



**Performance
Marketing**

client update

3122 Fire Rd., Ste. 202, Egg Harbor Twp., NJ 08234

609-646-0414

callpm.com

Trusted Choice Email Templates

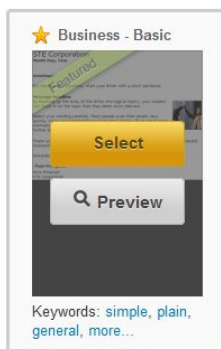
February 5, 2014

Creating a Trusted Choice Email in Constant Contact

Six files have been included. Three are html files. The html allows you to view the template as it appears in a browser. The display is similar in email. The text files allow you to see the code. You will use the text files to construct your email blast.

Constant Contact Instructions

- Double-click one of the text files; it will open in either Notepad or a version of Microsoft Word.
- Select and copy all of the text; it is important not to miss any of the code.
- Open your Constant Contact account in your browser.
- Create a new email by locating "Create" under the Email menu item.
- Choose the "Business" template



- Edit your "From," "Subject" and "Reply" lines as necessary



**Performance
Marketing**

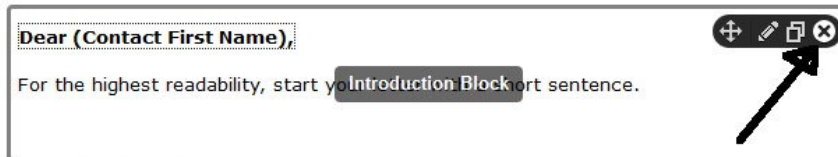
client update

3122 Fire Rd., Ste. 202, Egg Harbor Twp., NJ 08234

609-646-0414

callpm.com

- Below the header information are five to six text blocks. You will need only one. Delete all but one of the boxes.

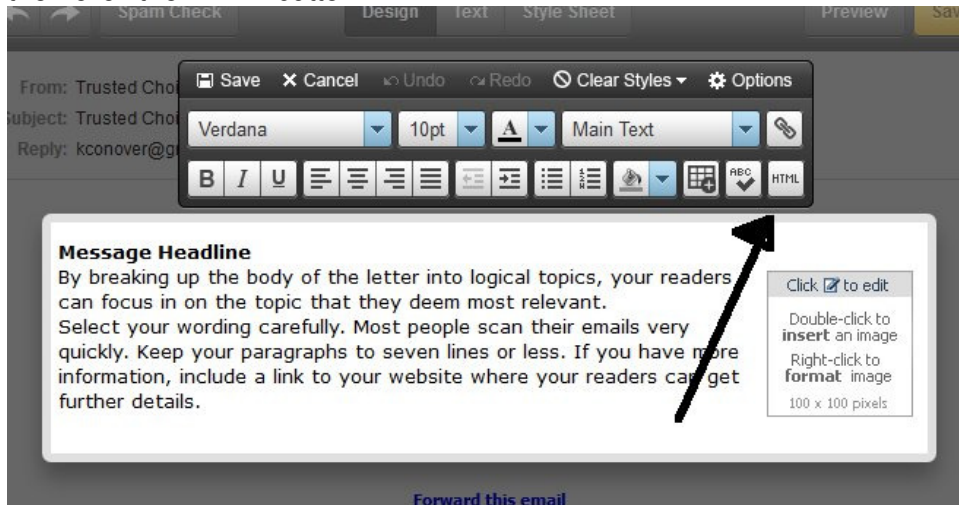


Message Headline

By breaking up the body of the letter into logical topics, your readers can focus in on the topic that they deem most relevant

Click to edit

- Once you've eliminated all but one block, click the pencil key in the remaining block and then click the HTML button



- Select the existing copy in the box and delete it.
- Paste in the copy that you have on your clipboard from the text file, and then click Update.



**Performance
Marketing**

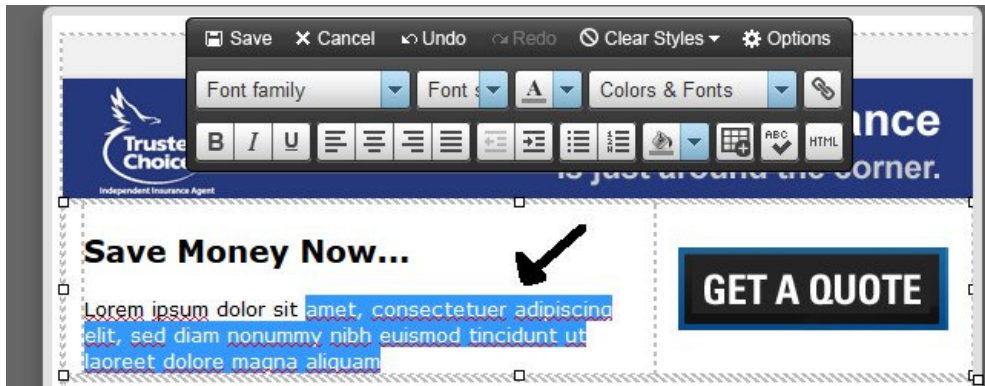
client update

3122 Fire Rd., Ste. 202, Egg Harbor Twp., NJ 08234

609-646-0414

callpm.com

Once the text is pasted inside the box, you can edit the Greek text as you normally would inside Constant Contact.



After you've edited both HTML version, click "Save" and send the email as you normally would.



**Performance
Marketing**

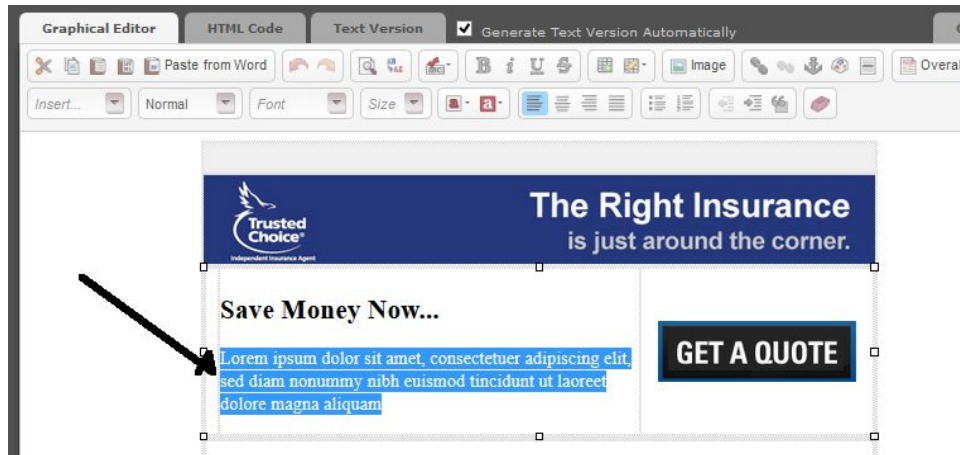
client update

3122 Fire Rd., Ste. 202, Egg Harbor Twp., NJ 08234

609-646-0414

callpm.com

- From the tabs, choose Graphical Editor
- You may now edit the Greek text in the template file by clicking in the box



Once you have edited your message, unclick the “Generate Text Version Automatically” box and edit the text as you normally would. You may have to check and then uncheck the box to get the text to appear.