

# 10 Steps to Setting Up an Email Template in EmailNow

1) Go to:

<http://www.campaignmonitor.com/resources/templates.aspx>

2) Choose the template you want to use, and then click on it.

## 30 free HTML email templates to get you started

Getting your email to look great in all the major email clients can be a challenge at times, so we've done the hard work for you with these 30 free email templates. We've tested them in all the major email clients, so add your own content and you're all set.

		
<p><u>1 column, small content</u> </p>	<p><u>1 column, lots of content</u> </p>	<p><u>2 column, lots of content</u> </p>

3) From your browser, click on the View menu, and then click View Page Source.

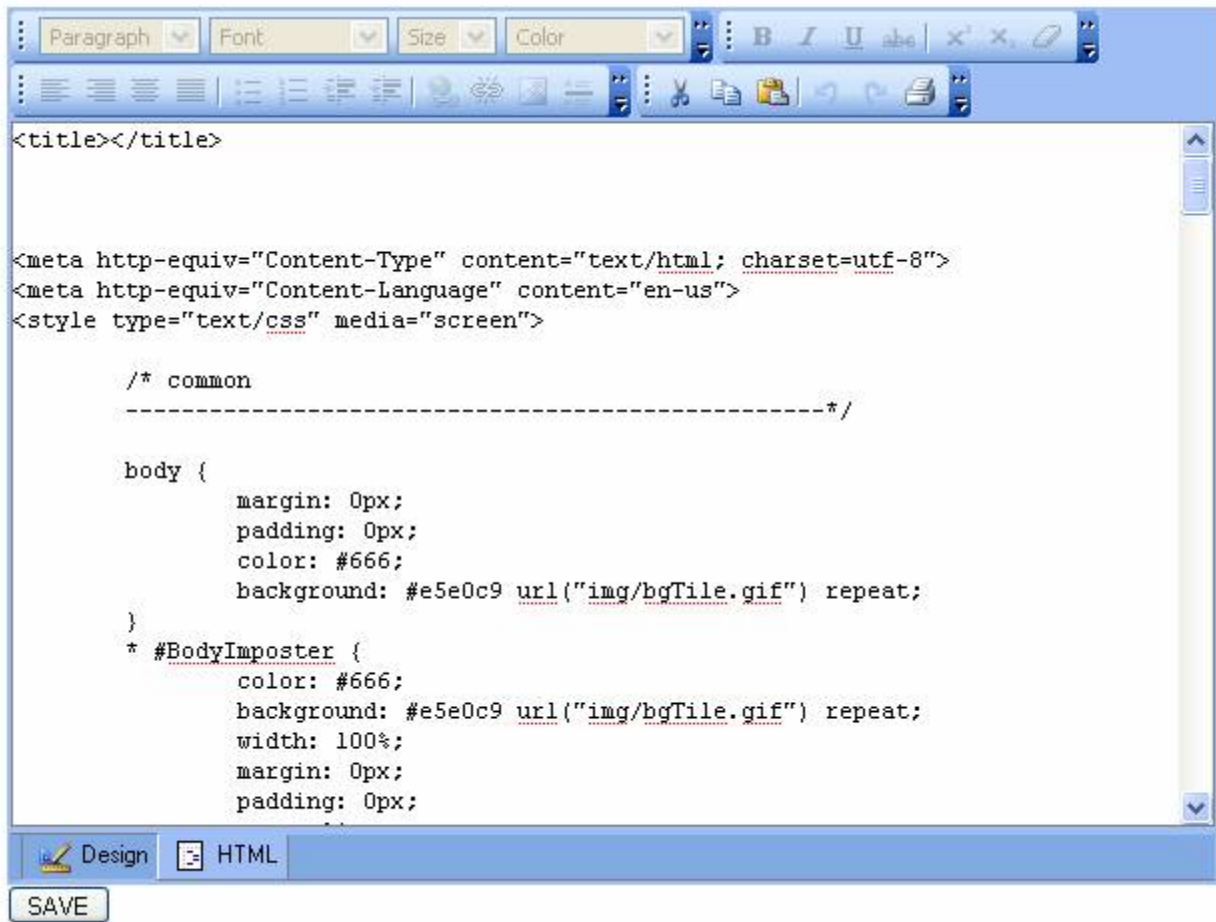


4) Select All (Control+A) and Copy (Control+C) to your clipboard.

