

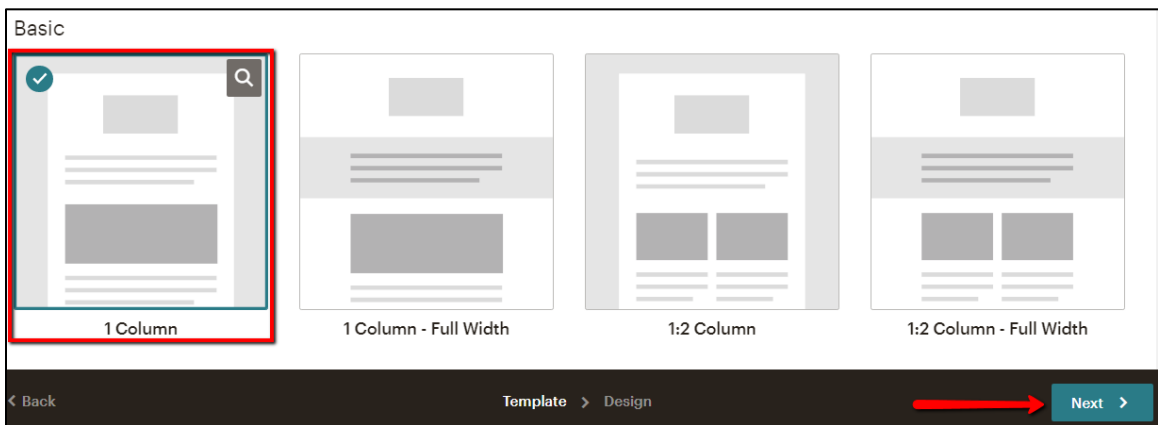
## Using Mailchimp to Send Written & Done Content

Sending Written & Done content through Mailchimp is as simple as **#CopyPasteConnect**.

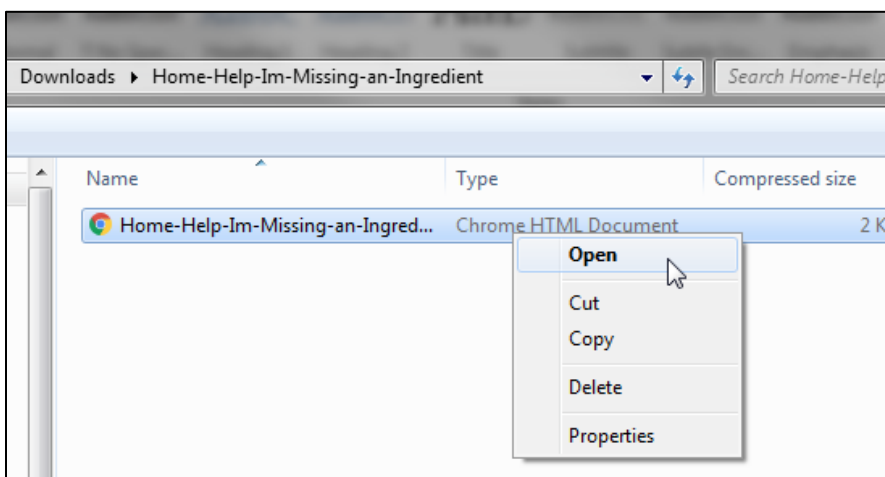
1. Using your Mailchimp account, begin an Email Campaign. Learn how to create a campaign here:

