




# INSTRUCTIONS FOR USING THE CAMPAIGN TOOLKIT




## How to Use the Interactive Image

- 1. Open the interactive image in your web browser**  
Download the image and open in your browser. For the best experience, use Microsoft Edge, Chrome, Safari, or Firefox.
- 2. To view a sample letter:**
  - **Right-click** on any green thought bubble
  - Select **“Open link in new tab”**
  - The sample letter will open in a new browser tab, leaving the interactive image open for continued use
  - The sample letter may be downloaded by clicking the icon 
- 3. To view a blank template:**
  - **Right-click** on any blue thought bubble
  - Select **“Open link in new tab”**
  - The blank template letter will open in a new browser tab
  - The blank template letter may be downloaded by clicking the icon 

 *Tip: On tablets or touchscreens, tap and hold the thought bubble until link options appear, then choose to open in a new tab.*

## Letter Templates

Below are clickable icons that let you access each template directly:

Icon	Template Name	Description
	<b>Plain Letter Template</b>	A clean, no-background version ideal for copying and pasting directly into an email.
	<b>Branded Template 1</b>	Features a background design of a tree—best downloaded and sent as an attachment.
	<b>Branded Template 2</b>	Features a background design of City Hall & the scales of justice—best downloaded and sent as an attachment.

 *Click on any icon or template title to open the file*

## How to Customize Your Letter

You can work with these templates in two ways:

### 1. **Edit directly in Word**

- Click the link to open the file
- Edit your letter, then go to **File > Save As** to save a new copy

### 2. **Copy content for inspiration**

- Open a sample letter linked to any of the green thought bubbles
- Copy any passages you like
- Paste into your preferred template and revise as needed

## Sending Your Letter

When you're done:

1. Use the **mail-to link** provided
2. Your email app will open pre-filled with recipient addresses and subject
3. If using:
  - A **plain template**: paste the letter directly into the email body
  - A **styled template**: attach it as a file to preserve formatting



 **mailto: Link**

## Using a Different Email Application?

If your device opens a different email app by default, simply **copy the To, Subject, and Body** from the opened message. Then, open your preferred email app, **click “Compose”**, and **paste** the content in.