

Templates

View Templates Tab

The initial screen will show you all of the templates you currently have. To edit a template select on the edit icon.

To Create A New Template

1. Click New
2. Use the included WYSISYG editor to create the new template

To create editable areas you will need to add code similar to @@block(id, max_width,class)@@. The format for this editable area is not as hard as it looks, you just need to follow a few important steps. First create the basic outline for your new template usually using the table tool. You should probably have a header area, content area, footer, and unsubscribe area. To active each area you will need to include the @@_@@ coding. To add a header you would need to add @@block(id, max_width, header)@@ . Each id must be unique, if you can include multiple content areas but all must have a different number.

A very simple example would be:

```
@@block(100,700,header)@@
```

```
@@block(101,700,content)@@
```

```
@@block(102,700,content)@@
```

```
@@block(103,700,content)@@
```

```
@@block(104,700,content)@@
```

```
@@block(105,700,unsubscribe)@@
```

This example gives you a header, 4 content areas, and the required unsubscribe section.

Headers Tab

The Headers Tab allows you to upload a graphic to be used as a header on your emailer.

Editing a Header

Click Edit next to the header you wish to change.

Creating a New Header

Click new, enter a name and upload the new header

Subheader Tab

The Subheader Tab is a mid-header & can be used as a header on each block. For example, you may have a Featured Player section running each month, so you might upload a graphic to use for the sectional header.

To create a subheader, Click on New, upload your graphic, and Edit the font and offsets. You can either load a graphic that already has the title written on it, or you can upload a plain graphic, and the system will write the letters for you.