



Quick Start Guide to:

Linking Text to the Web in the Advanced Template Editor

Linking text to a website is a simple process. It can be used to direct email recipients to certain places such as your website or product information.

- In the Advanced Editor, type in the text that you wish to hyperlink. Then highlight it and click the chain-link icon in the tool bar:

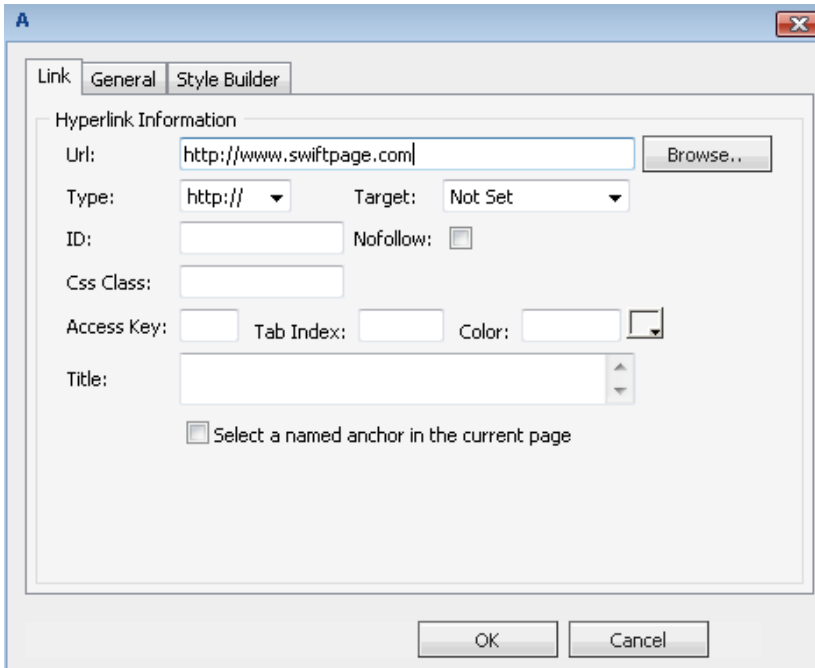
The screenshot shows the Advanced Template Editor interface. At the top is a toolbar with various icons, including a chain-link icon for inserting hyperlinks. Below the toolbar are several dropdown menus for formatting: 'Mail Merge fields', 'SpeProfile fields', and 'Survey links'. The main content area contains a logo for 'xyz corp' with 'xyz' in black and 'corp' in white on a blue circle. Below the logo, the text 'Dear Friend,' is followed by 'Please [click here](#) to learn more.' and a bulleted list of two items: 'In Q2, our profits were 35% higher than Q2 last year;' and 'We unveiled two new products in Q2 to great acclaim;'.

Dear Friend,

Please [click here](#) to learn more.

- In Q2, our profits were 35% higher than Q2 last year;
- We unveiled two new products in Q2 to great acclaim;

- A pop-up window will appear. Select the drop-down menu next to Type: and change it to http://. Type in your URL and click OK.



- You can test this hyperlink by Previewing the template or sending yourself a test.