
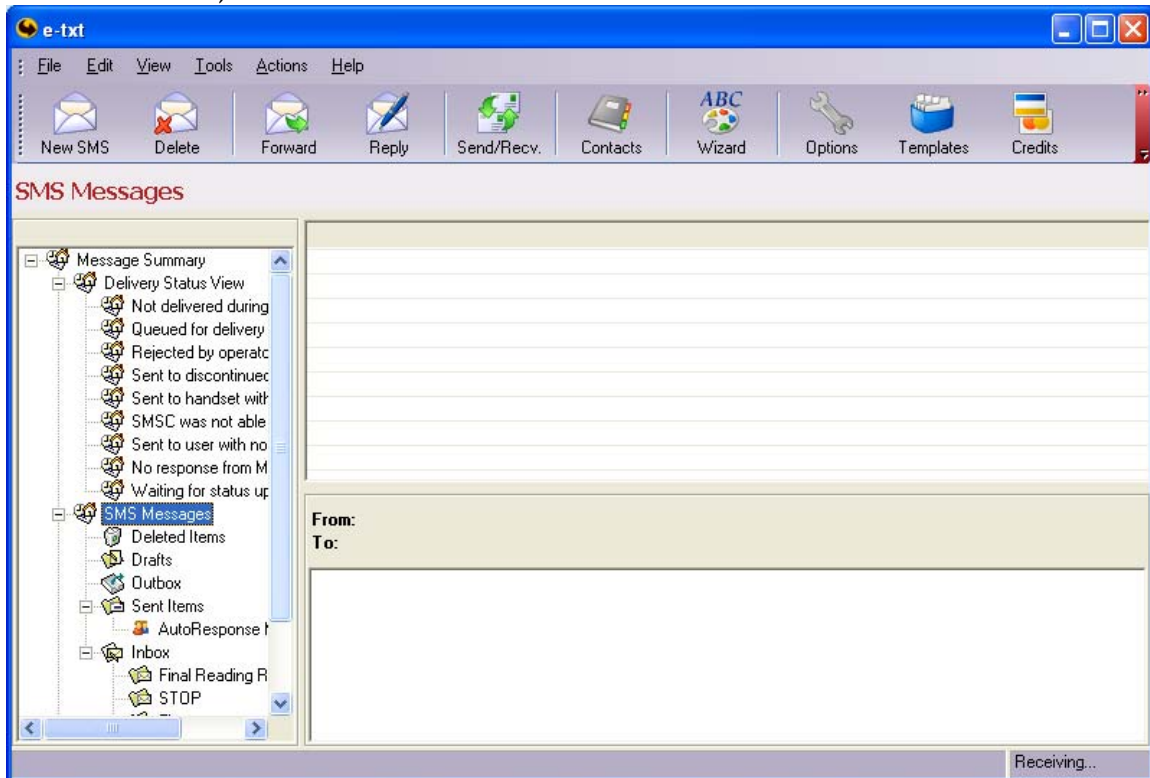


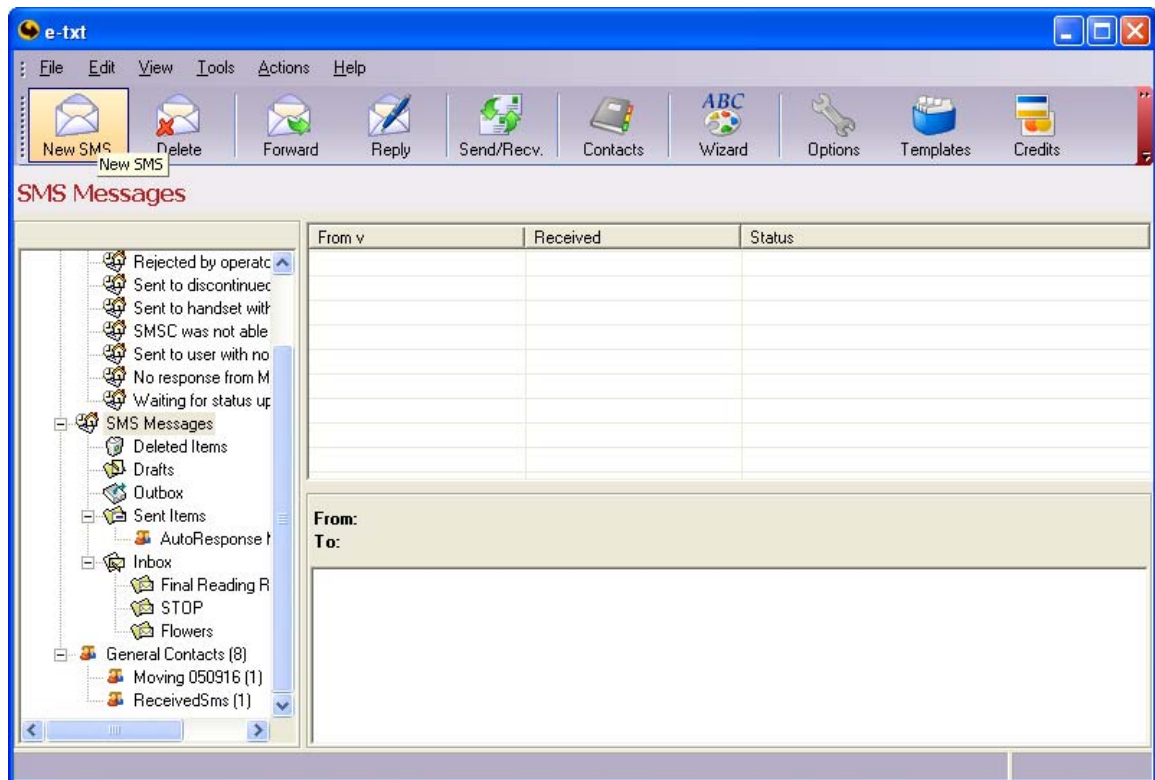
## How to set up a text message template

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

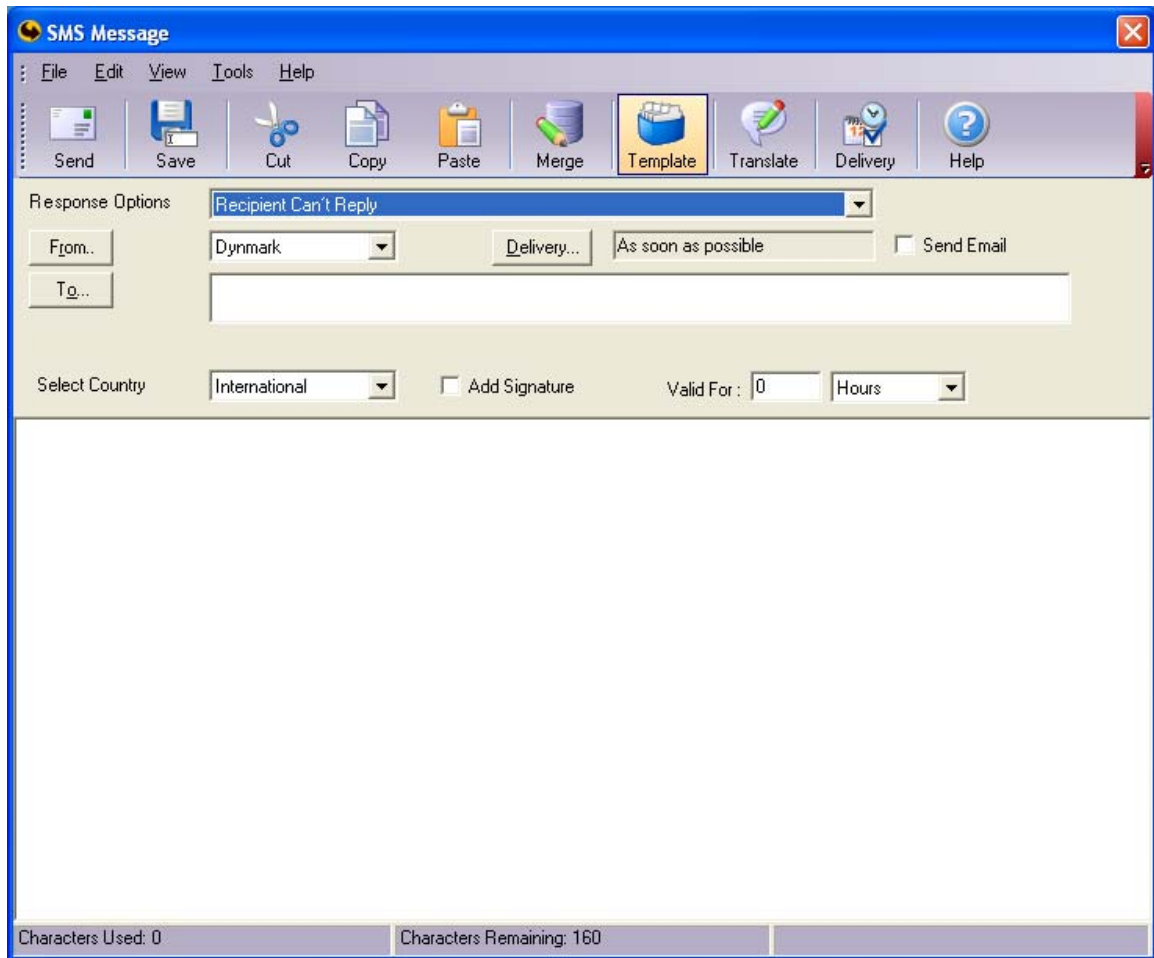
1. Open e-txt™ by clicking on the  icon on your desktop or selecting **Start-> Programs-> e-txt -> e-txt**
2. Ensure that the **SMS Messages** toolbar is displayed by having a messaging folder selected in the **Main Navigation Tree** (If a **Contacts** folder is selected the Main Toolbar changes dynamically 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:

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

6. To create a new template, write your message in the New SMS window.

The screenshot shows the 'SMS Message' application window. The title bar is blue with the text 'SMS Message' and a close button. Below the title bar is a menu bar with 'File', 'Edit', 'View', 'Tools', and 'Help'. A toolbar contains icons for Send, Save, Cut, Copy, Paste, Merge, Template, Translate, Delivery, and Help. The main area is divided into sections: 'Response Options' with a dropdown set to 'Recipient Can't Reply', 'From...' and 'To...' buttons, a 'Dynmark' dropdown, a 'Delivery...' button, 'As soon as possible' text, and a 'Send Email' checkbox; 'Select Country' with an 'International' dropdown, an 'Add Signature' checkbox, and 'Valid For : 0 Hours'; and a large text area containing the message 'Hope you have a Merry Christmas and a Happy New Year'. At the bottom, a status bar shows 'Characters Used: 52' and 'Characters Remaining: 108'.

