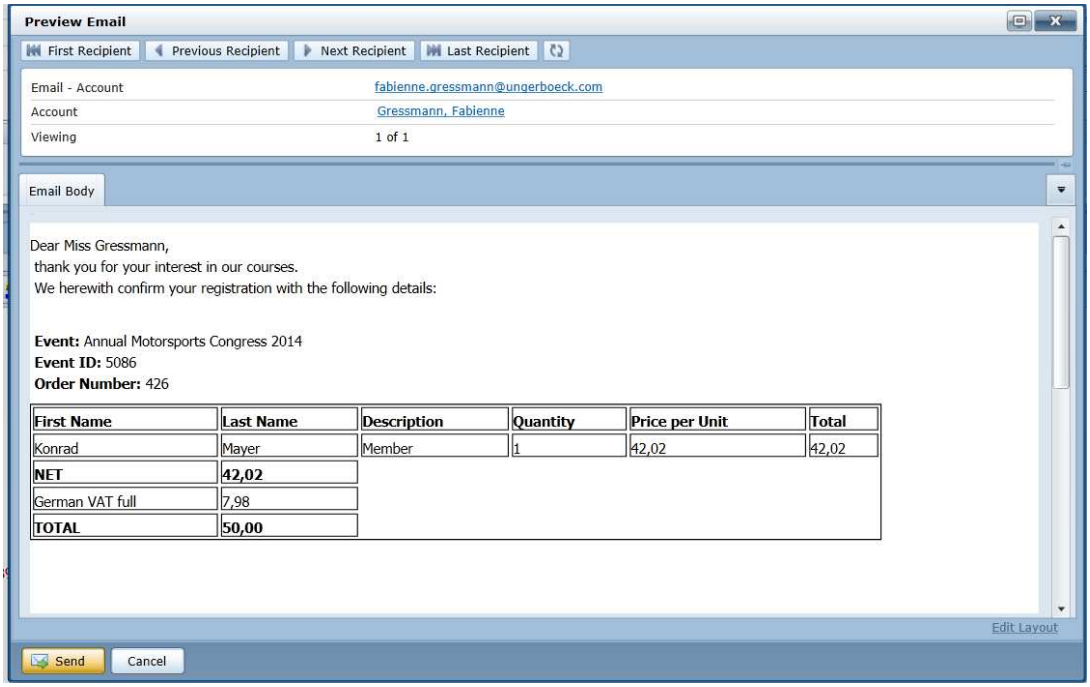
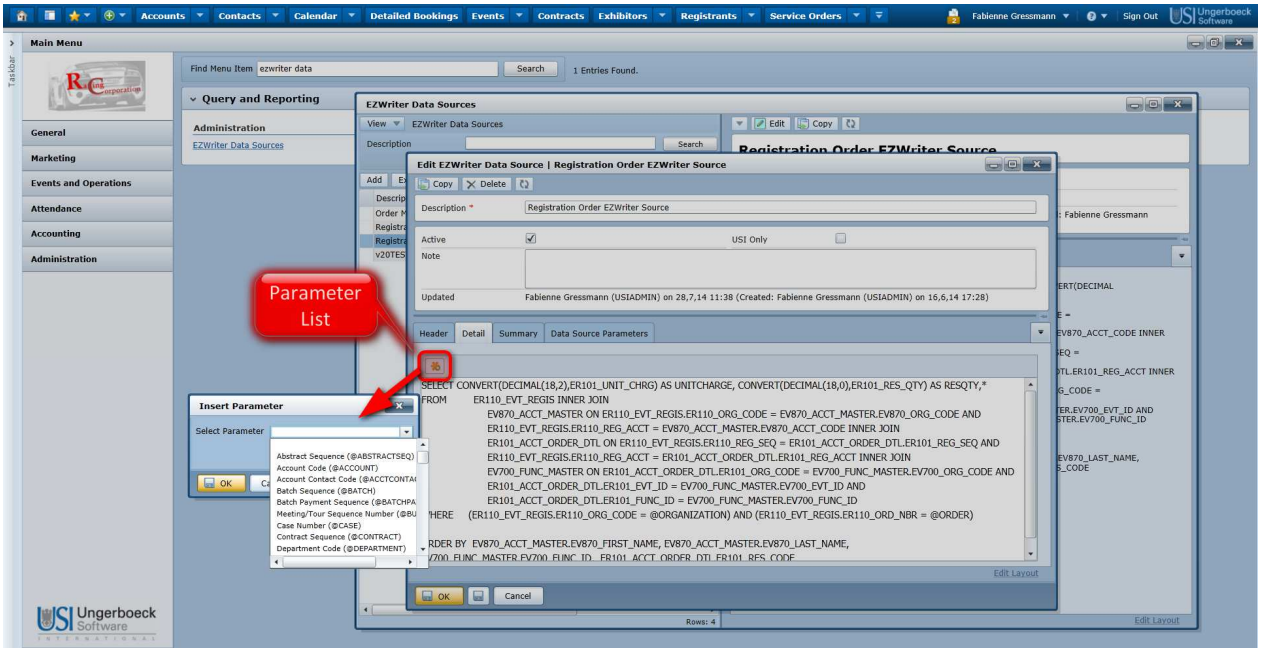
## Content

