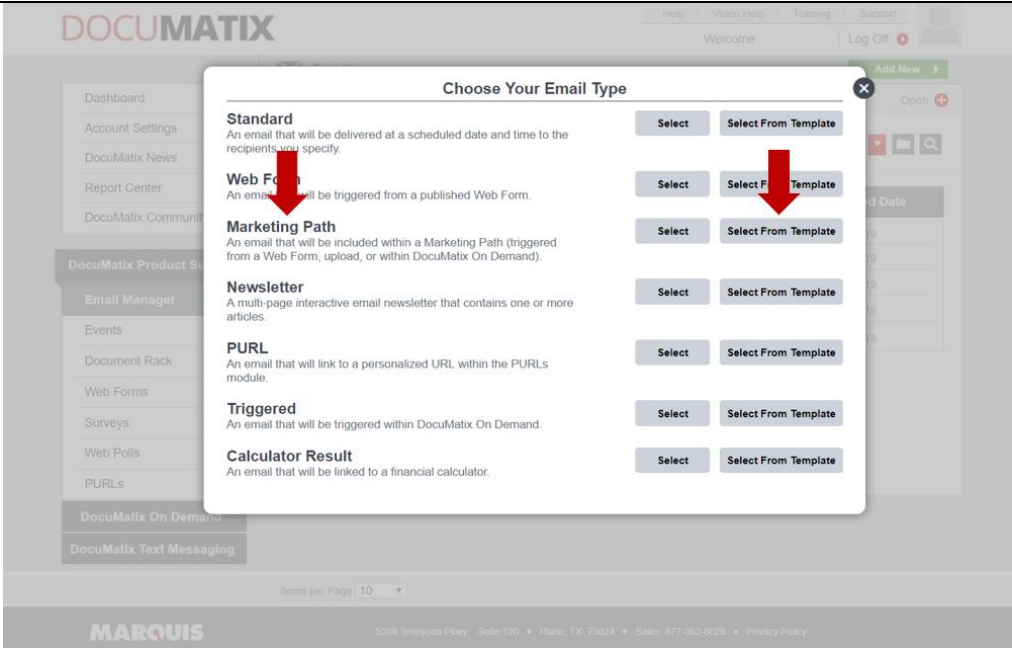
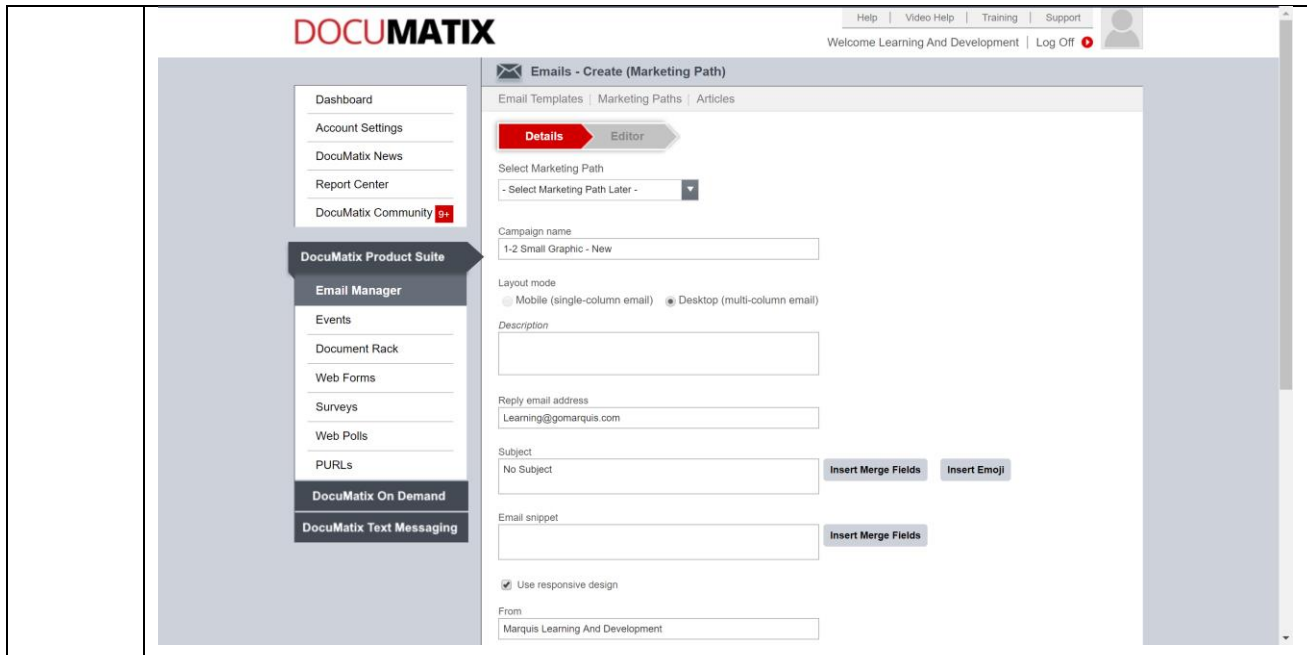

















