Instructions C2SM Newsletter

1. Build the newsletter in Word
2. Make a html-version. Easy way: Share File as HTML. This solution requires that Outlook is installed and functioning.
3. Make a html-version, alternative: save file as .htm. The problem with the created html file is that is doesn’t find the images included in the Word document. This is because in the Word document, the images are indicated as local files, but the html file needs the complete path.
4. Include the complete image paths into the html file.
	1. Open the html file in TextWrangler or any other elaborate file editing software
	2. Search replace src=” with src=”[file:/// folder\_to\_image/](file:///%20folder_to_image/), e.g. src=”file:////Users/cschnadt/polybox/C2SM\_polybox/Newsletter/Vol\_24/
	3. Open Thunderbird. Open an email. Click into the writing window to activate the writing window. Click “Insert” then “HTML” in the upper menu bar. A little window will pop up. Copy-paste the html code from TextWrangler into the little window and click “ok”. The email then contains the html Newsletter.
	4. Send the email to the C2SM community from Thunderbird.

Convert Wordfile to PDF. Converting in Mac Word is possible with activating the anchors by using “Save as” and then click “Best for electronic distribution and accessibility (uses Microsoft online service). This version is ok, but the margins of some images with transparent backgrounds are visible. So it’s best to convert the Wordfile from a Windows machine.