



## Quick Start Guide To:

### Imported Template Options

- All imported templates must be created in HTML format, using applications such as Dreamweaver or FrontPage. A great free HTML service can be found at [www.nvu.com](http://www.nvu.com)
- Once the HTML is complete, it must be saved on your computer as either a .html or .htm file before being imported
- For mail merge formatting see our **Quick Start Guide To: Mail Merge** and you will find the drop down menu of all possible mail merges that can be used and when viewing them, will be given the proper formatting for your HTML. You will see that all text will be surrounded by double brackets