G Sending Documents in Emails

2016 - Winter Edition

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Overview

Add additional content to **blast emails** by including an **attachment** such as a **PDF** or **Microsoft Office document**.

Use Case(s)

Clubs looking to send a flyer for an event, monthly newsletter or other club documents.

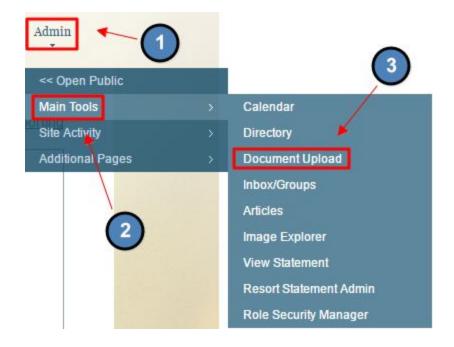
Uploading the Document

To access the **Document Upload**, follow the steps below depending on your access role.

Admins, hover over Admin > Document Upload.



Editors, hover over Admin in the main navigation > Main Tools > Document Upload.



Select the folder you wish to upload into or click "Add New Folder" at the top to add more. Click the green plus button sign to upload a document.

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	n About Syncclient.pdf	92.55 KB	Adobe Acrobat Document	6/13/2016 5:26:49 PM		
	🔁 ambassador_Preview.pdf	544.39 KB	Adobe Acrobat Document	5/20/2008 3:26:25 PM		
•	🔁 BBQ Special2.pdf	995.83 KB	Adobe Acrobat Document	12/6/2007 10:50:26 AM		
	📆 Breakfast Menu.pdf	40.48 KB	Adobe Acrobat Document	1/23/2007 3:50:39 PM		

Select the document(s) you want to upload.

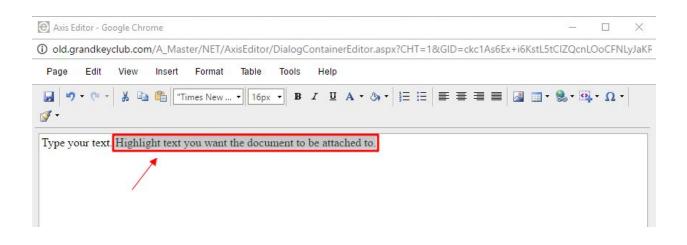
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Adding the Hyperlink

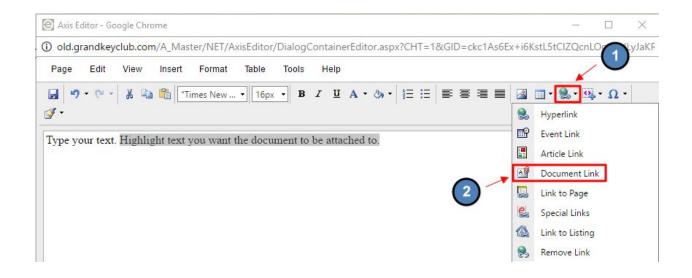
Open the **Editor** to **edit** the content of the **email**, and begin **composing** the **email**.

Subject Body	Adding Hyperlinks						
	HTML Plain Text Message HotPage						
	CLICK TO EDIT						

Highlight the text you would like to make open the document.



Click the "Hyperlink" button on the right side of the toolbar, and select Document Link option.



Double Click the document you want to link.

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💷 🛅 Club Bylaws	Name 🔺	Size	Туре	Date Modified
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Menus Newsletters	ambassador_Preview.pdf	544.39 KB	Adobe Acrobat Document	5/20/2008 3:26:25 PM
Public Documents	🔁 BBQ Special2.pdf	995.83 KB	Adobe Acrobat Document	12/6/2007 10:50:26 AM
Reciprocal Clubs	Breakfast Menu.pdf	40.48 KB	Adobe Acrobat Document	1/23/2007 3:50:39 PM
Special Events	Brunch_Menu.pdf	402.27 KB	Adobe Acrobat Document	10/2/2007 4:41:46 PM

This will **attach** the **document** in the **email**. **Click Save** to continue with the steps of sending an **email**.

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Type your text. <u>Intering in text you want the document to be analyted to.</u>			

FAQs

Q: How can I make it so members don't have to login to view the document?

A: Going back to the **"Document Upload"** in the **"Admin" bar** you can **unselect** the **box** on the right of the document labeled **"Secured".** When a **document** is set as **secured** it **requires a login** to view it.

Q: Can I use an image instead of text to link to the document?

A: Yes, just **select the image** instead of text and follow the same instructions for adding a **hyperlink**.

Best Practices

- If you're sending a document that has secure information, it will be best to keep the document secured so members must login to view it. This should reduce the chance of the member forwarding the email to a non-member. (Note, documents can still be downloaded and saved).
- If you must send longer content via email, try putting the content into a document or PDF. This way, members may download the document or PDF, instead of reading a lengthy email.