<https://Mailchimp.com/help/create-a-regular-email-campaign/>

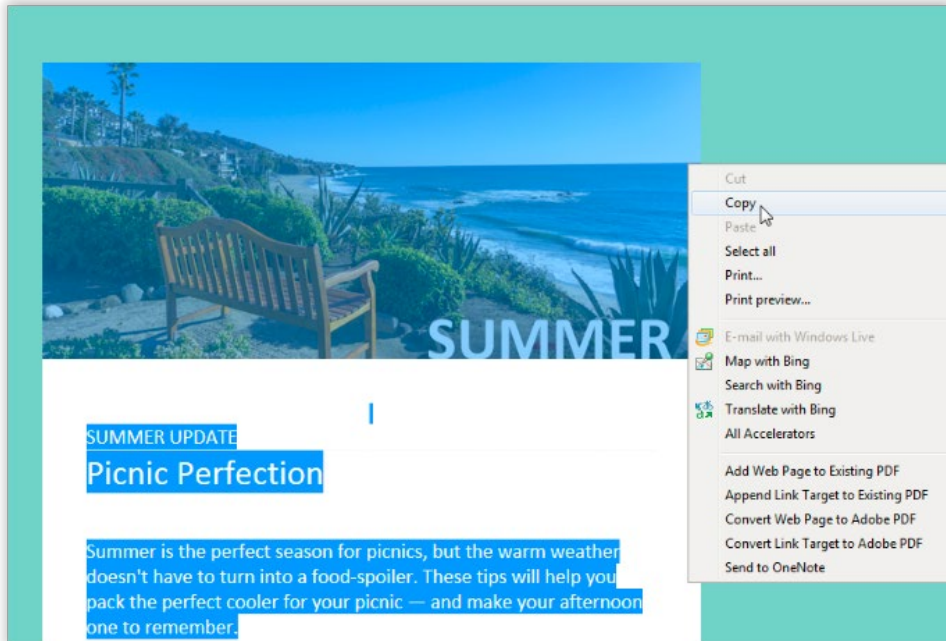
2. Select the **1 Column** option under Basic for your template, then click **Next** to continue.



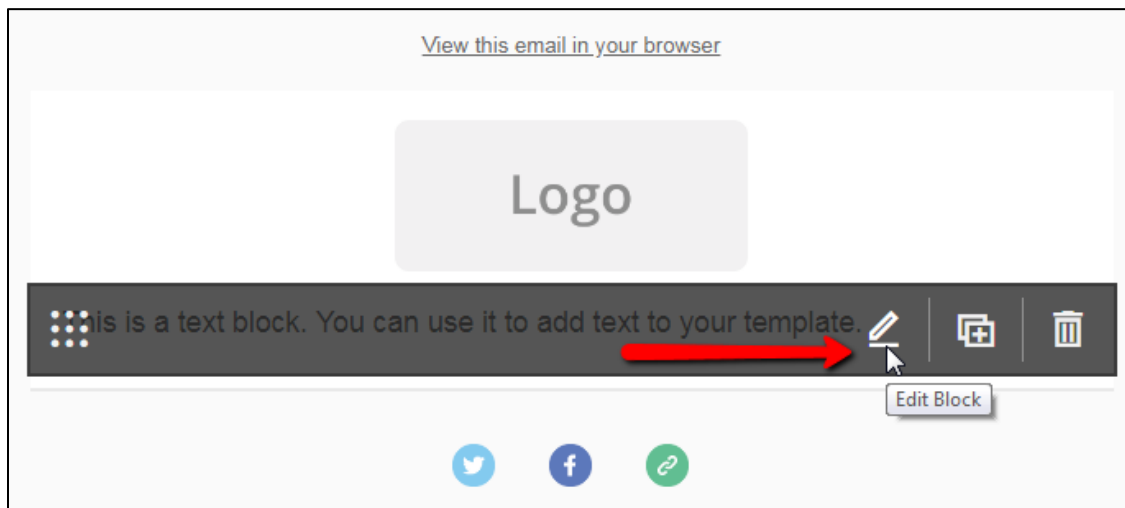
3. In a separate tab, access your **Written & Done** account. Under the **Content Library** tab, select the item you would like to send in your campaign, then click the corresponding **Download** button. When the file download is complete, select the file by double clicking or right click and select **Open**.



