



# Campaign launch checklist

Use this before you send the first email or share files with a partner.

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## 01 / Prepare the files

Check dates, pricing, and contact details in each document.

Export reading copies as PDFs. Give each file a clear name.

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## 02 / Check the reader view

Open the published link on a phone and a desktop.

Read the PDF, follow its links, and download a copy.

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## 03 / Connect the delivery

Add the file link to your welcome email or thank-you page.

Submit your signup form and check the email it sends.

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## 04 / Plan the next revision

Choose who owns the source files and publishes updates.

Use a reusable address if your campaign will link to new versions.

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