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## Overview

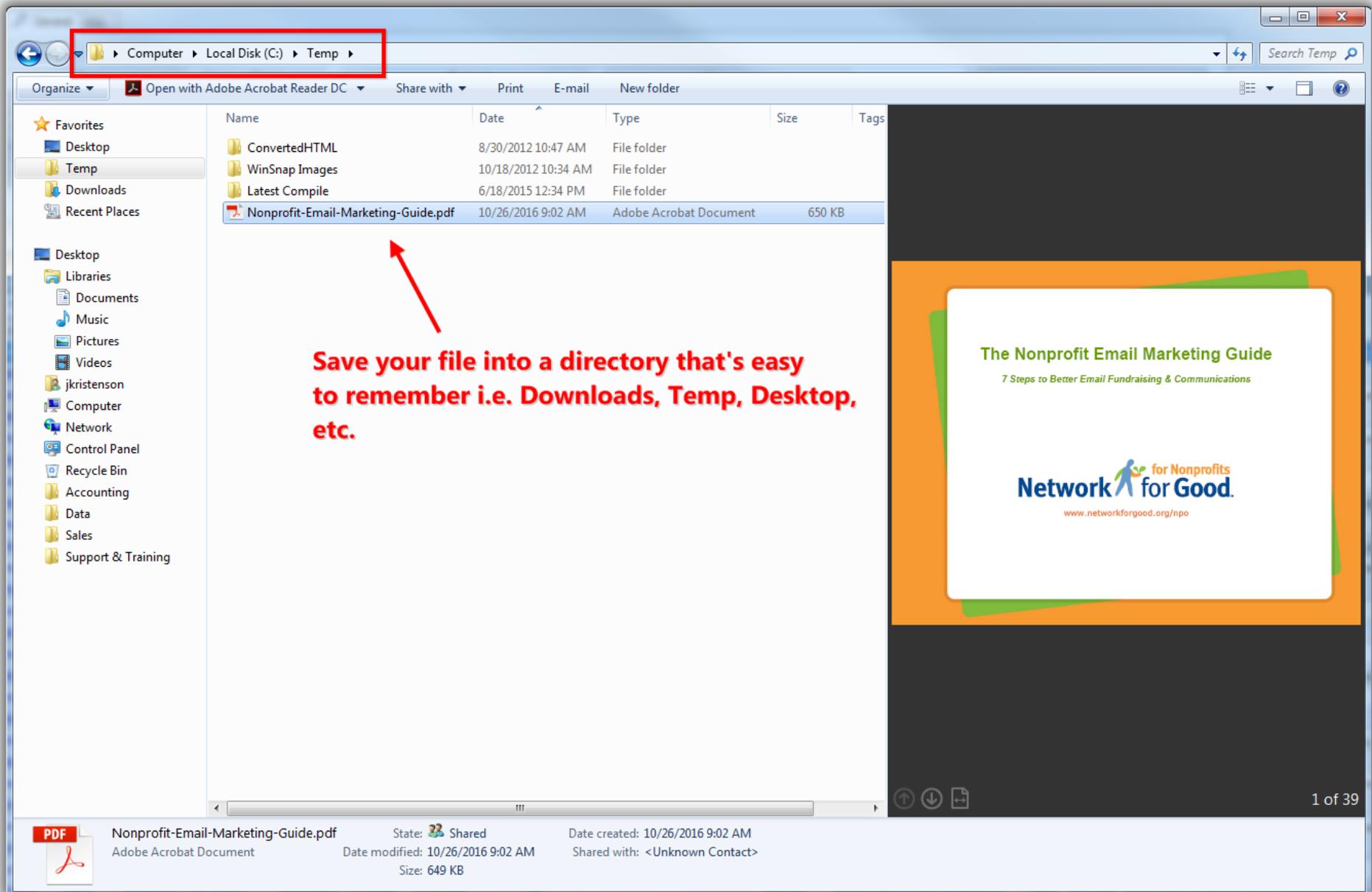
This article walks through the steps to upload a file (*email attachment*) to the **System Gallery**, and **link to that file** in your **email** as an **attachment**.  
*Note: you can link to a file hosted on your own server, but this article talks specifically about hosting it on our server.*

 **Tip:** Watch [this 20 minute video](#) to learn how to use the **Trail Blazer** CK email editor to style your email templates.

## Steps

Save your email attachment (**file**) onto your local machine in a **directory** that's easy to find. *In my example I saved a PDF Newsletter into my **Temp** folder as shown below.*

# How to Add Email Attachments (i.e. PDF's, Word Docs, Spreadsheets, etc.) to an Email Template or Mass Email Campaign



Computer > Local Disk (C:) > Temp

Name	Date	Type	Size	Tags
ConvertedHTML	8/30/2012 10:47 AM	File folder		
WinSnap Images	10/18/2012 10:34 AM	File folder		
Latest Compile	6/18/2015 12:34 PM	File folder		
Nonprofit-Email-Marketing-Guide.pdf	10/26/2016 9:02 AM	Adobe Acrobat Document	650 KB	

**Save your file into a directory that's easy to remember i.e. Downloads, Temp, Desktop, etc.**

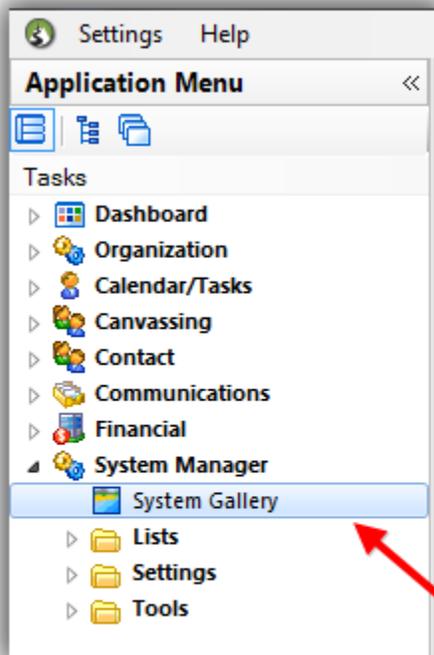
**The Nonprofit Email Marketing Guide**  
*7 Steps to Better Email Fundraising & Communications*

