

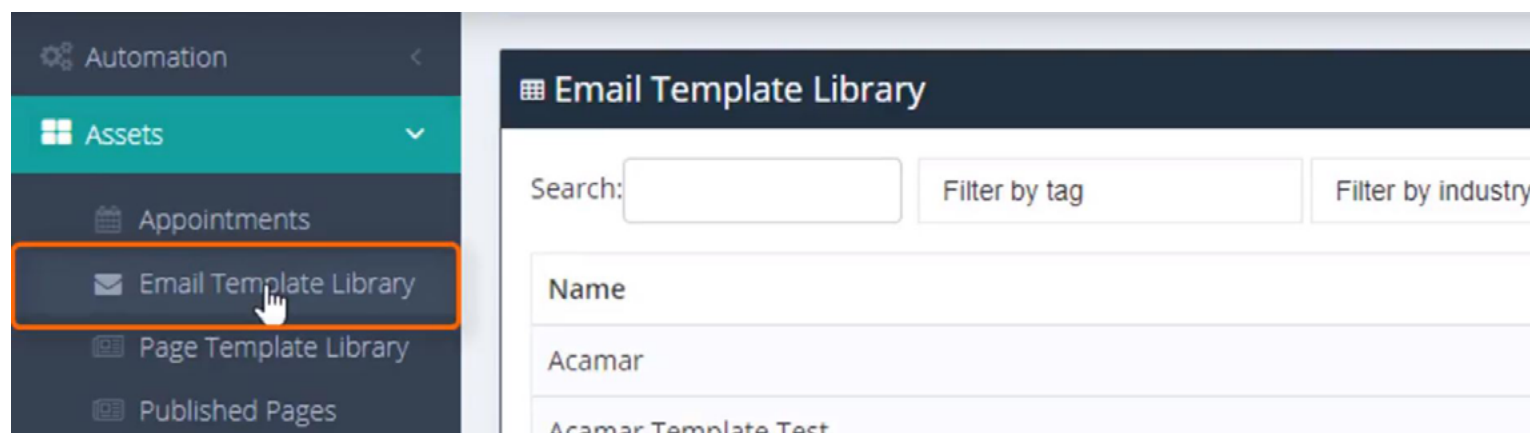
How - To  
**Build an Email**  
from a **Template**  
with the **Email Editor**  
In **ActiveDEMAND**

## LOCATE THE EMAIL TEMPLATE LIBRARY

In the interface, go to the Vertical Menu on the left.

Select ASSETS.

Select EMAIL TEMPLATE LIBRARY



## SELECT EMAIL TEMPLATE LIBRARY

**Email Template Library**

Place your custom Email Templates here. Any Email Template in this library will be accessible in the Email Templates dialog when creating an Email in Campaigns and Workflows. These Email Templates are blueprints for new Emails that will be sent using Campaigns and Custom Workflows.

