

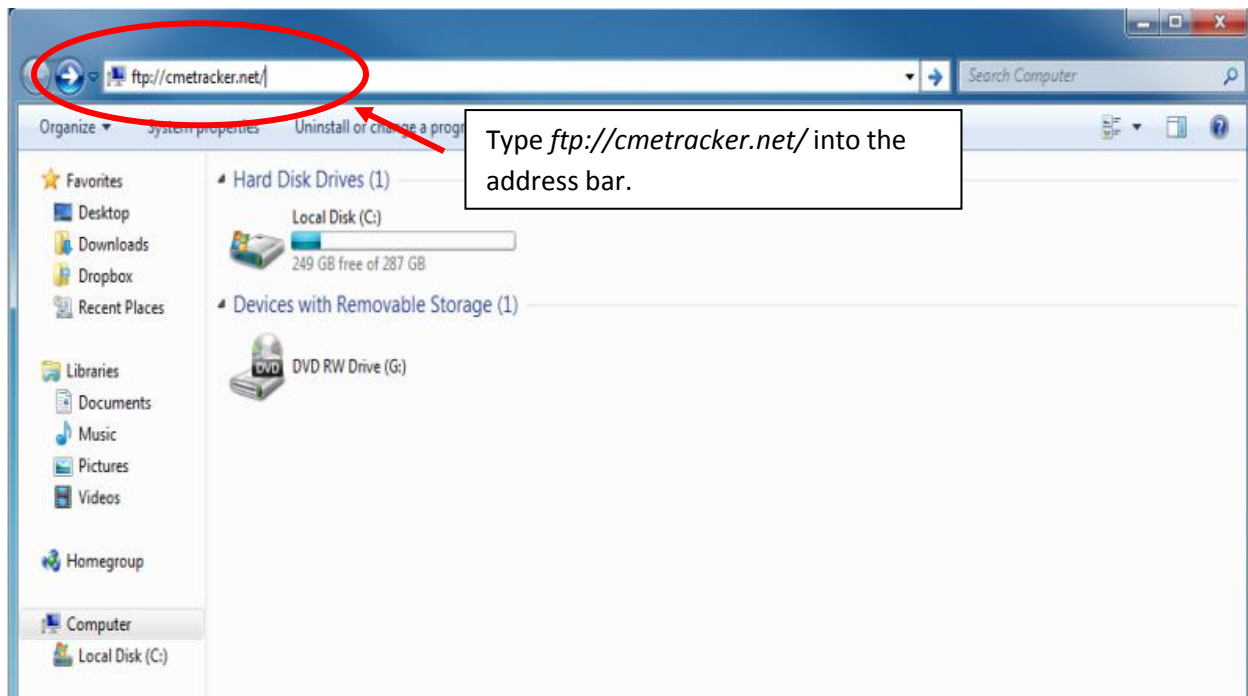
Inserting a Custom Logo into a Confirmation Letter

The purpose of this tutorial is to outline the process of inserting a custom logo into a confirmation letter. With a few simple steps, confirmation letters can be easily branded with a graphic, typically the company logo.

Note: *The following documentation assumes that the confirmation letter has been created with the graphic or logo you intend to use, saved as a web-page filtered .htm or .html document, and uploaded, via ftp, to the correct ConfirmationLetters folder in your ftp site.*

Step 1:

Open 'My Computer' by double-clicking the icon on the desktop. In the address bar, type `ftp://cmetracker.net/`, then press 'Enter'



