Transferring HTML to an Email Template to Create a New Template

Scroll down or select Page Down to view the slide show.
Press Esc to exit.
Transfer Existing HTML Email Template to Encompass Email Marketing

1. This template is from MailChimp. Select all HTML in the display window using your cursor.
2. Once all HTML has been selected, I use "Right Click" > "Copy" or "CTRL C" to lift code from source.
3. Right Click and choose "Copy" with selected HTML.
4. Select "Email Home" from Email Dropdown in iModules navigation bar.
5. You can select "Design Templates" from the Email Marketing Home screen or place existing HTML template into a New Email (One Time Custom or Recurring).
6. Click "Add New" button from Design Templates screen to begin a New Template.
7. Choose Template Step: Select "Single Column" from Layout area on top and "Create New" Template from Design Template area on bottom.

8. Click "Save and Continue" to move on to Build Content screen.
9. Drag "Create New Content" block from menu area and place into empty design area in preview area shown above.
10. Content Editor Window will appear. Select the HTML button at the bottom of the window area.
11. Right Click inside Window with HTML selected and choose the “Paste” option from menu to place stored HTML template.
12. HTML should now appear in the Editor Window as shown below.

13. Select the "Design" button from the menu display to review design format.
Use this area to offer a short teaser of your email's content. Text here will show in the preview area of some email clients.

insert your image here

14. You will now be able to edit the template in "Design" mode. When editing is complete you can "Save and Continue at the bottom of the Editor Window."

Getting started: Customize your template by clicking on the style editor tabs up above. Set your fonts, colors, and styles. After setting your styling is all done you can click here in this area, delete the text, and start adding your own awesome content!
15. When editing is complete, you may click the "Save and Load Content" button at the bottom of the Role Based Content Screen to exit build and return to preview screen.
16. Normal Email Marketing editing tools will apply on this screen. When template transfer or design is completed, click the "Save and Continue" button at the bottom of the window.
17. Send Preview Step: Name the design template at the bottom of the page to save for future use.

18. Click "Done" to exit template design.
19. Template is now available for future design use. Process is complete.
Step by Step Video Display: