

Editor for Newsletters, Emails and PDF Files

(CK-editor 4.9)

Flexible Design and Drag-and-Drop

Layout and edit your newsletters and emails in a preview that looks exactly like the final email.

TIP! Always layout your templates in a table and define the width for all cells that should have a fixed width.

How to Make Your Own Template

(In this example: How to layout an email)

1. Creating a New Email
 - 1.1 Go to **Layout** -> **Templates** -> **Email Template**. Create a new email by clicking the "+".
 - 1.2 Click **Advanced edit** and select **table**. (Always select table to ensure that your layout is displayed correctly when sending emails to Outlook accounts).

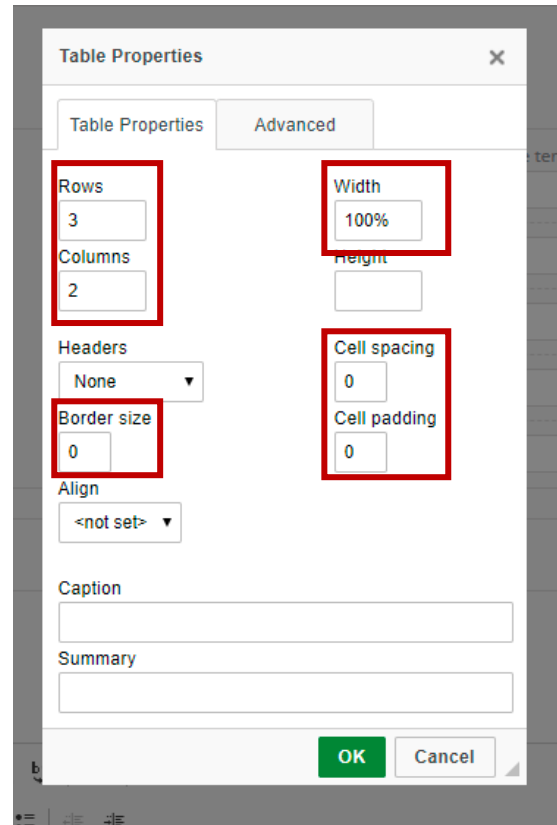
The screenshot displays the 'EMAIL TEMPLATE' creation interface. At the top, there are navigation buttons for 'Save' and 'List', and utility icons for 'CC/BCC', 'Shorthand', and a close button. The main form includes:

- Type:** CK-editor (dropdown)
- Description:** New template (text input)
- Merging:** Person (dropdown)
- Archive
- Required access rights to use template:**
 - For user: --- All --- (dropdown)
 - For user language: --- All --- (dropdown)
 - For territory: --- All --- (dropdown)
 - For user group: --- All --- (dropdown)
 - Use for campaigns: No (dropdown)
- Email subject:** New template (text input)
- Edit as raw html

Below the form, there is a section for 'Edit using wizard' with a dropdown menu set to 'Advanced edit'. The rich text editor toolbar below shows various icons, with the table icon (a grid) highlighted in a red box.

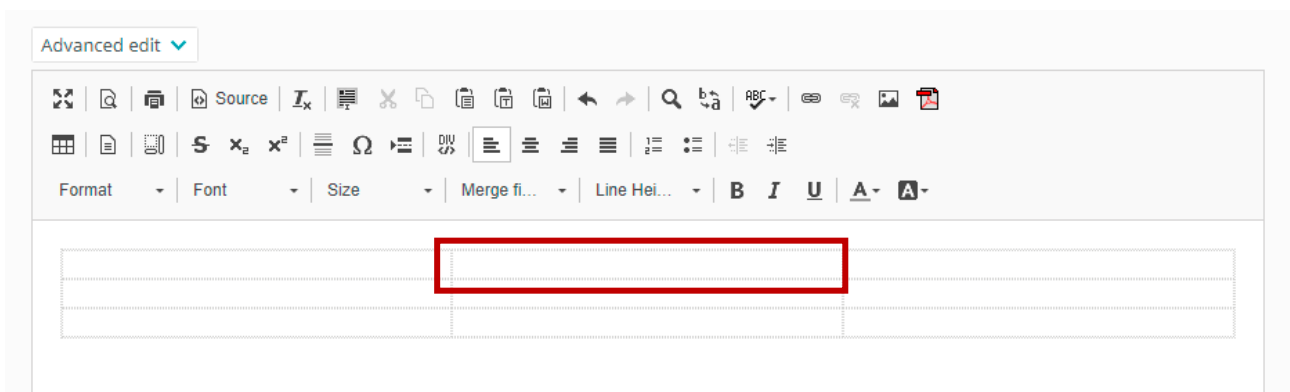
2. Defining Table Properties

- 2.1 Select a number of **rows** and **columns**. (The number is only for the basic layout and can be altered as you work on the template).
- 2.2 Define the **full width** of your table as 100%.
- 2.3 Define **cell spacing** and **cell padding** as well as **border size** - in this example, all values are set to 0.

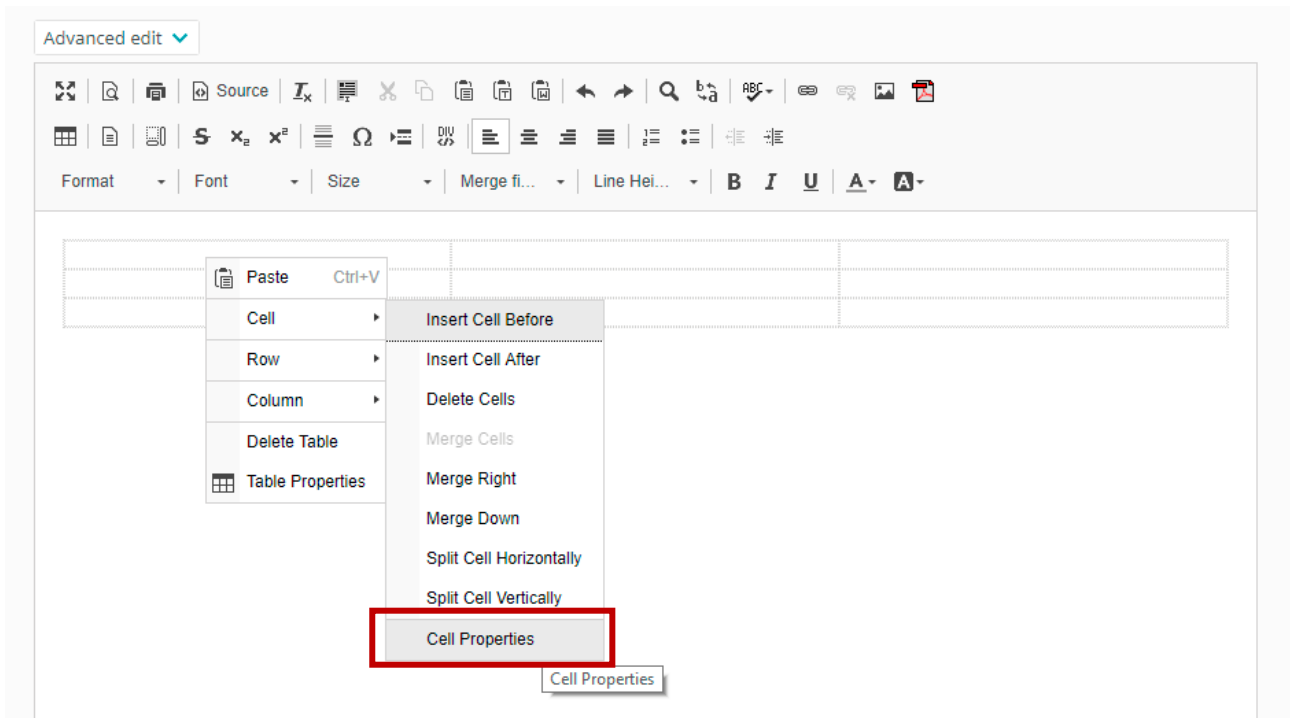


3. Defining Cell Properties

- 3.1 Select a cell (or select a number of cells to give them the same layout) and right-click.