**Network for Good.**  
www.networkforgood.org/npo

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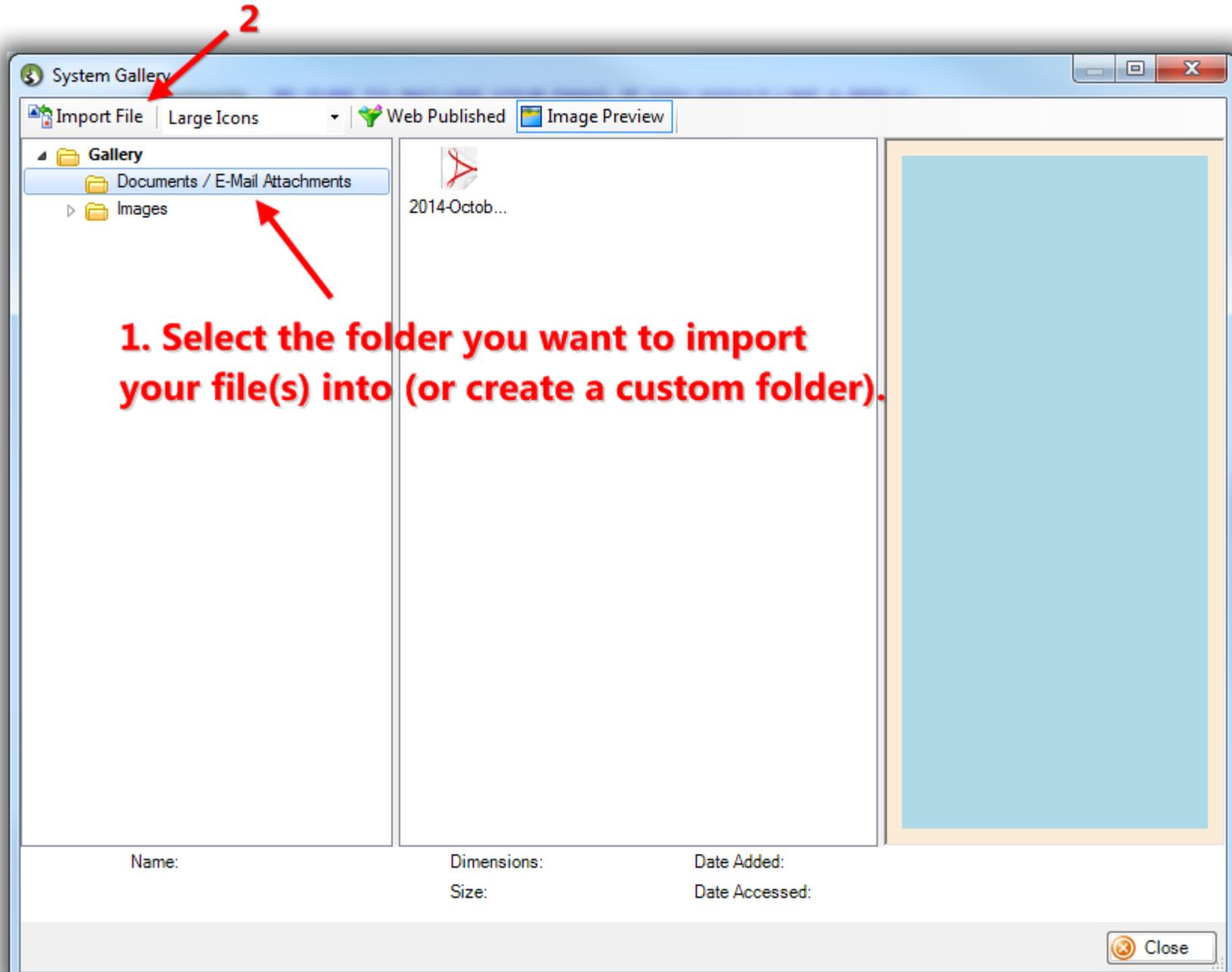
PDF Nonprofit-Email-Marketing-Guide.pdf State: Shared Date created: 10/26/2016 9:02 AM  
Adobe Acrobat Document Date modified: 10/26/2016 9:02 AM Shared with: <Unknown Contact>  
Size: 649 KB

Open the **System Gallery** to first upload your file by following **Application Menu > System Manager > System gallery**. *This area of the database requires admin [security clearance](#).*



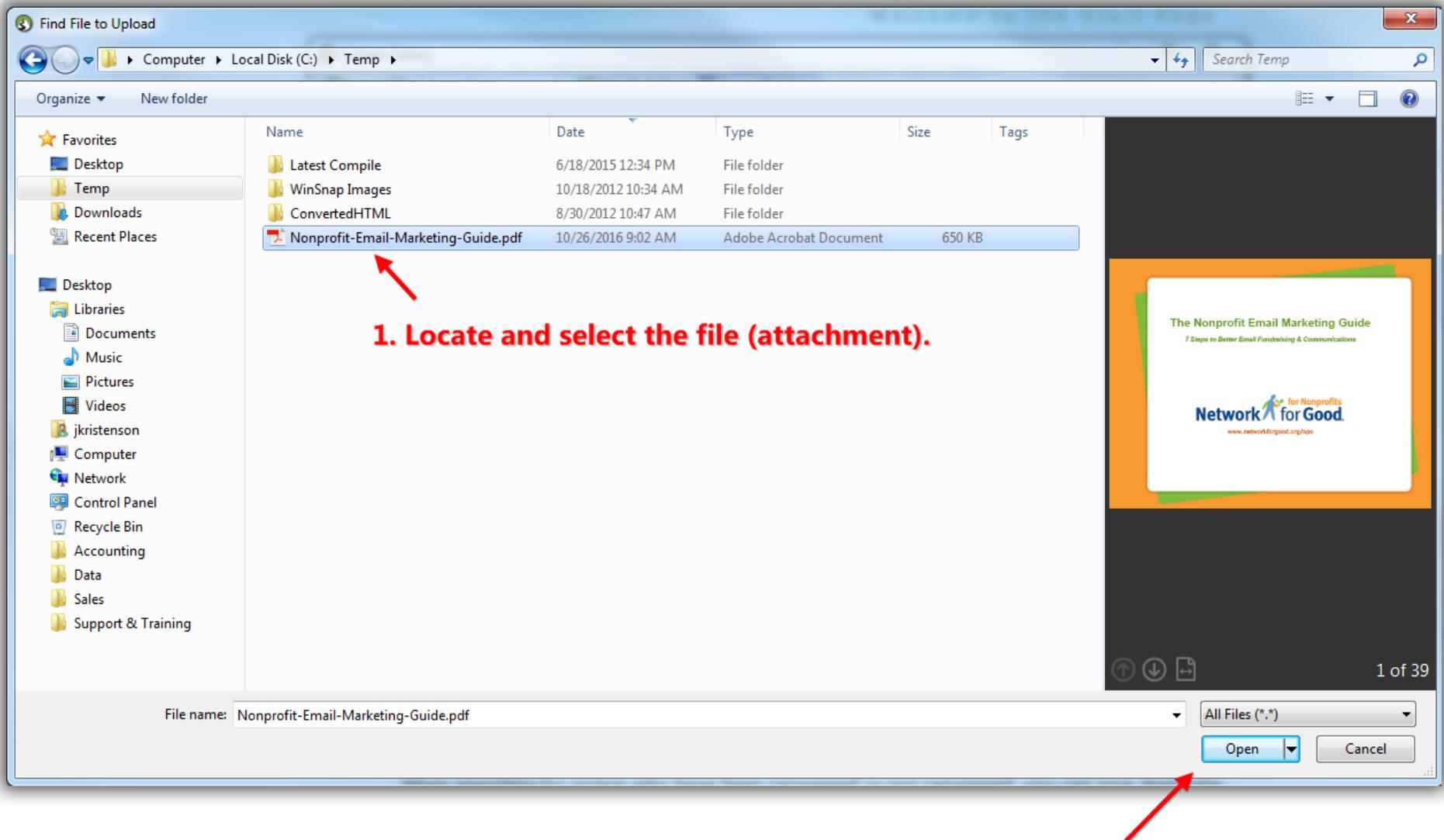
**Note: to access System Gallery it requires admin security clearance.**