**Email Template Library** + NEW EMAIL TEMPLATE ✓

Search:  Filter by tag  Filter by industry  10 records

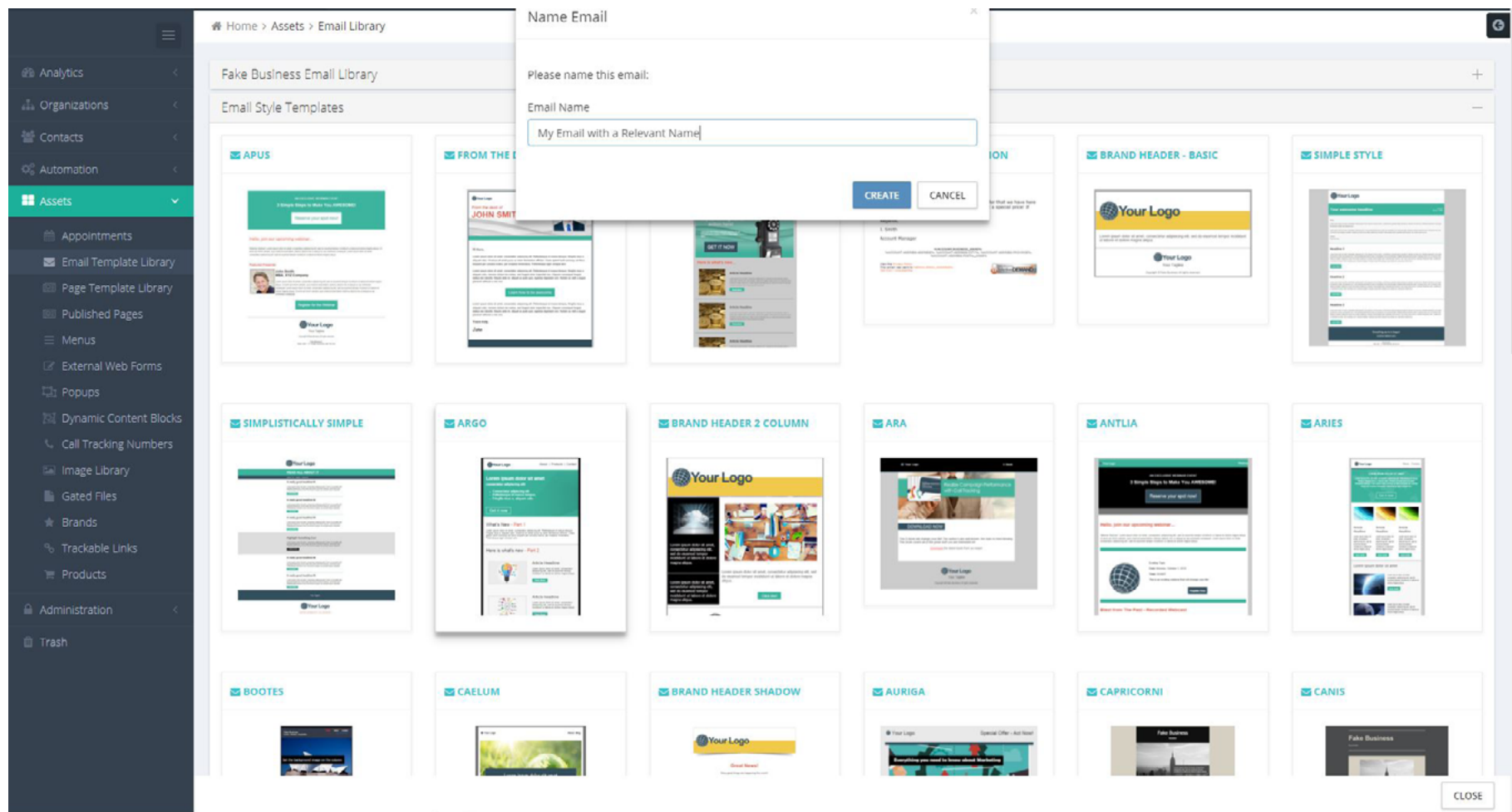
Name	Last Edited On	Last Edited By			
Acamar	2017/08/24 09:27 AM	Patricia Beatty			
Acamar Template Test	2017/05/09 04:30 PM				
Adhara	2016/01/14 11:16 AM	Sean Leonard			
Adhara - test	2015/08/21 10:42 AM	Sean Leonard			
Agena	2016/06/10 11:28 AM	Sean Leonard			
Agena (Test)	2016/06/10 11:30 AM	Sean Leonard			
Andromeda Email Template	2014/09/06 03:21 PM				
Antlia	2014/12/15 10:41 AM	Sean Leonard			
Antlia (new relic)	2014/12/15 10:18 AM	Sean Leonard			
Antlia Template Test	2014/12/31 01:28 PM	Patricia Beatty			

Showing 1 to 10 of 92 entries

First < 1 2 3 4 5 ... 10 > Last

## SELECT ONE OF THE TEMPLATES FROM THE LIBRARY

Tip: Give it a relevant name



## HOW-TO EDIT THE EMAIL HEADER

Click Email Header box to open preview window. Edit fields as necessary. Close Email Header box by clicking it once more.

The screenshot displays the ActiveDEMAND Email Editor interface. At the top, there's a dark blue header bar with the word "Preview" on the left and two buttons, "TEST EMAIL" and "PREVIEW EMAIL", on the right. Below this, a list of email fields is shown, each with a text input and a small icon on the right:

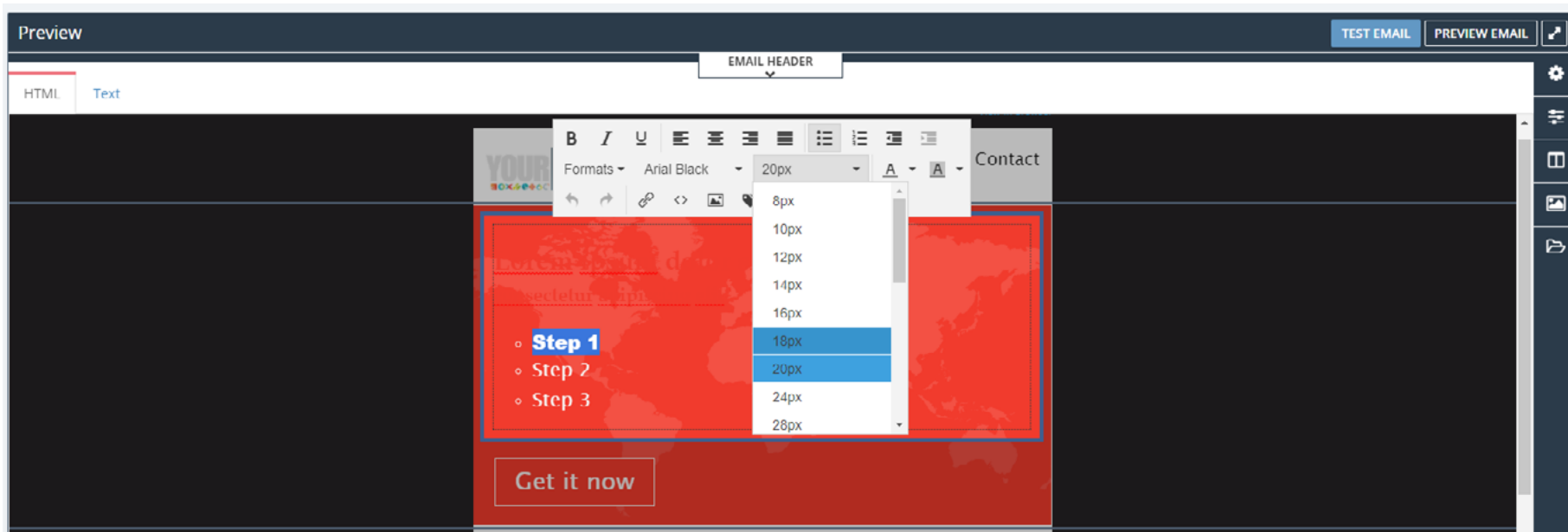
- Subject Line \*: Don't Miss This Fantastic Offer
- Preview Text: Seriously, Don't miss it!
- Default From Name: %ACCOUNT.BUSINESS\_NAME%
- Default From Address: %ACCOUNT.COMPANY\_CONTACT\_EMAIL.EMAIL\_ADDRESS%
- Default Reply To Name: %ACCOUNT.BUSINESS\_NAME%
- Default Reply To Address: %ACCOUNT.COMPANY\_CONTACT\_EMAIL.EMAIL\_ADDRESS%

Below the list of fields, there's a dark blue bar with a white box in the center labeled "EMAIL HEADER" with up and down arrows. This box is highlighted with an orange border. Below this bar, there are two tabs: "HTML" (selected) and "Text". The main content area shows a preview of the email template, which includes a header with "YOUR logo" and navigation links "About | Products | Contact". The body of the email has a red background with a world map and the text "Welcome to the world of ActiveDEMAND".

## HOW-TO EDIT TEXT

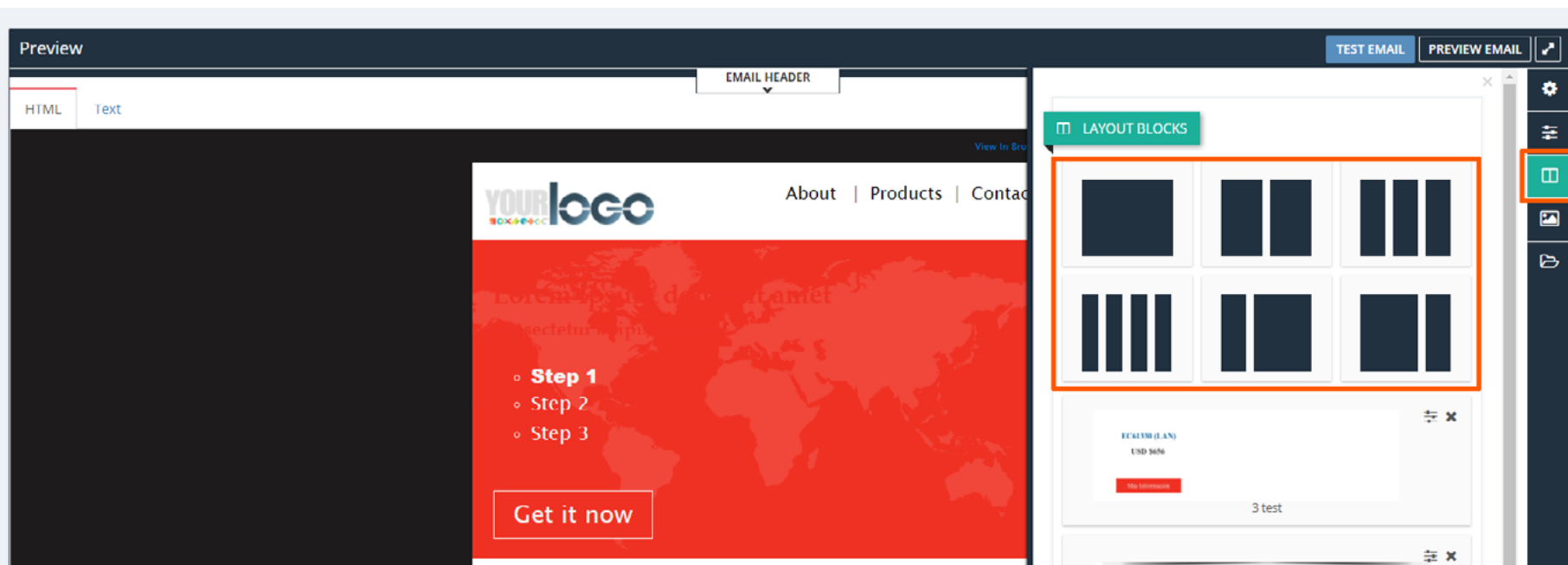
Change text by clicking the text directly in the editing box.

