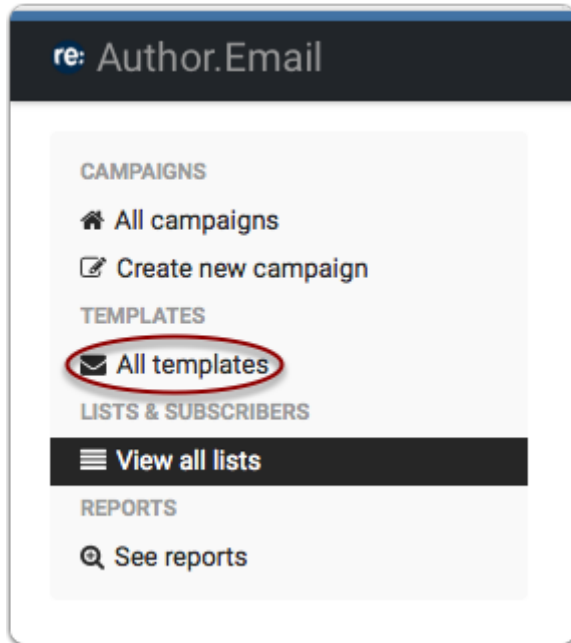


## Create a template

### 1. Click "All templates"



## 2. Click "Create a new template"

The screenshot shows the Author.Email dashboard. On the left is a navigation sidebar with sections: CAMPAIGNS (All campaigns, Create new campaign), TEMPLATES (All templates, highlighted), LISTS & SUBSCRIBERS (View all lists), and REPORTS (See reports). The main content area is titled 'Author.Email' and 'All templates'. A button labeled 'Create a new template' with a plus icon is circled in red. Below it is a 'Template name' label and a message: 'No templates have been created yet. Create one!'. The footer contains '© 2015 Author.Email'.

## 3. Design your template

Click source to edit or cut-and-paste HTML to import a template, or use the WYSIWYG editor to create your template from scratch!

Author.Email

### Create template

Template name  
Name of this template

✓ Save template

HTML code

Source

**B I S I<sub>x</sub>** Styles Format Font Size A A

Use the following tags in your subject, plain text or HTML code and they'll automatically be formatted when your campaign is sent. For web version and unsubscribe tags, you can style them with inline CSS.

## 4. Save your template

Enter your new Template name and click "Save Template"

The screenshot shows the Author.Email interface. On the left is a sidebar menu with categories: CAMPAIGNS (All campaigns, Create new campaign), TEMPLATES (All templates), LISTS & SUBSCRIBERS (View all lists), and REPORTS (See reports). The 'All templates' option is selected. The main content area is titled 'Author.Email' and 'Create template'. It features a 'Template name' input field containing 'My template|' and a 'Save template' button with a checkmark icon, which is circled in red.