



1. Does your site run on a CMS (Content Management System)?

(Wix, Square-space, Wordpress, Expression Engine ect.)

Yes

To add the content via your CMS (so the content looks like all the other pages on your site) we recommend that you purchase the **non-personalised html** which will require you to copy and paste each individual page. We suggest that you test this using our test files* that you can [download here](#).

No

Move to question 2.

2. Do you have someone that looks after your website on your behalf?

Yes

Please share this [link to our test files](#)* with your developer/IT team for them to advise on whether they will be able to upload the complete directory of files to your site.

If they only need the 'content' to integrate with your site, then the **non-personalised html** is the format we recommend for you.

If they are happy with the structure of the files and confirm the format is OK then we recommend the **personalised html** and we will proceed with designing/coding the files to match your website design.

No

Move to question 3.

3. Do you have FTP functionality that will allow you to upload/add a whole folder/directory of files?

Yes

Please download our [test files](#)* which mirror the setup of the personalised html.

If you are able to successfully upload these to your site and link to them, we recommend the **personalised html**. We will proceed with designing/coding the files to match your website design.

If you are unable to upload the files then we recommend ordering the **Personalised PDF** format instead - which should be easier for you to manage.

No

We recommend ordering the **Personalised PDF** format instead.

*These test files are setup to reflect our quarterly newsletter product, however the structure and formatting of the html is the same throughout our range of products.