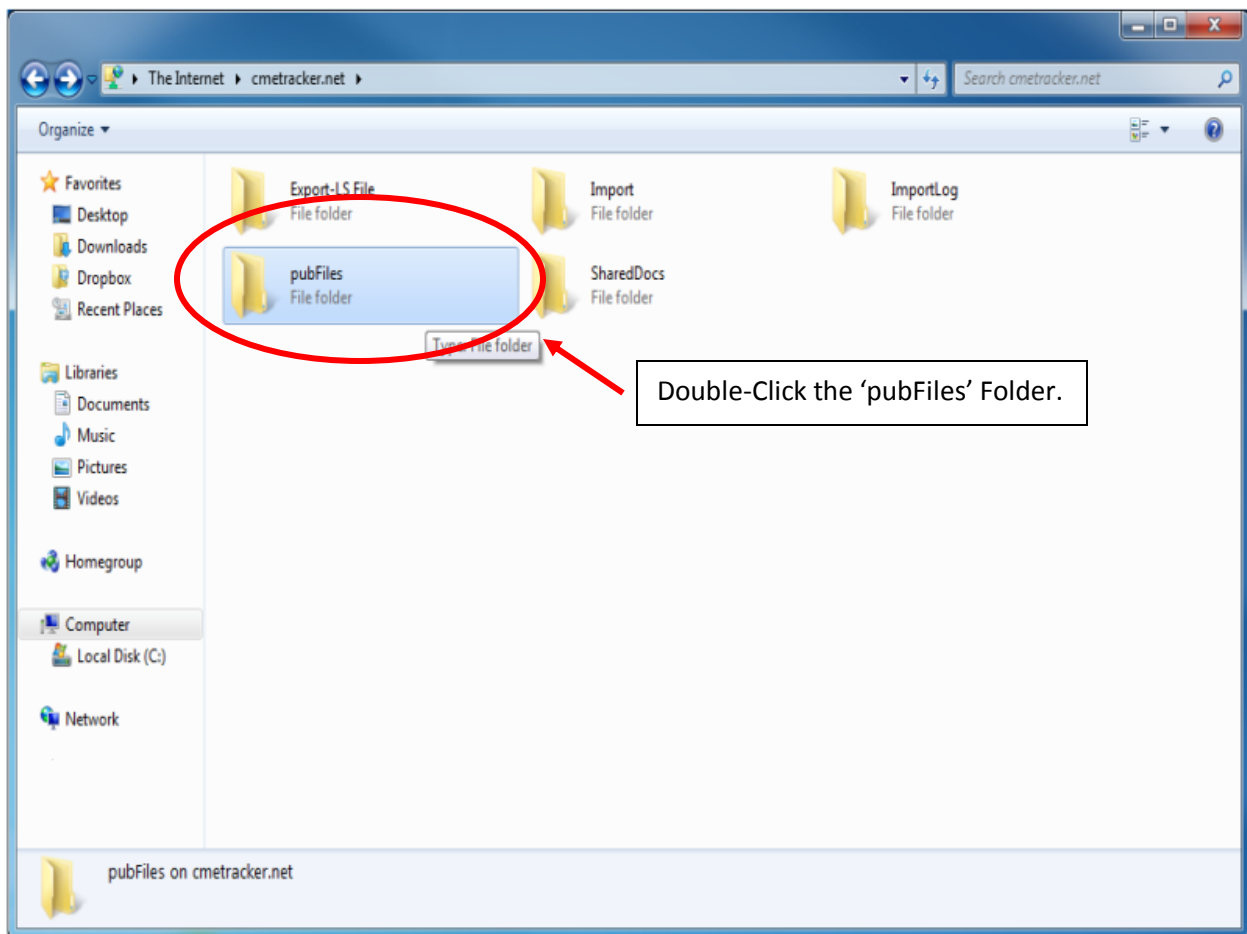


Step 2:

A dialogue box will pop-up. Enter your ftp 'User Name' and 'Password.' You now have access to your ftp files and folders.