Click on the **folder** you want to upload the attachment too (*or create a new folder*), and then click **[Import File]**. *In my example I selected a custom folder I created called **Documents / E-Mail Attachments**.*



Locate and select the file on your local machine, and then click **[Open]**.

## How to Add Email Attachments (i.e. PDF's, Word Docs, Spreadsheets, etc.) to an Email Template or Mass Email Campaign

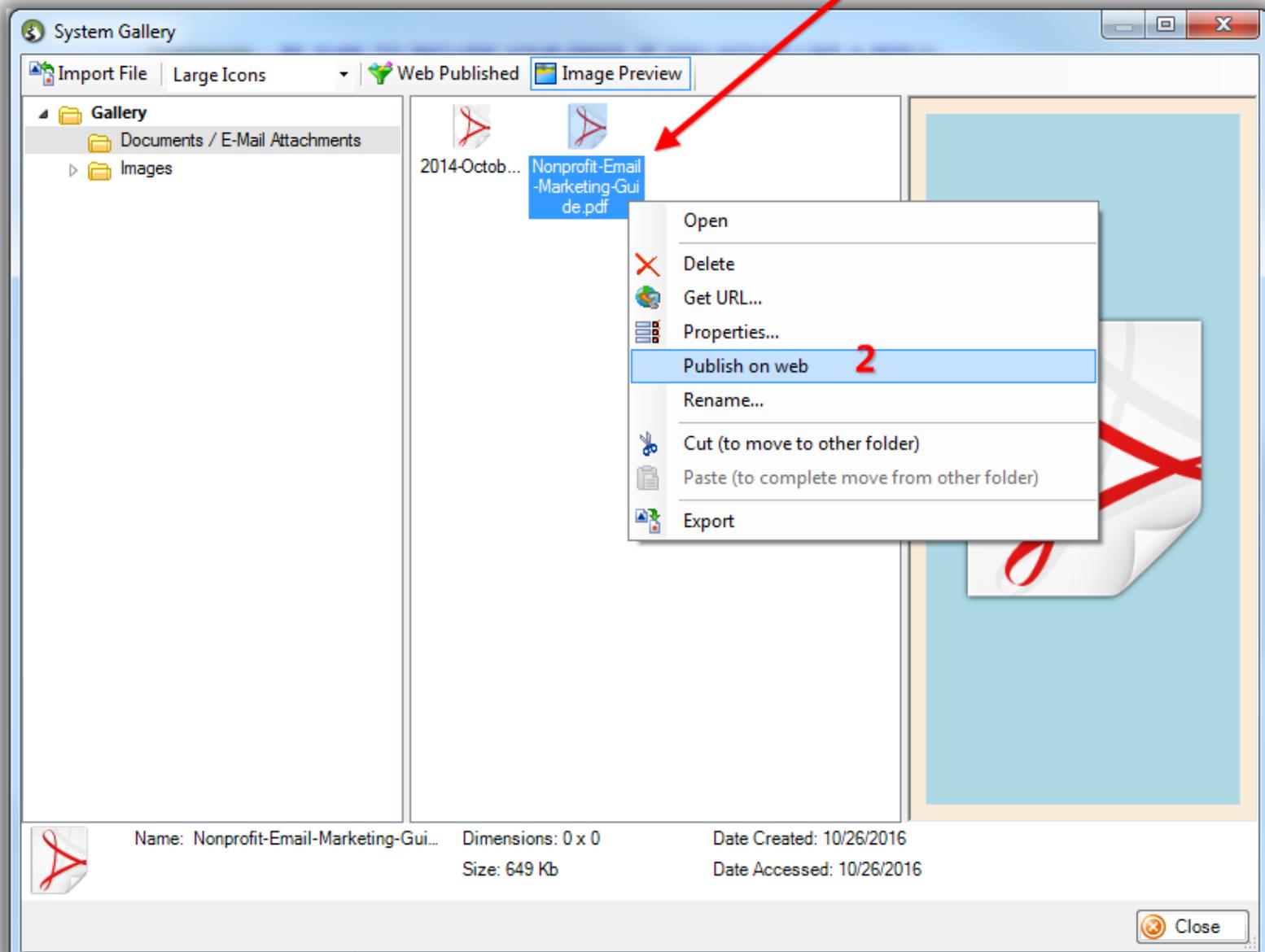


**1. Locate and select the file (attachment).**

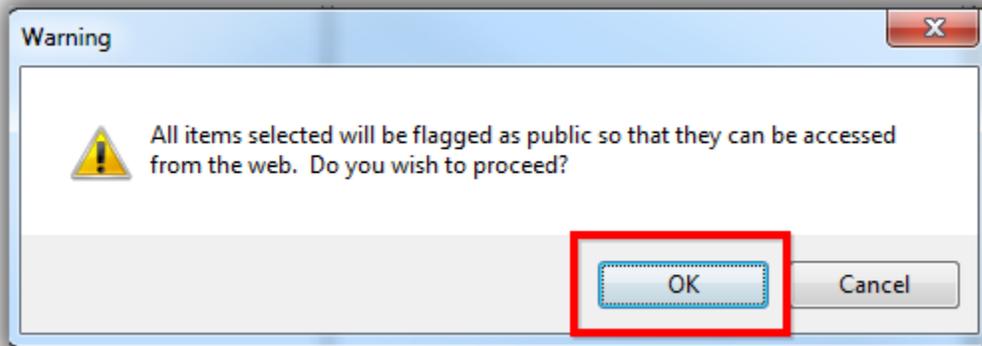
**2. Click [Open]. (Make sure that 'all files' is selected from the drop-down if you don't see your file).**

Once the file is uploaded, **right-click** on it, and select '**Publish on web**'. *This is the step where the file gets **hosted** on the **Trail Blazer** server.*

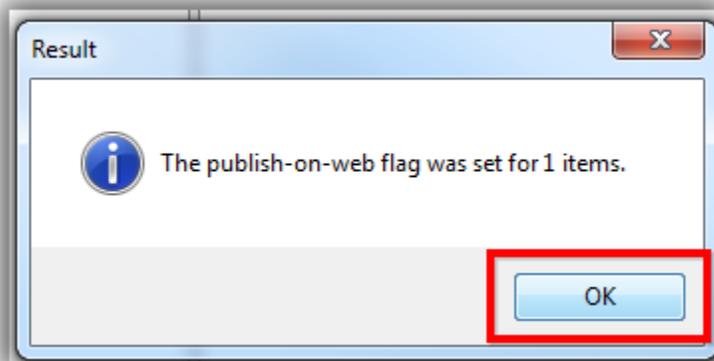
**1. After the file is uploaded, right-click on it.**



Click **[OK]** to proceed.

