

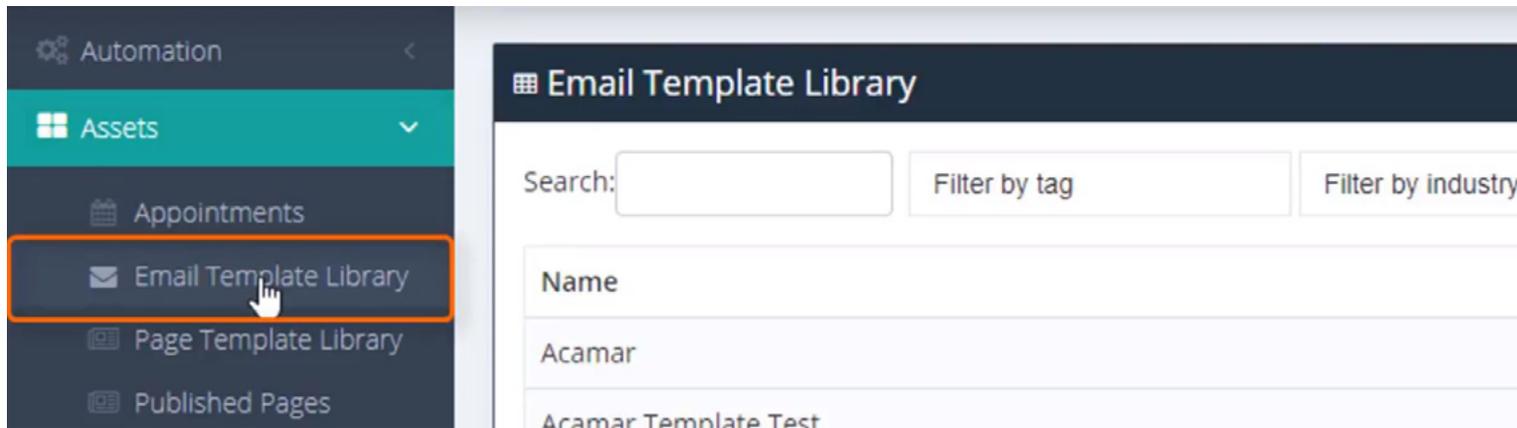
How - To  
**Import** an  
**Email Template** into  
**ActiveDEMAND**

## LOCATE THE EMAIL TEMPLATE LIBRARY

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

Select ASSETS.

Select EMAIL TEMPLATE LIBRARY



# SELECT NEW EMAIL TEMPLATE

Home > Assets > Email 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.

**+ NEW EMAIL TEMPLATE**

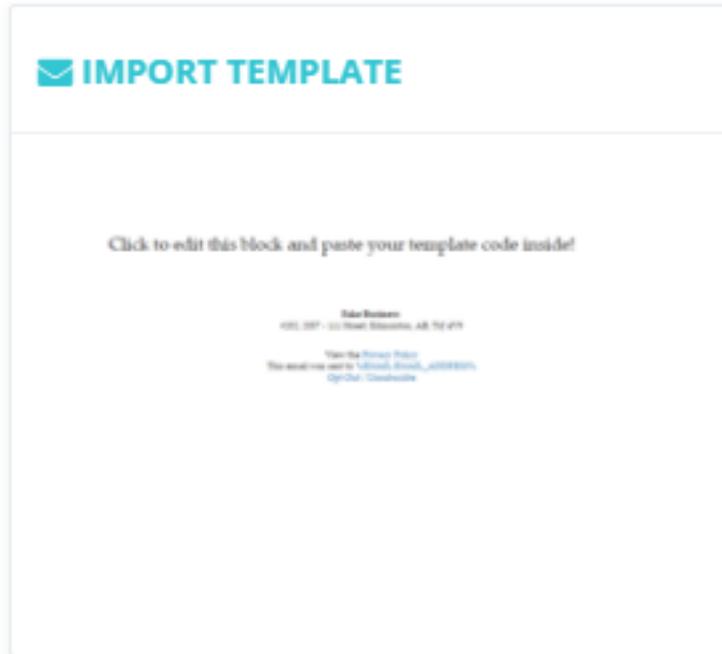
Search:  Filter by tag  Filter by industry  10 records

Name	Last Edited On	Last Edited By			
Acamar	2017/08/24 09:27 AM	Patricia Steady			
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 Steady			

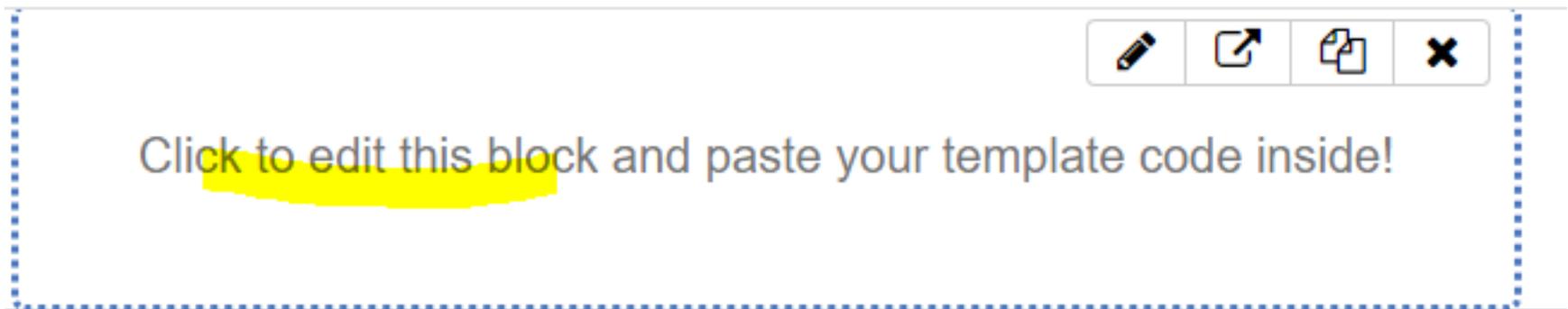
Showing 1 to 10 of 92 entries

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

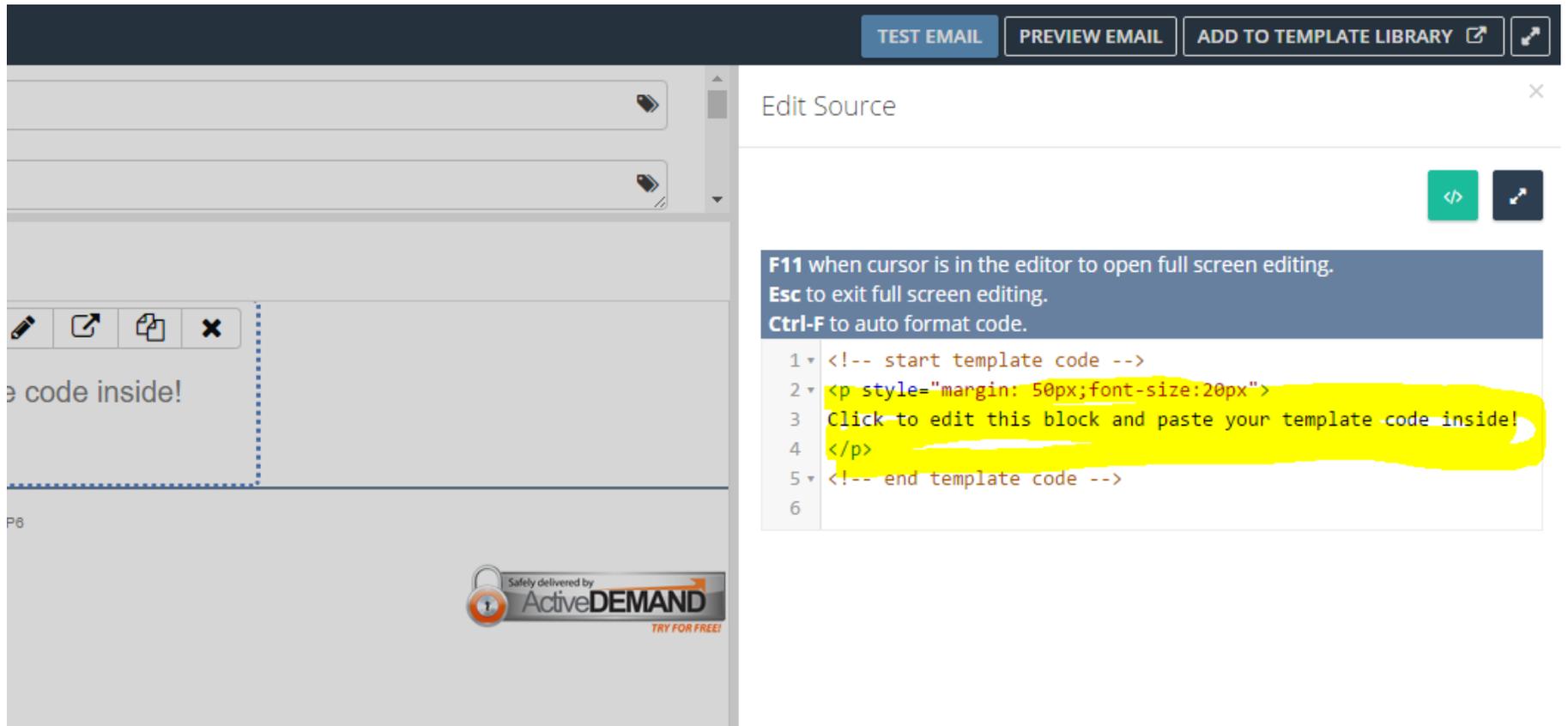
## SELECT THE 'IMPORT TEMPLATE' FROM THE LIBRARY



