

Dreamweaver: Designing an HTML Newsletter

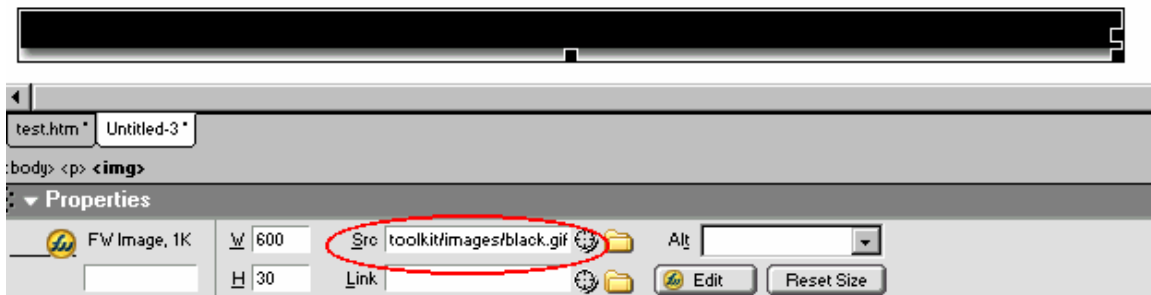
Turn a boring text based e-mail newsletter into a visually appealing HTML e-mail. Just remember all images must be loaded on the web server and the image source links must be absolute.

Step One: Build Your Newsletter in Dreamweaver.

1. Open Dreamweaver and create your newsletter with text and images.
2. Keep the background simple. If you use a background image, it will also need to be loaded on the server.
3. Upload your images to the server.

Step Two: Make Image Source Paths Absolute

1. On your HTML page, change the image source path to the absolute path for all images. For example this image source path *images/black.gif* changes to *http://www.yourwebsite/images/black.gif*.
2. To make this change you can select your image in Design View and edit the image in the Src fielding the Property Inspector to reflect the change.
3. Save the page.



Step Three: Send Your HTML E-Mail From Outlook

1. In Outlook, open a new e-mail message.
2. Make sure the format of the e-mail is HTML. You can do check this by choosing **Format>HTML** on the menu in the new message window.
3. Place your cursor in the body of the new message area and choose Insert>File.
4. Browse to your HTML newsletter and click it once to select. Click the down arrow next to the Insert button and choose **Insert Text** from the menu.
5. The content of your HTML newsletter should appear in the body of your e-mail message as exactly as you created it in Dreamweaver.

