HTML Product Guidance v1.0

1. 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 2.

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

- **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 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.