

Email Template Generator User Guide

Step-by-step Guide On How To Use The Email Template Generator.

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Step 1 - Editing The Email Template

Open the Email Template Generator.

You can now change the settings to make the template look the way you want using the settings.

You can change the font family, size and colour that is displayed inside the email.

The second row allows you to change the look of the email itself, allowing you to change the colour of the outer area and the look of the inner area where the message is displayed.

If you need help with what a setting does then hover your mouse over the "?" next to the setting title.

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Any changes you make in the settings area will be displayed in the preview pane.



The third row allows you to configure the button settings if you want to add buttons to your email template instead of text links.

The settings allow you to change the text that displays on your button and the URL that the visitor is sent to if the button is clicked. Also you can change the background colour and text colour of the button.

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Arial	▶ 18		✓	Newsletter	Title	20	
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Button Text	https://	reducethehvne (om				

The final section allows you to add your email text to the template.

You can either paste in the text or simply type it into the box provided.

You can use basic HTML styling by adding <i> <u> styling tags or you can style the text and in the BABO WYSIWYG editor (See step 2).

xt Goes Here	

If you want to add a button to your email message then use the macro #BTN# to display the button. You can add it multiple times if you have a long email but all the links will be the same as the one in the button settings.

Email Text ② Note: You can use basic HTML tags such as <i> <u> to style any text. Use #BTN# to display button.</u></i>					
Hi,					
Welcome to my email.					
# <u>BTN</u> #					

The button will now show in the email template preview.

Preview Email Template							
	Newsletter Title						
	Hi,						
	Welcome to my email.						
	Button Text						

Once you have set the settings to what you want or just leave as the default settings then you can copy the generated code to your clipboard.

You can either click inside the box to select the text and then copy to your clipboard, or simply click the "Copy to Clipboard" button to automatically do it for you.

Email Template Code
Conv and paste the email template code into The Buildabiz HTML Editor to add any extra email content and then paste the edited code
into your HTML email.
Click To Download User Guide
<div style="background:#f7f7f7;padding:20px 10px;box-sizing:border-box"><div style="font-
family:Arial, Helvetica, sans-serif;text-align:center;margin:0 0 15px;font-size:20px;font-weight:bold;color:#333333">Newsletter Title</div><div style="margin:0 auto;max-width:600px;background:#fffff;border:2px solid #cccccc;border-radius:5px"><div style="line-
height:1.5;padding:10px 30px;font-family:Arial, Helvetica, sans-serif;font-size:18px;color:#333333">>Email Text Goes Here</div></div></div>
Copy to Clipboard

Step 2 - Editing The Email Template Contents

If you want to add any extra styling to your email template like adding images, changing font colours etc. then you can do so in the HTML editor.

Visit the <u>Buildabizonline HTML Editor</u> and click on the "Source" button on the editor.

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The source will now appear in the editor and simply right-click in the editor window and select "Select all" from the drop-down menu.

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The code will now all be selected.

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This is some sample text . You are using

Right-click again in the editor window and select "Paste" from the drop-down menu.

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This is some sample text .	You are using	
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	Сору	Ctrl+C
	Paste	Ctrl+V
	Ctrl+Shift+V	
	Select all	Ctrl+A
	Search Google for "This is some sample text . You" Print	Ctrl+P
	Spell check	►

The email template code will now be pasted into the source window. Click the "Source" button on the editor menu to return to the WYSIWYG editor view.

	□ Ø
Styles - Format - Font - Size - A- A- A- 3	
Helvetica, sans-serif;font-size:18px;color:#333333">Email Text Goes Here	d>
4	•
	4

Your email template will now show in the editor window. You can now edit the title text and the body text of the email and add any links or other elements using the menu options on the editor. If you wish to resize the editing window to see more of your email at once, then you can click the "Maximise" button on the top menu or click and drag to resize the window with the icon in the bottom right-hand corner of the editor.

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Once you have edited your email as you want simply click the "Source" button.

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Right-click in the source code window and select "Select all" from the drop-down menu.