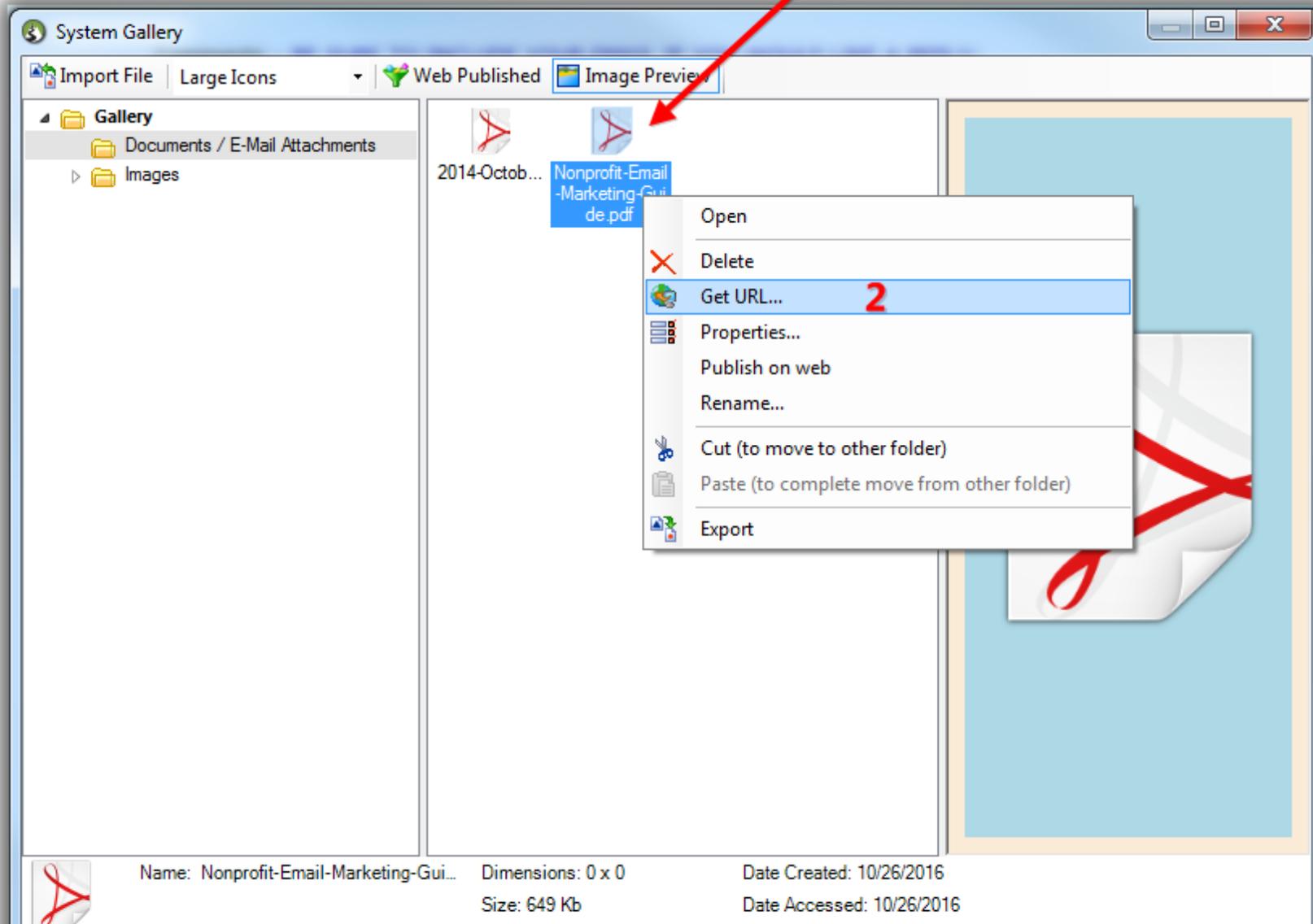


Click **[OK]** again once the process is finished.