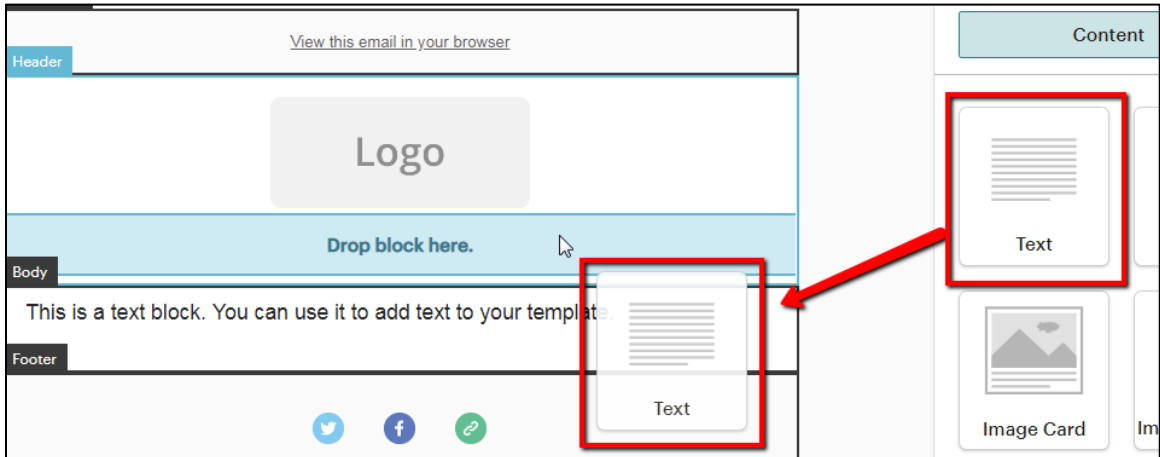
4. A new window will appear with your downloaded content. Click on the page and using your keyboard select *Ctrl + A* or *Cmd + A* to select all. Then copy the content by using keyboard command *Ctrl/Cmd + C* or right click and select the Copy option.



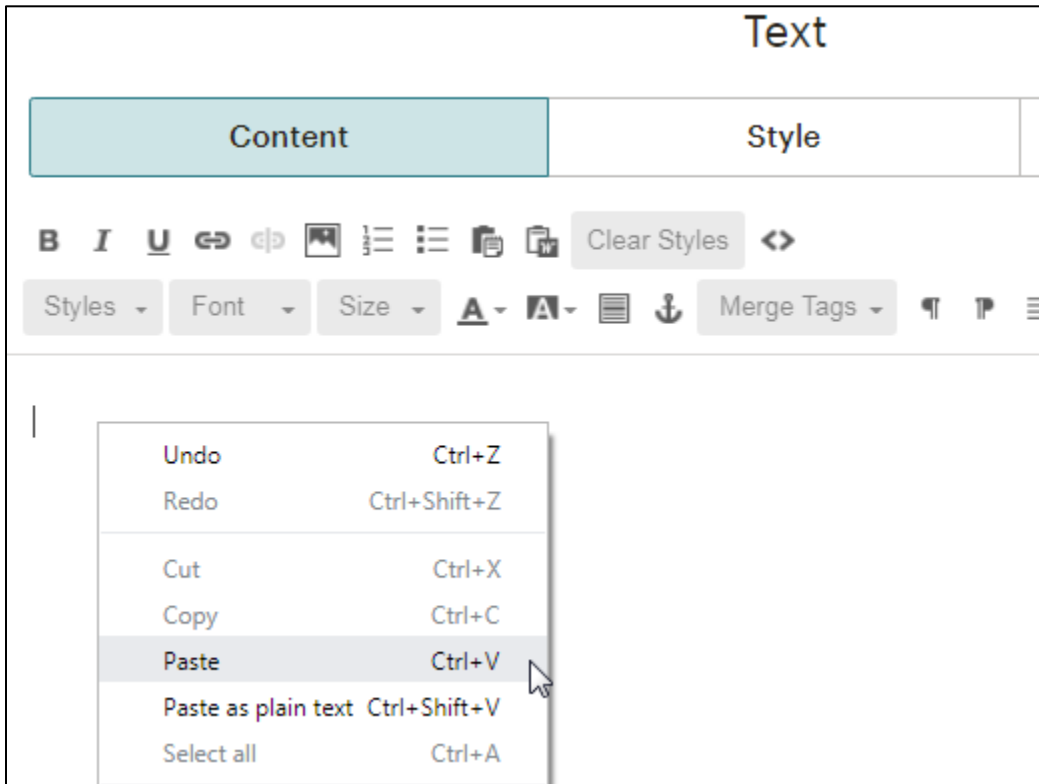
5. Go back to your open Mailchimp tab. Select the text block in the email preview section and click the pencil icon to edit.