# MARQUIS


<b>DMX349</b>	<b>Creating an Email for Marketing Paths from a Layout</b>
<b>Order of Steps</b>	<b>Tasks</b>
<b>Step 1</b>	Log into <b>DocuMatix</b>
<b>Step 2</b>	Click on <b>"Email Manager"</b> located in the menu on the hand left side of the page
<b>Step 3</b>	Click on the green <b>"Add New"</b> button in the top right of the page
<b>Step 4</b>	Under Marketing Path click on <b>"Select From Template"</b>
	
<b>Step 5</b>	Choose a Template box will pop up, click on <b>"DocuMatix Layouts"</b>
<b>Step 6</b>	Choose a template, by hovering over the selection and clicking on <b>"Select"</b>
<b>Step 7</b>	Complete or make modifications to the <b>"Detail"</b> page
<b>Note:</b> Anything in italics is an optional field as noted below. Some of the fields will auto populate from Account Settings.	
	<ul style="list-style-type: none"> <li>Select Marketing Path</li> </ul>
	<ul style="list-style-type: none"> <li>Campaign name</li> </ul>
	<ul style="list-style-type: none"> <li>Layout Mode</li> </ul>
<b>Note:</b> 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"> <li>Description (optional)</li> </ul>
	<ul style="list-style-type: none"> <li>Reply email address</li> </ul>
	<ul style="list-style-type: none"> <li>Subject, if needed <b>"Insert Merge Fields"</b> and <b>"Insert Emoji"</b></li> </ul>
	<ul style="list-style-type: none"> <li>Email snippet (optional), if desired <b>"Insert Merge Fields"</b></li> </ul>
	<ul style="list-style-type: none"> <li>Use responsive design</li> </ul>
	<ul style="list-style-type: none"> <li>From</li> </ul>
	<ul style="list-style-type: none"> <li>Place in folder</li> </ul>

# MARQUIS



<b>Step 8</b>	Click on <b>“Next”</b>
<b>Step 9</b>	Make the necessary changes to the existing cells in the layout
<b>Step 10</b>	Select an icon that corresponds to the function desired by <b>“Click, Drag, and Drop”</b> the icon into the body of the email being created. Existing cells can be rearranged using the <b>“Click, Drag, and Drop”</b> method.
	<ul style="list-style-type: none"> <li>•  Text</li> </ul>
	<ul style="list-style-type: none"> <li>•  Image</li> </ul>
	<ul style="list-style-type: none"> <li>•  Text and Image</li> </ul>
<p><b>Note:</b> When utilizing an IMAGE within the email, the <b>Alt Text</b> 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"> <li>•  Divider</li> </ul>
	<ul style="list-style-type: none"> <li>•  Social</li> </ul>
	<ul style="list-style-type: none"> <li>•  Copy Cell From Other Email</li> </ul>
	<ul style="list-style-type: none"> <li>•  Web Polling</li> </ul>
	<ul style="list-style-type: none"> <li>•  Video</li> </ul>
	<ul style="list-style-type: none"> <li>•  Button</li> </ul>
<b>Step 11</b>	Click and adjust email paramiters as needed
	<ul style="list-style-type: none"> <li>•  Grid Lines</li> </ul>
	<ul style="list-style-type: none"> <li>•  Resized</li> </ul>
	<ul style="list-style-type: none"> <li>•  Settings</li> </ul>
<b>Step 12</b>	Hover over each cell to <b>Edit</b> , change <b>Settings</b> , and <b>Delete</b>
	<ul style="list-style-type: none"> <li>•  Edit - This will allow the ability to add text to a text cell and add an image to an image cell.</li> </ul>
	<ul style="list-style-type: none"> <li>•  Settings</li> </ul>
	<ul style="list-style-type: none"> <li>•  Delete</li> </ul>

# MARQUIS

<b>Step 13</b>	To select the preferred Preview and Test method, click the <b>drop-down arrow</b> for <b>Preview and Test</b>
<b>Step 14</b>	Click on the preferred testing Method
<b>Step 15</b>	If a misstep was made and the changes need to be reset, click on the <b>History</b> button
<b>Step 16</b>	Click the <b>drop-down arrow</b> for <b>Select a Version</b>
<b>Step 17</b>	Click on a version to verify the settings
<b>Step 18</b>	Once the desired version is found, click <b>Revert To This Version</b>
<b>Step 19</b>	The system autosaves every minute but we recommend clicking on <b>“Save”</b> on the right side of the menu bar
	 A screenshot of the DOCUMATIX Editor - Learning interface. The interface includes a top navigation bar with 'Support' and 'Log Off' links. Below this is a toolbar with various icons for editing and testing. A dropdown menu is open, showing options like 'Preview and Test'. To the right of the toolbar are buttons for 'History', 'Validate', and 'Save'. A green button labeled 'Return to Emails' is located in the top right corner. The main editing area contains a text editor with two text cells, a social media follow button, and a preview window. Red arrows point to the 'Return to Emails' button, the 'Preview and Test' dropdown, the 'History' button, the 'Save' button, and the 'Return to Emails' button again.
<b>Step 20</b>	Click the green button <b>“Return to Emails”</b> to right corner of the page Repeat <b>steps 4-19</b> for as many emails as necessary.