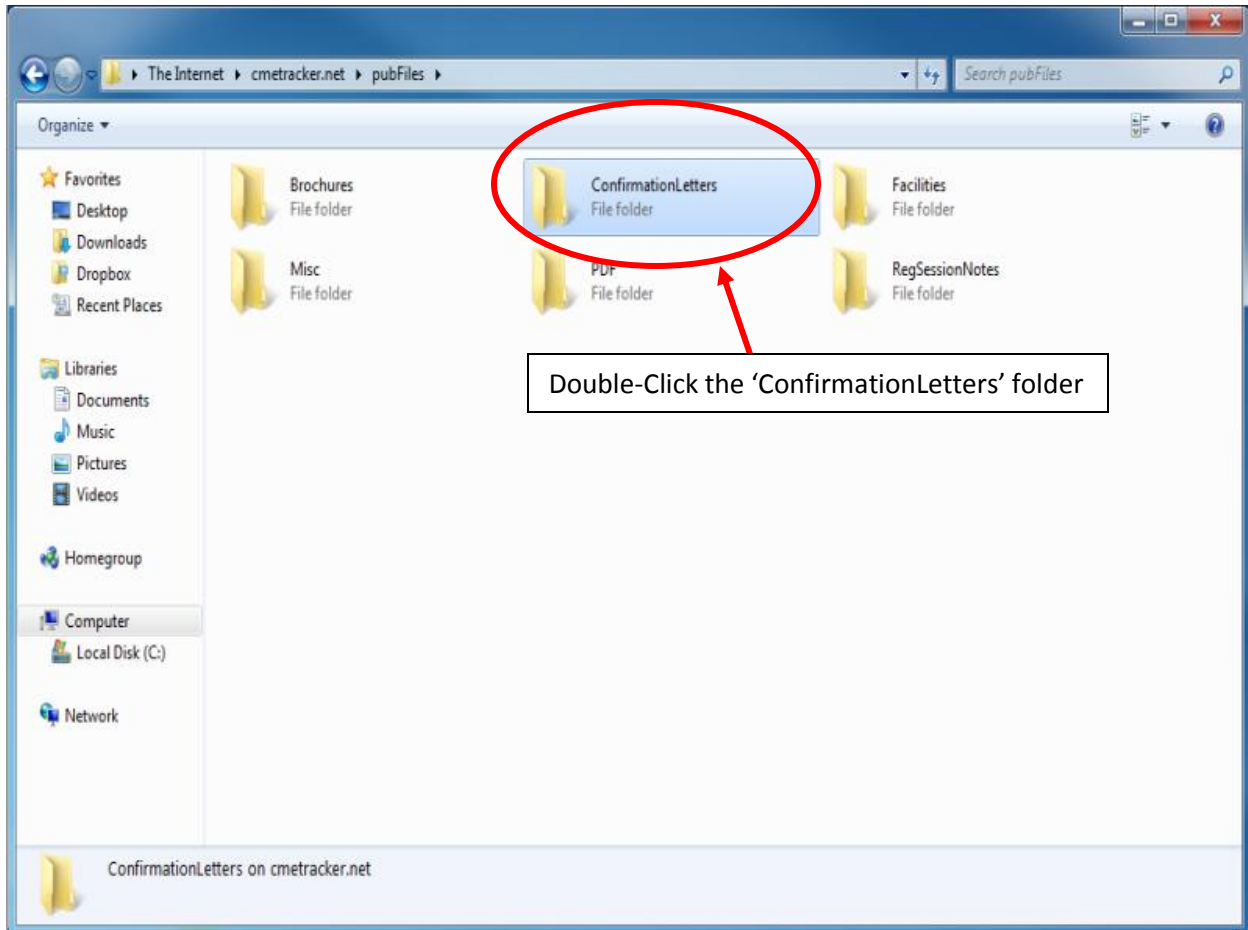
Step 3:

You will now be looking at your ftp folders. Select 'pubFiles' by double-clicking it.



