

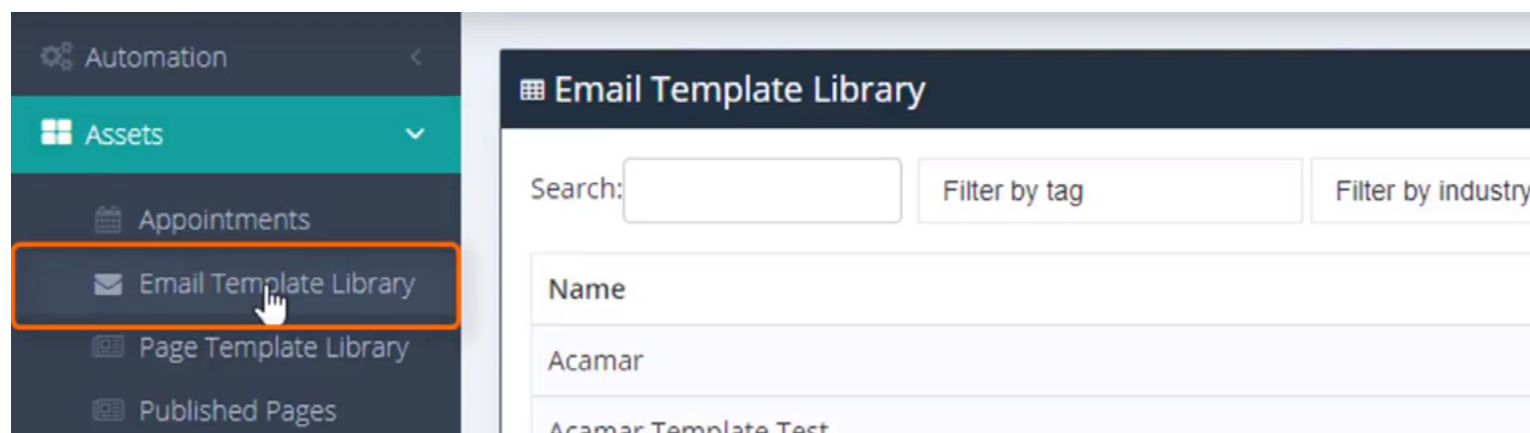
How - To **Import** an **Email Template** into **ActiveDEMAND**

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

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	Patrikka 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	Patrikka Beatty			

