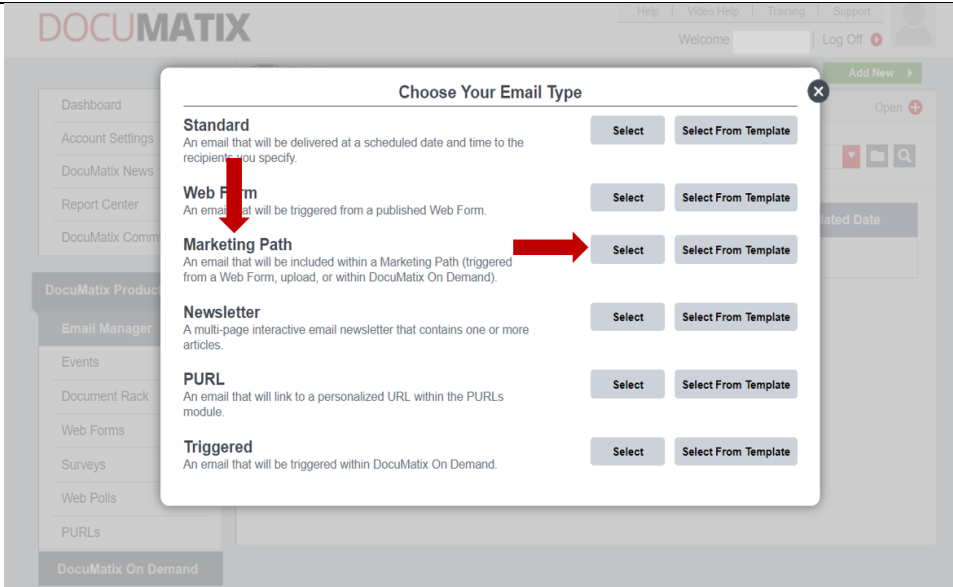
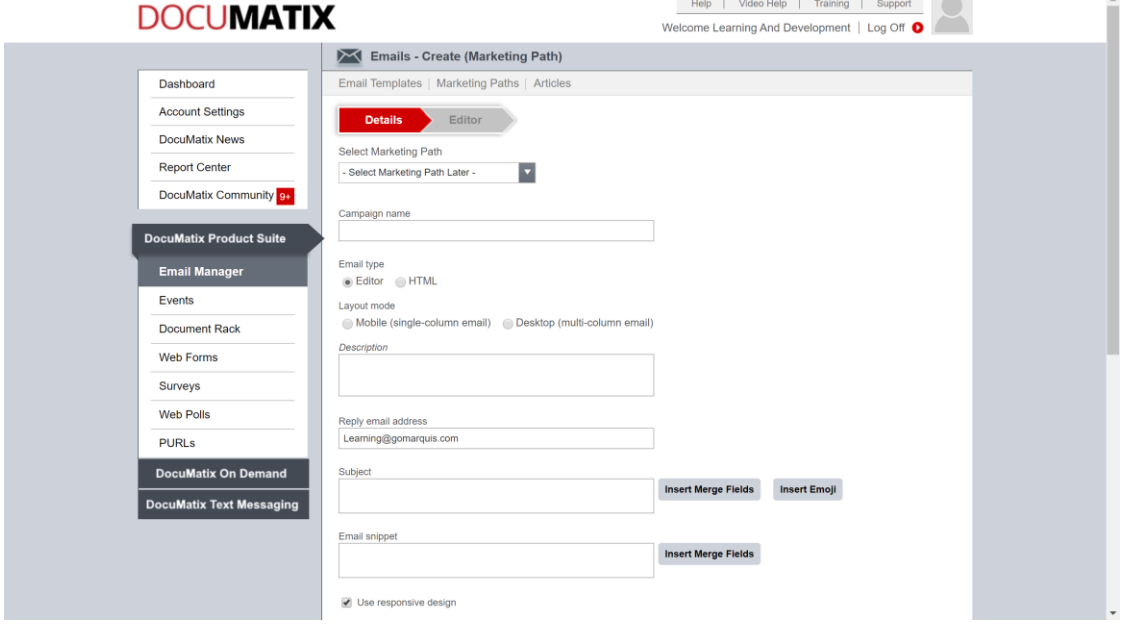

