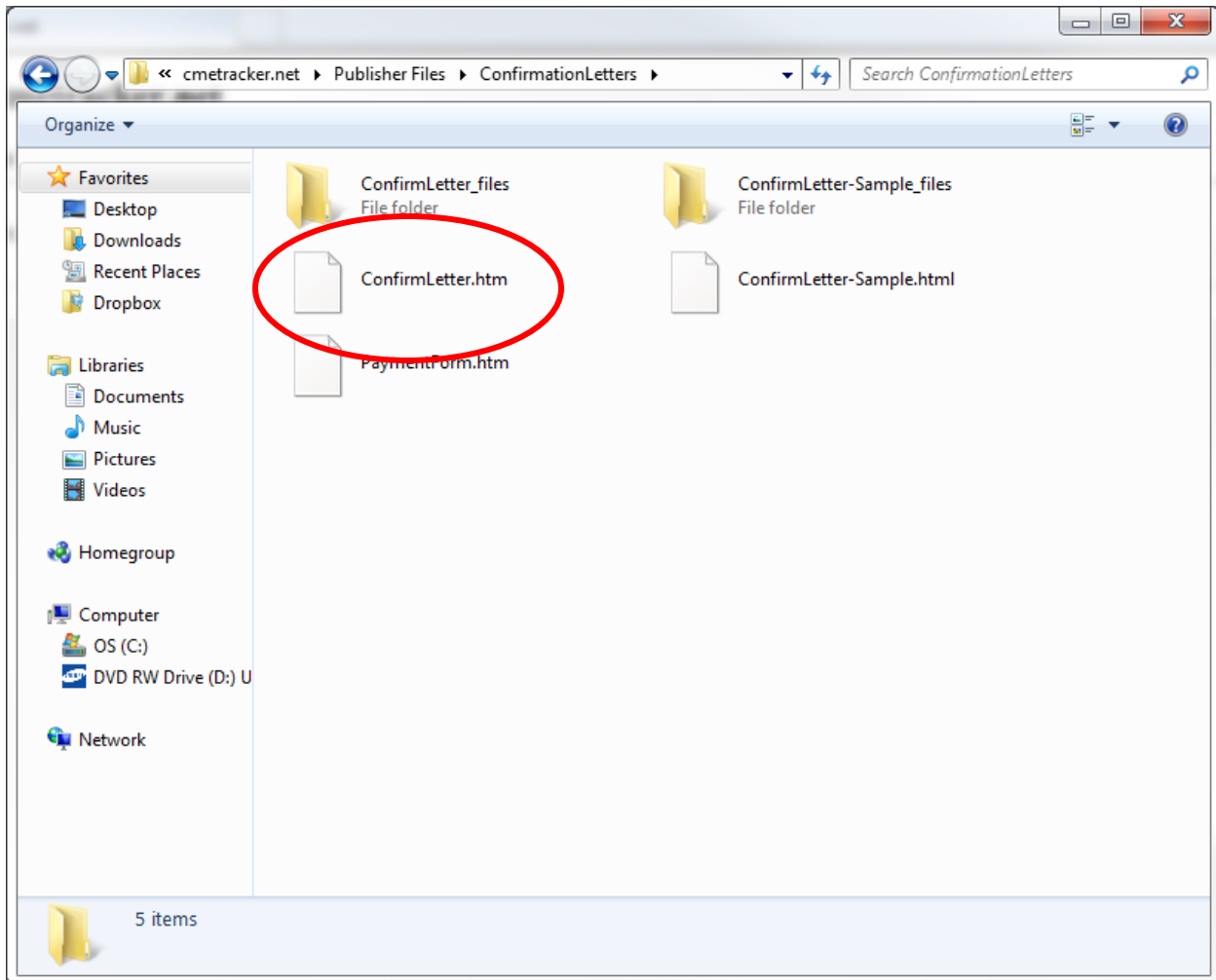
Step 4:

Inside of 'pubFiles,' you will see a folder called ConfirmationLetters. Double-Click it.



Step 5:

Inside of the 'ConfirmationLetters' folder, find the confirmation letter that you have previously completed and uploaded, and you would now like to add a graphic (typically a logo) to. In this example, the confirmation letter 'ConfirmLetter.htm' will be used.



