



How to put your HTML newsletter on your web site

Open your newsletter in your e-mail program or via Constant Contact

On the tool bar click edit and select all.

Click copy.

Then open your web site development tool:
FrontPage, Dreamweaver, Godaddy, Joomla, etc... (Whatever program you or your web master uses to update your web site.

Create a new page

Paste your newsletter in this page

Check the entire newsletter to make sure everything pasted correctly. IE: Pictures, links, content, etc...

Save the newsletter with a name you can easily remember. IE: Newsletter Name, Month, Year. (TheBottomLineInBusiness_July_2009)

Then publish it to your web site.

View your newsletter via the Internet to make sure it looks good.

Also, if you have a Newsletter Page on your web site that shows the list of all your newsletters, it would be good to add a link to this newly added newsletter.

Need help? Call Gary at 740-824-4842.

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