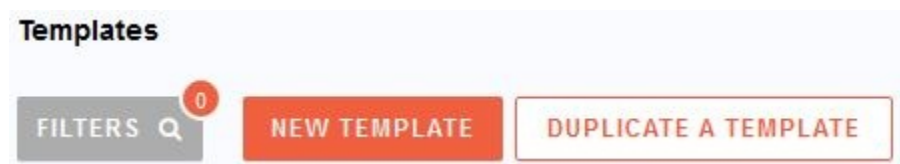


How to create a new template

This option is more complicated, you will have to create texts, data tablets (if you need), logos, signatures etc. from the scratch. Before you use this option, you should know that it is more convenient to use a similar existing template, duplicate it and edit.

To create a new template, click “**New template**”.



You will see a template with various fields of creation of a new template:

Language: Select language of your template

Name: Enter name of your template.

Category: This field is very important. You should select the category that contains fields you will use in the template. Once started the template, the category can't be changed.

Insert logo: With this button, you can insert the logo of your company. If you don't have it, there will appear a new tab where you can select the logo of your company, go back to the template and insert it. If you don't want to use a standard logo or it doesn't look like good in the final result, you can always insert an image.

Subject: This is an obligatory field used in case of sending e-mails (You can also insert fields in the subject, with the button “Insert field”)

Message: This field is a text editor (type Word) where you can create any type of document or a template, using the editing menu.

In this section

Related content

Content by label

There is no content with the specified labels