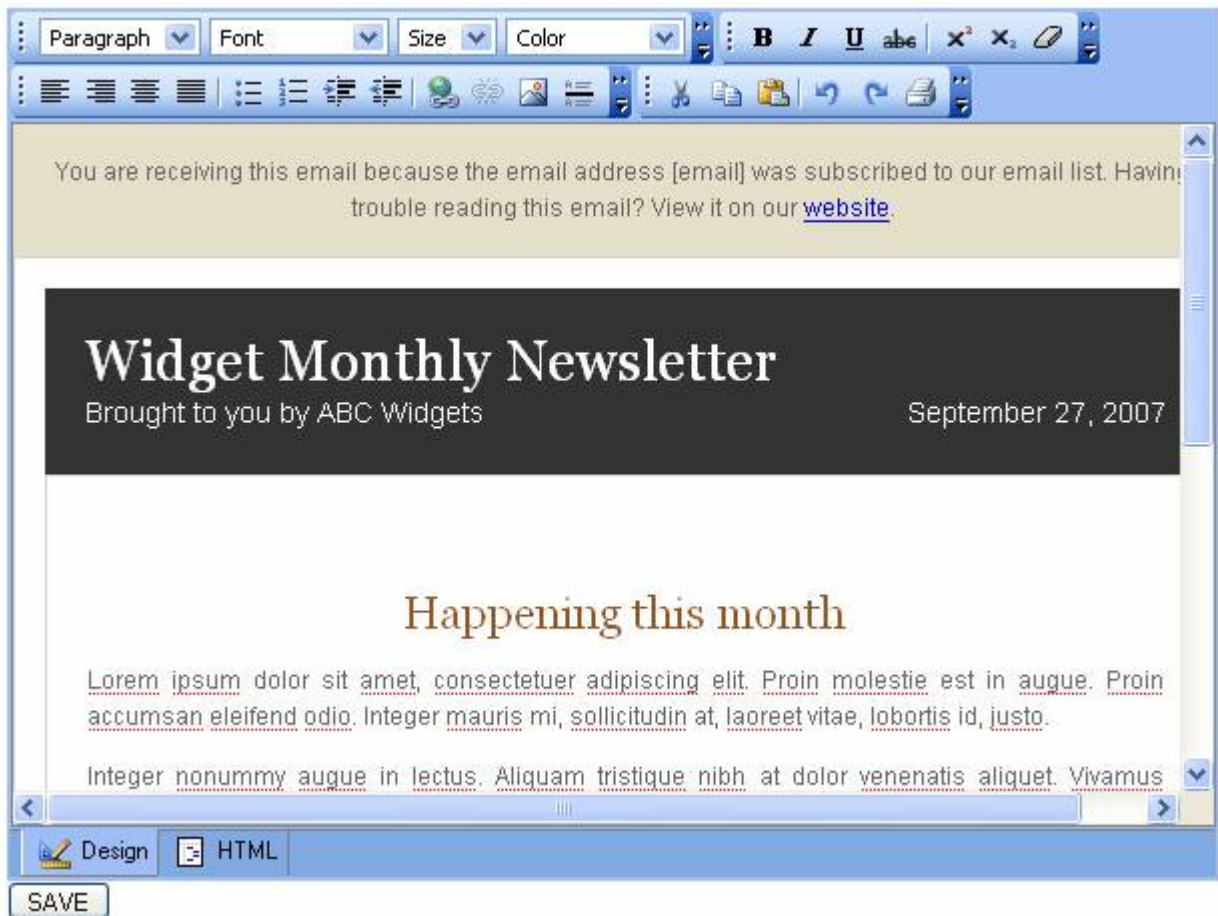
5) Open a new browser window, and go online to a free HTML editor.

- We like to use [FreeTextBox](#) because it's Mac friendly, but you can also use [Karmasoft](#) or [CuteEditor](#).
- For a more permanent solution, we suggest [Nvu](#) ([pronounced N-view, for a "new view"](#)), a free, open source HTML editor that works great on both PCs and Macs.

6) Click on the HTML tab and paste (Control+V) the HTML into the window in your browser. It will look like this in FreeTextBox:



7) Click on the design tab and you can edit the newsletter in FreeTextBox's online word processor. It will look like this:



8) When you are finished, click on the HTML tab again, and copy the new HTML to your clipboard (you may also want to save this code in Notepad or Word as plain text file in case you want to make further changes).

9) Copy the HTML into the appropriate area of EmailNow (pictured below):

## HTML Content

Remember that all graphics files (logos, photos, etc.) must be hosted on a public webserver. All graphics AND all links must be entered using complete URLs (including "http://"). You can verify these by clicking the Preview HTML button - broken images and/or links that do not work indicate invalid or incomplete URLs.

**Load HTML from File** If you use an HTML authoring tool, upload the saved HTML file from your local computer here.

## Enter HTML

You can manually enter HTML directly in this text box. If you are importing from an HTML authoring tool, be sure to import HTML Source. You will know it's HTML source because you will see HTML tags such as <P> or <H1> within the text. To get the HTML source, go to your HTML editor and find the menu option to View Source. Then Select All and Copy. Now you can Paste into the HTML text box. Be sure to preview to make sure it's what you want. We don't recommend Microsoft Word for this because the HTML it creates is not supported by all browsers.

```
<html xmlns="http://www.w3.org/1999/xhtml">
<head>
<title></title>
<meta http-equiv="Content-Type" content="text/html; charset=utf-8"
<meta http-equiv="Content-Language" content="en-us" />
<style type="text/css" media="screen">

    /* common
    .....*/
```

10) You're done!