## CLICK THE TEXT BLOCK



## PASTE YOUR TEMPLATE CODE IN THE SOURCE EDITOR BETWEEN THE COMMENTS



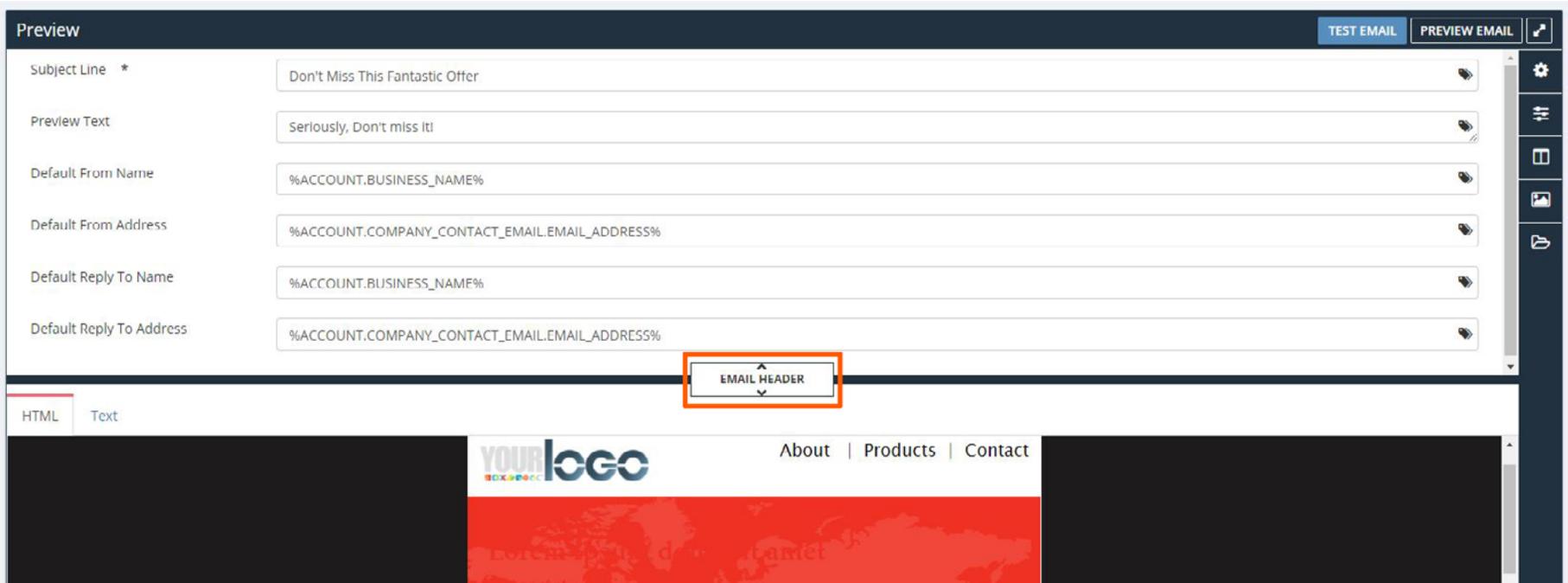
The screenshot displays the ActiveDEMAND source editor interface. At the top, there are three buttons: "TEST EMAIL", "PREVIEW EMAIL", and "ADD TO TEMPLATE LIBRARY". Below these is a window titled "Edit Source" with a close button. The editor contains a code block with the following content:

```
1 <!-- start template code -->
2 <p style="margin: 50px;font-size:20px">
3 Click to edit this block and paste your template code inside!
4 </p>
5 <!-- end template code -->
6
```

The code block is highlighted in yellow. A blue tooltip box is overlaid on the code, providing instructions: "F11 when cursor is in the editor to open full screen editing.", "Esc to exit full screen editing.", and "Ctrl-F to auto format code." The background of the editor shows a preview of the email template with a "Click to edit this block and paste your template code inside!" message and the ActiveDEMAND logo at the bottom.