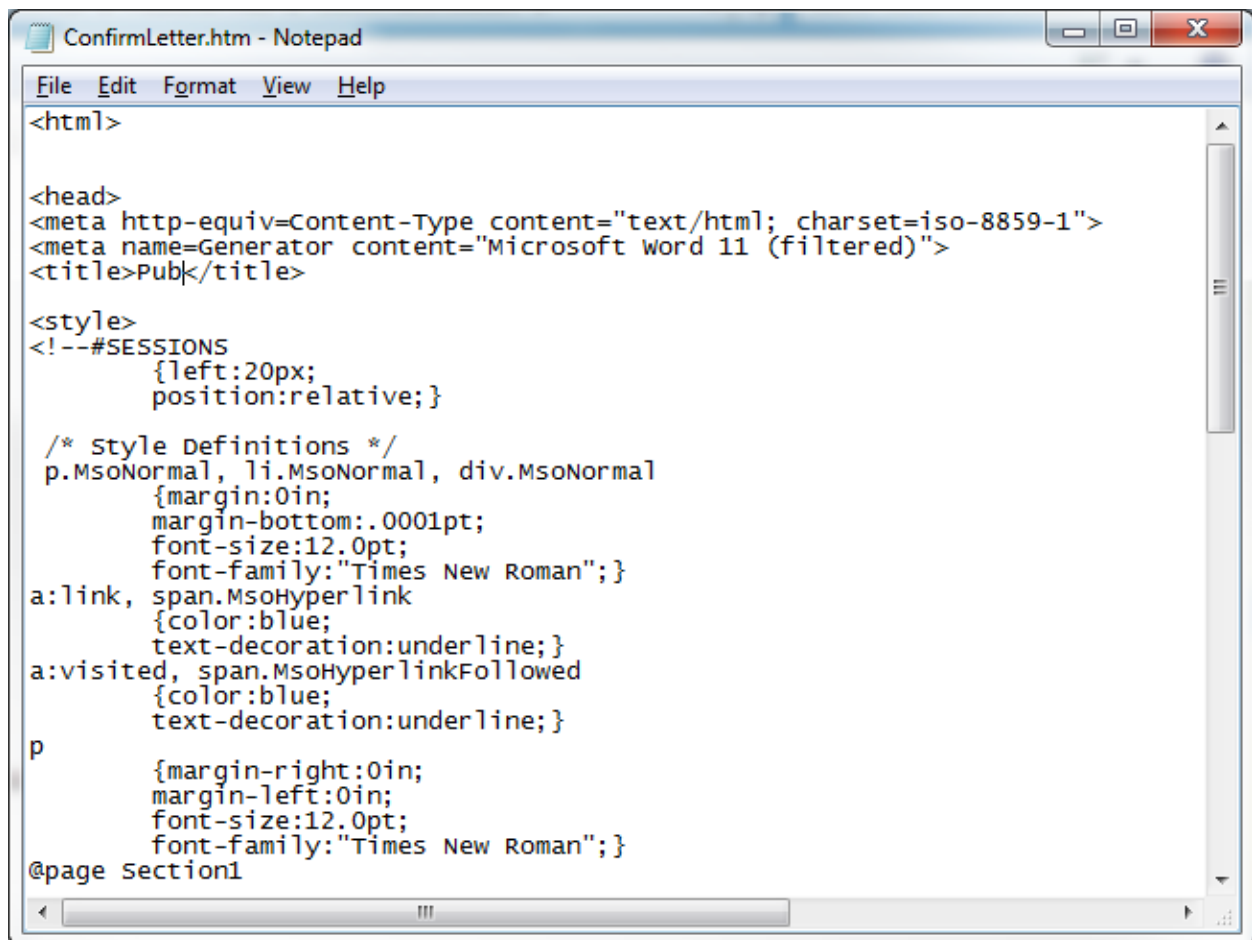


Step 6:

Click and drag the confirmation letter from the folder to the desktop.

Step 7:

Right-Click on the file that is on your desktop. Select 'Open with...' and then click on 'Notepad.' This will open the confirmation letter in a program called Notepad, and it will look something like the following picture.

