



# How to Use .HTML Versions of Email Templates

Let's take a look at how to use the .HTML versions of our customizable email templates.

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## Overview

This file can be helpful if you are not familiar with or unable to use Mailchimp in your ministry. The goal here would be to import this file into your existing church database that you currently use to communicate with your audience - like Ministry Platform, Church Community Builder, Planning Center Services, Fellowship One and many others.

### There are two caveats here to keep in mind:

- The .HTML file can only be used with databases that allow source code to be added to a custom message. To our knowledge, Constant Contact, Realm, and Planning Center People may not allow for this. It's always a good idea to connect with the tech support department of the database you're using and see if they can offer any workarounds.
- Secondly, your particular database will also determine how customizable this email template will actually be - that is the ease with which you're able to edit and replace existing text and images. Working with HTML can be tricky and the final output may not always look the way you want it to. If you want 100% customization capability, we would recommend using Mailchimp. But if you're making minimal to no changes on these templates and your database accepts source code, using the .HTML file is a good option.

## Let's get started.

1. Download an .HTML file from the Orange dashboard.
2. Open the .HTML file in your browser. We always recommend Google Chrome, though any browser should work.
3. Find the source code of this design. The steps to locate the code will be different depending on the browser you're using. For this tutorial, I'll use Google Chrome. If you're using a different browser, you just may need to Google how to find the source code of a page using your preferred browser.
4. In Chrome, right-click either side of the template design and choose "View Page Source"
5. A new tab will open up displaying the source code of this email.

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6. "Select All" the code on the page. You can go up to the menu options and choose Edit > Select All. You can also use the keystroke Command +A if you're on a Mac or Ctrl+A if you're on a PC.
7. "Copy" all of the code on the page. You can go up to the menu options and choose Edit > Copy. You can also use the keystroke Command +C if you're on a Mac or Ctrl+C if you're on a PC.
8. Open a message window in your database. For this tutorial, I will be using Ministry Platform, but the process should look very similar as long as your database accepts source code.
9. Look for a button that allows you to turn on "HTML" mode. This button usually looks like two arrows pointing away from one another or it might say HTML or Source on it.
10. Once this button is activated, you will paste the source code into your message window. You can go up to the menu options and choose Edit > Paste. You can also use the keystroke Command +V if you're on a Mac or Ctrl+V if you're on a PC. You should now see all of the code in your message window.
11. De-select the HTML mode button. The email design should now be displayed in your message and you can now customize the text/images in the email to the extent that your database allows.