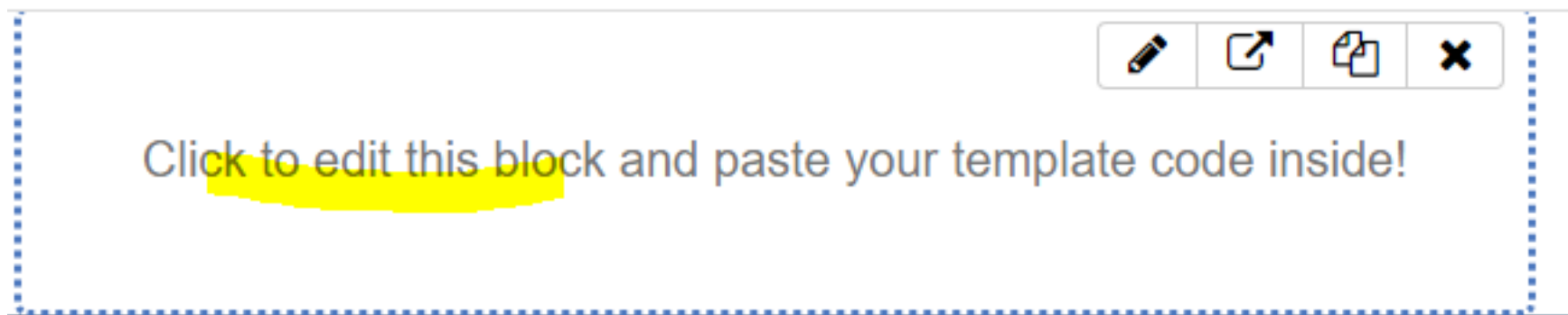
Showing 1 to 10 of 92 entries

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

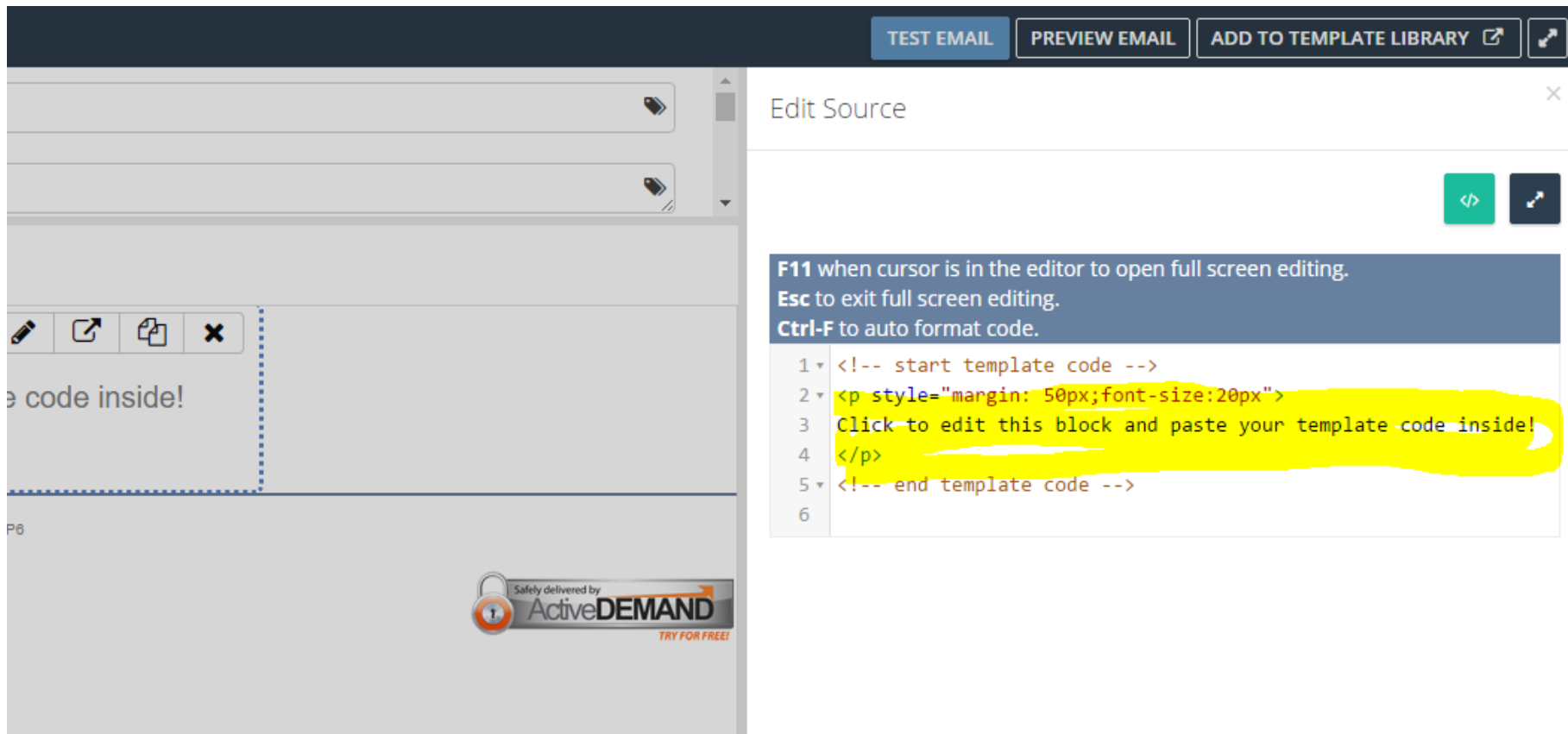
SELECT THE 'IMPORT TEMPLATE' FROM THE LIBRARY



CLICK THE TEXT BLOCK



PASTE YOUR TEMPLATE CODE IN THE SOURCE EDITOR BETWEEN THE COMMENTS



The screenshot displays the ActiveDEMAND email template editor interface. At the top, there are three buttons: "TEST EMAIL", "PREVIEW EMAIL", and "ADD TO TEMPLATE LIBRARY". Below these, the "Edit Source" window is open, showing a code editor 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 editor includes a toolbar with icons for undo, redo, and other editing functions. A yellow highlight is placed over the text "Click to edit this block and paste your template code inside!" in the code editor. A blue tooltip box is visible, providing instructions: "F11 when cursor is in the editor to open full screen editing. Esc to exit full screen editing. Ctrl-F to auto format code." The background of the editor shows a preview of the email template with a "P8" label and an "ActiveDEMAND TRY FOR FREE!" logo.