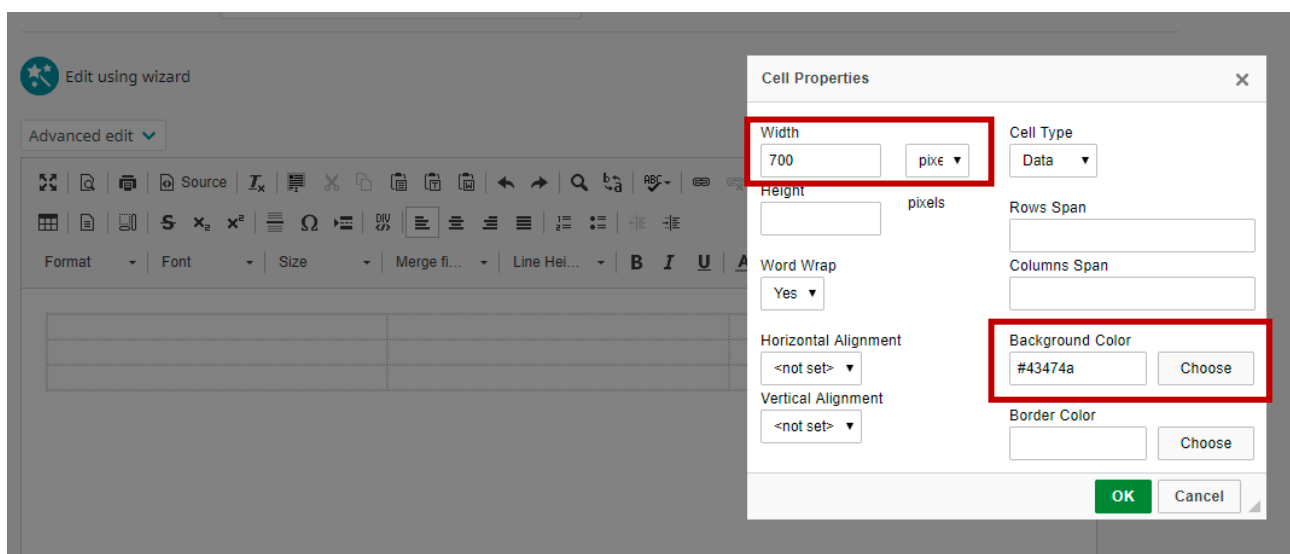


3.2 Select **cell properties**.



3.3 In this example, we have defined a fixed width of 700 pixels for the column in the middle, while no width is defined for the right and left columns, as we want them to float (i.e. they adjust according to the display width).

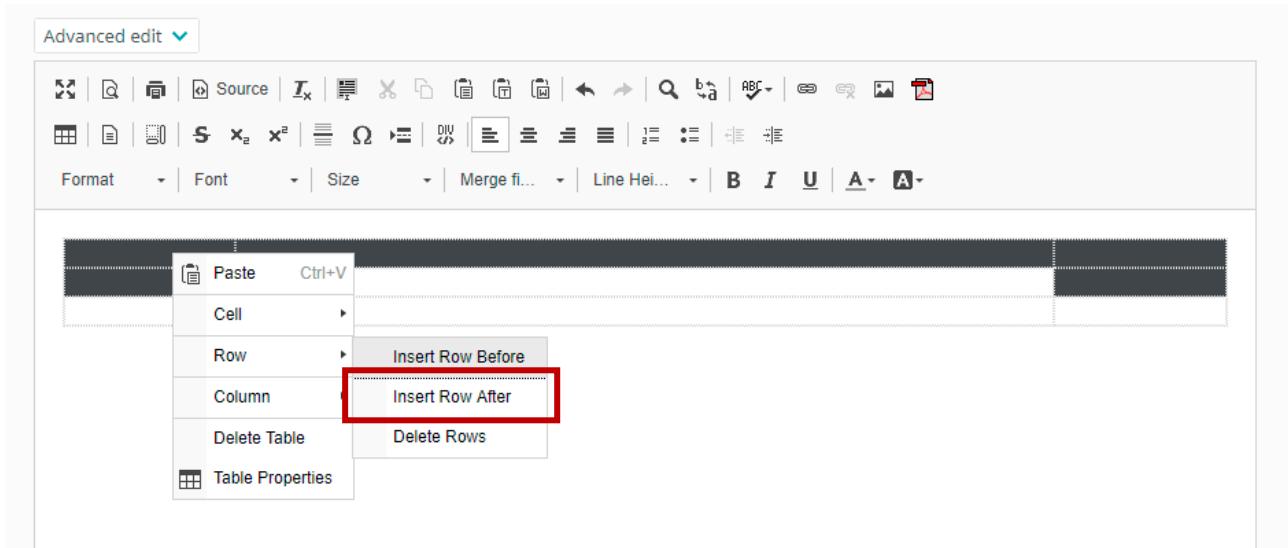
3.4 Choose **Background Color**, and type your colour code (hex or rgb).