This documentation is about how to create and use EZWriter Format for Email Templates within v20. Within the following steps a simple EZWriter email with the following details will be created:



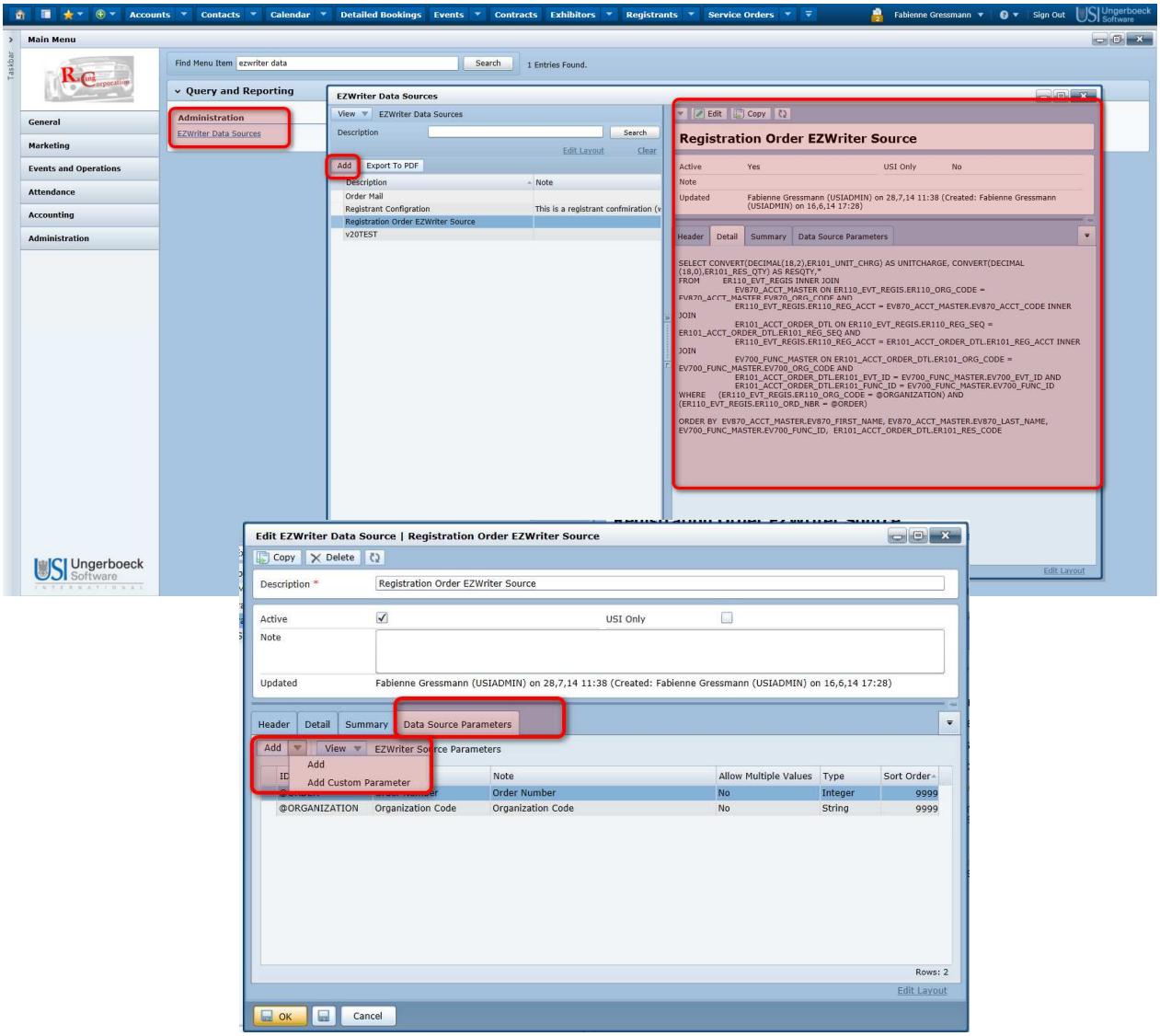

## 1. EZWriter Data Source

Similar to v19 first thing you need to do is to create an EZWriter Data Source by using SQL statements and parameters. This window is already available within v20 and provides the same features as in v19:



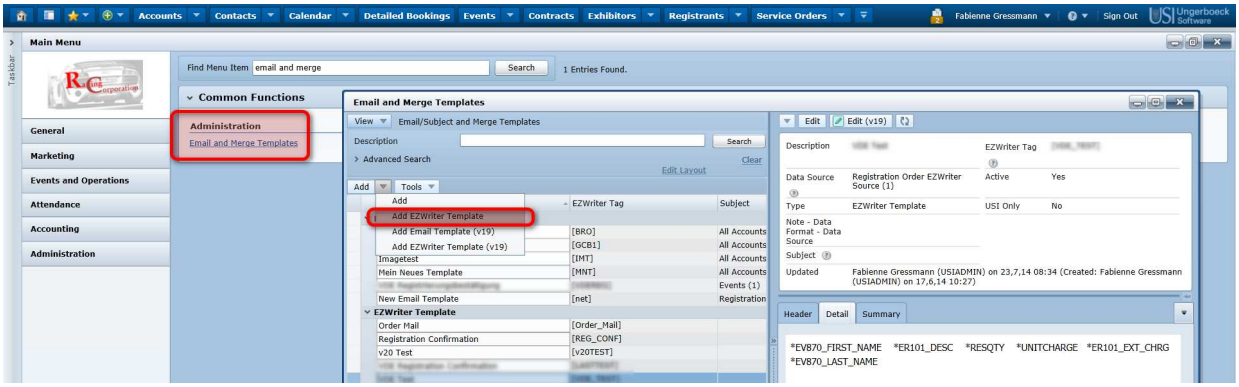
# EZWriter v20

## How to create v20 E-Mail templates using EZWriter Formats – written by Fabienne Gressmann

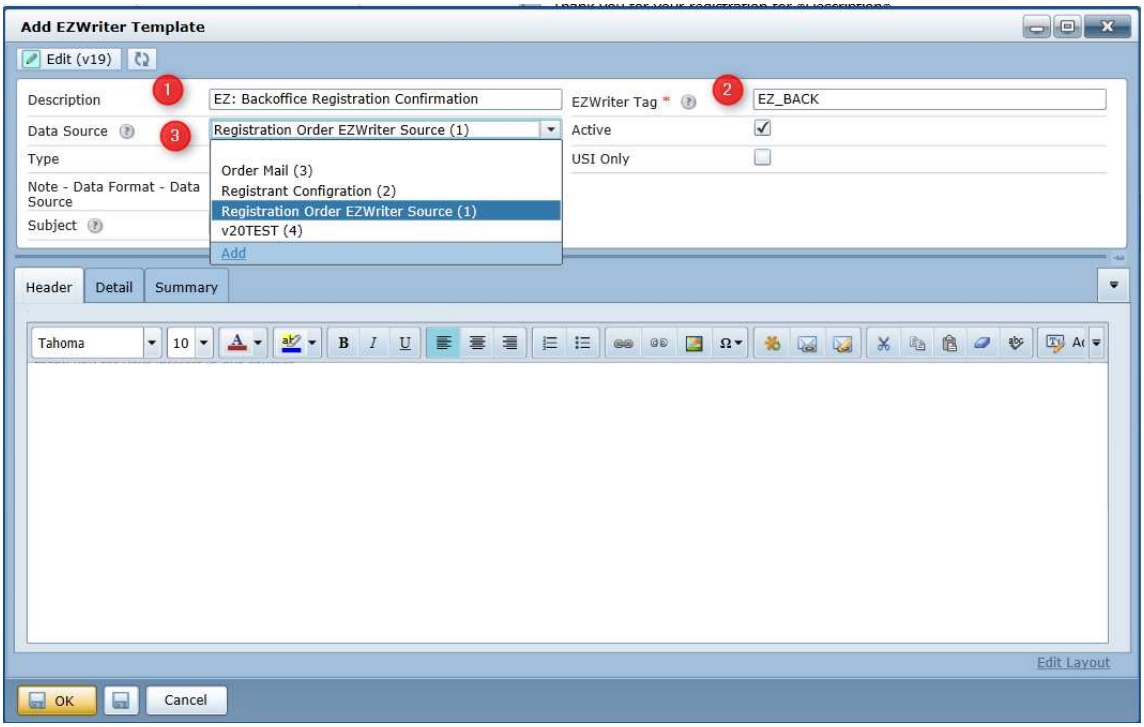


## 2. Create a v20 EZWriter Template

Now search for “Emails and Merge Templates” within the menu and “Add” a new EZWriter Template:

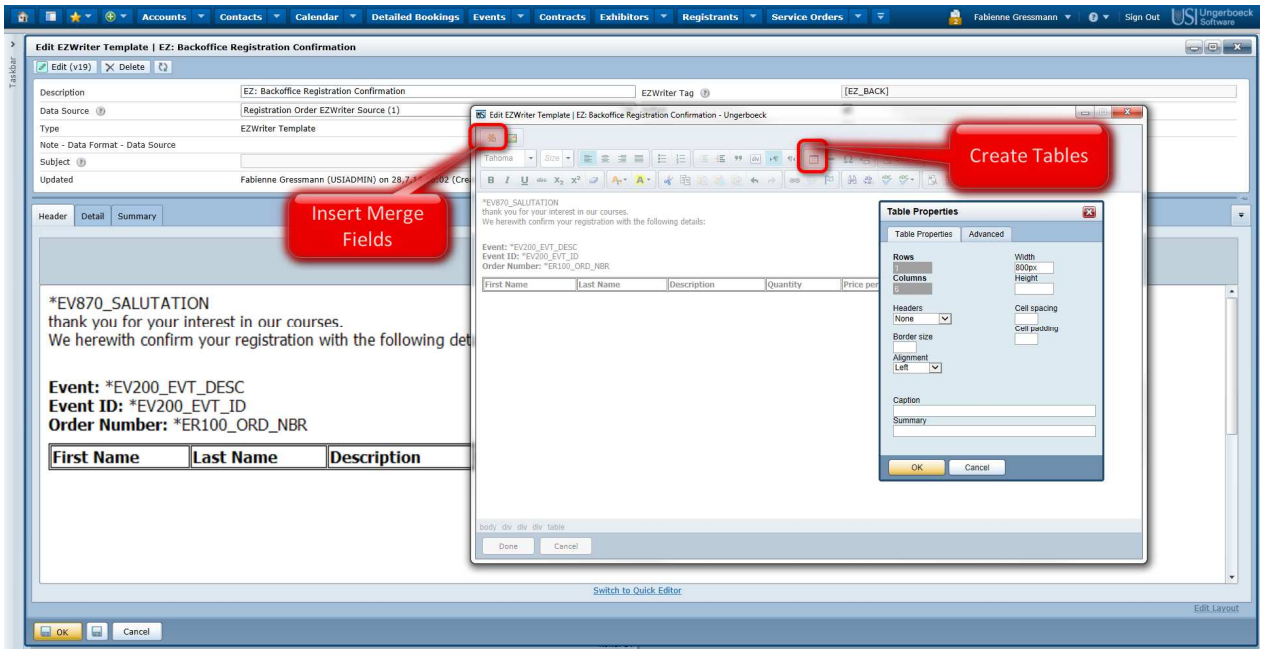



1. Description of your EZWriter Template
2. EZWriter Tag (will link your email to this EZWriter format)
3. Select EZWriter Data Source (created within step 1)

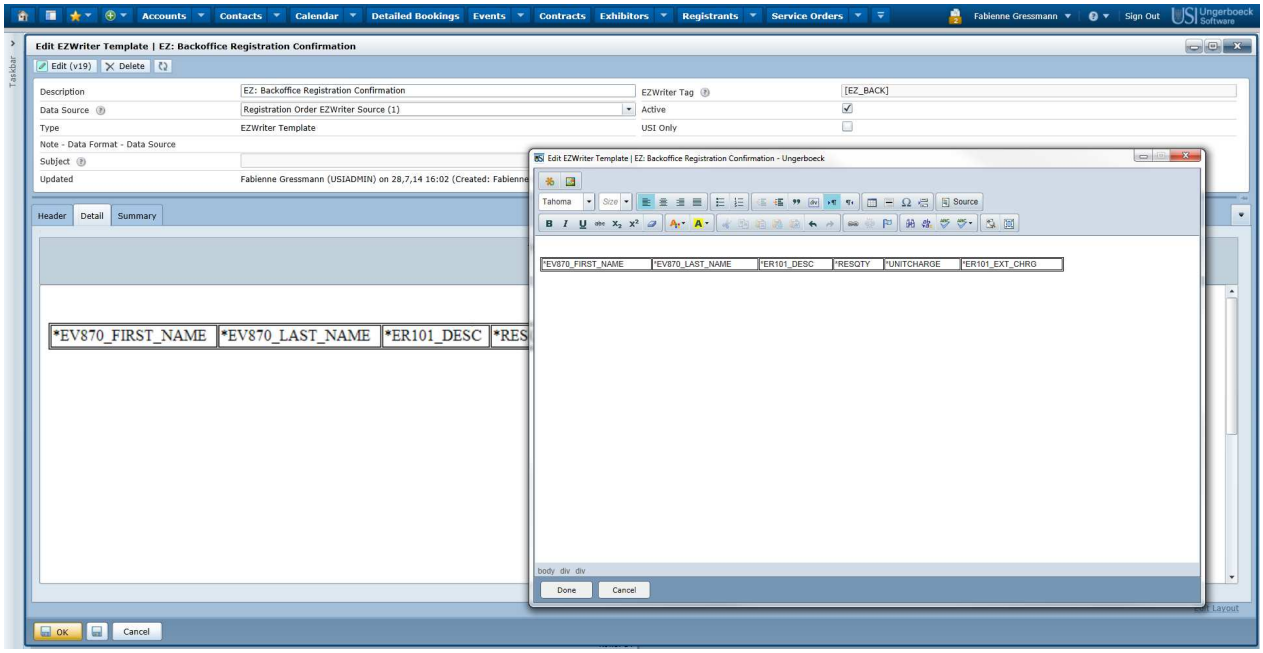


Now you can start to create your EZWriter Templates by placing text, tables and merge fields (provided by the selected Data Source) within the different areas of your EZWriter Template (Header, Details, Summary). Use the “Advanced Editor” to create Tables.

