

Creating a link for a Comment Section in an eNewsletter

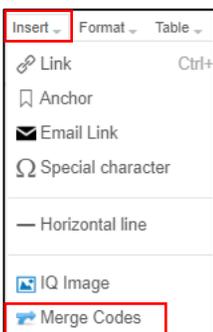
Market: Federal/State/Local, House, Senate

Description: These instructions teach users how to insert a section for comments within an eNewsletter.

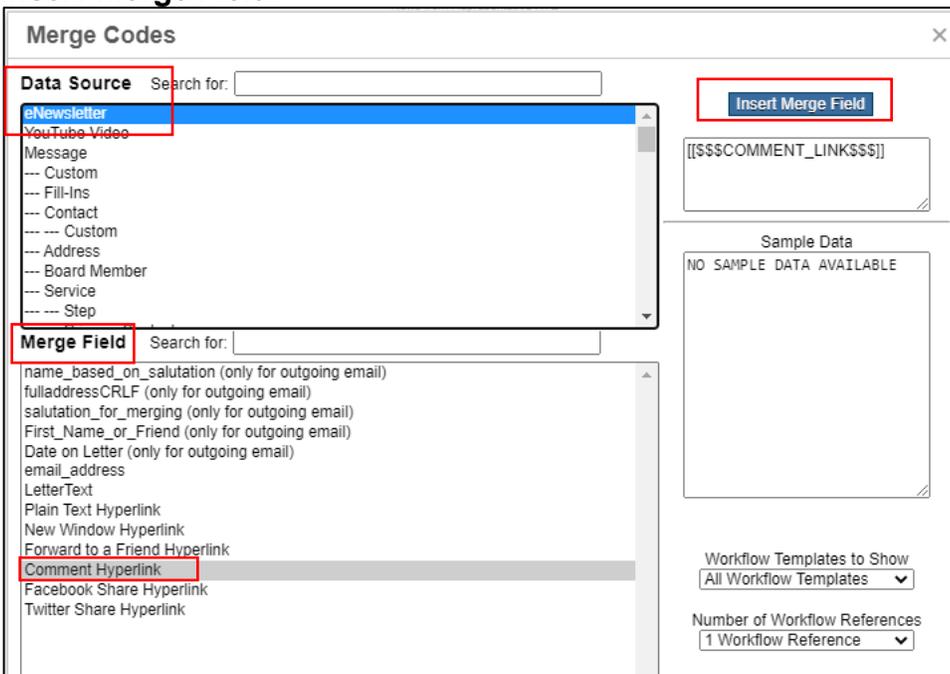
1. Navigate to **Outreach**. Create or open an existing eNewsletter that has not been published.
2. Select Content from the eNewsletter wizard.



3. Navigating From the **Insert** menu Select **Merge Codes**.



4. Select **eNewsletter** for **Data Source** and select **Comment Hyperlink** for **Merge Field**. Click **Insert Merge Field**.



5. The text **[[\$\$\$COMMENT\$\$\$]]** appears in the eNewsletter content. When sent, this link will display the message below.

Heading One

Dear Friend,

Insert your text here.

To keep this formatting you must use the "paste as plain text" option from the toolbar above.

Insert your text here.

Remember the differences between "Shift+Enter" & "Enter" and use as needed.

Sincerely,

Member of Congress

[Click here to comment on this email](#)