4. Inserting a Row

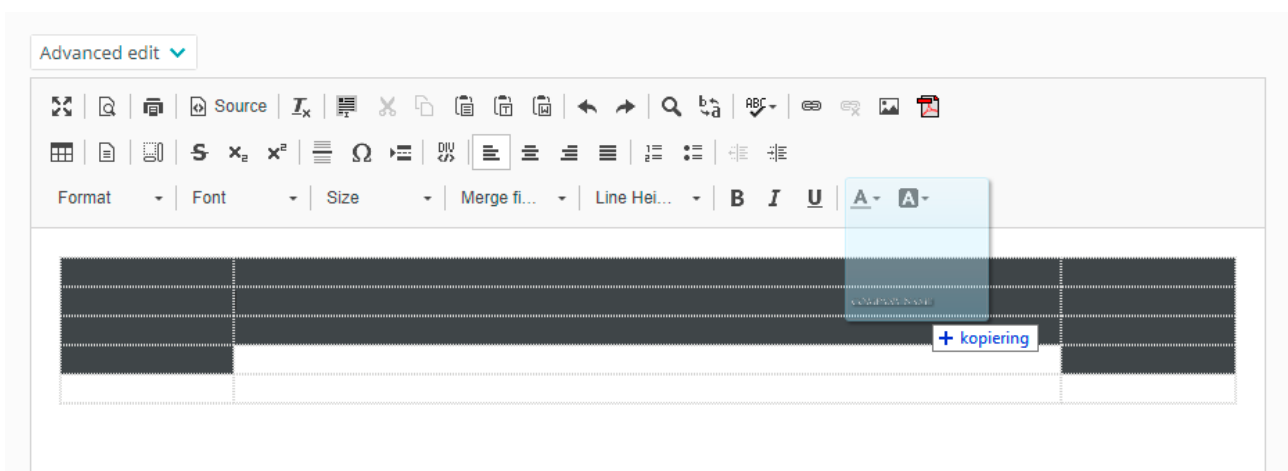
4.1 Select a **row** and right-click.