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, a dark blue header bar contains the word "Preview" on the left and two buttons, "TEST EMAIL" and "PREVIEW EMAIL", on the right. Below this header, there are six input fields for email configuration, each with a small icon to its right:

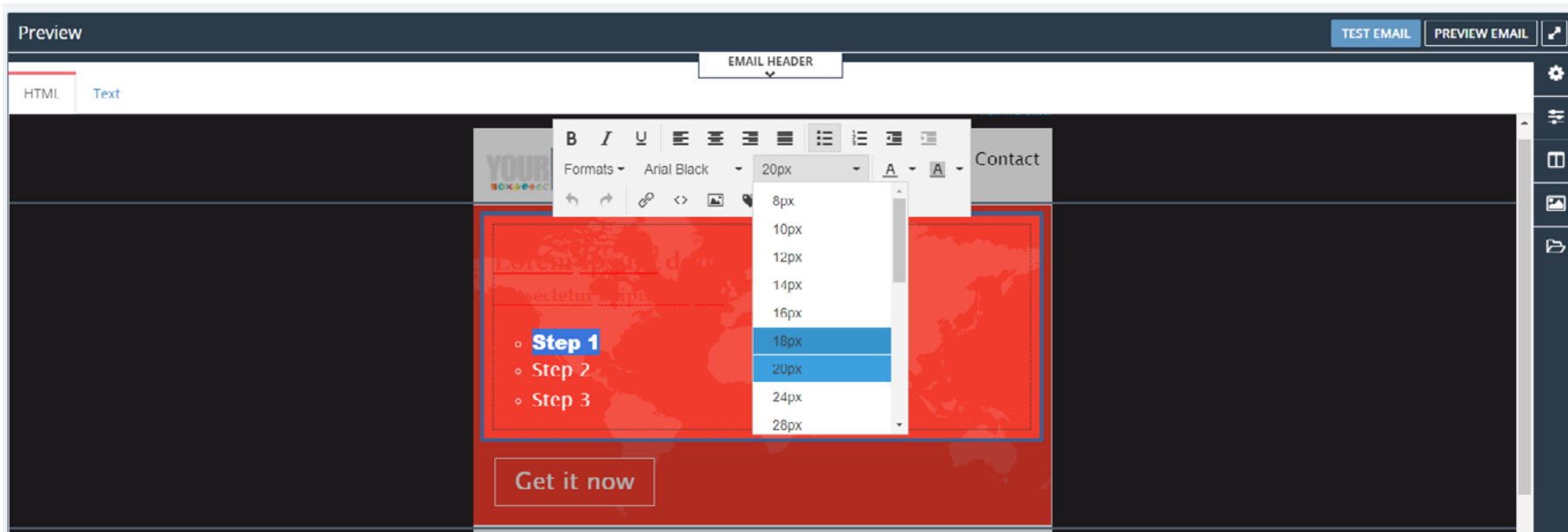
- Subject Line *: Don't Miss This Fantastic Offer
- Preview Text: Seriously, Don't miss it!
- Default From Name: %ACCOUNT.BUSINESS_NAME%
- Default From Address: %ACCOUNT.COMPANY_CONTACT_EMAIL.EMAIL_ADDRESS%
- Default Reply To Name: %ACCOUNT.BUSINESS_NAME%
- Default Reply To Address: %ACCOUNT.COMPANY_CONTACT_EMAIL.EMAIL_ADDRESS%

Below these fields is a dark blue bar with a white box in the center labeled "EMAIL HEADER" with up and down arrows. To the left of this bar are two tabs: "HTML" (selected) and "Text". Below the tabs is a preview of the email template. The preview shows a dark blue header with the text "About | Products | Contact" and a red banner with the text "Your logo" and "Lorem ipsum dolor sit amet".