Format text in the editor. Change the font type, font size, format style, color and more...



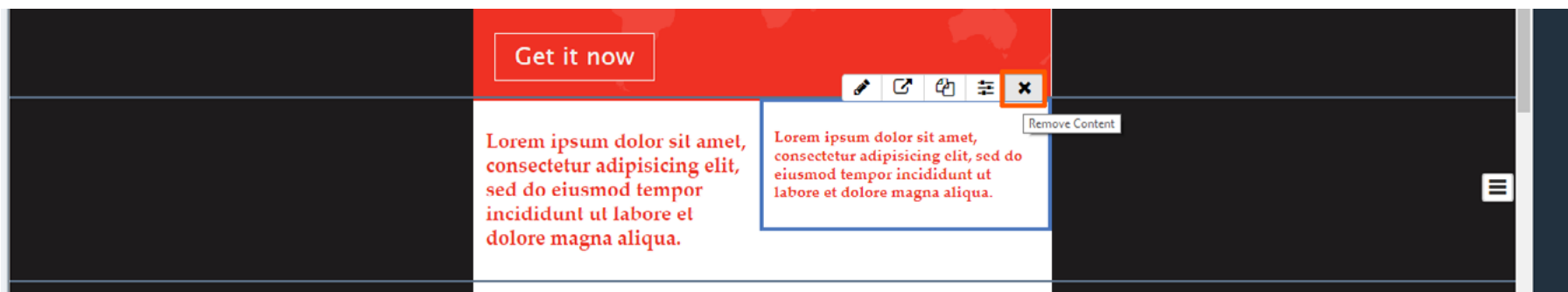
## HOW-TO USE LAYOUT BLOCKS TO CHANGE PAGE LAYOUT

Layout blocks can be used to change from a single column layout to a 2, 3, or 4 column layout.



## HOW-TO DELETE CONTENT BLOCKS

Delete content blocks by clicking the 'x' icon



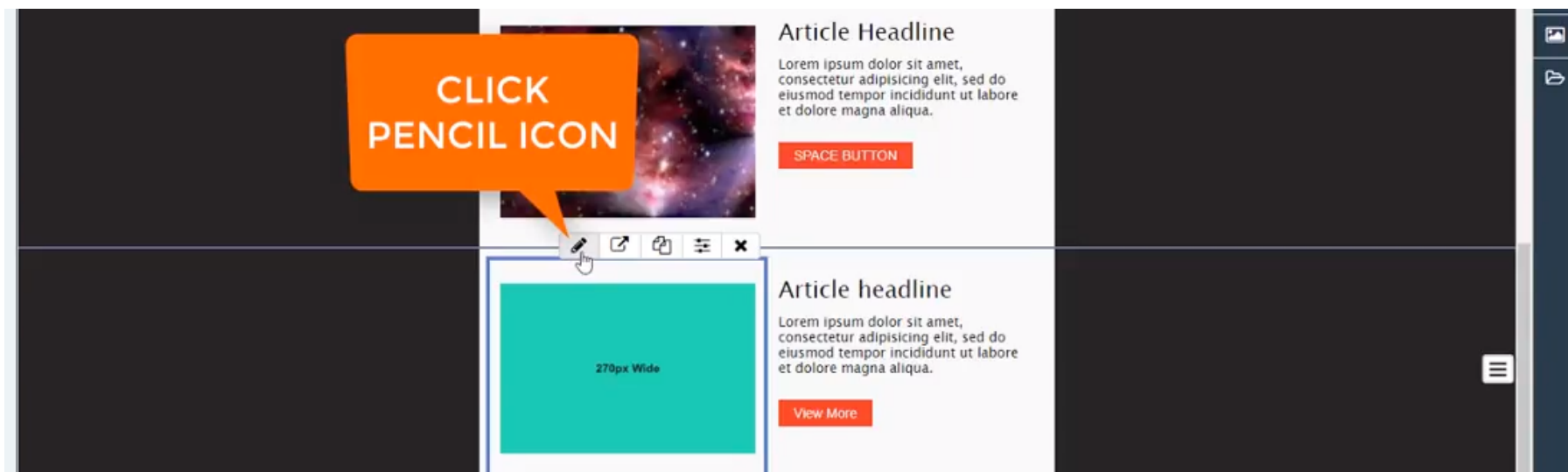
Delete entire rows by clicking the row edit button  and selecting 'Remove'.





