

## 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.

Change Layout Content Select Audience Review

3. NavingFrom the Insert menu Select Merge Codes.

Insert 🚽	Format 🚽	Table 🚽	
& Link		Ctrl+	
□ Anchor			
🛥 Email Link			
$\Omega$ Special character			
- Horizontal line			
💽 IQ li	mage		
🐋 Mer	ge Codes		

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

Merge Codes ×			
Data Source Search for:	Insert Merge Field		
Vewsietter     YouTube Video Message Custom	[[\$\$\$COMMENT_LINK\$\$\$]]		
Fill-Ins Contact Custom	Sample Data		
Address Board Member Service Step	NO SAMPLE DATA AVAILABLE		
Merge Field Search for:			
fulladdressCRLF (only for outgoing email) salutation_for_merging (only for outgoing email) First_Name_or_Friend (only for outgoing email) Date on Letter (only for outgoing email)			
email_address LetterText Plain Text Hyperlink			
Forework Share Hyperlink	Workflow Templates to Show All Workflow Templates		
Twitter Share Hyperlink	Number of Workflow References 1 Workflow Reference		

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

<u>Click here to comment on this email</u>