HOW-TO EDIT TEXT

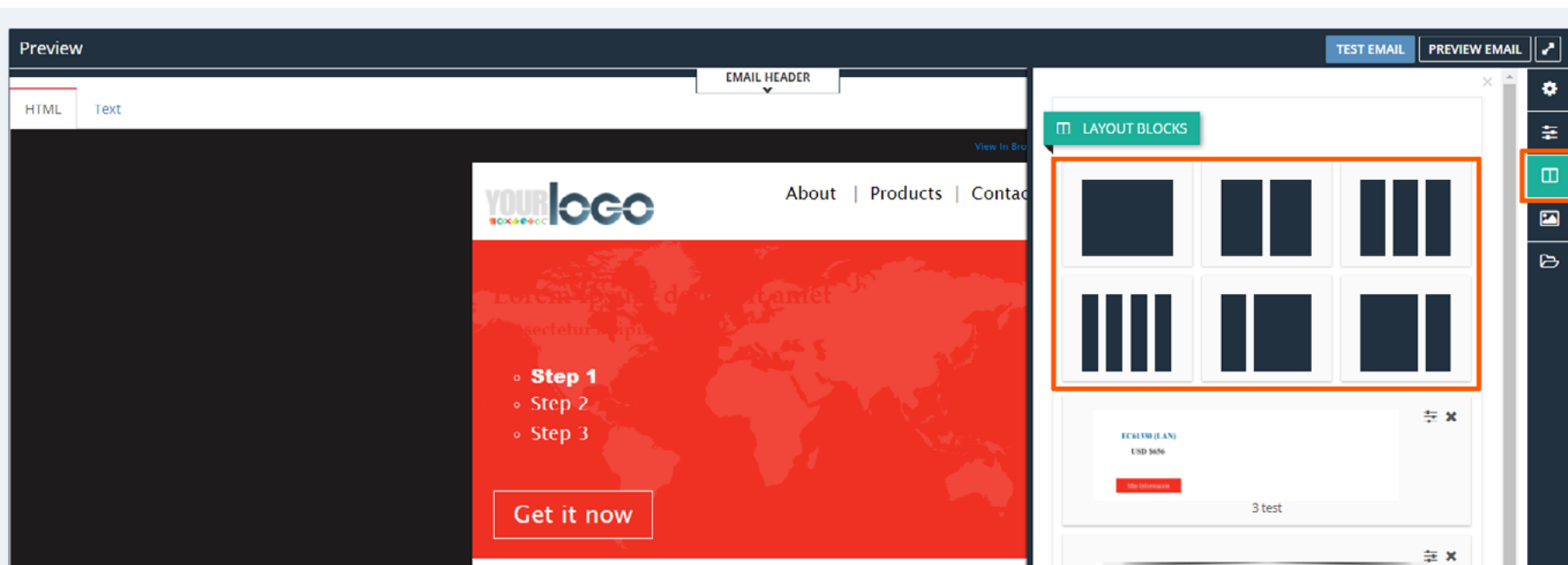
Change text by clicking the text directly in the editing box.

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



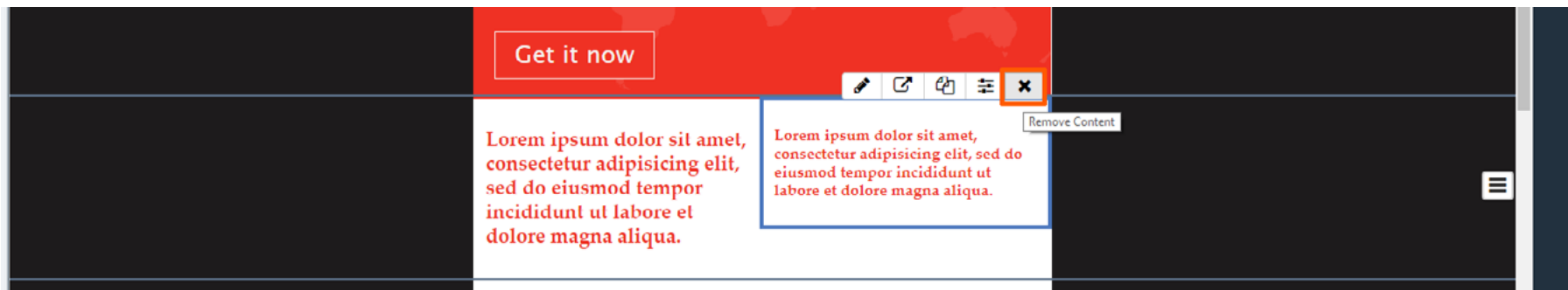
HOW-TO USE LAYOUT BLOCKS TO CHANGE PAGE LAYOUT

