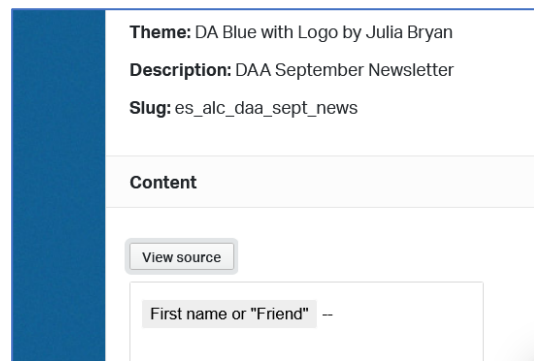
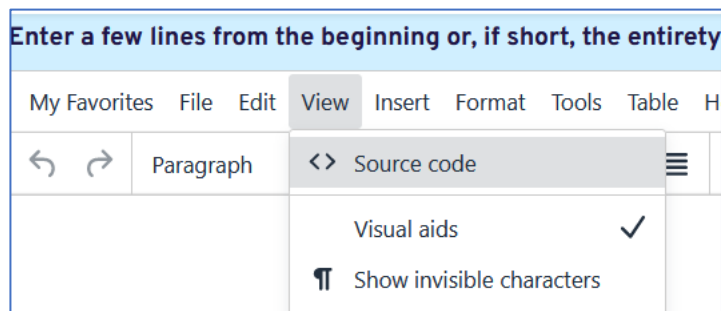


Using the source code of an email is a really quick way to create a new news post or event. All formatting, links and images are copied over almost exactly as in the email

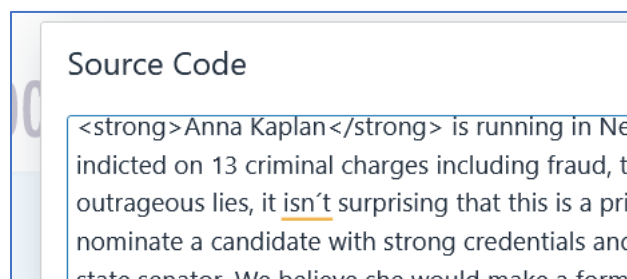
1. Copy the source code of your email and paste it into a notepad file (to keep safe):



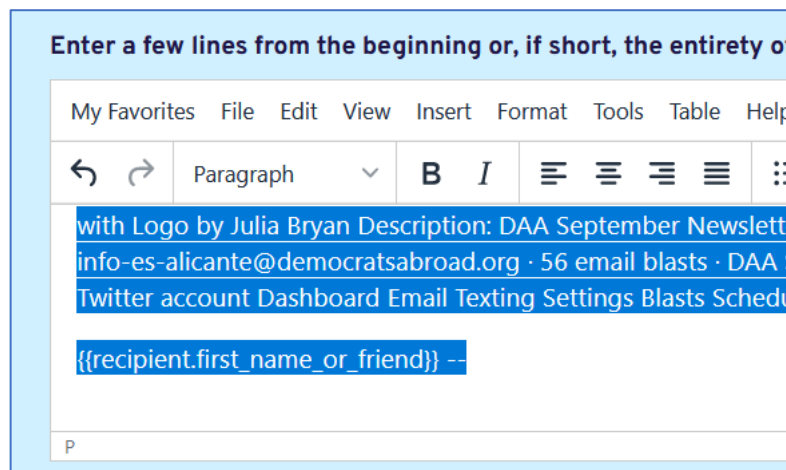
2. Create a news post or an event and in the content section click the source code button:



3. Paste in the source code. And click Save at the bottom of the screen.



4. Simply delete any email sending information at the top of the source code. Then make any edits you would like to your text. For a news blog, if you'd like, you can leave just the introductory paragraph in the first pane and cut/paste the rest into the second pane.



5. To create an email from an event or news, do just the opposite. Edit your web posting and open the source code as shown above in step 2. Create your email and in the content html editor, choose the source code icon <> Paste the source code from the post and edit as you wish.