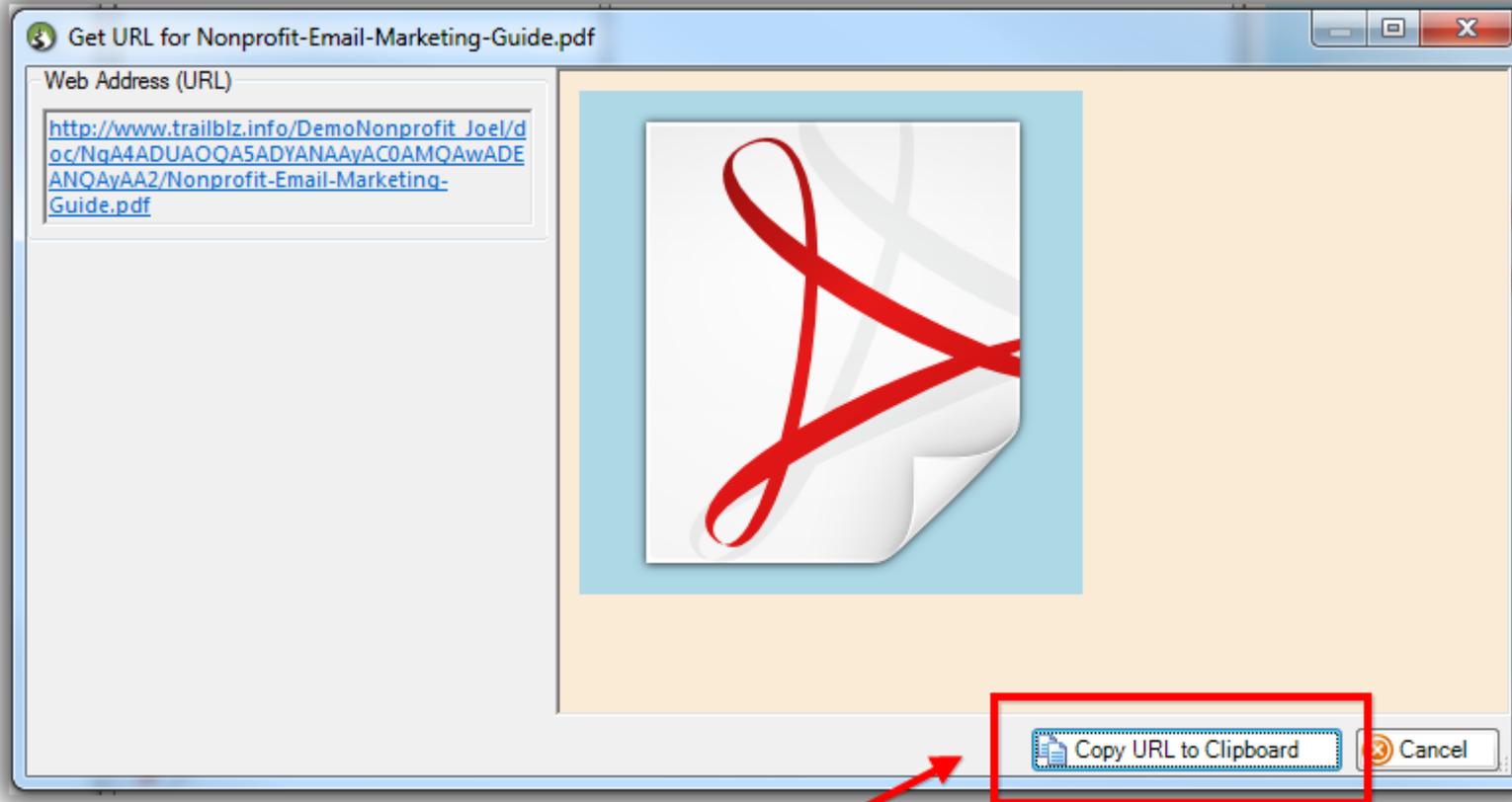


Next you'll need to **right-click** on the file and select '**Get URL...**'.

**1. After the file is 'published to the web', right-click on it again.**



Click the **[Copy URL to Clipboard]** button. *This is what you'll use in the **final steps** to **hyperlink** the attachment in your email.*

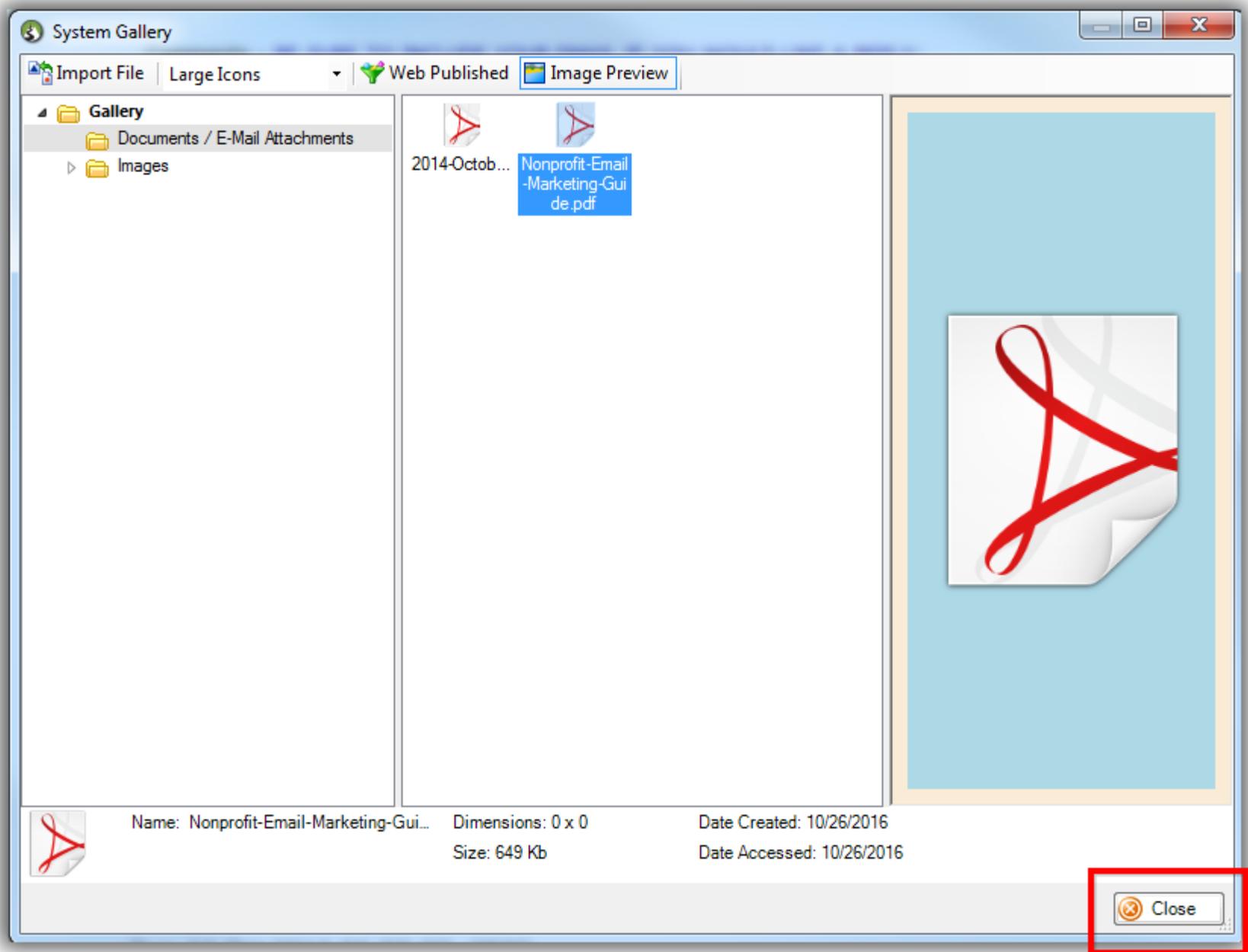


**Copy the url to your clipboard. This is what you'll use in the next step to 'hyperlink it in your email'.**

Once that's finished you can [Close] the System Gallery.

