Inserting Your Nameplate into Your HTML Newsletter

To insert your nameplate into your Newsletter, whether from within the editor of an email service provider or using a URL from an Internet location, use these two illustrations to guide you. (Note: Constant Contact and possibly other email service providers do not allow the use of editor box tools to insert an image file when you paste your HTML code into their templates, so you will need to use an external link for your nameplate.)
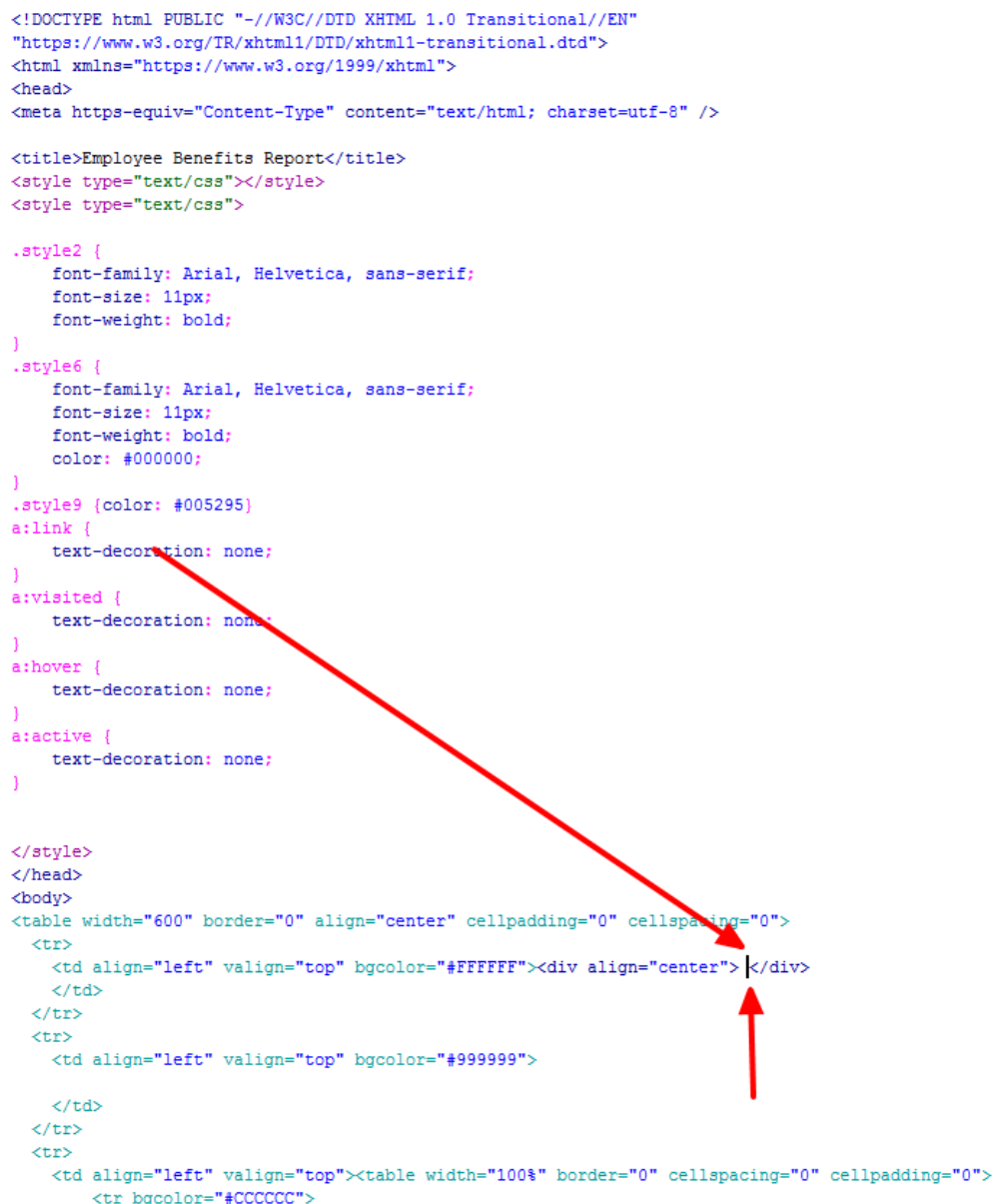
Find the location in your HTML newsletter shown below. **TIP**: Use your computer's **Find** command (**Ctrl F** on a PC) and type in center">. Next, click **Find Next** to go directly to the spot where the two angle brackets face each other. Insert your image file or URL exactly between them as shown here and on the next Page.

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"https://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="https://www.w3.org/1999/xhtml">
<head>
<meta https-equiv="Content-Type" content="text/html; charset=utf-8" />

<title>Employee Benefits Report</title>
<style type="text/css"></style>
<style type="text/css">

.style2 {
    font-family: Arial, Helvetica, sans-serif;
    font-size: 11px;
    font-weight: bold;
}
.style6 {
    font-family: Arial, Helvetica, sans-serif;
    font-size: 11px;
    font-weight: bold;
    color: #000000;
}
.style9 {color: #005295}
a:link {
    text-decoration: none;
}
a:visited {
    text-decoration: none;
}
a:hover {
    text-decoration: none;
}
a:active {
    text-decoration: none;
}


</style>
</head>
<body>
<table width="600" border="0" align="center" cellpadding="0" cellspacing="0">
  <tr>
    <td align="left" valign="top" bgcolor="#FFFFFF"><div align="center"> </div>
    </td>
  </tr>
  <tr>
    <td align="left" valign="top" bgcolor="#999999">

    </td>
  </tr>
  <tr>
    <td align="left" valign="top"><table width="100%" border="0" cellspacing="0" cellpadding="0">
        <tr bgcolor="#CCCCCC">
```

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</head>
<body>
<table width="600" border="0" align="center" cellpadding="0" cellspacing="0">
    <tr>
    <td align="left" valign="top" bgcolor="#FFFFFF"><div align="center"><img src=
"http://smartspromarketing.img-us8.com/admin/411_facebookcoverimage_640w.jpg" width="640" height="237"></
div>
    </td>
  </tr>
  <tr>
    <td align="left" valign="top" bgcolor="#999999">

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  </tr>
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    <td align="left" valign="top"><table width="100%" border="0" cellspacing="0" cellpadding="0">
        <tr bgcolor="#CCCCCC">
```

Your image file should be 640 pixels wide. If you are linking to your nameplate, use the syntax in the example above.

KEEP THIS GUIDELINE HANDY FOR NEXT TIME!