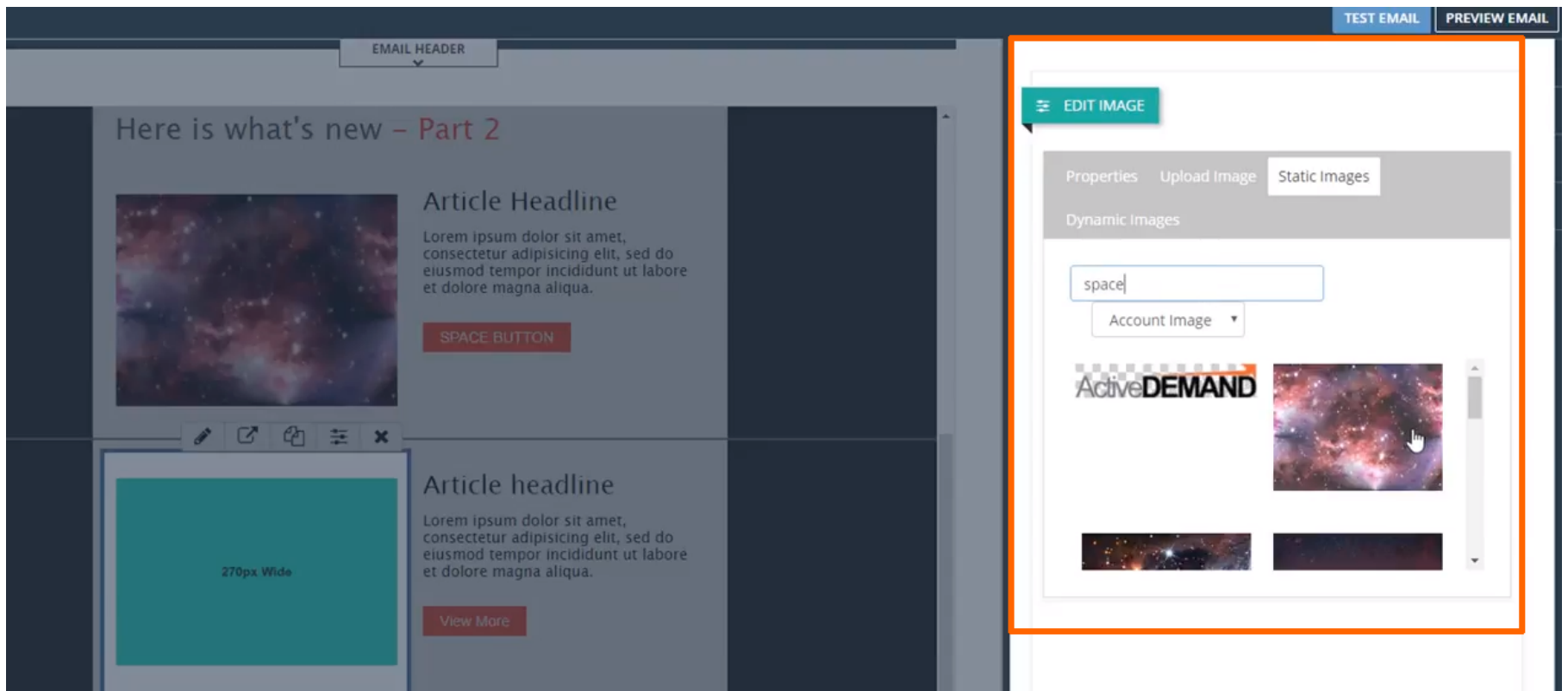
## HOW-TO ADD IMAGES

Click the Pencil Icon in the Editor.



