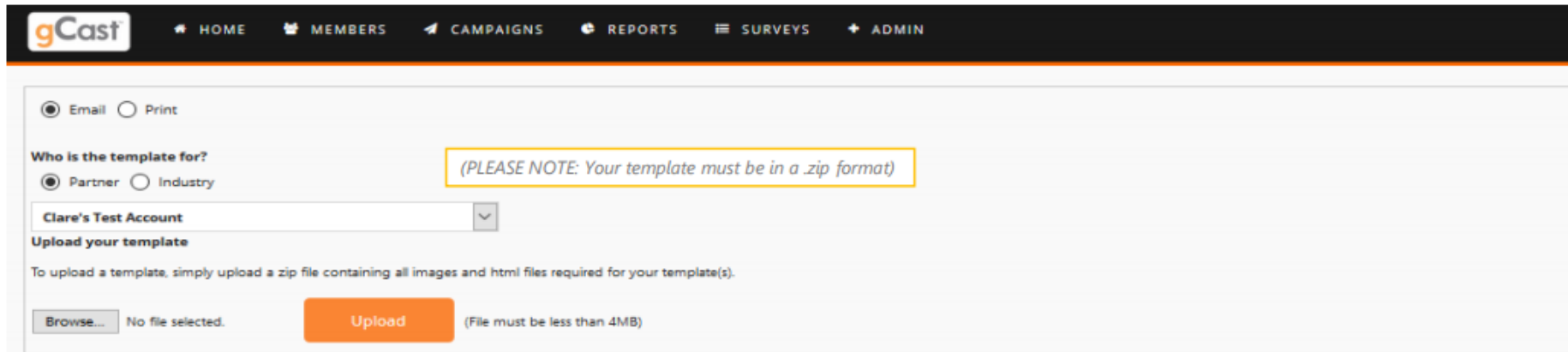


Template Library

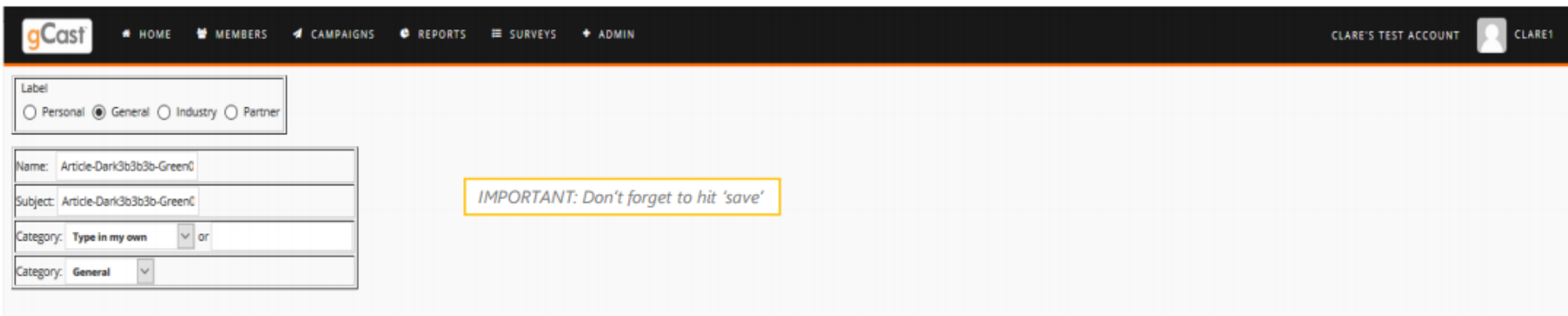
How to load an HTML template into your gCast template library

Go to Admin – Templates – Upload new HTML templates – Browse to locate your files and click upload



The screenshot shows the gCast Admin interface. At the top is a navigation bar with the gCast logo and menu items: HOME, MEMBERS, CAMPAIGNS, REPORTS, SURVEYS, and ADMIN. Below the navigation bar, there are radio buttons for 'Email' (selected) and 'Print'. A section titled 'Who is the template for?' has radio buttons for 'Partner' (selected) and 'Industry'. A dropdown menu is set to 'Clare's Test Account'. Below this is the 'Upload your template' section, which includes a text box with the instruction: '(PLEASE NOTE: Your template must be in a .zip format)'. Underneath, it says 'To upload a template, simply upload a zip file containing all images and html files required for your template(s)'. There is a 'Browse...' button, a file selection status 'No file selected.', an orange 'Upload' button, and a note '(File must be less than 4MB)'.

Once you have successfully uploaded your .zip file you will now be able to rename the template and save it in your template library and select a category to save to



The screenshot shows the gCast Admin interface for editing a template. The navigation bar at the top includes the gCast logo, menu items (HOME, MEMBERS, CAMPAIGNS, REPORTS, SURVEYS, ADMIN), and user information (CLARE'S TEST ACCOUNT, CLARE1). The main content area has a 'Label' section with radio buttons for 'Personal', 'General' (selected), 'Industry', and 'Partner'. Below this is a form with fields for 'Name' (Article-Dark3b3b3b-Green0), 'Subject' (Article-Dark3b3b3b-Green0), 'Category' (Type in my own), and another 'Category' dropdown set to 'General'. A yellow callout box contains the text: 'IMPORTANT: Don't forget to hit 'save''. The gCast logo is visible in the bottom right corner.

To view, edit and preview your templates in your template library

Click on admin – Templates – View all templates. In this section you will be able to preview, edit, delete and use a template.

If you choose or have put your templates into Categories, they will be broken down into sections.

You also have the ability to design your own template and upload a template.

gCast

HOME MEMBERS CAMPAIGNS REPORTS SURVEYS ADMIN

CLARE'S TEST ACCOUNT CLARE1

Design Your Own Template Upload a Template Design a New System Level Template (Admins Only)

Generic Template Library

Category: Uncategorised Happy Holidays Newsletters Postcard Template 1632 test 1

Article-Dark3b3b3b-Blue0098d0-1r-R5b
Article-Dark3b3b3b-Blue0098d0FathersDay
Article-Dark3b3b3b-Green07b5a2-4r-L5b
Article-Dark3b3b3b-Violetd009baMothersDay

Use this template
Preview | Edit | Delete

Use this template
Preview | Edit | Delete

Use this template
Preview | Edit | Delete

Use this template
Preview | Edit | Delete

Notepad Blue
Notepad Coffe Stain Bad

Use this template
Preview | Edit | Delete

Use this template
Preview | Edit | Delete

Want to create a copy of an existing template?
Just click edit and create a new copy – a mirror image of the template
Will appear in your library alongside the master template

IMPORTANT: Don't forget to hit 'save'

Copy this category and it's templates to your main library