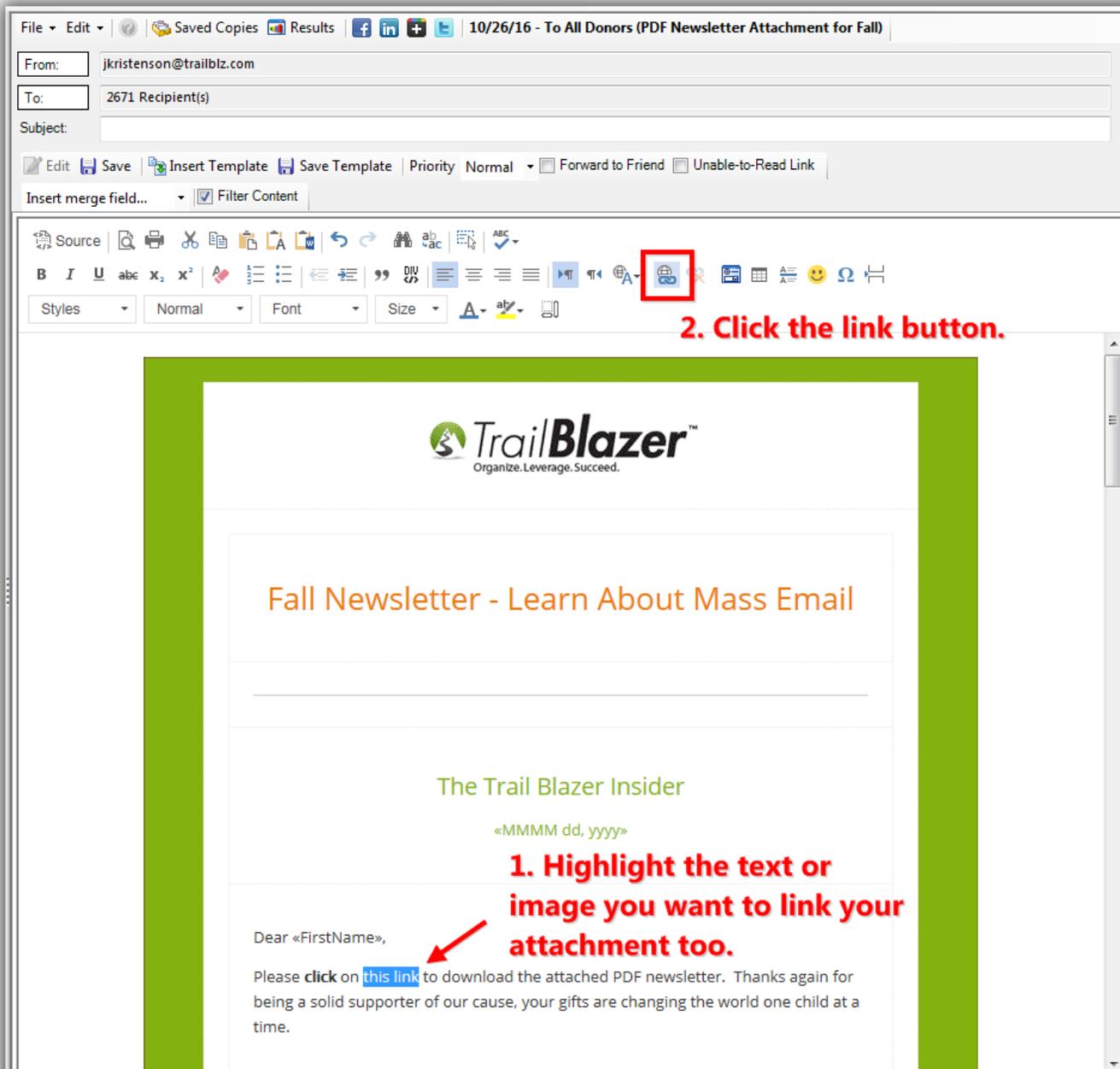


# How to Add Email Attachments (i.e. PDF's, Word Docs, Spreadsheets, etc.) to an Email Template or Mass Email Campaign



Next you'll need to open the **email template** or [campaign](#) that you're working on. *In my example I opened a campaign that had already been started.*

Once the email composer is open, compose your email, **highlight** some **text** or an **image** where you want the **attached link to go**, and click the **[Link]** button. *My example is below where I highlighted some **text** that read "this link".*



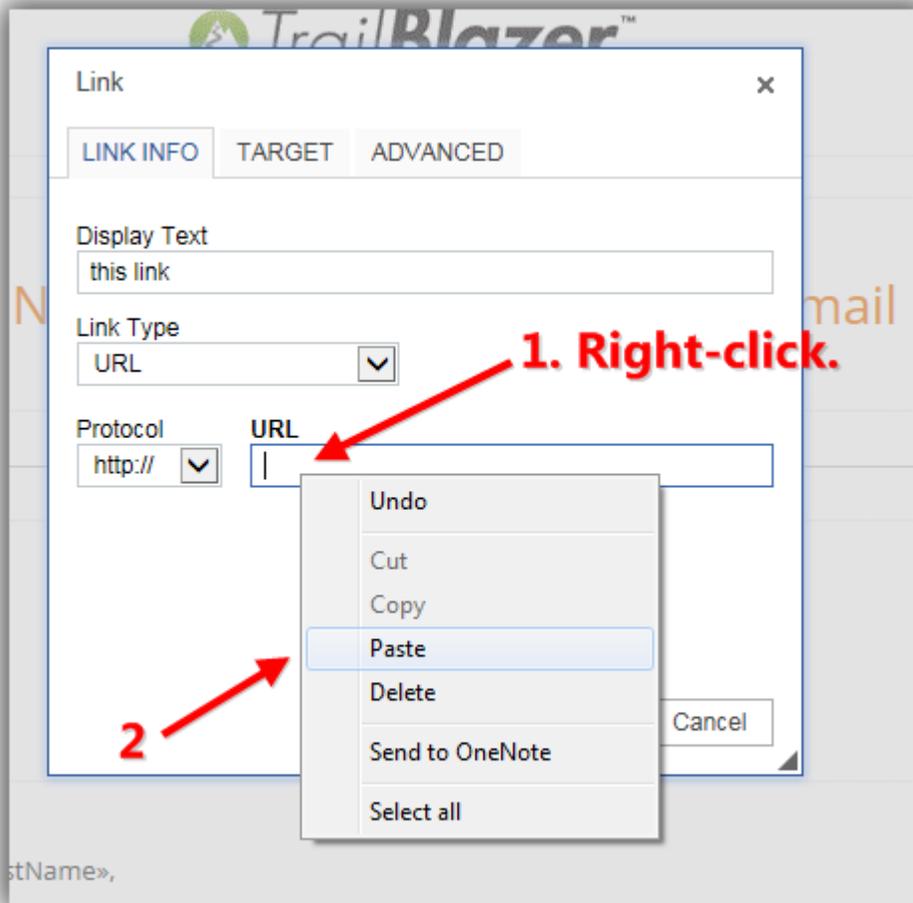
The screenshot shows an email editor window with the following details:

- File:** 10/26/16 - To All Donors (PDF Newsletter Attachment for Fall)
- From:** jkristenson@trailblz.com
- To:** 2671 Recipient(s)
- Subject:** (empty)
- Tools:** Edit, Save, Insert Template, Save Template, Priority: Normal, Forward to Friend, Unable-to-Read Link.
- Editor:** Includes a toolbar with a link button (chain icon) highlighted in a red box.
- Preview:** Shows a green-bordered email template with the TrailBlazer logo and the text "Fall Newsletter - Learn About Mass Email".
- Text in Preview:** "The Trail Blazer Insider", "«MMMM dd, yyyy»", "Dear «FirstName»,", and "Please click on [this link](#) to download the attached PDF newsletter. Thanks again for being a solid supporter of our cause, your gifts are changing the world one child at a time."

