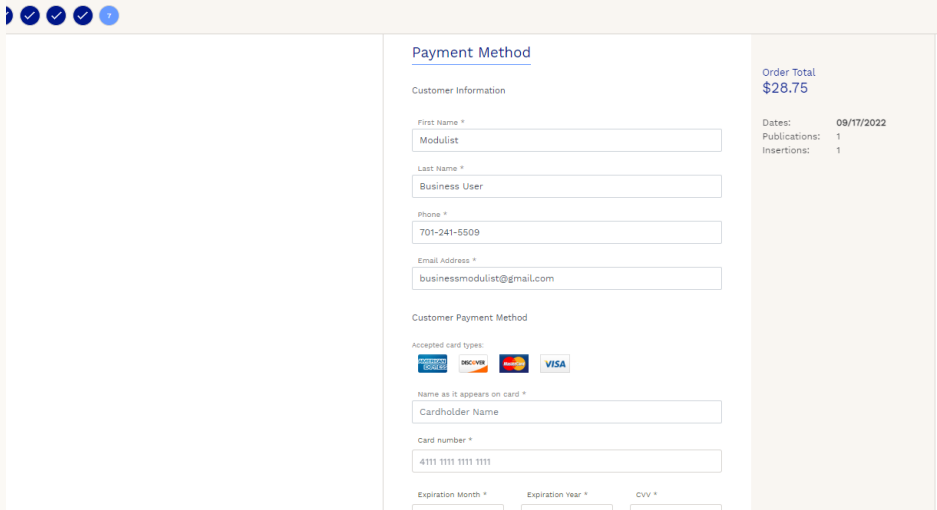
After you click the Upload button, a new window should open to allow you to select the image saved on your computer. After you have selected the correct photo, a crop window will open. You can adjust the bounding box by moving your mouse to the small white boxes that appear over the image. The crop box can be adjusted side to side. It can also be decreased in size. Once you are happy, click Crop Image. Click the Next Step button. If you are unhappy with the crop, you can try again. You can also pick a template with a different photo orientation if the image appears cut off.
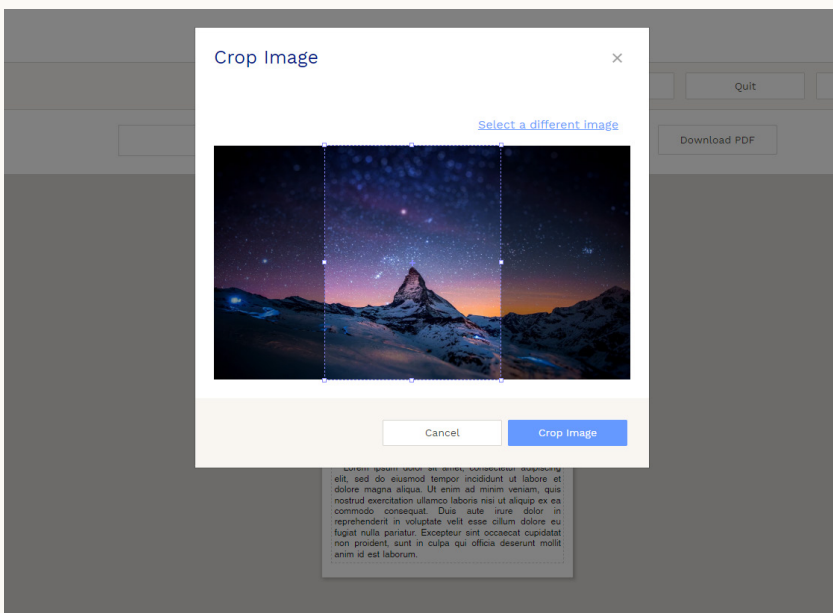
Next, you might see this screen. Some of our publications offer additional keepsake items for purchase. The name of the item as well as the price of the item is listed. If you'd like to add the item to your purchase, simply click Add to cart. Otherwise, you can click Next Step.

Available items for purchase

Select from the items below.

🔍 Search by product name

| | Laminated listing | Qty: 1 | Add to cart |
| | Price per item: $10.00 | | |

| | Social media kit (limitations apply) | Qty: 1 | Add to cart |
| | Price per item: $5.00 | | |

| | Aluminum bookmark | Qty: 1 | Add to cart |
| | Price per item: $22.50 | | |

| | Aluminum photo panel with back stand | Qty: 1 | Add to cart |
| | Price per item: $105.00 | | |

| | Slate photo with stand | Qty: 1 | Add to cart |
| | Price per item: $111.25 | | |

| | Coaster set with holder | Qty: 1 | Add to cart |
| | Price per item: $43.75 | | |

| | 15oz mug | Qty: 1 | Add to cart |
| | Price per item: $31.25 | | |

Order Summary

Note: The price will be calculated in the next step.

Listing Type:
Paid Obituary

Your selections:

MODU LIST

✓ ✓ ✓ ✓ 5 6   Save Draft

Review Order

Forum of Fargo-Moorhead

Dates: 02/12/2022   Listing size: 4.03 in x 3.28 in
                          Total cost: $43.13

Order Total
$43.13

Dates: 02/12/2022
Publications: 1
Insertions: 1

On the next page, you will review the order. If all the information is correct, click Next Step.

Payment Method

Customer Information

First Name *
Modulist

Last Name *
Business User

Phone *
701-241-5509

Email Address *
businessmodulist@gmail.com

Customer Payment Method

Accepted card types:

Name as it appears on card *
Cardholder Name

Card number *
4111 1111 1111 1111

Expiration Month *   Expiration Year *   CVV *

Order Total
$28.75

Dates: 09/17/2022
Publications: 1
Insertions: 1

The last step is to enter payment information. Fill out all of the required spaces and click the Checkout button. You will receive a confirmation email to the address you provided. Additionally, once the listing is approved, you will receive an email with the proof.