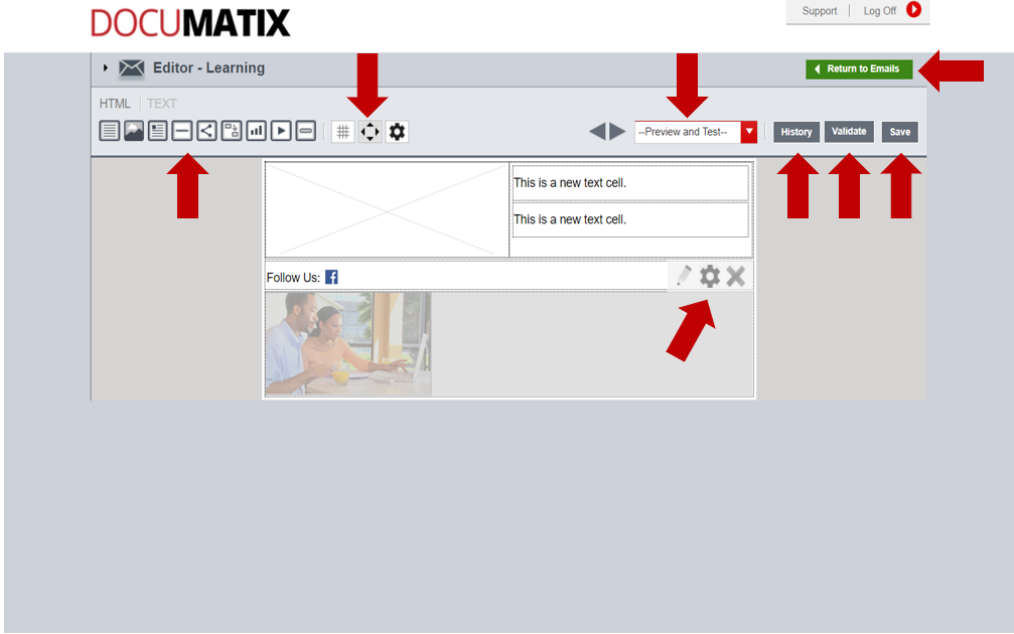
MARQUIS

DMX323	Creating an Email for Marketing Paths from Scratch
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Click on "Email Manager" located in the menu on the hand left side of the page
Step 3	Click on the green "Add New" button in the top right of the page
Step 4	Under Marketing Path click on "Select"
	
Step 5	Complete the "Detail" page
	Note: Anything in <i>italics</i> is an optional field as noted below. Some of the fields will auto populate from Account Settings.
	<ul style="list-style-type: none"> • Select Marketing Path • Campaign name • Email type • Layout Mode
	Note: Mobile Layout Mode is for a single column email making it easier to view on a mobile device and Desktop Layout Mode allows for multi-column emails for viewing on a computer.
	<ul style="list-style-type: none"> • Description (optional) • Reply email address • Subject, if needed "Insert Merge Fields" and "Insert Emoji" • Email snippet (optional), if desired "Insert Merge Fields" • Use responsive design • Auto Launch email • Use A/B split testing • From • Place in folder
Step 6	Click on "Next"

MARQUIS

	
<p>Step 7</p>	<p>Select an icon that corresponds to the function desired by “Click, Drag, and Drop” the icon into the body of the email being created</p>
	<ul style="list-style-type: none"> •  Text
	<ul style="list-style-type: none"> •  Image
	<ul style="list-style-type: none"> •  Text and Image
<p>Note: When utilizing an IMAGE within the email, the Alt Text will need to contain text that describes what the image represents as it is used when emails are viewed through a viewing impaired app.</p>	
	<ul style="list-style-type: none"> •  Divider
	<ul style="list-style-type: none"> •  Social
	<ul style="list-style-type: none"> •  Copy Cell From Other Email
	<ul style="list-style-type: none"> •  Web Polling
	<ul style="list-style-type: none"> •  Video
	<ul style="list-style-type: none"> •  Button
<p>Step 8</p>	<p>Click and adjust email parameters as needed</p>
	<ul style="list-style-type: none"> •  Grid Lines
	<ul style="list-style-type: none"> •  Resized
	<ul style="list-style-type: none"> •  Settings
<p>Step 9</p>	<p>Hover over each cell to Edit, change Settings, and Delete</p>
	<ul style="list-style-type: none"> •  Edit – This will allow the ability to add text to a text cell and add an image to an image cell.
	<ul style="list-style-type: none"> •  Settings
	<ul style="list-style-type: none"> •  Delete
<p>Step 10</p>	<p>To select the preferred Preview and Test method, click the drop-down arrow for Preview and Test</p>
<p>Step 11</p>	<p>Click on the preferred testing Method</p>
<p>Step 12</p>	<p>If a misstep was made and the changes need to be reset, click on the History button</p>

MARQUIS

Step 13	Click the drop-down arrow for Select a Version
Step 14	Click on a version to verify the settings
Step 15	Once the desired version is found, click Revert To This Version
Step 16	The system autosaves every minute but we recommend clicking on "Save" on the right side of the menu bar
	 A screenshot of the DocuMatix web editor interface. The interface includes a top navigation bar with 'Support' and 'Log Off' links. Below this is a breadcrumb trail 'Editor - Learning' and a green 'Return to Emails' button. A rich text editor toolbar is visible with various icons for text formatting and alignment. The main content area contains a table with two rows, each containing a text cell with the text 'This is a new text cell.'. Below the table is a 'Follow Us' section with a Facebook icon and a small image of two people. Red arrows point to the 'Return to Emails' button, the version dropdown menu, the 'Save' button, the table, the text cells, and the 'Follow Us' section.
Step 17	Click the green button "Return to Emails" to right corner of the page
	Repeat steps 3-16 for as many emails as necessary.