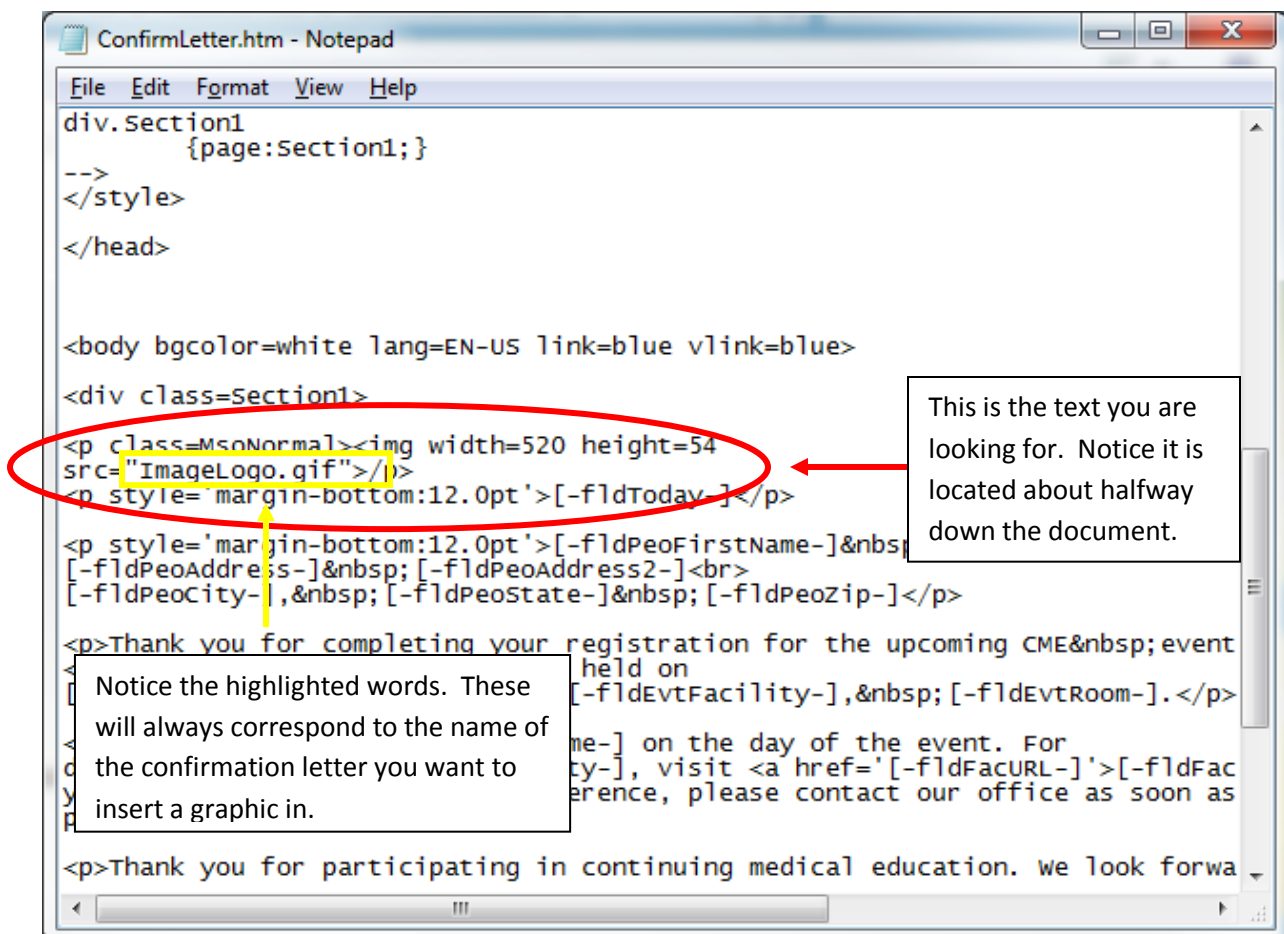


```
ConfirmLetter.htm - Notepad
File Edit Format View Help
<html>
<head>
<meta http-equiv=Content-Type content="text/html; charset=iso-8859-1">
<meta name=Generator content="Microsoft word 11 (filtered)">
<title>Pub</title>
<style>
<!--#SESSIONS
    {left:20px;
    position:relative;}

/* style Definitions */
p.MsoNormal, li.MsoNormal, div.MsoNormal
    {margin:0in;
    margin-bottom:.0001pt;
    font-size:12.0pt;
    font-family:"Times New Roman";}
a:link, span.MsoHyperlink
    {color:blue;
    text-decoration:underline;}
a:visited, span.MsoHyperlinkFollowed
    {color:blue;
    text-decoration:underline;}
p
    {margin-right:0in;
    margin-left:0in;
    font-size:12.0pt;
    font-family:"Times New Roman";}
@page Section1
```

Step 8:

Scroll down until the text that is circled in the following picture is located. The text you are looking for will always be the same in every confirmation letter you wish to exit, except the name you are looking for will correspond to the name of the confirmation letters. For example, we are working with 'ConfirmLetter.htm,' so the text we are looking for is called 'ConfirmLetter.htm.' The part preceding '_Files' will always correspond to the name of the confirmation letter.



```
ConfirmLetter.htm - Notepad
File Edit Format View Help
div.section1
    {page:section1;}
-->
</style>
</head>

<body bgcolor=white lang=EN-US link=blue vlink=blue>
<div class=Section1>
<p class=MsoNormal><img width=520 height=54
src=ImageLogo.gif></p>
<p style=margin-bottom:12.0pt>[-fldToday-]</p>
<p style=margin-bottom:12.0pt>[-fldPeoFirstName-]&nbsp;
[-fldPeoAddress-]&nbsp;[-fldPeoAddress2-]<br>
[-fldPeoCity-],&nbsp;[-fldPeoState-]&nbsp;[-fldPeoZip-]</p>
<p>Thank you for completing your registration for the upcoming CME&nbsp;event
held on
[-fldEvtFacility-],&nbsp;[-fldEvtRoom-].</p>
me-] on the day of the event. For
ty-], visit <a href='[-fldFacURL-]'>[-fldFac
erence, please contact our office as soon as
<p>Thank you for participating in continuing medical education. we look forwa
```

This is the text you are looking for. Notice it is located about halfway down the document.