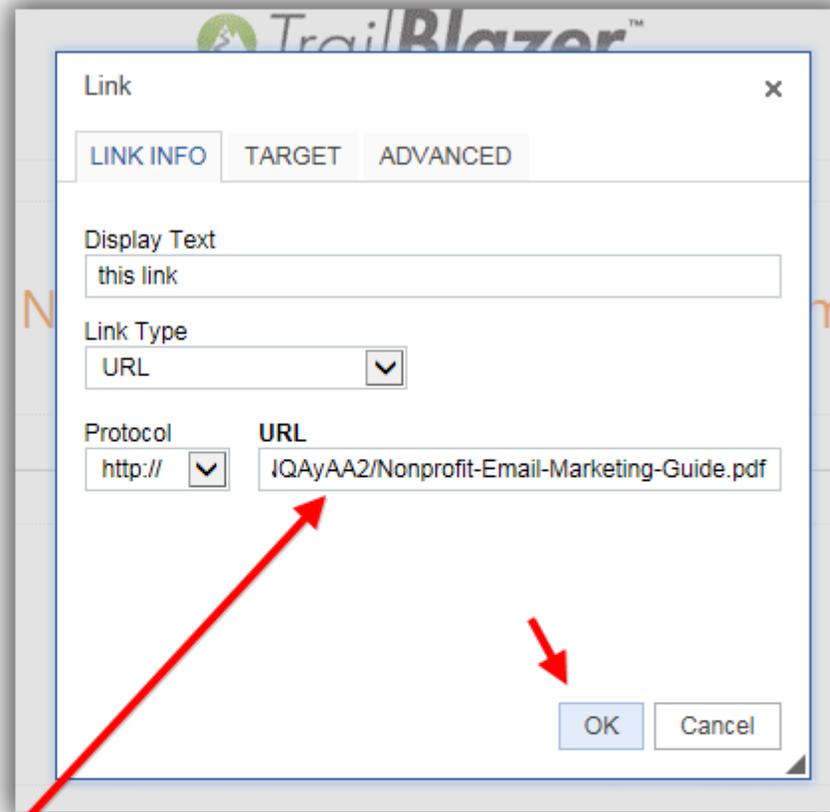
**2. Click the link button.**

**1. Highlight the text or image you want to link your attachment too.**

**Right-click** in the **URL** field and select **Paste**. *This is where you'll paste in the URL that was copied in the previous steps for the location of the attached file.*

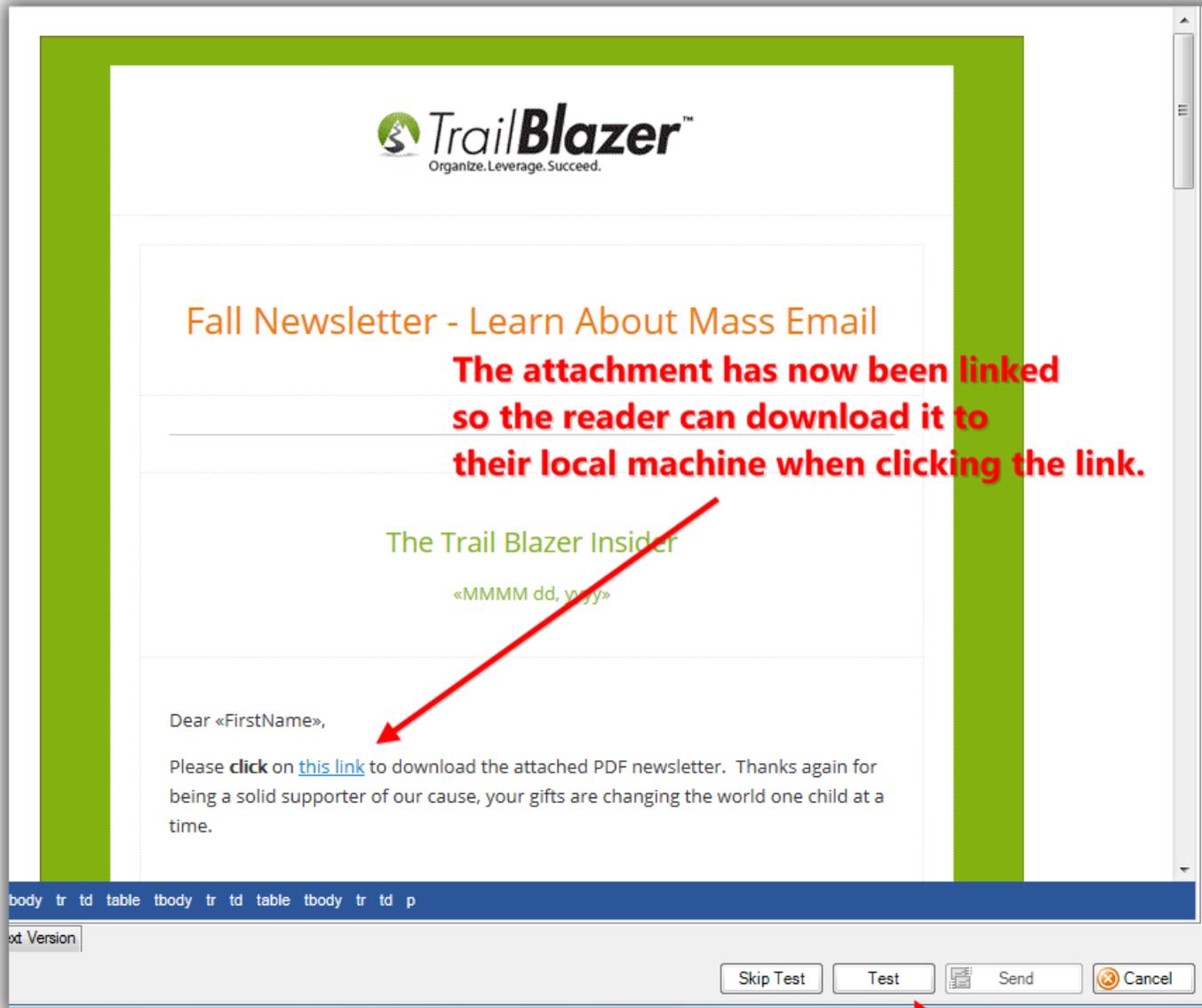


Once the URL link is properly inserted, click **[OK]** to finish.



