
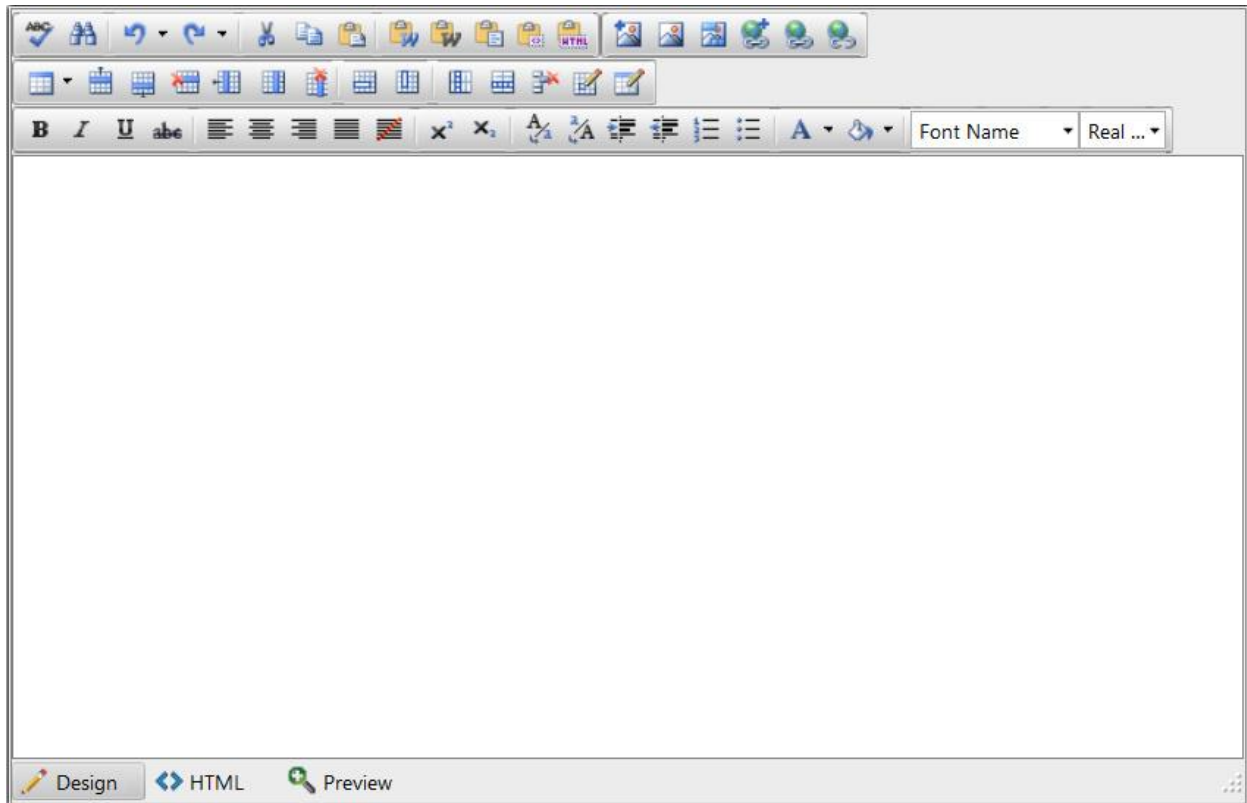


Using the HTML Editor

The HTML editor available within the SBLP is similar to using a word editor in regard to its formatting options. In some areas of the SBLP, the HTML Editor includes the Insert Code Snippet icon, . This icon allows for the insertion of code snippets within a template or page. This article will focus on the Image and Table icons of the HTML editor available from the Design Tab.

Copy/paste from an external document is not recommended, however if it is absolutely necessary do so, use the HTML tab.



Design Tab Image Buttons – Using Design view is the simplest option as it is very similar to word editors. There are two options for using images



Import Image – This option requires copy/paste of URL from Web >> Patron Portal >> Portal Image Library >> edit image



Image Manager – This option allows you to browse the Portal Image Library



Image Map - Once the image has been inserted you can use the image map to create links within the image



Insert Link – Inserts a link within the template



Hyperlink Manager – Inserts a link within the template with additional styling, anchor and email options.



Remove Link – Removes link from template



Insert Code Snippet – This option allows the use of dynamic placeholders within the email. By clicking the drop down arrow you will be able to view a list of available member-specific informational placeholders.

Best Practice: Be mindful of how many placeholders are used. Too many placeholders may increase the load time of the message.

Design Tab Table Buttons – The HTML Editor offers several table creation/editing tools.



Insert Table – Inserts a table with the specified rows and columns.



Insert Row Above – Inserts a table row above the one selected.



Insert Row Below – Inserts a table row below the one selected.



Delete Row – Deletes the selected table row.



Insert Column to the Left – Inserts a table column to the left of the one selected.



Insert Column to the Right – Inserts a table column to the right of the one selected.



Delete Column – Deletes the selected table column.



Merge Cells Vertically – Merges selected table cells vertically.



Merge Cells Horizontally – Merges selected table cells horizontally.



Split Cells Vertically – Splits selected cells vertically.



Split Cells Horizontally – Splits selected cells horizontally.



Delete Cell – Deletes selected cell from the table.



Cell Properties – Shows the properties of the selected cell.



Table Properties – Shows the properties of the table.

HTML tab – The HTML tab requires prior HTML knowledge. If you have experience with and prefer management via HTML code you may do so using the HTML tab. If any copy/paste is to occur from an external application, do it here.

Preview tab – The Preview tab will give you an idea of what the email will look like when sent. In some instances, when using member placeholders, the preview may appear misaligned. This is due to the placeholder name being longer than the provided space, however this does not mean it will appear as such in the final email. The placeholder name will be replaced by the actual data from the database.