**SMS Message**

File Edit View Tools Help

Send Save Cut Copy Paste Merge Template Translate Delivery Help

Response Options: Recipient Can't Reply

From... Dynmark Delivery... As soon as possible ☐ Send Email

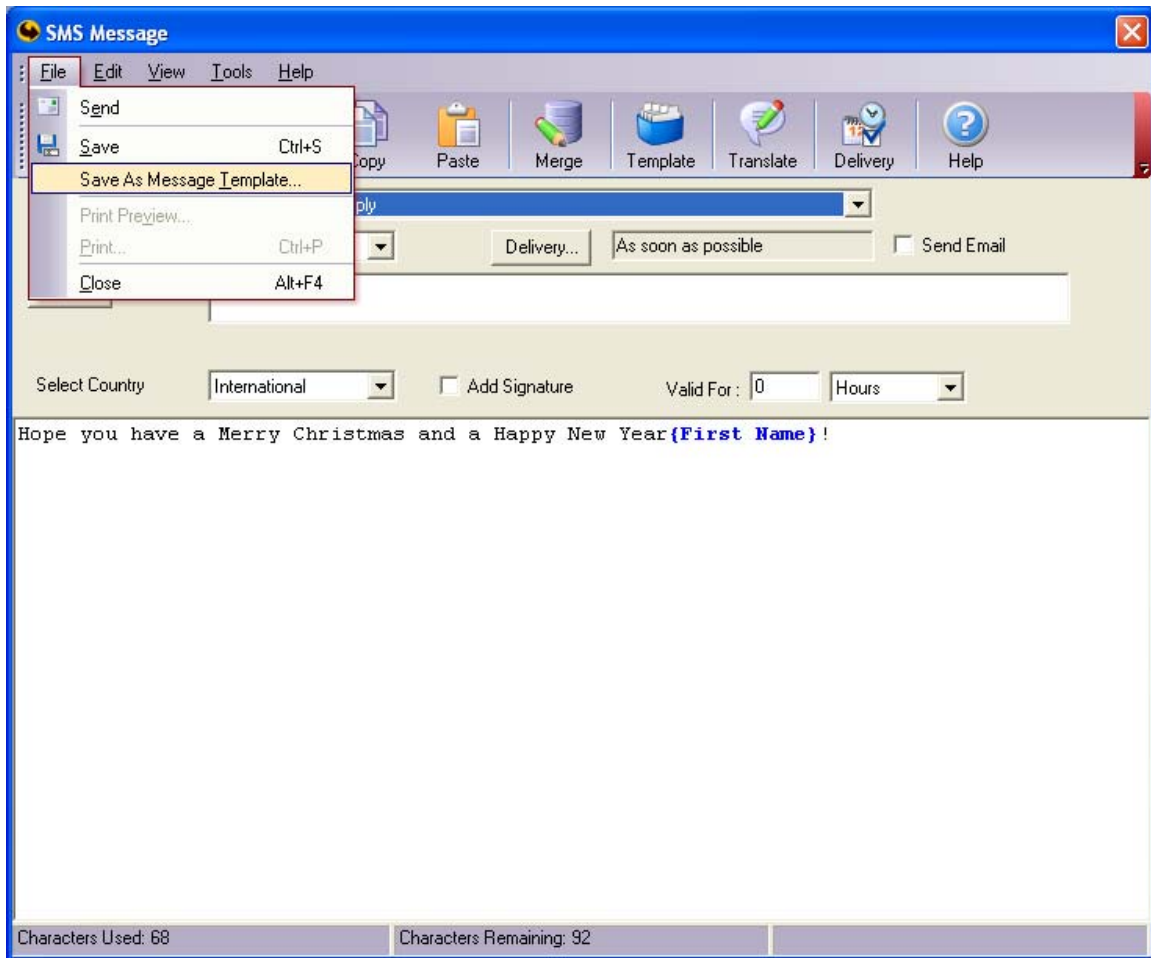
To...

Select Country: International ☐ Add Signature Valid For : 0 Hours

Hope you have a Merry Christmas and a Happy New Year

Characters Used: 52 Characters Remaining: 108

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:

From:  Valid For:  (HH:MM)

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

Characters Used: 68 Characters Remaining: 92

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:

Response Options:

From:  Valid For:  (HH:MM)

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

Characters Used: 68 Characters Remaining: 92

10. Click ok