## **Dedicated e-mailing**

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## **Specifications**

- The **maximum** width should be **600 pixels** for a correct visualisation in the different mailclients.
- The HTML code should be created in tables instead of DIVs (layers).
- Keep in mind the reproduction on mobile devices and provide responsive design.
- The used CSS should be 'inline'
- CSS for responsive design must be 'embedded'.
- The images are to be saved in the RGB coulourspace at 72 dpi
  - The sent images can be relatively linked.
  - The images on the client's server should be absolutely linked.
- · Relative hyperlinks are not allowed.
- Provide operational hyperlinks which still function weeks after the e-mailing has been sent.
- Do not add attributes to the <body> tag.
- The fonts you can use (websafe font list) are:
  - Arial; Helvetica
  - Arial Black; Gadget
  - Times New Roman; Times
  - Courier New; Courier
  - Georgia; Times New Roman; Times
  - Verdana; Arial; Helvetica
  - Geneva; Arial; Helvetica
  - Tahoma; Verdana; Arial; Helvetica
- Encode accents and special characters in the HTML.
  - You are not allowed to use Javascript and Flash.
  - It is not possible to add attachments.
  - Warning: Outlook 2007 does not support certain formats anymore.

For more information: http://msdn.microsoft.com/en-us/library/aa338201.aspx

- · Please make sure that your code does not contain any mistakes and take into account the HTML directives. You can test your code by way of http://validator.w3.org
- Use ALT-text tags for the images.
- Avoid using background images since most email programs do not show them. You risk losing white text on a coloured background, making it unreadable.

! ATTENTION! We no longer accept animated GIF files in our newsletter. Outlook 2010 only shows the first frame and not the complete animation. For newsletters only GIF or JPEG.

## Example



