# How to set up a text message template

You can write and re-use regular messages using Templates.

1. Open e-txt™ by clicking on the ![icon] icon on your desktop or selecting **Start-> Programs-> e-txt -> e-txt**

2. Ensure that the **SMS Messages toolbar** is displayed by having a messaging folder selected in the **Main Navigation Tree** (If a **Contacts** folder is selected the Main Toolbar changes dynamically to the **Contacts Toolbar**).
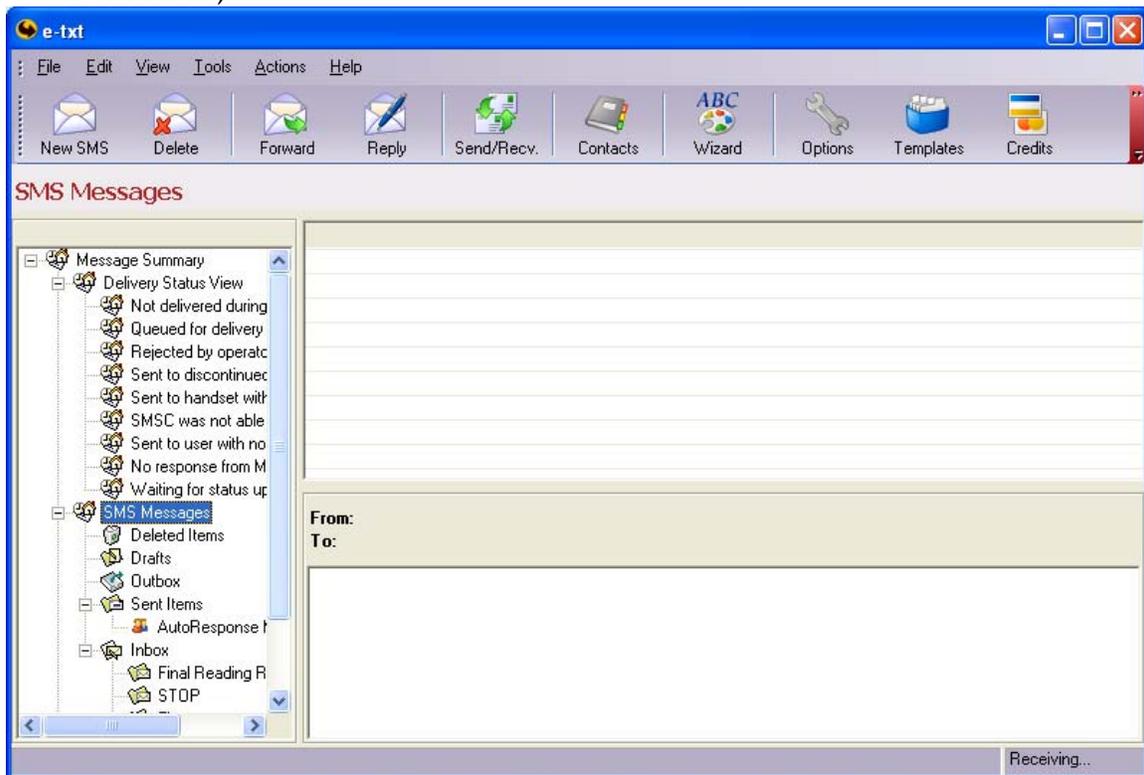
3. To either choose an existing template or write a new one click on **New SMS**
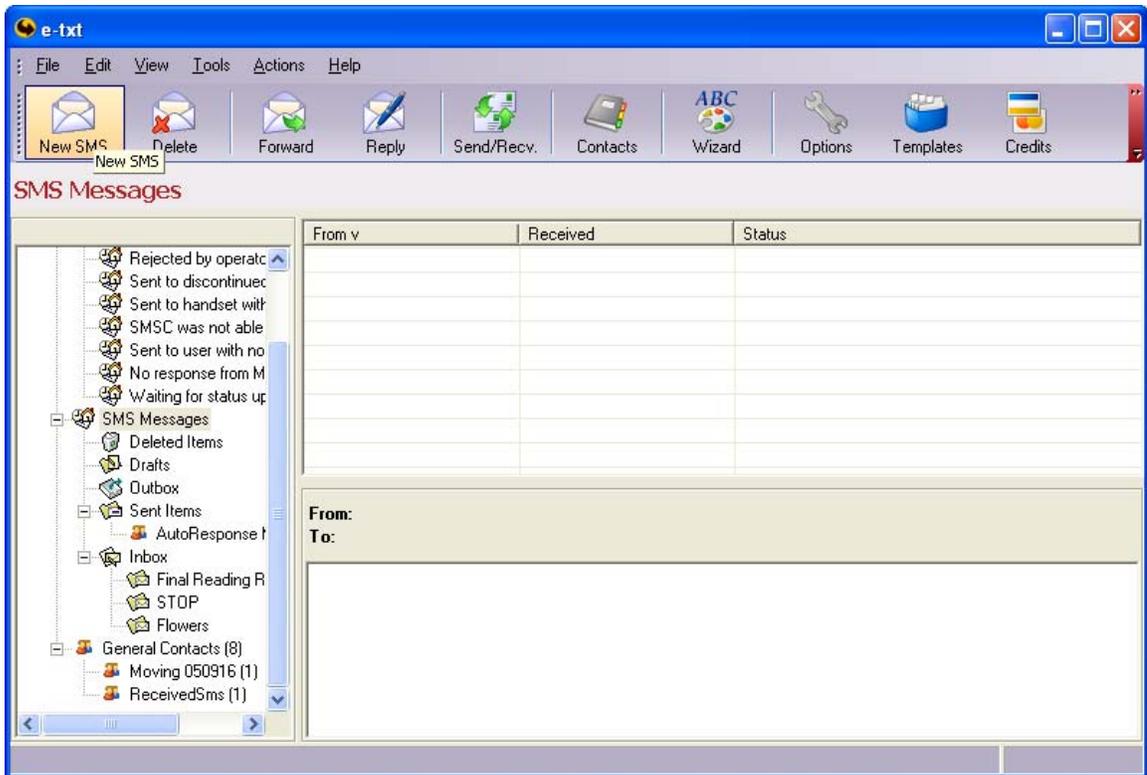
4. To choose an existing template, click on the **Template** Icon **(as shown below)**
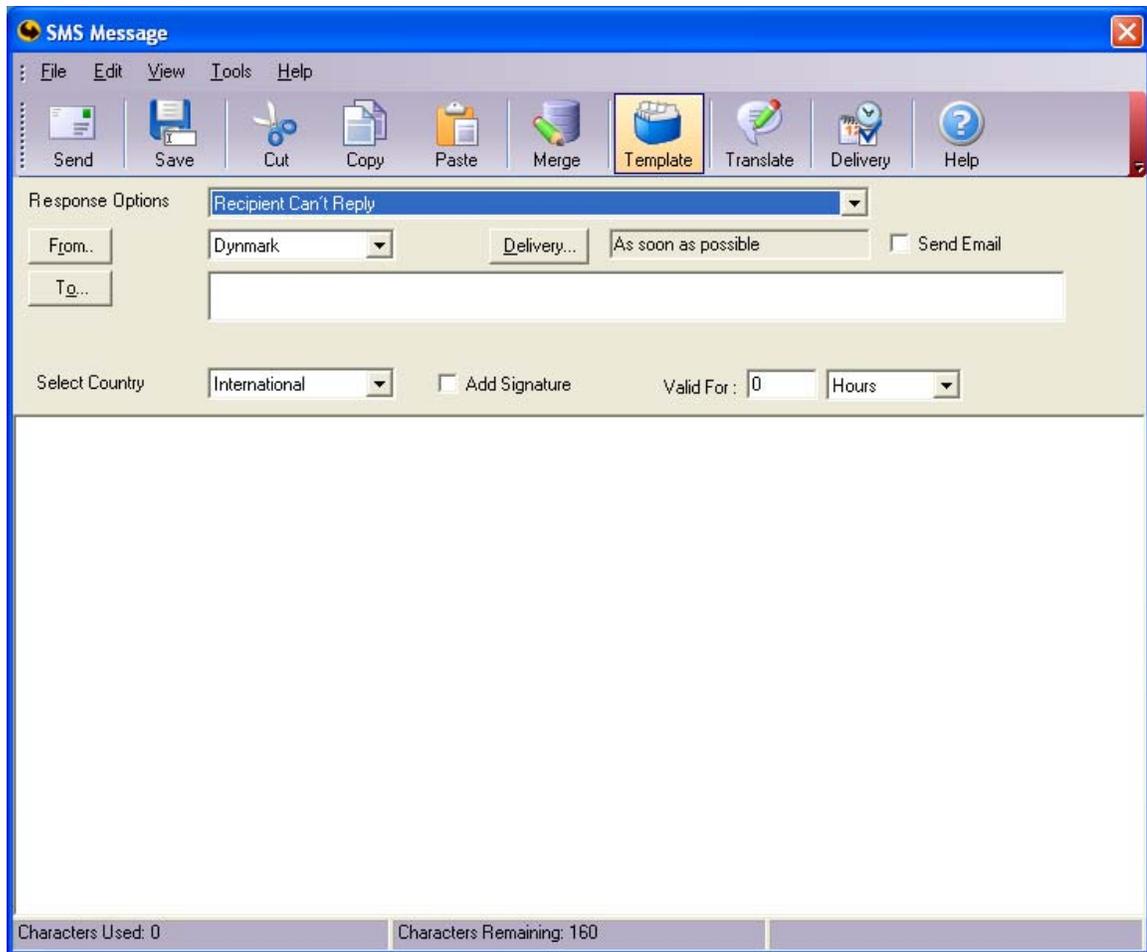
5. The Organise Message Templates window will appear. Click on the arrow to the right of template name to choose your template.