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

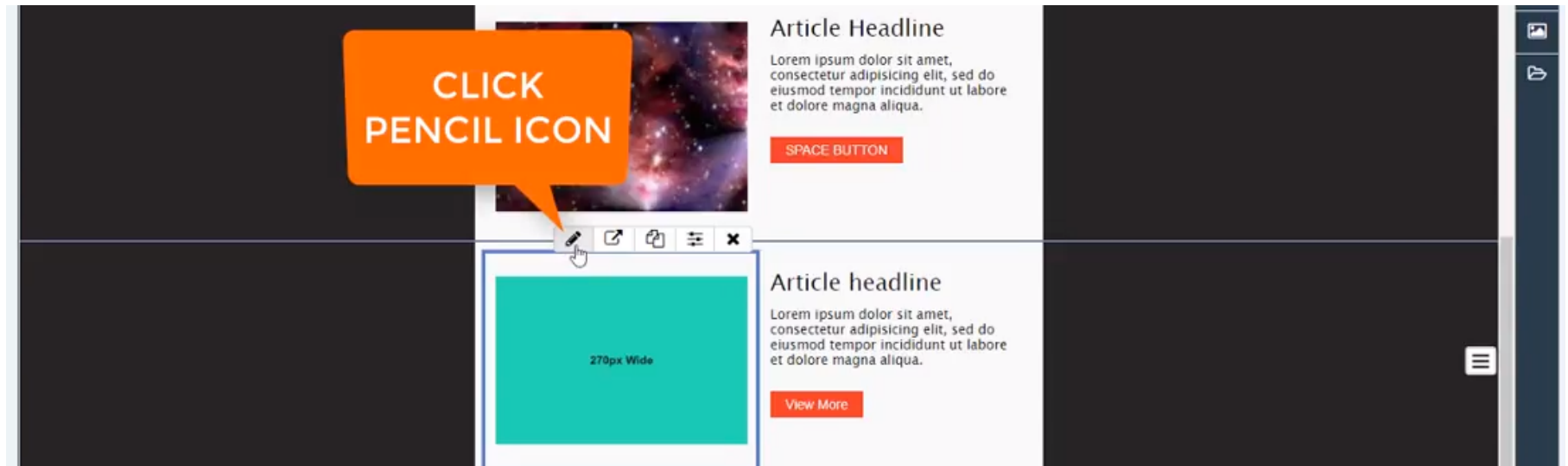


Delete entire rows by clicking the row edit button  and selecting 'Remove'.