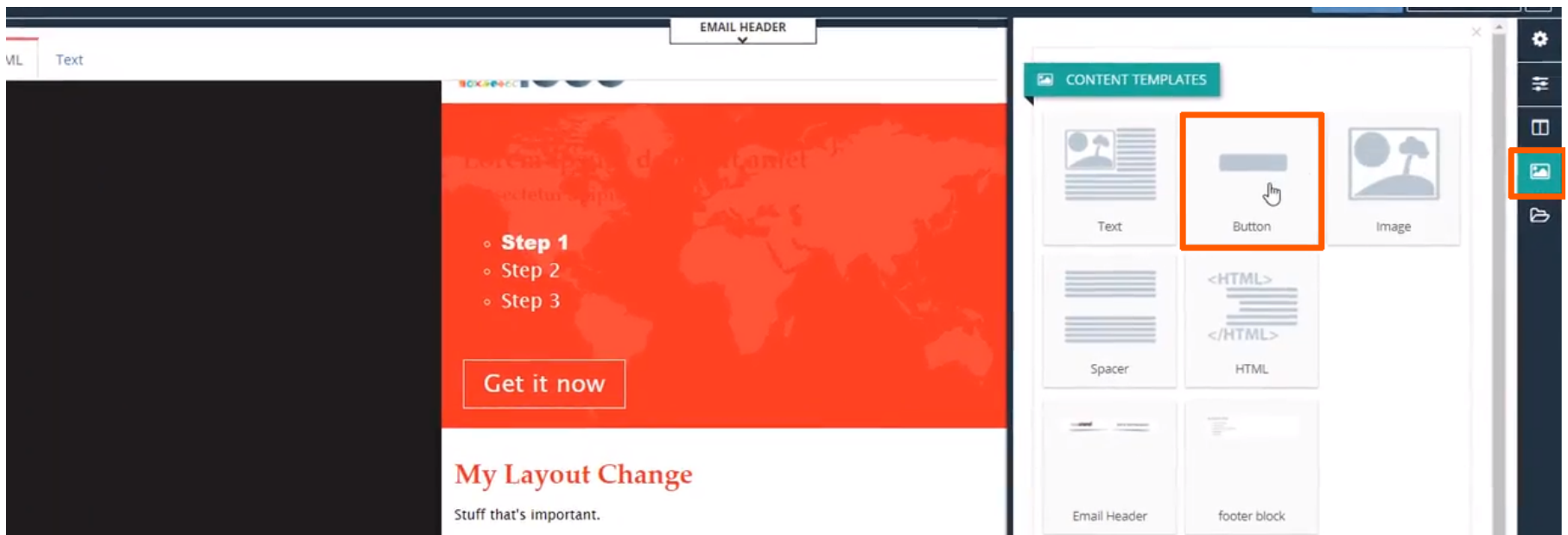
## HOW-TO ADD IMAGES

From the Image Editor, upload an image or select a Static or Dynamic image from the library.



