

# PRINTING A MAILCHIMP EMAIL

Because nothing in life can be simple and easy these days (amiright?!), there's a quick piece of setup work to do before printing. MailChimp helpfully adds in an "Archive Bar" when viewing your email as a webpage instead of in an email client.

The purpose of the Archive Bar is to help get folks subscribed to your email and to provide translation services if needed. Both of these items are wonderful, but when printing an email they cover up text. Not helpful.

Thankfully, it's easy to turn off the Archive Bar, and the action only needs to be taken once.

## SETUP: REMOVE ARCHIVE BAR

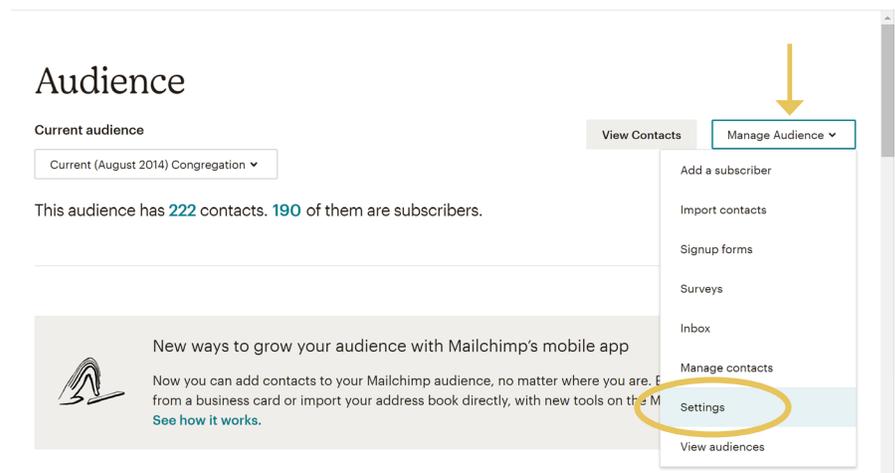
### STEP 1

Click on the Audience icon on the left hand vertical toolbar. It's the second from the top and looks like this: *(I'm pretty sure the icon represents people with smiles on their faces.)*



### STEP 2

Next, over on the right hand side of the window, click "Manage Audience" to engage the drop down menu.



### STEP 3

Select "Settings".

### STEP 4

Scroll down the Audience Settings page until you see "Publicity Settings." (It's the 3rd item) Click on it.

## Settings

### Audience name and defaults

Change the name of your audience, and where to send subscribe and unsubscribe notifications.

### GDPR fields and settings

Change the marketing preference labels, and requirements.

### Publicity settings

Tell Mailchimp how "discoverable" you'd like campaigns to be.

## STEP 5

Unclick “Activate Archive Bar for this audience” and click “Save Publicity Settings” to finish.

Publicity settings

### Archive bar

When subscribers click the “view in browser” archive link in your email, we'll display the archived version of your campaign in their browser, along with a toolbar that lets them view past campaigns and share your emails on social networks. [Learn more about campaign archives.](#)

Activate the Archive Bar for this audience.

With the Archive Bar, your subscribers will be able to:

- Subscribe to your audience (if the email was forwarded to them)
- View your past email campaigns
- Translate the email using Google Translate

**Save Publicity Settings**

# SETUP COMPLETE!

## PRINTING YOUR CAMPAIGN

Once you've sent your email out into the world (and done the setup), it's a breeze to print it and mail it to folks who don't use email.

### STEP 1

Click on the Campaigns icon that's third from the top (it's a megaphone).



### STEP 2

Make your way to the email you want to send, and click the down arrow next to “View Report” on the right hand side of your screen. This will bring up additional options. Click on “View email.”

**NEXT**

**Sent**

1 Opens

0 Clicks

**View Report** ▼

- View email
- Rename
- Replicate
- Social Share

### STEP 3

Your email will open in a new tab in your browser as a webpage. From there you can right click in a blank area to open up a drop down menu and select “Print.” You can also use the keyboard shortcut of CTRL+P (Windows) CMD+P (Mac) to bring up your print screen.

# AND YOU'RE DONE!