## HOW-TO EDIT THE EMAIL HEADER

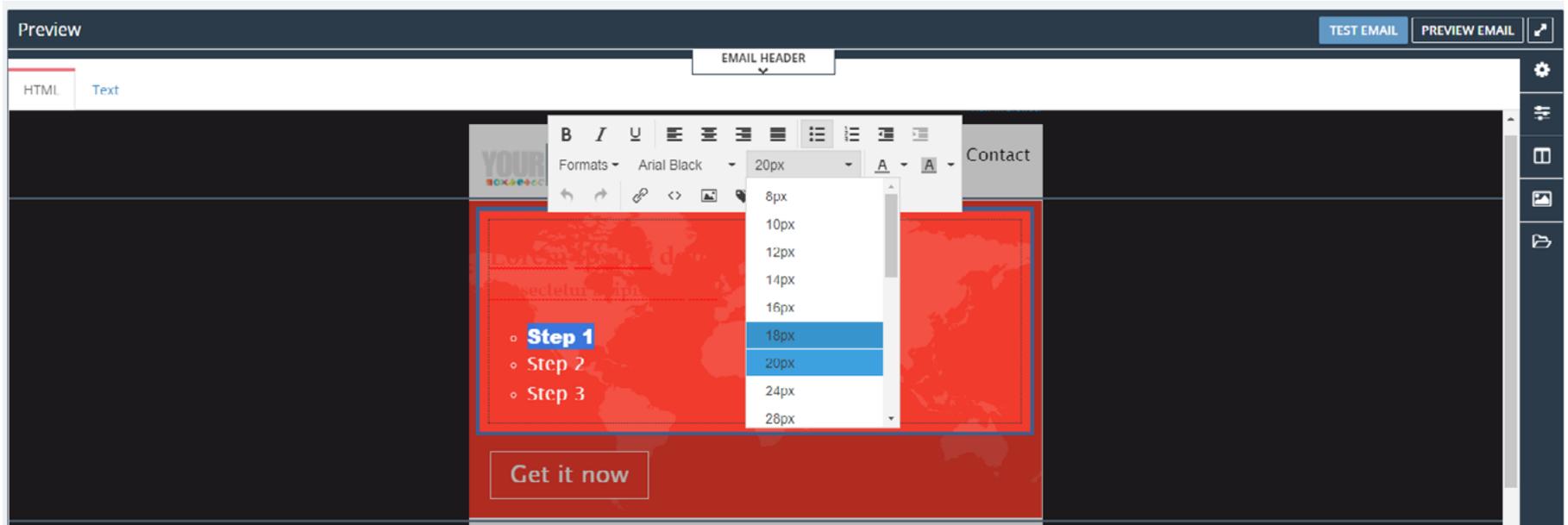
Click Email Header box to open preview window. Edit fields as necessary. Close Email Header box by clicking it once more.



## HOW-TO EDIT TEXT

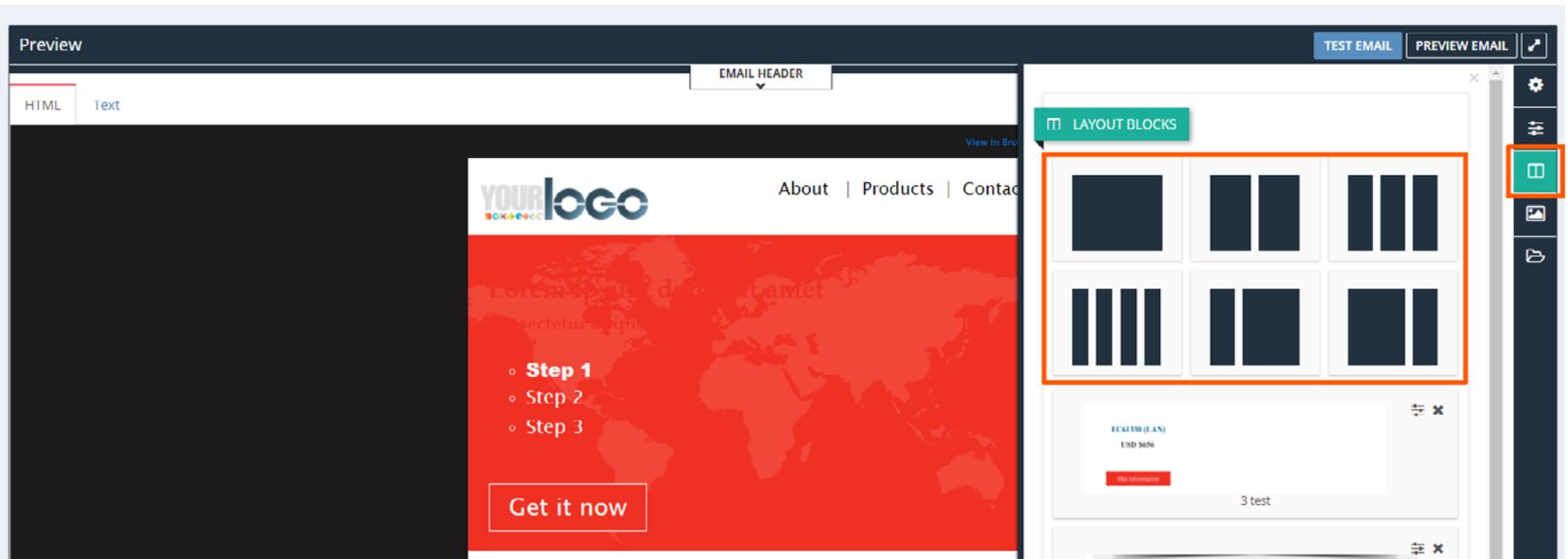
Change text by clicking the text directly in the editing box.

