What You See Is What You Get Editor

1) Drag and drop any components you want to add

Send										
To:	To: Choose List Exclude List									
Add Creat	dd Creative Test Preview Test Use Spread Template Upload Zip Creative									
Subject:					<	Insert a personalized field	¥ A	dd Subject		
From:	happy		zhaoye@hotmail.com.hk	Add Reply-to Add Sender Email Add F	rom					
Body:				Input text here				Component	Content Settin	g
							¢	Text Text Text Image right caption		Image Card Grid Layout Image Group Image Group Updown Text

For example: 2) Drag the Tex	t field and drop it w	hen a blue bar appea	ars	
	nt Facebook FanClub Ac		▼ Go	
]				
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				Test Preview Test
7598@qq.com V Add Reply-1	to Add Sender Email Add Fr		sert a personalized field Add Sut	oject
Add Kepty-	Input text here			Component Cor

Body:						
	Q b3 IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII					
	Input text here					

4) Change the text style and add URL in the Text Editor Bar

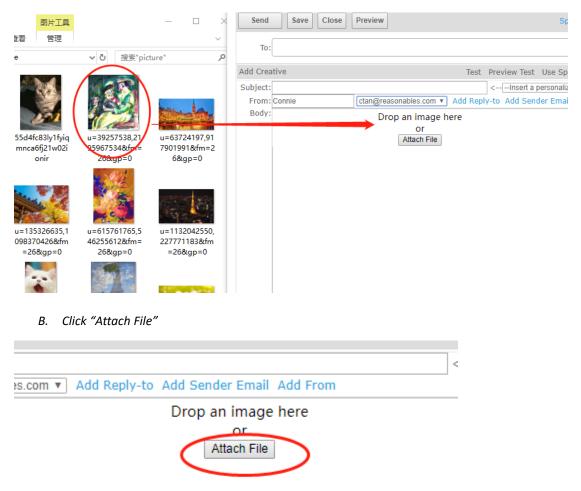
2 約 単 冬- 木 (*) [>	
Styles • Normal (• F	ont Size Line Hei Spread Link Personalize Fileds
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Styles - Normal (Font	
	Link ×
	Link Info Target Advanced
	Link Type
	URL V
	Protocol
	http://
	Browse Server
	OK Cancel

Add Pictures

1) Drag the "Picture" component to drop when blue bar appears

		Test Preview Test Use Spread
	<insert a="" ad<="" field="" personalized="" th="" •=""><th>dd Subject</th></insert>	dd Subject
er Email Add From		
		Component Content Set

A. Drag the picture to the content from PC directly



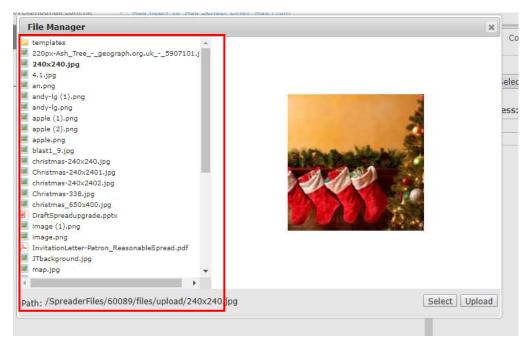
1) Click "Add Files" and choose the pictures from PC

File Manager	×
Add files Upload All Cancel All	File Manager
Path: /SpreaderFiles/60726/files/upload/	
Drop images here.	

2) Click "Upload"

File Manager		ж
Add files	bload All Cancel All	File Manager
	Files/60726/files/upload/	
Drop images he	re.	
u=637	724197,917901991&fm=26&gp=0.jpg 35.63 KB	Upload Cancel
3) Click "Sele		×
Add files	load All Cancel All	File Manager
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Drop images her	e.	
u=637	24197,917901991fm=26gp=0.jpg 35.63 KB	Uploaded Select Delete

C. If you have already uploaded pictures to your file manager, you could just "Select" it



♦ Picture size Limitation:

Upload to File Management: 1M Drag and Drop: 4M

♦ The File Manager can storage total 200M file.

Even if the File Manager has no storage, Client still can add new pictures to a Campaign by "drag" from computer

Grid Layout

- 1) Drag and drop the component "Grid Layout"
- 2) Set the Grid Layout Style

拖动组件至此处	拖动组件至此处	Component Content Setting
拖动组件至此处	拖动组件至此处	Grid Layout Style
拖动组件至此处	拖动组件至此处	Row and Column Row Number: 2 + Column Number: 3 +
		Column width ratio
		Margin 0 + Bottom 0 + Left 0 + Right 0 +
		Background
		Finish

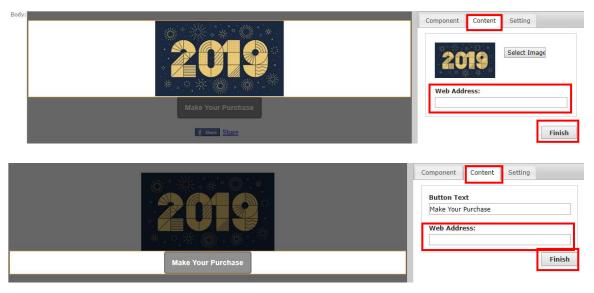
- 3) Click "Component" and select components you would like to combine
- 4) Drop until a box with orange outline appears.

Body:	Input text here	Drop an image here or		Component Co	ontent Setting	9
	f Share Share	Attach File Drag widget to here	Button	Text	Image	Image Card
				Text Image	Divider	Grid Layout
			c	right caption	Left Caption	Image Group
				Button	Fin Social Share	Updown Text

- 5) Edit the components.
- 6) Click "Finish".

Add URL (Image and Button)

- 7) Click on the component
- 8) Click "Content"
- 9) Enter the URL
- 10) Click "Finish"



Copy, Move and Delete component

1) Copy, move and delete component using the button in the upper right side of each component

Input text here	
	to the second s

2) To move the component, click the button below and hold it until a grey bar appears



3) Drop it to the position you want until a blue bar appears



4) To delete component, click the button for delete and click "OK" in the pop-up banner.

):	Emails/SMS Contacts Event(Beta) My 王际 Save Close Preview	app1.rspread.com says Are you sure to delete the Component?	OK Cancel
at	ive		Τε
t:		<	Insert a personalized field 🔻
1:	happy zhaoye@hotmail.com.hk	 Add Reply-to Add Sender Email Add From 	
<i>r</i> :		Input text here	💠 🖍 🧰 🗉
	L	Input text here	