(If you do not see a text block, click and drag the **Text** block from the Content options into the template preview where desired.

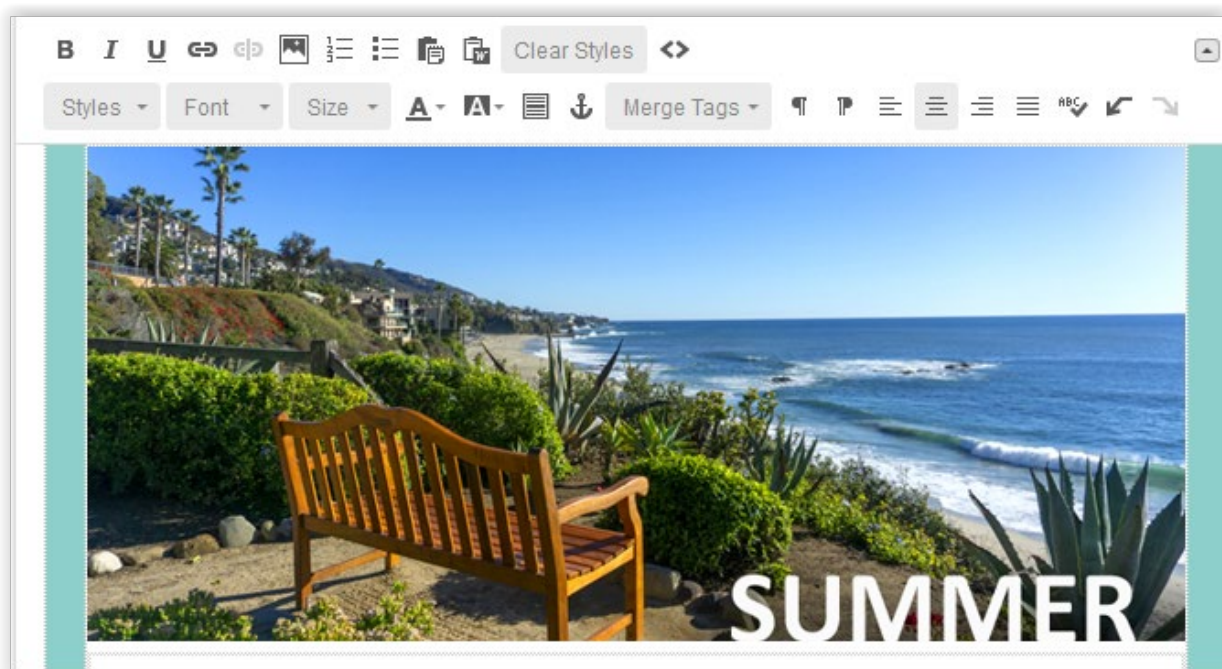


6. Right click within the editor, then select **Paste** (you can also use *Ctrl/Cmd + V*)



7. Your Written & Done content should then display in the email editor. Feel free to adjust the formatting, color, images and design using the editor options. You can also personalize your email by adding a logo, photo and contact information where desired.

(Please note, you cannot change the content and copywrite material must be retained on all pieces.)



8. You can preview your email by using Mailchimp's **Preview and Test** option. When you are satisfied with your campaign, select the **Save & Close** button. If all of your campaign options have been selected, you can **Schedule** your campaign to be sent.

Congratulations! You have successfully sent your Written & Done content to your contacts.

**#WeWriteYouIgnite**