Organise Message Templates

Message Template

Choose a message template to work with from the list below, or click New to create a new template.

Template Name: Guiness Prom ▾ | Edit... | Delete | New...

Greeting Text
Guiness Prom

Response Options ▾

From : 447786206620

Hi **{First Name}**, Buy a pint and get a free one for a friend b4 8 tonite, show this tkt at the bar. Reply STOP to unsubscribe

Characters Used: 127

Characters Remaining: 33

Close

6. To create a new template, write your message in the New SMS window.
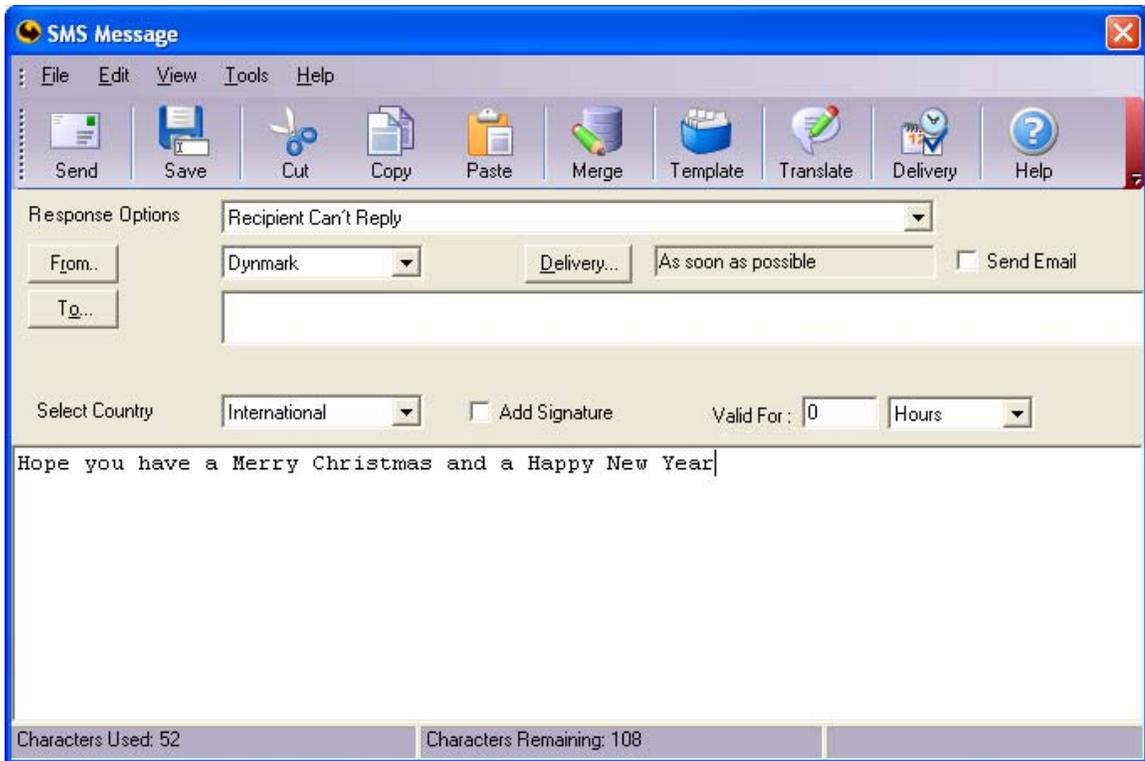
7. To save your template click on **File -> Save As Message Template** as shown below:
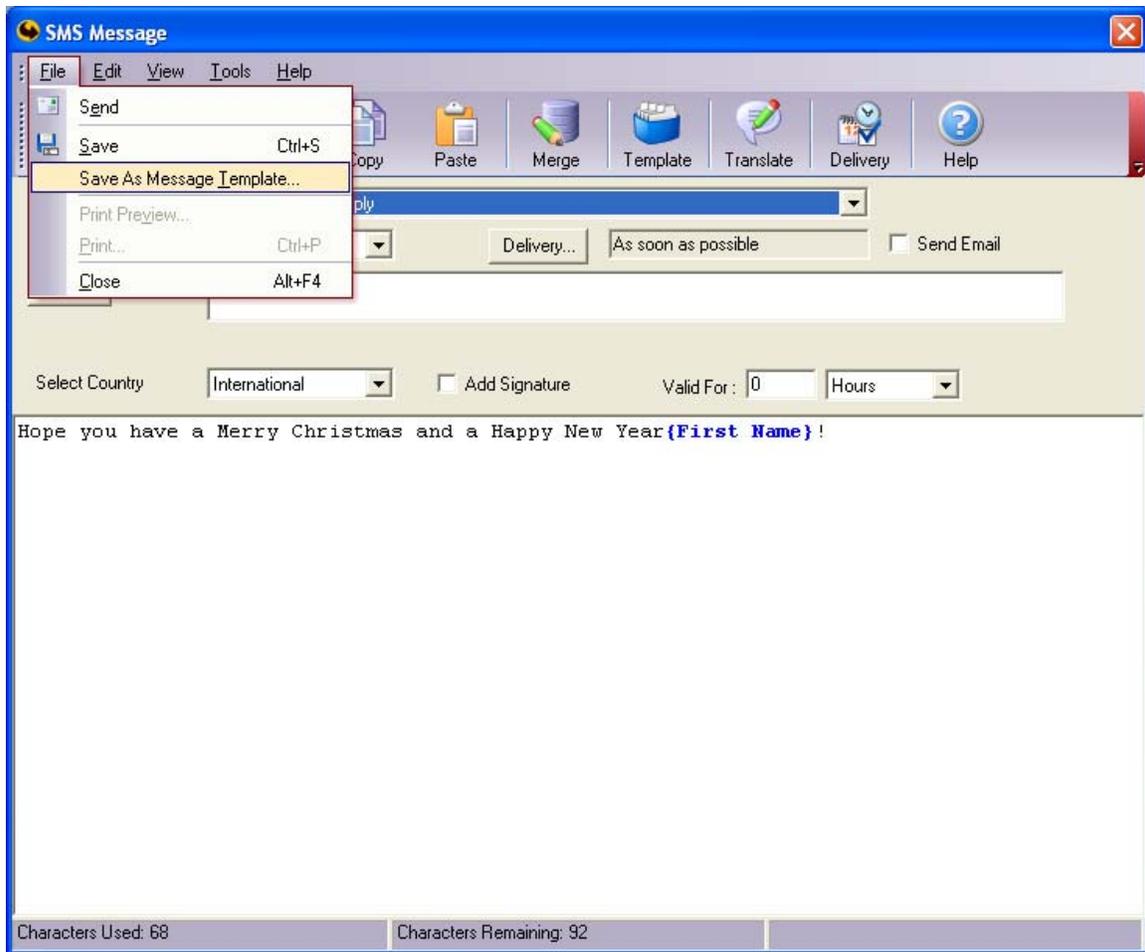
8. The **New Message Template** window will appear **(see below)**

New Message Template

Message Template

Create your new message template using the boxes below, then click OK to save the template.

Template Name: [   ]

Response Options: [Recipient Can't Reply   ▼]

[From..]   [Dynmark ▼]   Valid For: [00:00] (HH:MM)   [Insert Merge Field...]

Hope you have a Merry Christmas and a Happy New Year{First Name}!

Characters Used: 68   Characters Remaining: 92

[OK]   [Cancel]

9. Enter a template name of your choice.

New Message Template

Message Template

Create your new message template using the boxes below, then click OK to save the template.

Template Name: Christmas

Response Options: Recipient Can't Reply

From.. | Dynmark | Valid For: 10:00 (HH:MM) | Insert Merge Field...

Hope you have a Merry Christmas and a Happy New Year{First Name}!

Characters Used: 68

Characters Remaining: 92

OK   Cancel

10.   Click ok