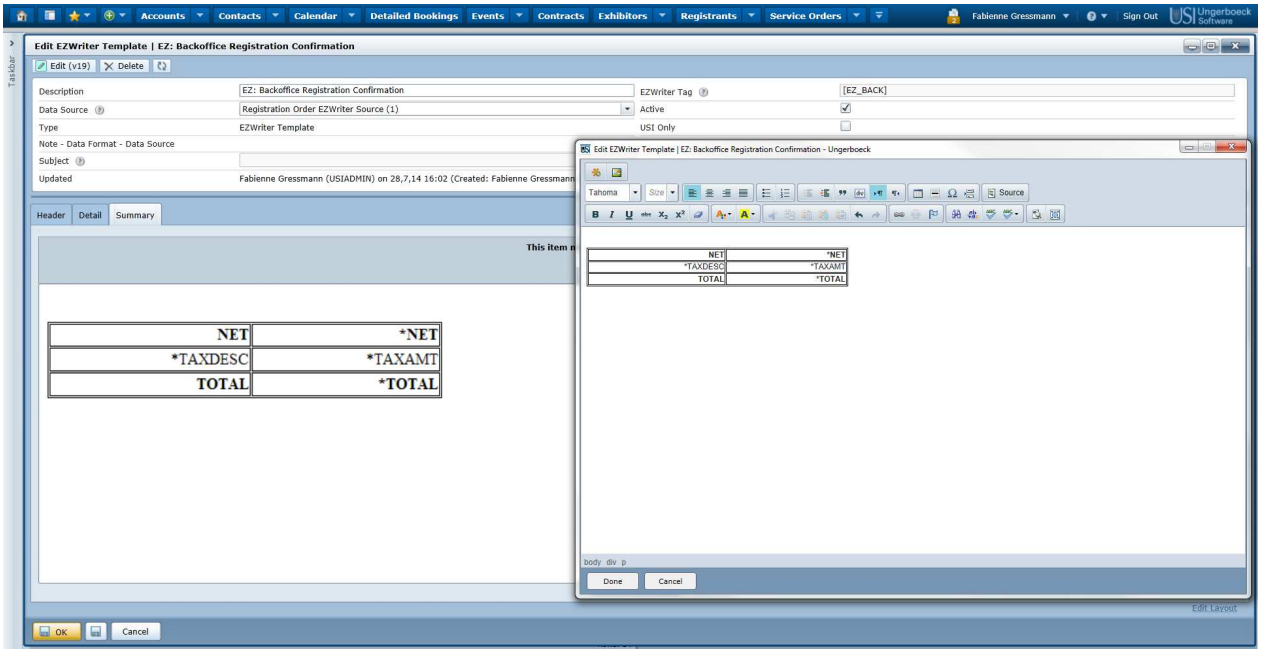
**Example Header:**




**Example Details:**

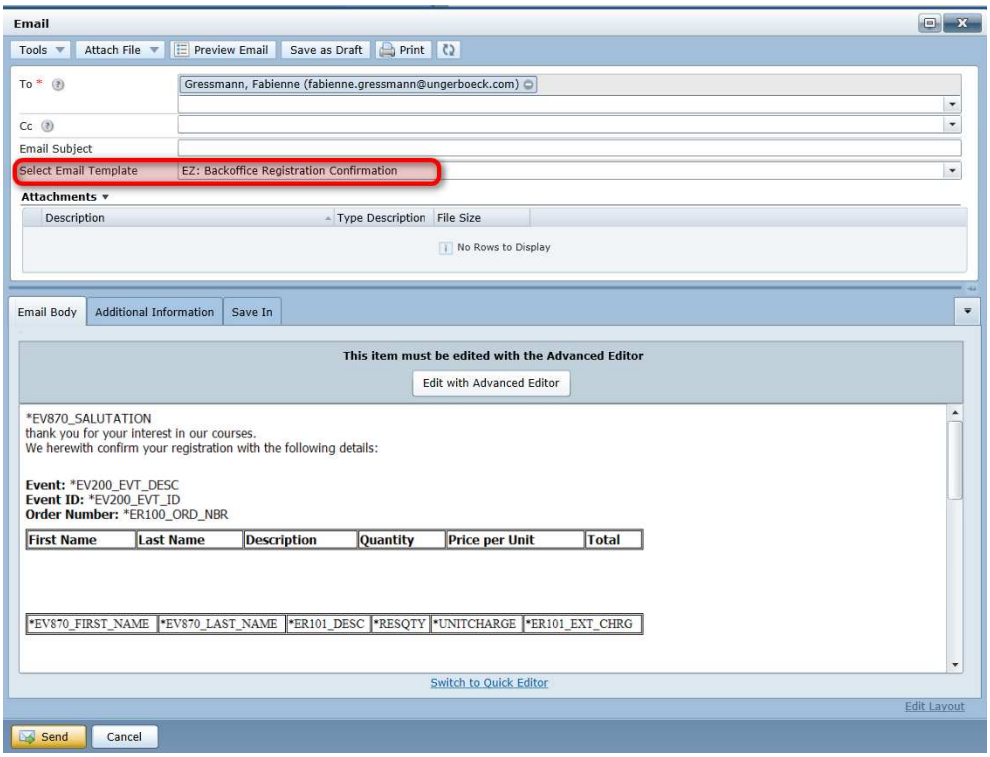


**Example Summary:**




## 3. Use EZWriter Template as Email Template

In general your Template is now ready to use for Emails – just give it a try:

