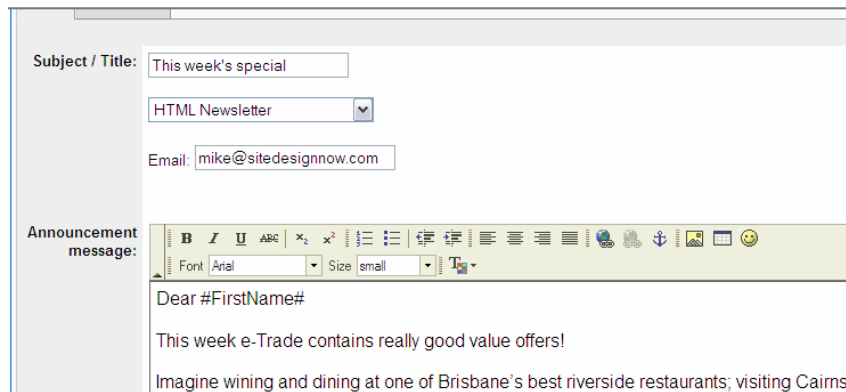


CREATING A LINK FROM NEWSLETTER TO WORD DOC OR PDF FILE

Create the List or Guide using Word.doc or PDF.

1. Open any Edit window, i.e. Welcome message, Announcement Edit Window.



Subject / Title: This week's special

HTML Newsletter

Email: mike@site.designnow.com

Announcement message:

Dear #FirstName#

This week e-Trade contains really good value offers!

Imagine wining and dining at one of Brisbane's best riverside restaurants; visiting Cairns

2. Within the content of your message add a link sentence.

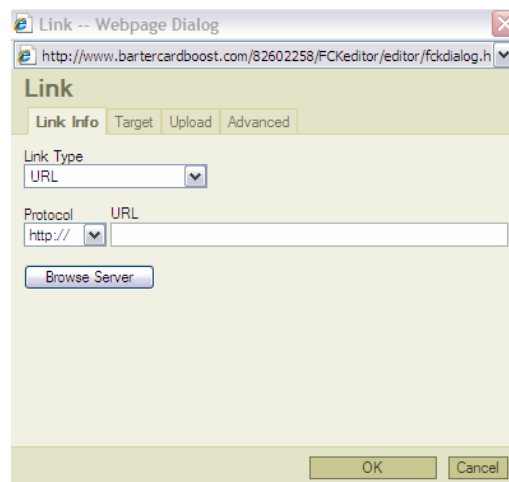
For example if you want to link to a file containing your New Members List then you could add a sentence “**Access New Members List Here**” or “**Click Here to Access New Members List**”:

Access New Members List

3. Highlight the Link Text you entered and Select the LINK ICON from the Editor Tool Bar

NOTE: *If you are using the Official eTrader Newsletter style template, you can use the Optional Link box to add a link from an ITEM automatically. So you could create an item to promote the Toursit Guide or New Members List and then use the Optional Link feature to link to the file. This could then become a standard Item included in your weekly eTrader Newsletter. Just copy and paste each week.*

The following window pops-up:



Link -- Webpage Dialog

http://www.bartercardboost.com/82602258/FCKeditor/editor/fckdialog.h

Link

Link Info Target Upload Advanced

Link Type: URL

Protocol: http://

URL:

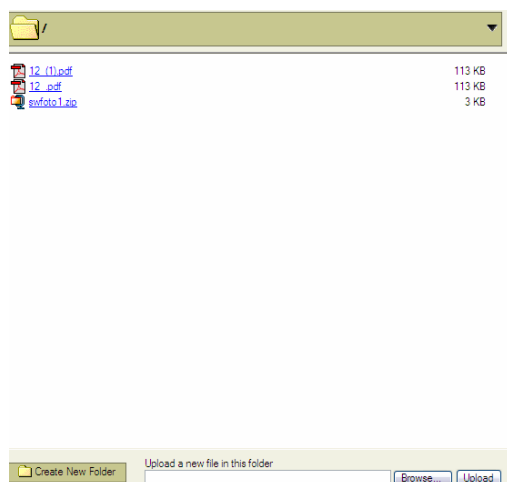
Browse Server

OK Cancel

MAKE SURE POP-UP BLOCKER IS OFF for this website.

Click Browse Server

Alternatively you can use **CTRL/Click Browse Server**



The window shows a list of files that you have used previously.

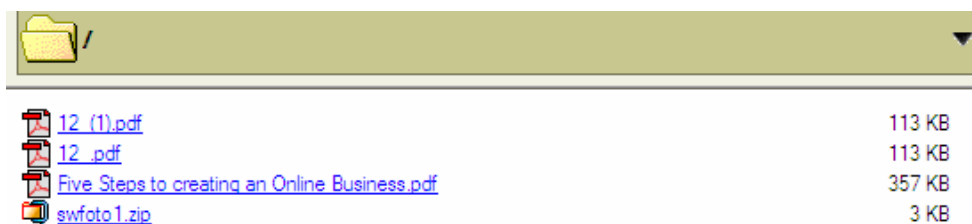
4. Select the file you want to use.

If the file you need is not listed, click the browse button in the bottom right corner of the above window:

Don't forget to use CTRL/Browse if you have not turned off the pop-up blocker.

BROWSE the files on your computer and UPLOAD to the system.

The file will be added to the list:



In the above example I uploaded the file Five Steps to

Click on the file in the list and it will upload to your newsletter.

5. Click REVIEW to check that the link is working.