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	Paste as plain	text Ctrl+Shift+V	
	Select all	Ctrl+A	
	Spell check	Þ	

Right-click in the source code window and select "Copy" from the drop-down menu.

▶ Source □ □ □ ↓ ↓ ▶ I □ ↓ ↓ ↓ ↓ ↓ ▶ I □ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ▶ I □ ↓	Image: Image		
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<div style=" th=""><th>Cut Copy Paste Paste as plain text Select all</th><th>Ctrl+X Ctrl+C Ctrl+V Ctrl+Shift+V Ctrl+A</th><th><pre>lapse: collapse;" v t-size:20px;font-we r-radius:5px"> t-size:18px:color:</pre></th></div></div>	Cut Copy Paste Paste as plain text Select all	Ctrl+X Ctrl+C Ctrl+V Ctrl+Shift+V Ctrl+A	<pre>lapse: collapse;" v t-size:20px;font-we r-radius:5px"> t-size:18px:color:</pre>
<pre>Email Text Goes Her </pre>	Search Google for "Print Spell check Writing Direction	llpadding="0"" Ctrl+P	•

Step 3 - Adding The Email Template To Buildabizonline

Login to Buildabizonline and select the "AUTO-Responder, Traffic Blog And cPanel Hosting" option under the "Your Bonuses" option on the top menu.

Training Videos	Your Bonuses	Advertising	
	AUTO-Respond And cPane	ler, Traffic Blog el Hosting	

Now click on the Auto-responder login link.

These Bonuses Tools Are For Paying Members Only

Please, Be Aware That If You End Your Subscription You Will Lose These Bonuses

As Part Of Your Paid Membership, You Are Entitled To Our Auto-responder Program

REGISTER HERE

After Registration Please Let Admin Know You Need Your Auto-responder Activating

ONCE REGISTERED AND ACTIVATED LOGIN HERE

Now login to the Auto-responder.

Welcome To The Buildabizonline Auto-responder Program Home Faq Members Login Privacy Policy
Members Login Area
Username Password
Log In

Click the "Mail Subscribers" link in the top menu.

Members Home | Your Profile | Video Tutorials | HTML Editor | Niche Campaigns | Ad Copy | Logout Your Campaigns | Add/Edit Messages | Your Subscribers | Mail Subscribers

Now select the Autoresponder you want send the mail to.

Members Home | Your Profile | Video Tutorials | HTML Editor | Niche Campaigns | Ad Copy | Logout Your Campaigns | Add/Edit Messages | Your Subscribers | Mail Subscribers

Email Subscribers

Select an Autoresponder to email subscribers:

reducethehype

<u>Test</u>

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Now enter the "Subject" for your email and select "HTML" from the "Format" drop-down list.

Email Subscribers

Use these tags for personalized emails: Name: {name} Email: {email} Date of Subscribing: {date}

Subject:	
Format:	Text 🗸
Message:	Text HTML

Send Mail

Note: It will also send a copy to your email address : 1 so that you can check it out.

Right-click in the message area and select "Paste" from the drop-down menu.

messager	Undo	Ctrl+Z	1
	Redo	Ctrl+Shift+Z	
	Cut	Ctrl+X	_
	Сору	Ctrl+C	
	Paste	Ctrl+V	
	Paste as plai	n text Ctrl+Shift+V	

Your template will now be pasted in the message area and you can then click the "Send Mail" button to send the message.

	Use these tags for perso Name: {nar Email: {em Date of Subscribin	these tags for personalized en Name: {name} Email: {email} Date of Subscribing: {date}	
Subject:	My New Newsletter		
Formati			
Format.			
Message:	<pre>Helvetica, sans-serif;text-align:center;margin:0 0 15px;font-size:20px;font- weight:bold;color:#333333">Newsletter Title Here <div style="margin:0 auto;max- width:600px;background:#ffffff;border:2px solid #ccccc;border-radius:5px"><div style="line- height:1.5;padding:10px 30px;font-family:Arial, Helvetica, sans-serif;font-size:18px;color:#333333"></div></div></pre>	•	

Also make sure to save your code in a text file if you want to use the settings again for future messages. You can then load that into the Online HTML Editor and simply change the text content for your next message.