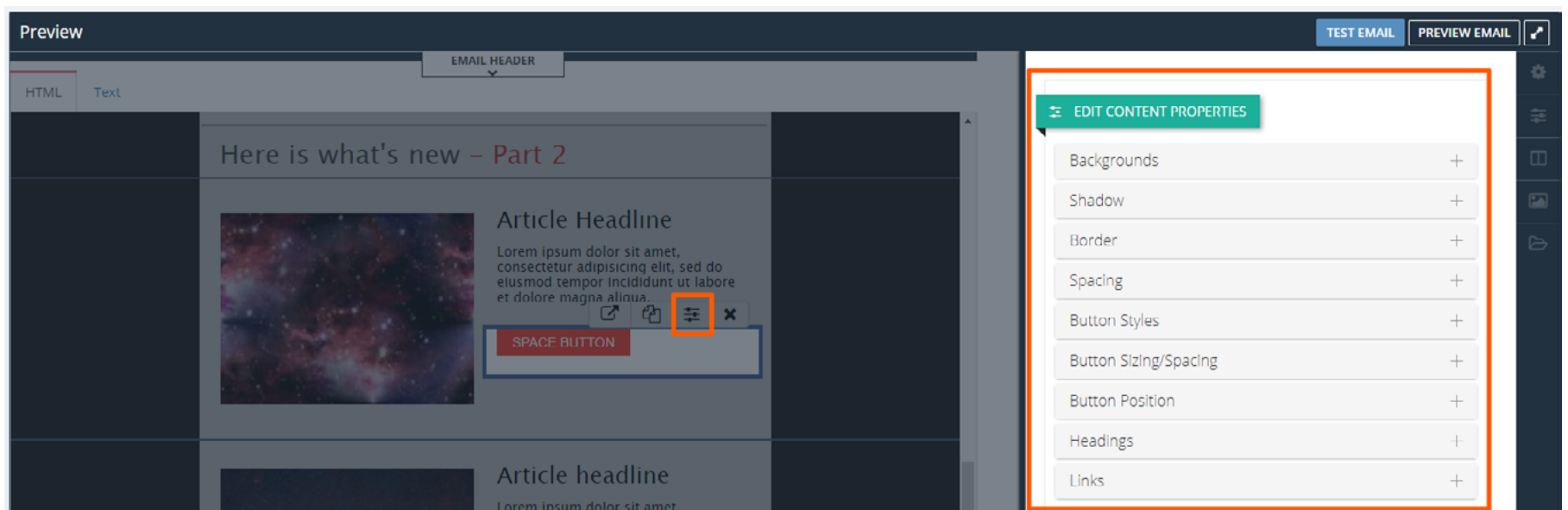
## HOW-TO ADD BUTTONS

From the Content Template editor, click and drag the button onto the email layout.



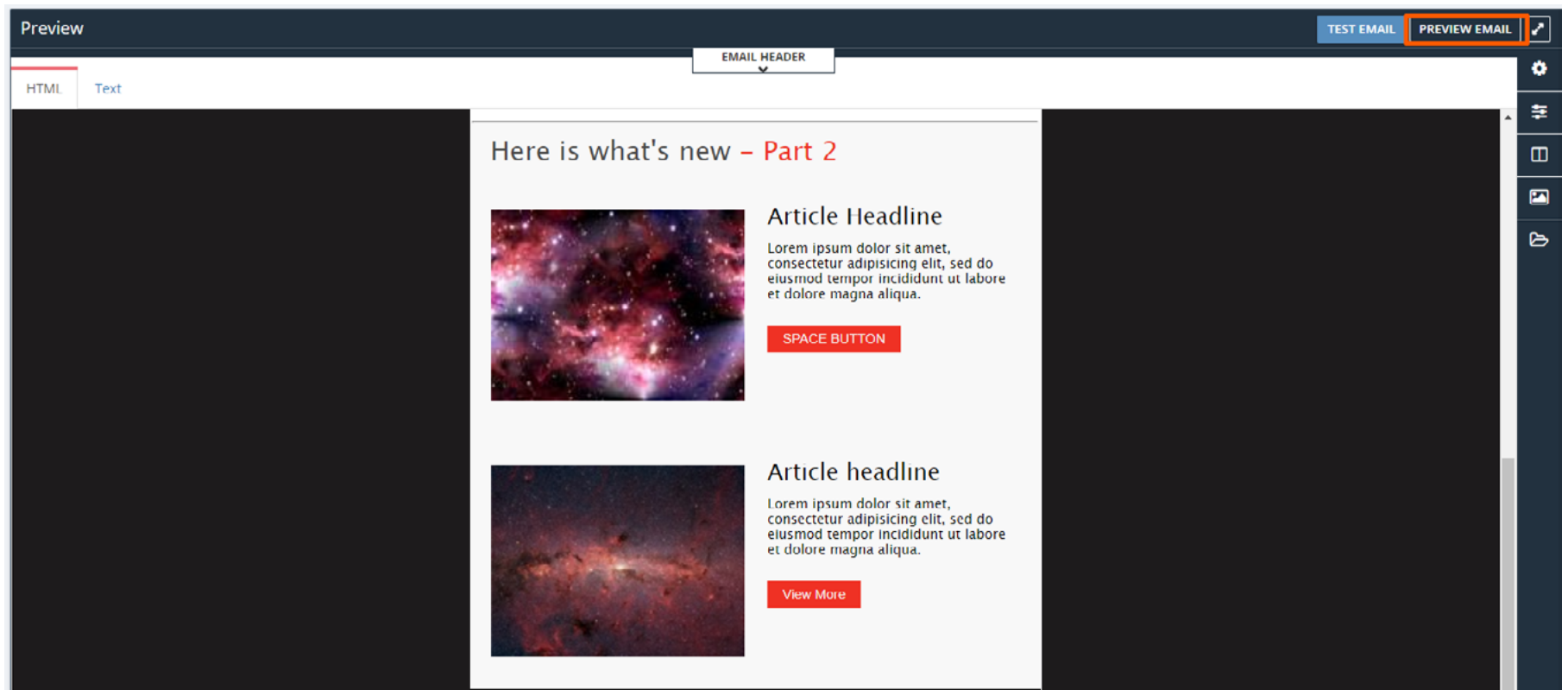
## HOW-TO ADD BUTTONS

Format buttons by clicking the 'Edit Content Styles' button. The pop out side panel enables formatting options such as shadow, position, spacing, etc.



