

HOW TO USE AN EBLAST IMAGE ON THE BUSINESS CENTER

HTML FILE: Internet Explorer



1. Click the button and select OPEN, which will then open up a .zip file where you will click on the .html file. It will then open up in Internet Explorer.



2. Then go to **FILE – SEND – PAGE BY EMAIL** and the image and placeholder copy should come up in an email to send out*. Then you can forward the email and edit default copy, font and colors accordingly before sending out to recipients.
(*Please note that when you receive the email there maybe faint margin lines but those will NOT be visible once they are sent to the recipient.)

HTML FILE: Firefox



1. Click the button and select OPEN, which will then open up a .zip file where you will click on the .html file. It will then open up in tab on Firefox.
2. When the tab opens up you can select/highlight the whole page and copy (PC= right click – COPY or MAC = Command – Copy) then paste into a new email. Then you edit default copy, font and colors accordingly before sending out to recipients.

HTML FILE: Safari



1. Click the button and select OPEN, which will then open up a .zip file where you will click on the .html file. It will then open up in tab on Safari.
2. When the tab opens up go to **FILE – MAIL CONTENTS OF THIS PAGE** and the image and placeholder copy should come in the email you send it out to. Then you edit default copy, font and colors accordingly before sending out to recipients.