Notice the highlighted words. These will always correspond to the name of the confirmation letter you want to insert a graphic in.



Step 9:

Click just inside the first quotation mark, and type the following:

http://cmetracker.net/[Customer Short Name]/Files/Confirmationletters/

The [Customer Short Name] will be replaced with your specific Customer Short Name. In our example, it is being replaced with 'PUB'. If you do not know your Customer Short Name, please email support@cmetracker.com and this information will be given to you. This same string of text can be used for every confirmation letter that you wish to insert a graphic into.

Important Note: This must be typed EXACTLY as shown, and it must start on the inside of the quotation mark. See the following picture for the example.

```
ConfirmLetter.htm - Notepad
File Edit Format View Help
div.Section1
    {page:Section1;}
-->
</style>
</head>

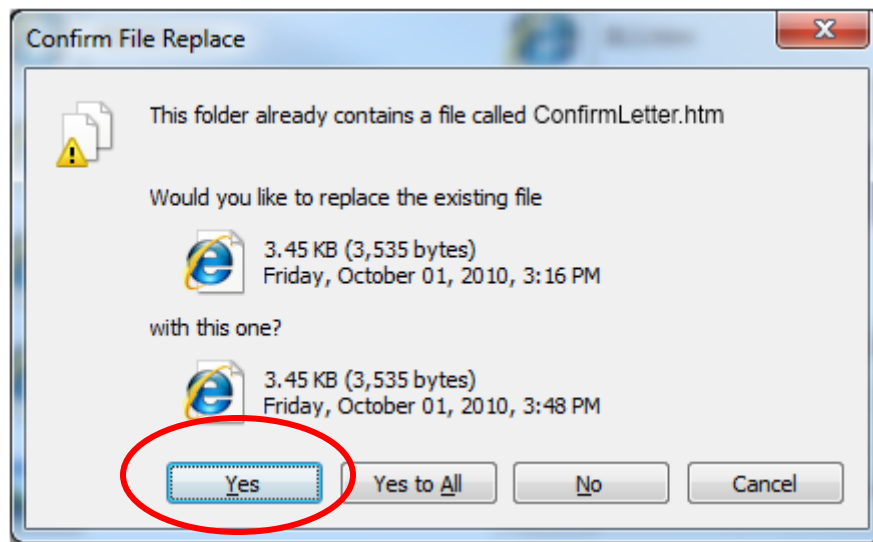
<body bgcolor=white lang=EN-US link=blue vlink=blue>
<div class=Section1>
<p class=MsoNormal>/p>
<p style='margin-bottom:12.0pt'>[-fldToday-]</p>
<p style='margin-bottom:12.0pt'>[-fldPeoFirstName-]&nbsp;[-fldPeoLastName-]&nbsp;
[-fldPeoAddress-]&nbsp;[-fldPeoAddress2-]<br>
[-fldPeoCity-],&nbsp;[-fldPeoState-]&nbsp;[-fldPeoZip-]</p>
<p>Thank you for completing your registration for the upcoming CME&nbsp;event
<b>[-fldEvtEventName-]</b>; to be held on
[-fldEvtEventDate-]&nbsp;at&nbsp;[-fldEvtFacility-],&nbsp;[-fldEvtRoom-].</p>
<p>Check-in will begin at [-evtTime-] on the day of the event. For
directions to&nbsp;[-fldEvtFacility-], visit <a href='[-fldFacURL-]'>[-fldFac
you are unable to attend the conference, please contact our office as soon as
possible.</p>
```

Step 10:

After typing in the required information, in Notepad, click on 'File' and then 'Save' to save the changes you have made.

Step 11:

Click and drag the confirmation letter you have changed from the desktop back into the window you originally took it from. A pop-up will appear asking if you want to replace the file. Click 'Yes.'



Click 'Yes'

Step 12:

The required changes are now complete! Click on the red 'X' to close the window.

Repeat these steps for every confirmation letter that you wish to add a graphic to.