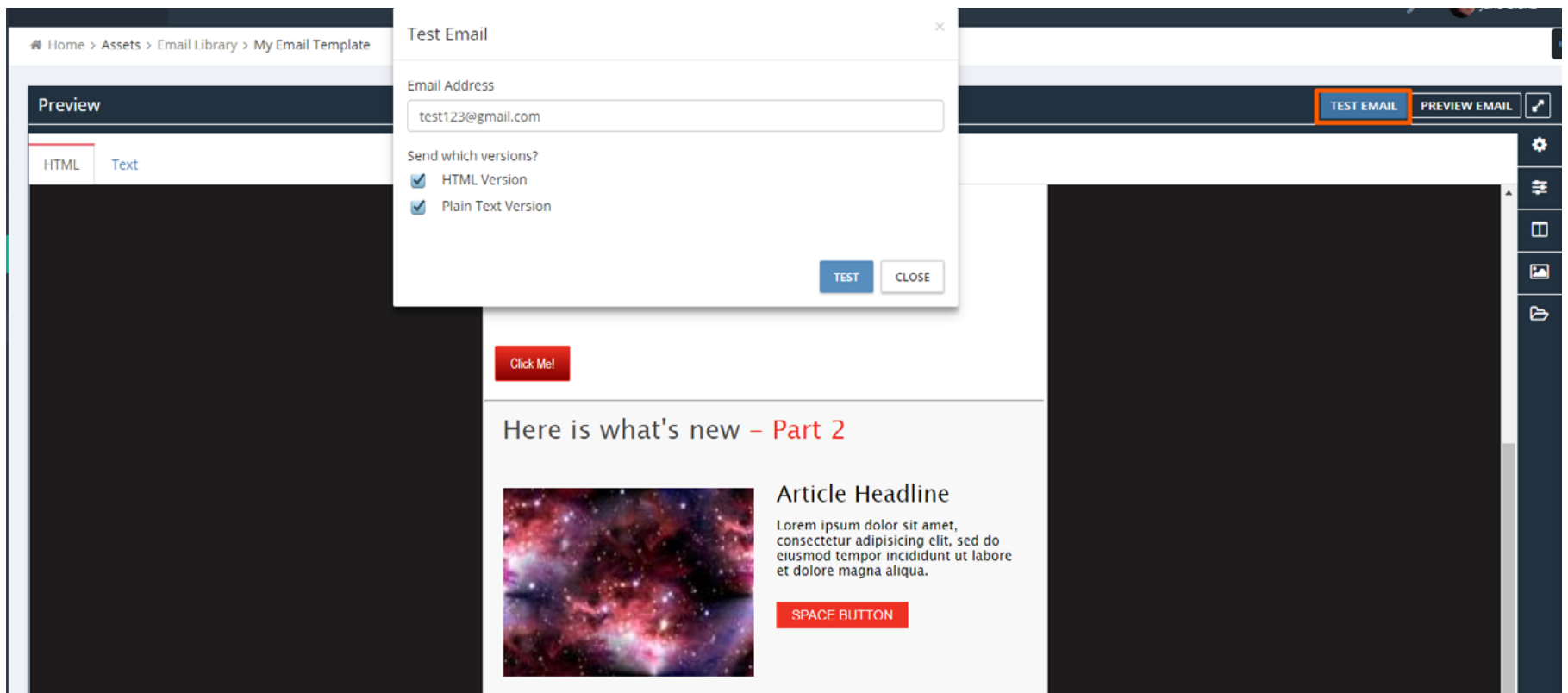
## HOW-TO PREVIEW THE EMAIL AND SEND A TEST EMAIL

Preview the email by clicking the Preview button in the top right corner of the dashboard.



## HOW-TO PREVIEW THE EMAIL AND SEND A TEST EMAIL

Click the Test Email button in the top right corner and type in an email to send to.



## STILL HAVE QUESTIONS?

Contact us via Chat

Or send us your question to: [support@activedemand.com](mailto:support@activedemand.com)

Thank You  
for using  
**ActiveDEMAND**



## How-to Build an Email from a Template with the Email Editor in ActiveDEMAND

Quick Start Video:



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