4.2 Select **Row** and **Insert Row Before/After**.

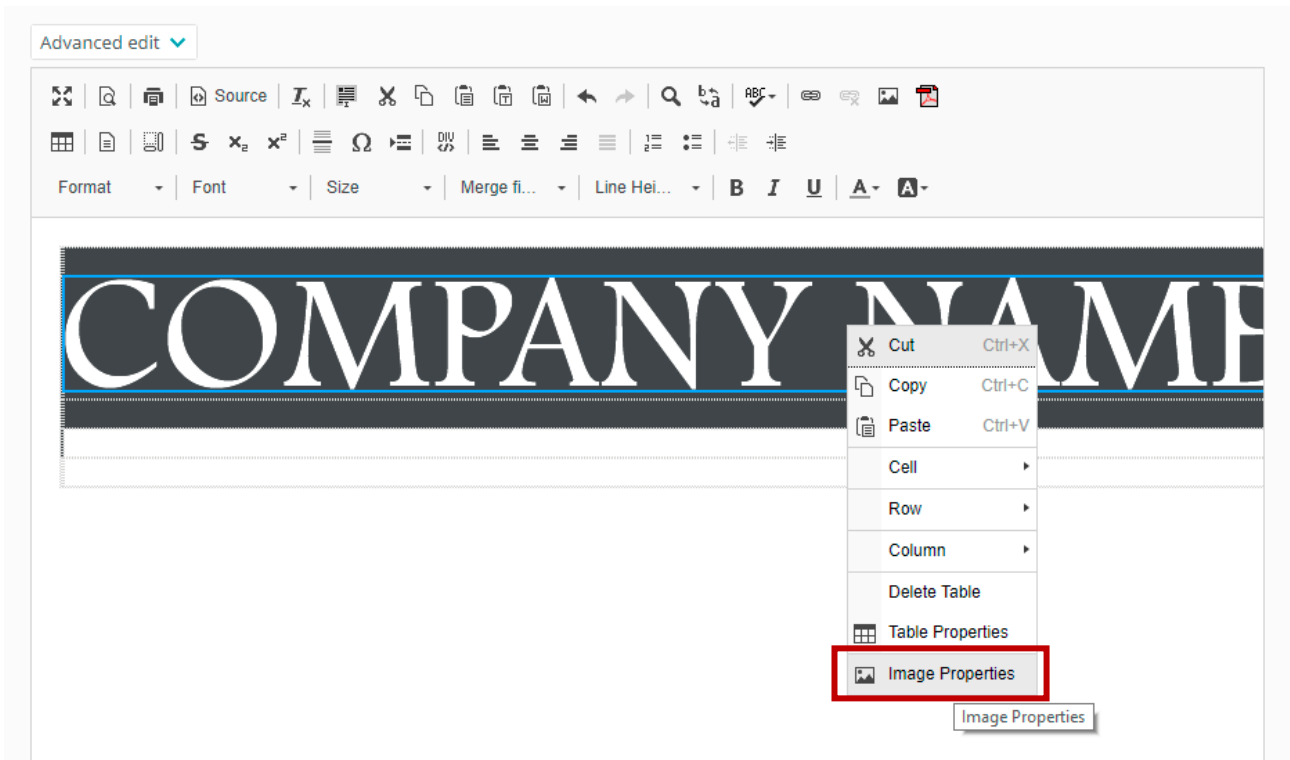


5. Inserting an Image

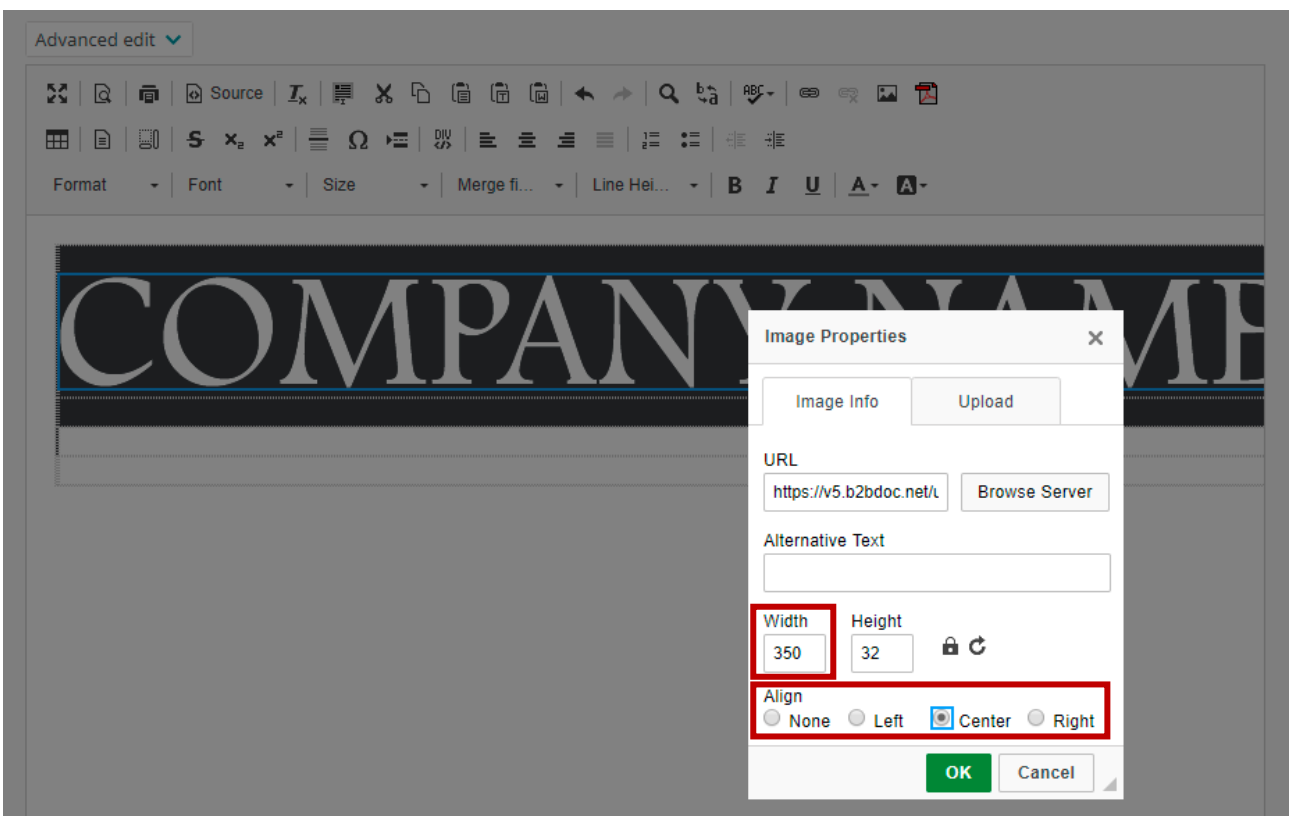
5.1 Drag an image from a folder on your computer and drop it in the preferred place.