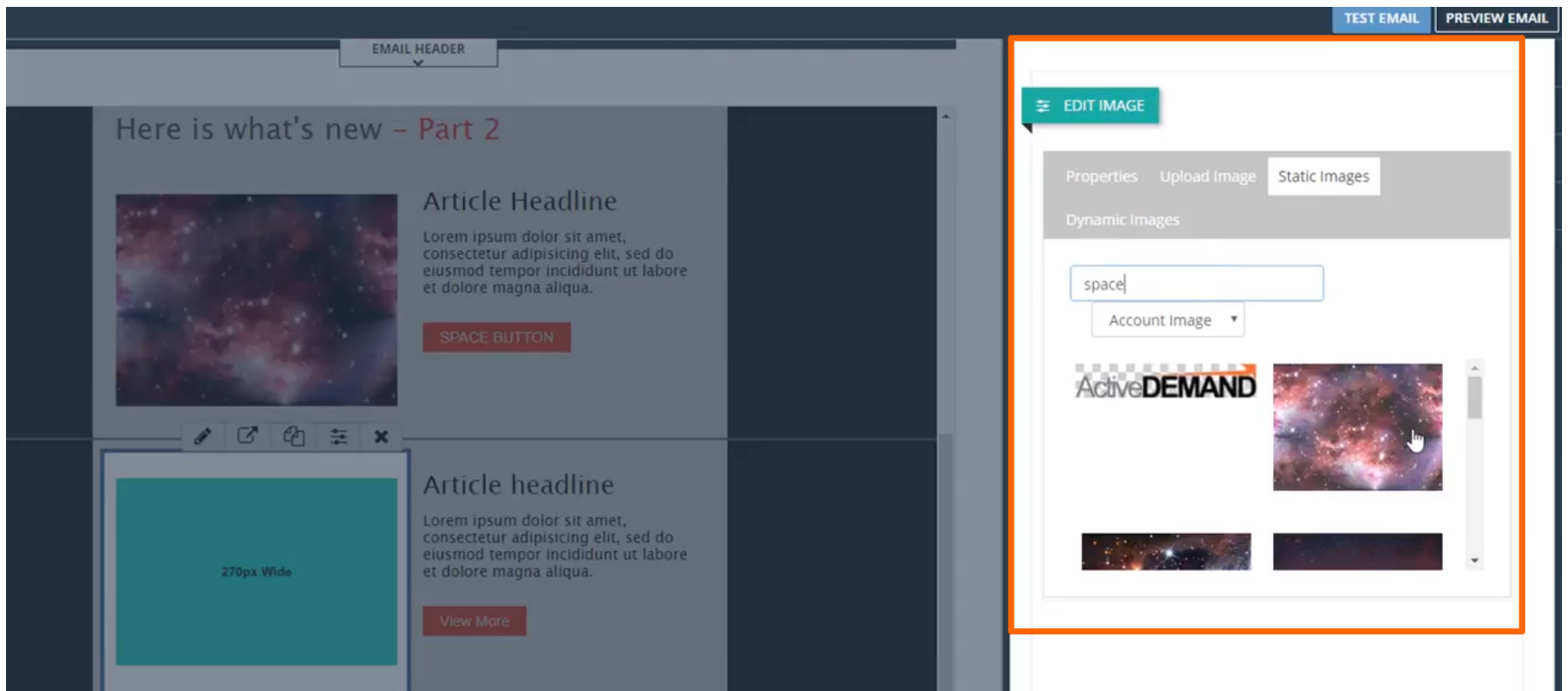
HOW-TO ADD IMAGES

Click the Pencil Icon in the Editor.



