

# New from File or URL

## New from file

You can create a new message from an HTML file with the "From a file" option on the following page: *Messages > Email > Create new page*.

You can also upload a .zip archive containing both the HTML file and the images, or a single .html file.

To upload the attachments, you need to upload a folder named "attachments" inside a zip file. Make sure you have the "Attachments" option enabled with your subscription.

### When you create a message from file you can:

- Define the subject of the email: it can contain dynamic fields (for example "Hello Marco").
- Add Notes to the message (remember they will not be visible to the recipient).
- Upload the file by dragging it on the import area or choose your file (.zip, .html or .htm)

### During the saving phase, the system checks:

- if the HTML is valid
- if one or more images linked in the message are missing
- if the attachments are more than 5 and if they're too big
- if the zip contains files not allowed

In case of problems, a warning message will appear with the details of the problems encountered so you can decide whether to modify the message, go to the summary or delete the message.



#### Some tips for creating the zip file

- Insert only 1 HTML file in the .zip
- Images and other files can be in the root or in subfolders: they always be organized as they are referenced within the HTML.

## New from URL

You can create the email message **from a web page or from an accessible URL** and then edit the HTML.

### On the page for creating a message from URL, you can:

- Define the subject of the email: if you want, it can contain dynamic fields (for example "Hello Denis").
- Add Notes to the message (remember they are not visible to the final recipient of the email).
- Enter the URL from which to extract the HTML to generate the newsletter
- After saving, you can change the message options from the Overview page, or the HTML using the editor.



#### Info

In the upload operation, you transfer only the text, not the images or the layout or CSS style of the web page.