**Paste in the link that was in your clipboard for the location where the file is hosted on the Trail Blazer server.**

Finish off your email and then **run some tests** to verify the link is working. Click **[Test]** in the bottom-right which will bring up your list of [‘testers’](#), it’s good to test on many different email clients (i.e. Gmail, Outlook, AOL) and on different devices (i.e. iPhone, Android, Windows Phone, Tablets, Desktops, etc.).



## How to Add Email Attachments (i.e. PDF's, Word Docs, Spreadsheets, etc.) to an Email Template or Mass Email Campaign

Once you're satisfied you can [schedule](#) your email. After the email goes out you can go to the **Campaigns** list, click [**Search**] and see how many people are clicking on your links to download the attachments.

After you send your eblast you can come to this list and gauge how many people are interacting with your eblasts by clicking on the link(s) to download your attachments.

	✓	Campaign ID	Created Date	Campaign Name	Status	Status	Test	List Built	List Source	Recipients	Suppressed	Sent	Opened	Open Rate %	Tracked Clicks	Bounced	Abuse Complaints	Confirmations Requested	Confirmations Received
	▶	228	10/26/2016	10/26/16 - To All Donors (PDF Newsletter Attachment for Fall)	✘	Created	☐	☑	< displayed list >	2,671	0	0	0	.00	0	0	0	0	0
	▶	168	10/6/2014	Test Donation Thank-You	✔	Created	☐	☑	< displayed list >	1	0	1	1	100.00	0	0	0	0	0
	▶	98	1/17/2011	Asking Matters	✔	Created	☐	☑	< displayed list >	2	0	2	2	100.00	0	0	0	0	0
	▶	95	12/17/2010	Demonstration of links	✔	Created	☐	☑	< displayed list >	2	0	2	2	100.00	0	0	0	0	0
4							0	4		2,676	0	5	3	60.00	0	0	0	0	0

It's a great idea to give the [tracked link a name](#) so you can also search for the people **who actually clicked** on it. You can run this search from the *Contacts (Voters/Donors)* list. *My example is below.*

## How to Add Email Attachments (i.e. PDF's, Word Docs, Spreadsheets, etc.) to an Email Template or Mass Email Campaign

The screenshot shows the TrailBlazer software interface. On the left is the 'Application Menu' with a tree view containing 'Contacts', 'Addresses', 'Households', 'Contact Relationships', 'Contributions/Pledges', 'Product Sales', 'Logs', 'Communications', 'Financial', and 'System Manager'. A red arrow points to 'Contacts'. The main window has a menu bar with 'Search', 'Reset', 'New', 'File', 'Edit', and 'Include Other'. Below the menu bar are tabs for 'General', 'Address', 'Household', 'Attribute', 'Canvass', 'Relation', 'Contribute', 'Pledge', 'Event', 'Sales', 'Log', 'Admin', and 'SQL'. The 'Email Links' tab is selected and highlighted with a red box. Below the tabs are fields for 'Name', 'Phone', 'E-Mail', 'Profile', 'Work', 'Demographics', 'User, Text', 'User, Dates', 'User, Decimal', and 'Other'. The main content area is divided into 'E-mail Campaigns' and 'Tracked Links'. The 'E-mail Campaigns' list includes:
 

- [2010/12/17] Demonstration of links
- [2011/01/17] Asking Matters
- [2014/10/06] Test Donation Thank-You

 The 'Tracked Links' list includes:
 

- Example Facebook Page
- Example Instagram Page
- Example Twitter Page
- Facebook - DMVAE
- Facebook Home Page
- Fall 2016 PDF Attachment** (highlighted)
- Google Plus - Example Link

 A red arrow points from the 'Fall 2016 PDF Attachment' link in the 'Tracked Links' list to the 'Email Links' tab. Below the main content area is a toolbar with 'Edit', 'Sort', 'Format', 'Wrap', 'Export', 'Print', 'Detail', 'Summary', and 'Pivot'. At the bottom is a 'Contacts List' table with columns: ID, Title, Last Name, First Name, Address Type, Street, Street 2, City, State, Zip Code, Home Phone, and Bus Phone. The first row shows '0' in the ID column.

**If you rename the link in the 'tracked links' list you can search for who specifically clicked on it after the eblast goes out.**

The **related resources** below provide links to a variety of similar articles and videos on the email tools.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## Related Resources

**Article:** [How to Upload Documents to your System Gallery such as PDF's, Spreadsheets, Audio Clips, Image Files, Etc.](#)

**Article:** [How to Create a Hyperlink around a Screenshot of your PDF Newsletter and Hyperlink it to the PDF Document](#)

**Article:** [How to Create a Hyperlink around a Screenshot of your Video and Link to the Video from your Trail Blazer Email Template](#)

- Article:** [Adding SPF / DKIM Key to your domain's Txt Record --- Greatly Improve Your Email Open Rates! \(\\*requires access to your web host\)](#)
- Article:** [Configuring your From and Reply Email Address Settings](#)
- Article:** [Editing Tracked Links for Mass Email Campaigns – Creating Names for those Missing a Name](#)
- Article:** [How to Delete Unsent Email Campaigns, Test Email Campaigns, and Email Templates](#)
- Article:** [Setup a User to Receive Test Emails, How to Send Out Test Email Campaigns, and How to Test an Individual Email Template](#)
- Article:** [How to Access and Use the Standard Trail Blazer Email Templates as a Starting Point for Template Creation and Mass E-Mail Campaigns](#)
- Article:** [How to Create a Custom Thank-You Auto-Responder Email with Merge Fields for your Online Donation Form](#)
- Article:** [How to Import a Google Web Font into your Trail Blazer Email Template](#)
- Article:** [How to Use the Event Contribution Total Merge-Field in a Mass Email to Thank Attendees for the Total Amount they Gave at a Specific Event – 2016 Upgrade](#)
- Article:** [How to Create Trackable Links in your Email Campaigns, and How to Analyze those Statistics after the Eblast Goes Out](#)
- Video:** [Eblasts Create and Send Eblasts – Includes Image Management](#)
- Video:** [Eblasts Configure email settings before mass emailing](#)
- Video:** [Eblasts –Setting people up to receive test \(draft\) emails](#)
- Video:** [Scheduled Emails](#)
- Video:** [Donation Auto Responders with Merge Fields](#)
- Video:** [Thank you's using mass email](#)

## **Trail Blazer Live Support**

☎ Phone: 1-866-909-8700

✉ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

f **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

t **Twitter:** <https://twitter.com/trailblazersoft>

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.*

*\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

*\* This service is included in your contract.*