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



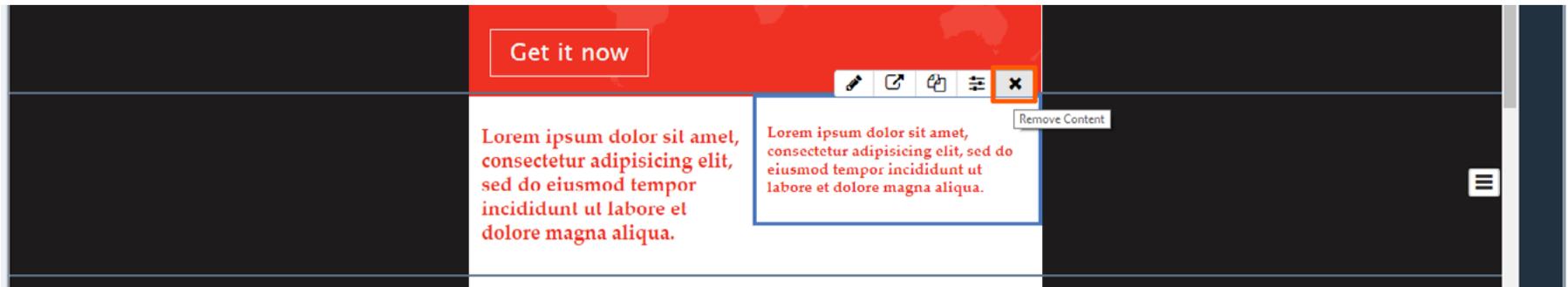
## HOW-TO USE LAYOUT BLOCKS TO CHANGE PAGE LAYOUT

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

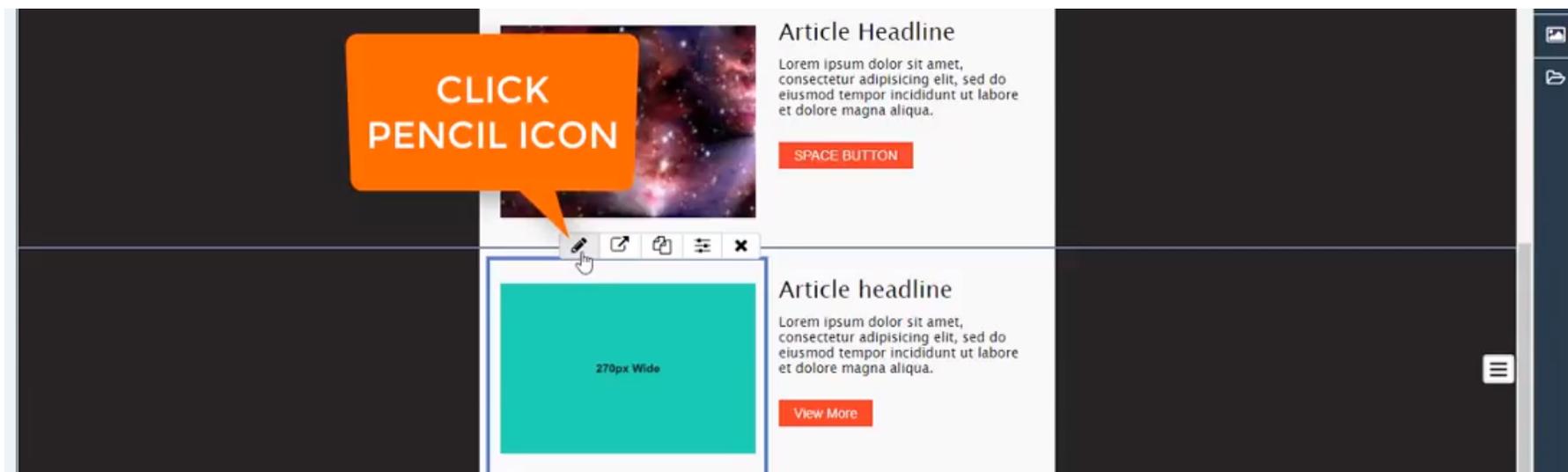


Delete entire rows by clicking the row edit button  and selecting 'Remove'.



