

INSTRUCTIONS FOR USING THE E-STUFFER IN RICH-TEXT FORMAT FOR BOTH PC AND MAC USERS

BANKS CAN SEND THE E-STUFFER TO THEIR CUSTOMERS BY EMAIL:

- 1) BankStuffers will email the e-stuffer as an attachment in zip format (.zip).
- 2) Download the zip file from your email to your computer's hard drive by clicking "Save as." Give the file a name and select the location your program suggests or provide a new location in which to save the file.
- 3) Double-click the zip file to open and an .html file will appear.
- 4) Double-click the .html file and it will open in your computer's web browser.
- 5) "Select All" on the Menu bar and "Copy" the entire e-stuffer.
- 6) Open your email and compose a new message (optional).
- 7) "Paste" the contents of the e-stuffer into the message area.
- 8) Insert your customers' email addresses in the "To:" space and add a subject title, then "Send".

BANKS CAN POST THE E-STUFFER ON THEIR WEBSITE:

- 1) Forward the .zip file to your bank's IT/web designer for technical assistance or call BankStuffers at 800-886-3346.
- 2) If you use an existing CMS (Content Management System) software (ex. Adobe Dreamweaver) to produce your website:
 - a) Double-click the zip file, then open the .html file in a new page within the CMS software.
 - b) View "Live" or in a web browser to be sure the e-stuffer is rendering correctly.
 - c) Continue and complete the page to post on your bank's website.