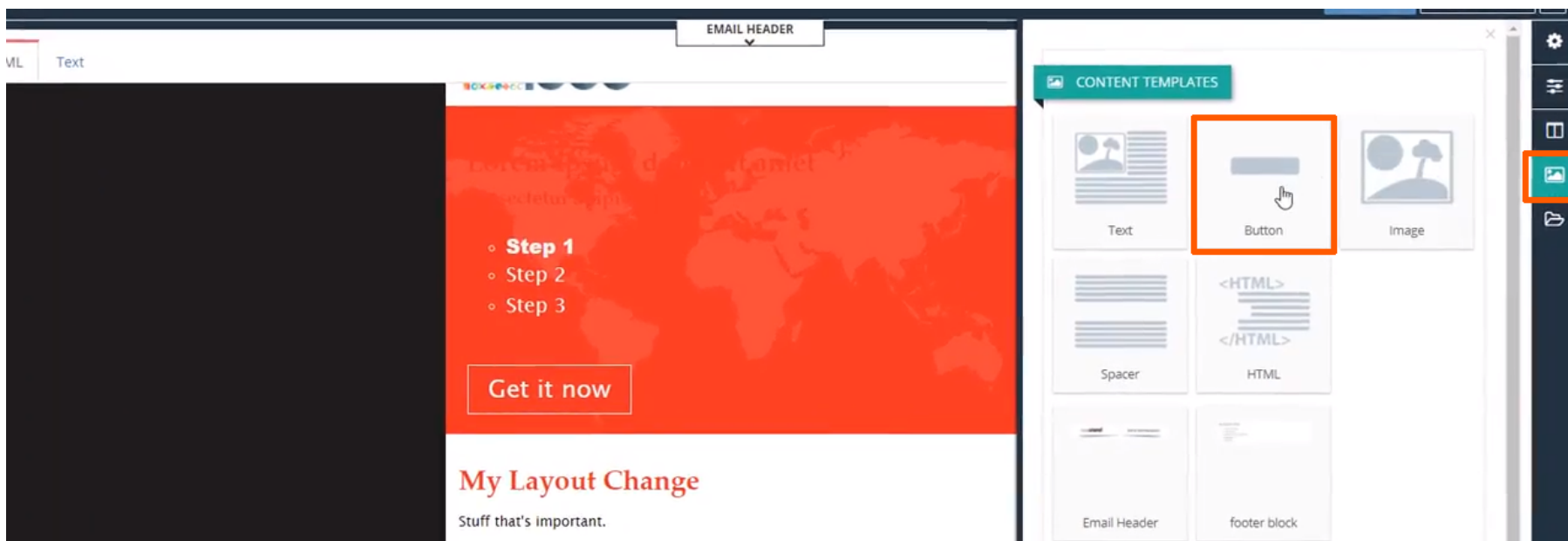
HOW-TO ADD IMAGES

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



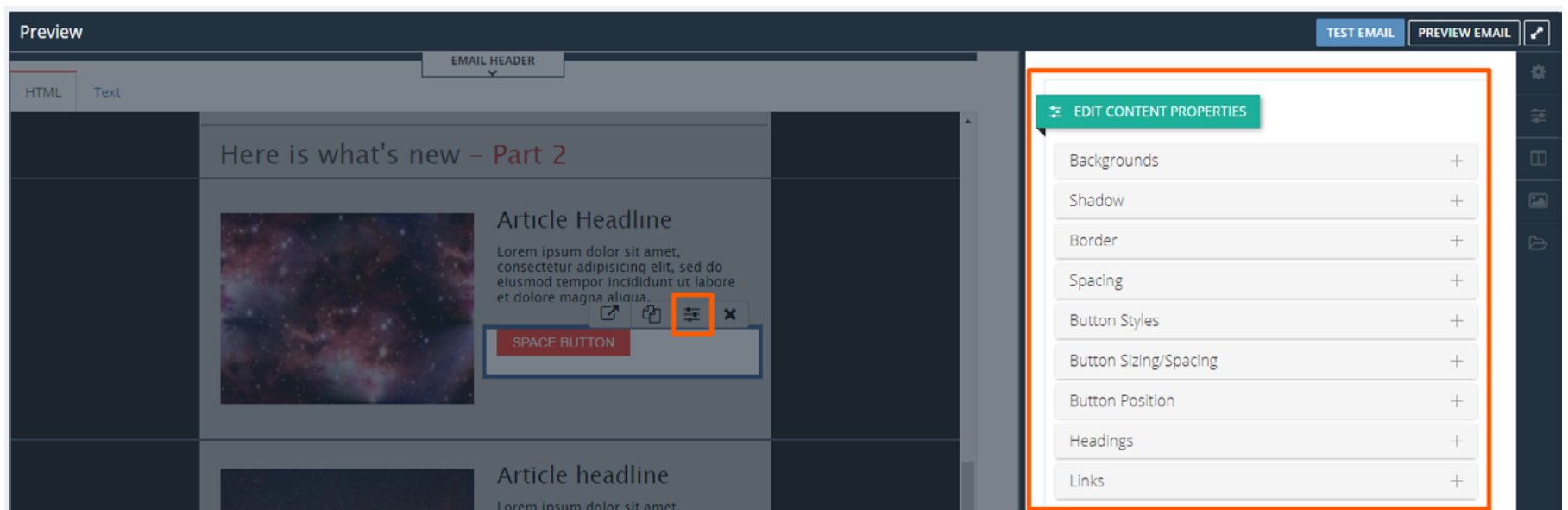
HOW-TO ADD BUTTONS

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



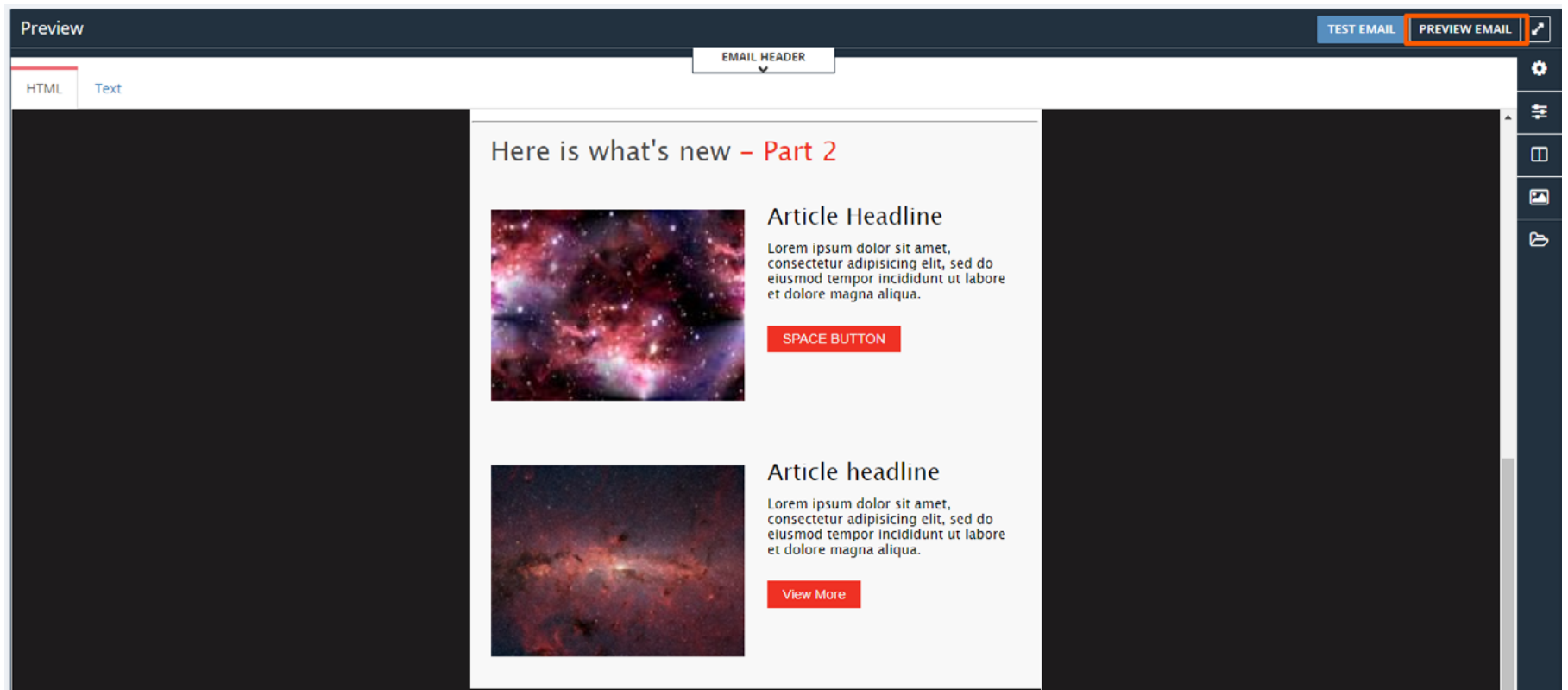
HOW-TO ADD BUTTONS

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