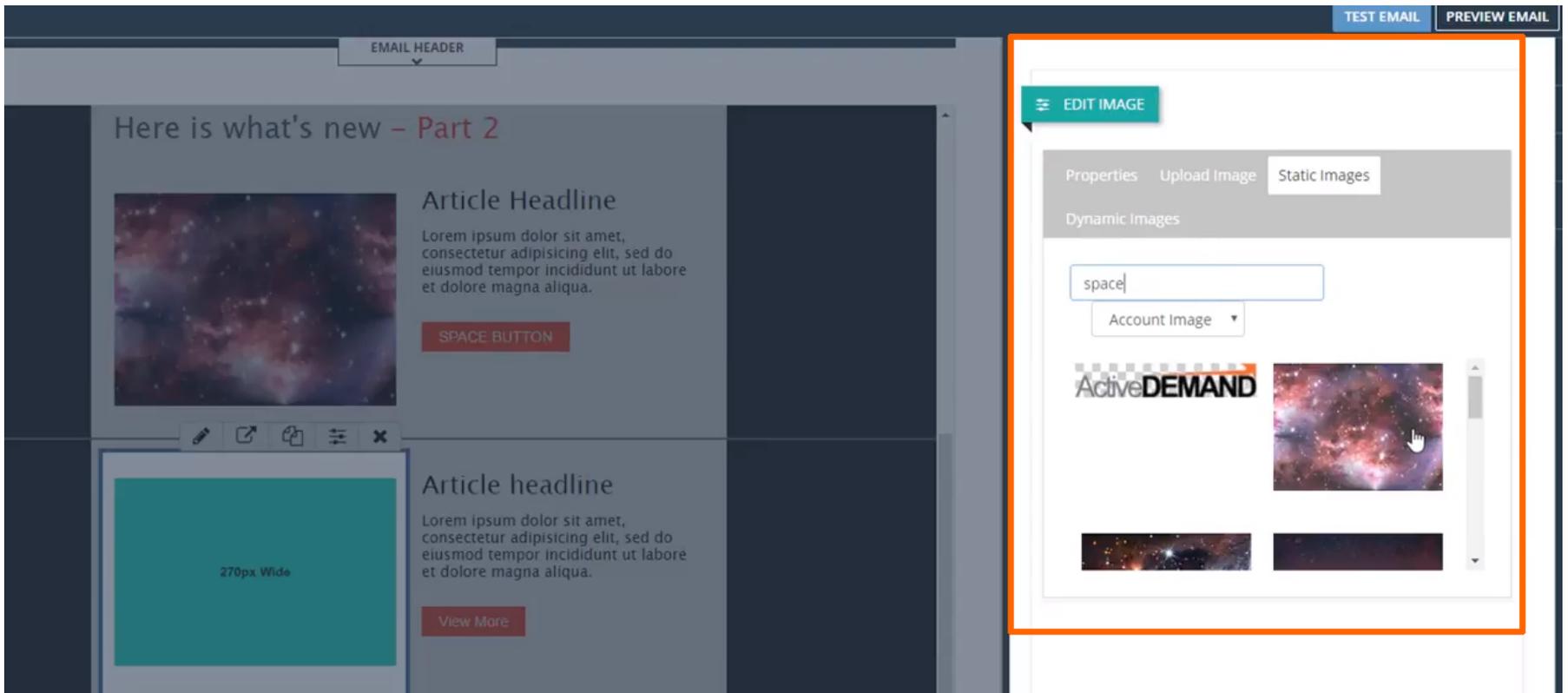
## HOW-TO ADD IMAGES

Click the Pencil Icon in the Editor.



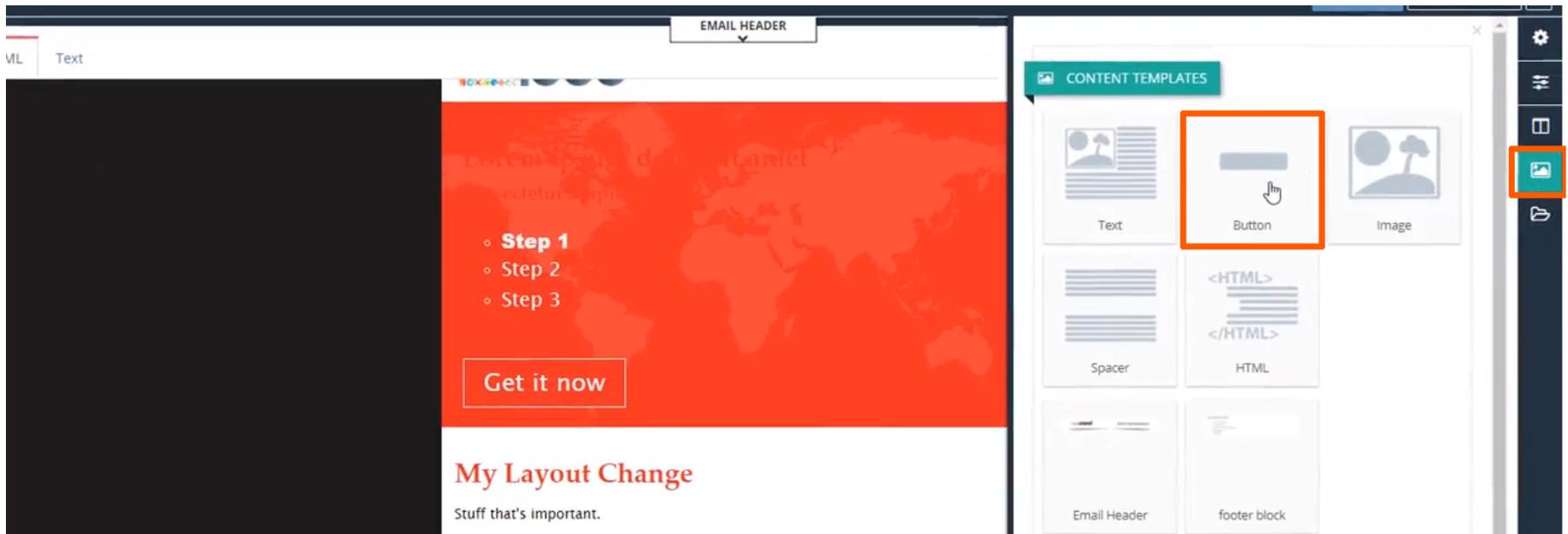
## HOW-TO ADD IMAGES

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



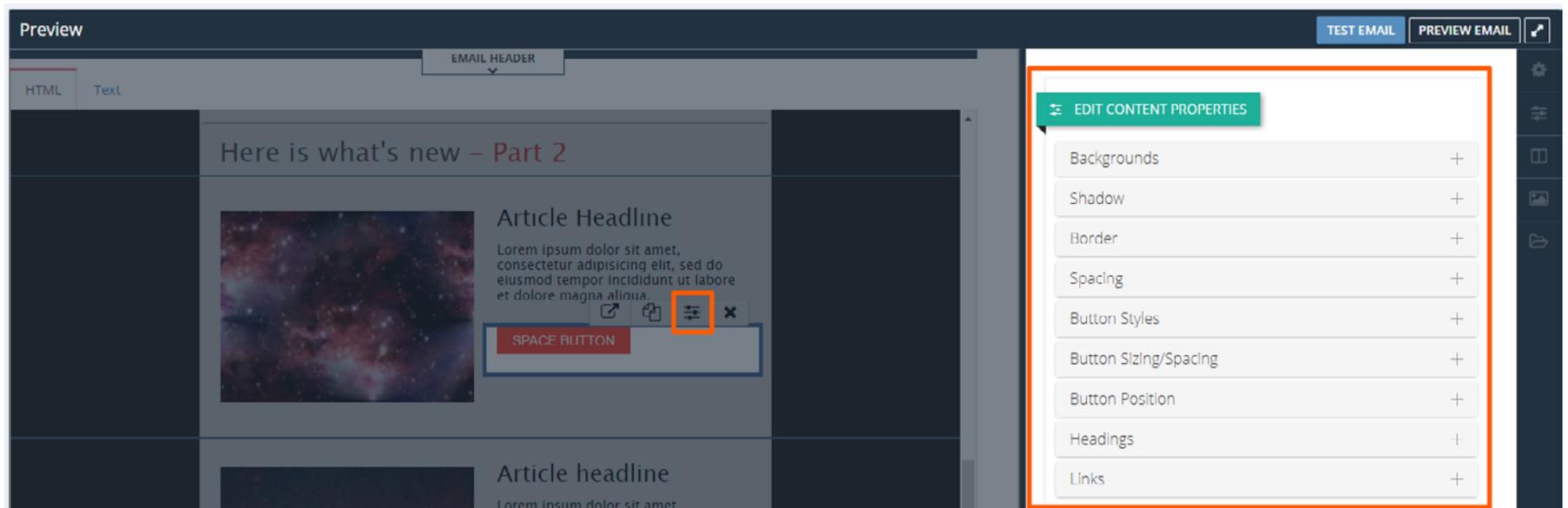
## HOW-TO ADD BUTTONS

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



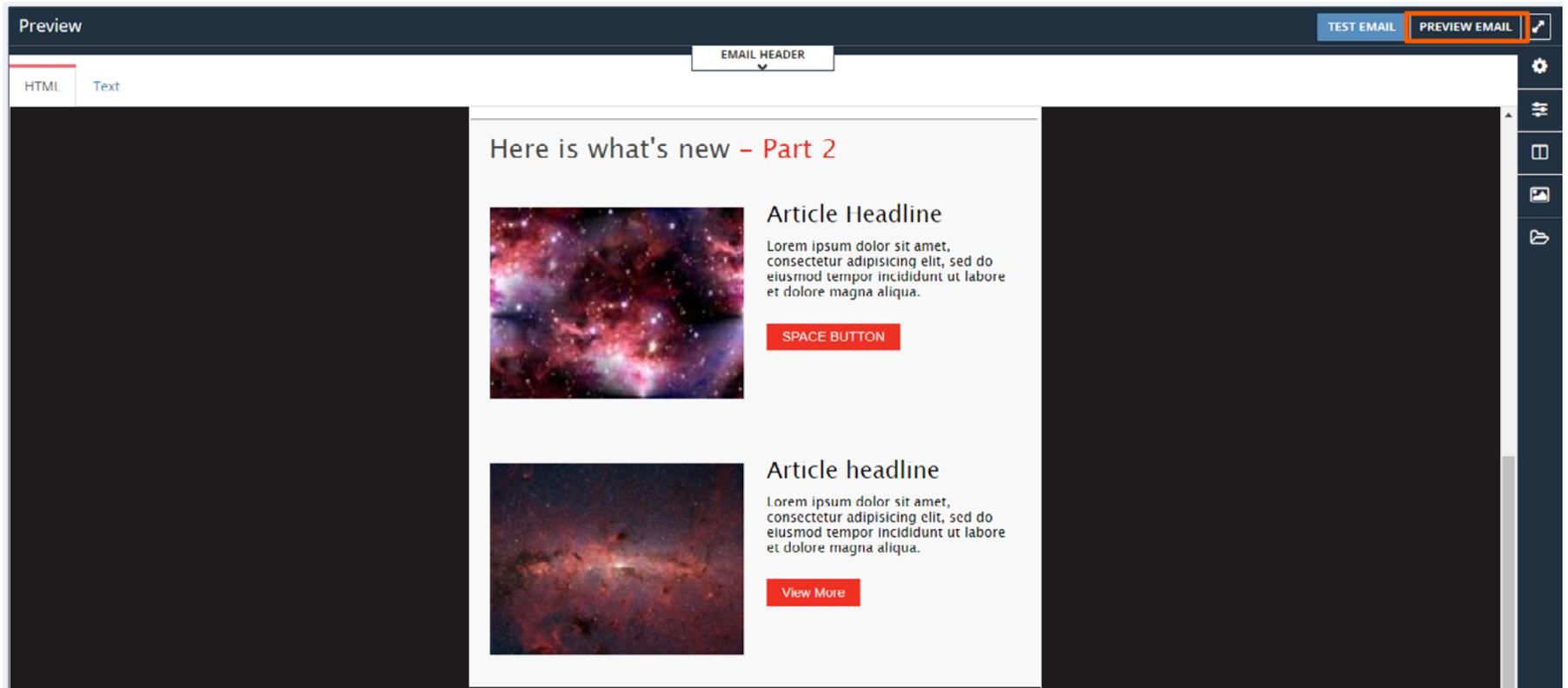
## HOW-TO ADD BUTTONS

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



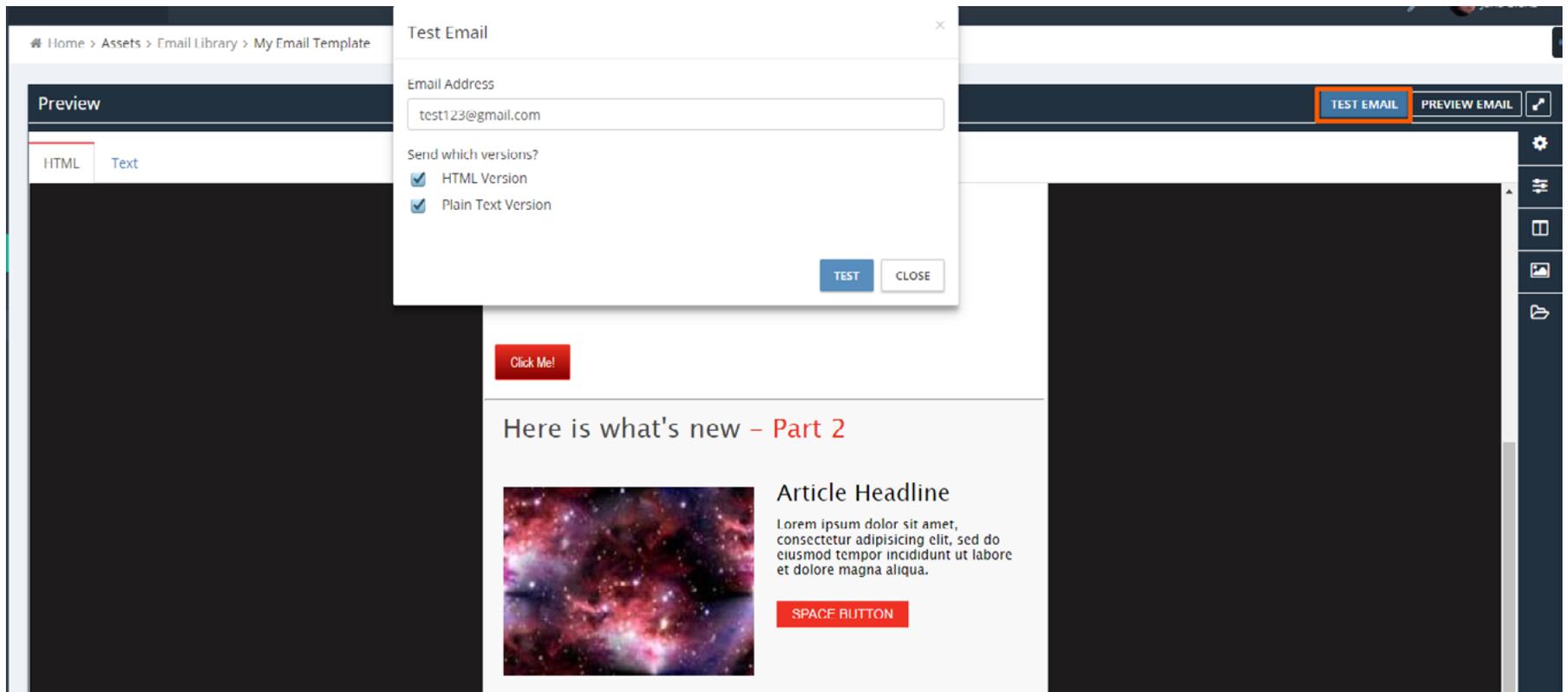
## HOW-TO PREVIEW THE EMAIL AND SEND A TEST EMAIL

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**

Active**DEMAND**



Active**DEMAND**

© 2018 JumpDEMAND Inc. All rights reserved.

The contents of this document are the property of JumpDEMAND Inc. No part of it may be reproduced or transmitted in any form or by any means, except as permitted by written license agreement with JumpDEMAND Inc.

JumpDEMAND Inc. has made every reasonable attempt to ensure the completeness and accuracy of this document, however, the information contained in this document is subject to change without notice, and does not represent a commitment on the part of JumpDEMAND Inc.