5.2 Right-click the image and select **Image Properties**.

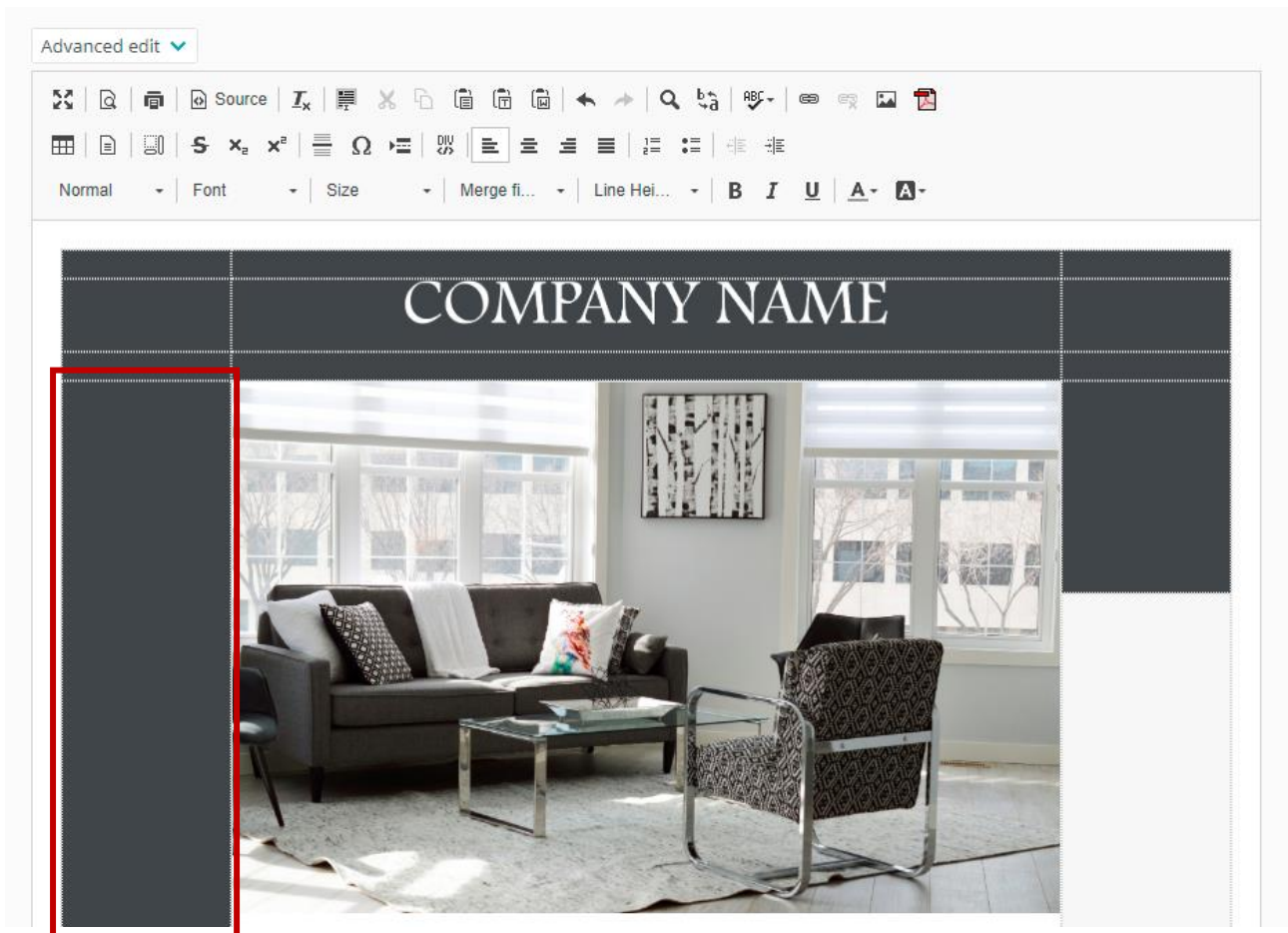


5.3 Define the **image width** and select **alignment**.

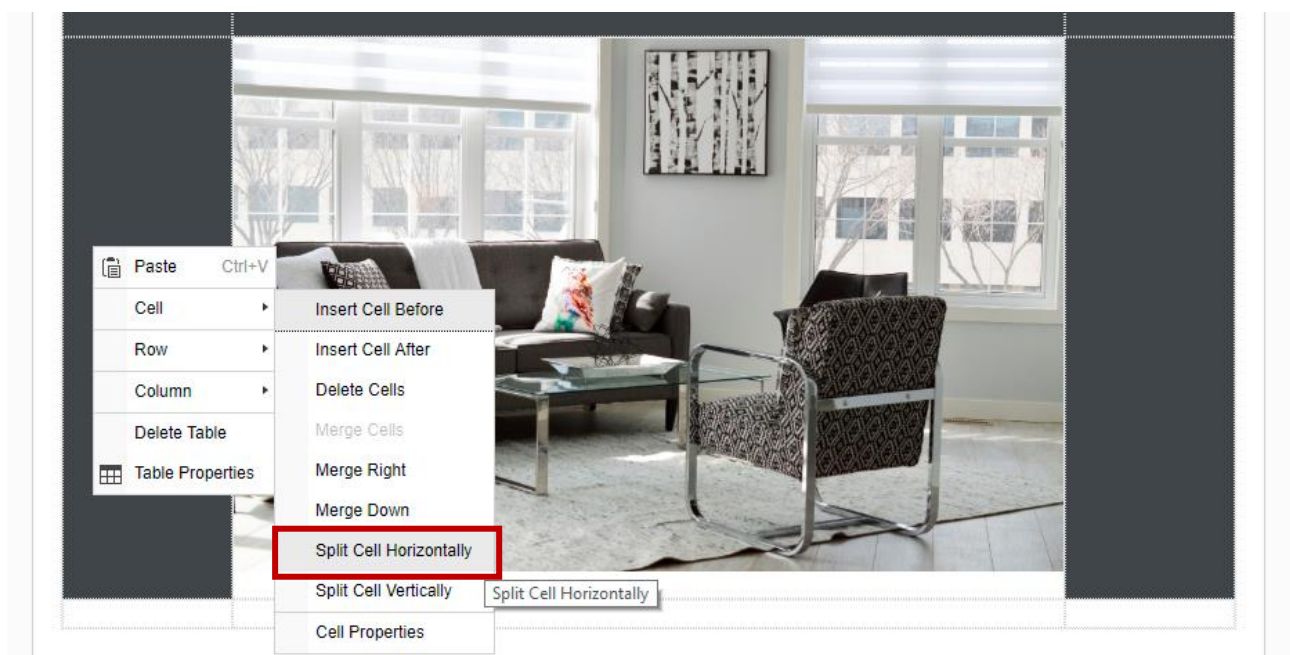


6. Splitting Cells

6.1 Select the cell you wish to split (e.g. in order to change the colour of part of your layout).



6.2 Right-click and select **Split Cell Horizontally**.



6.3 Select the bottom-most cell and right-click. Choose **Cell Properties**. Define the **height** and **background colour**.