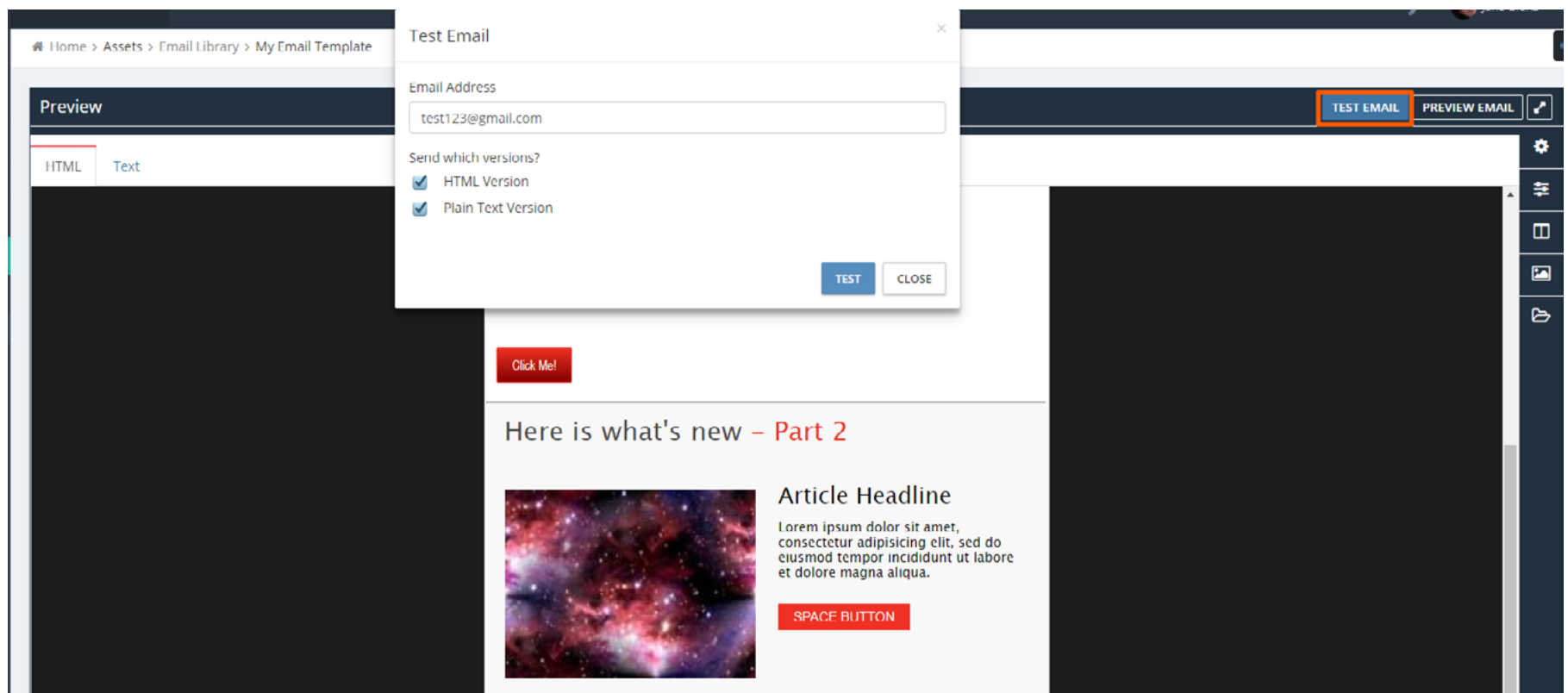
HOW-TO PREVIEW THE EMAIL AND SEND A TEST EMAIL

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

Thank You
for using
ActiveDEMAND



How-to Import an Email Template into ActiveDEMAND

Quick Start Video:



© 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.