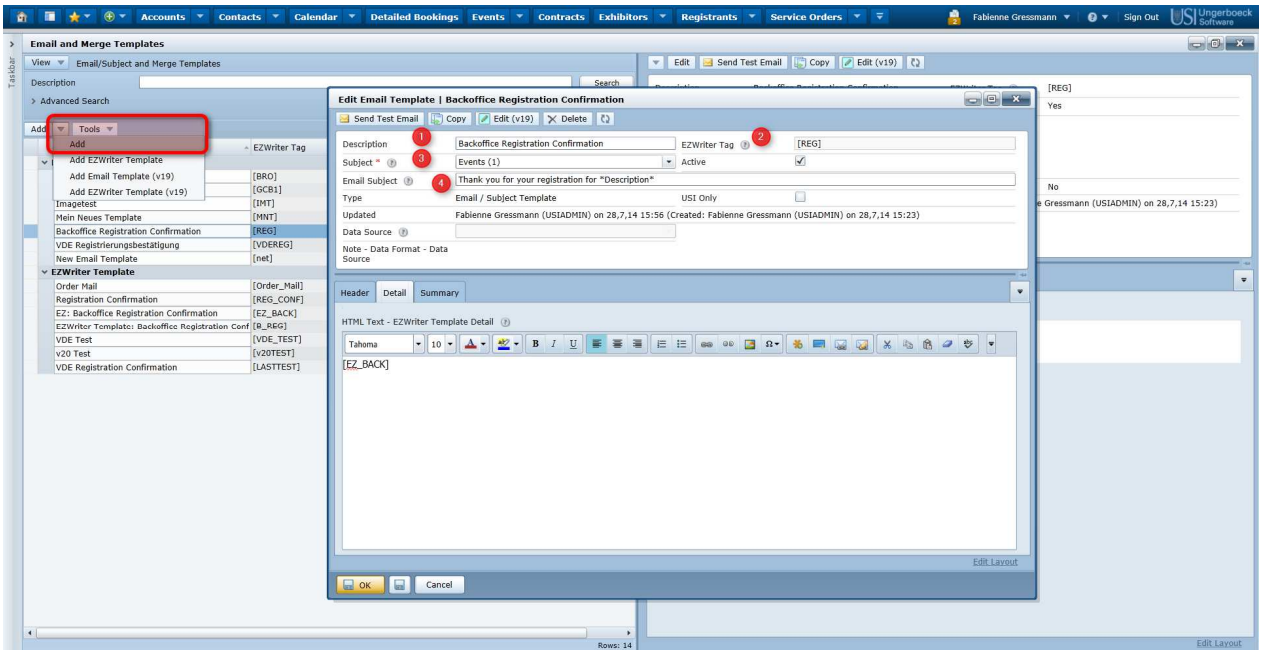



But this is not the best way to use EZ Writer Templates for Emails as:

- your users may destroy EZ-Writer tags by editing the email
- You are not able to predefine an email topic

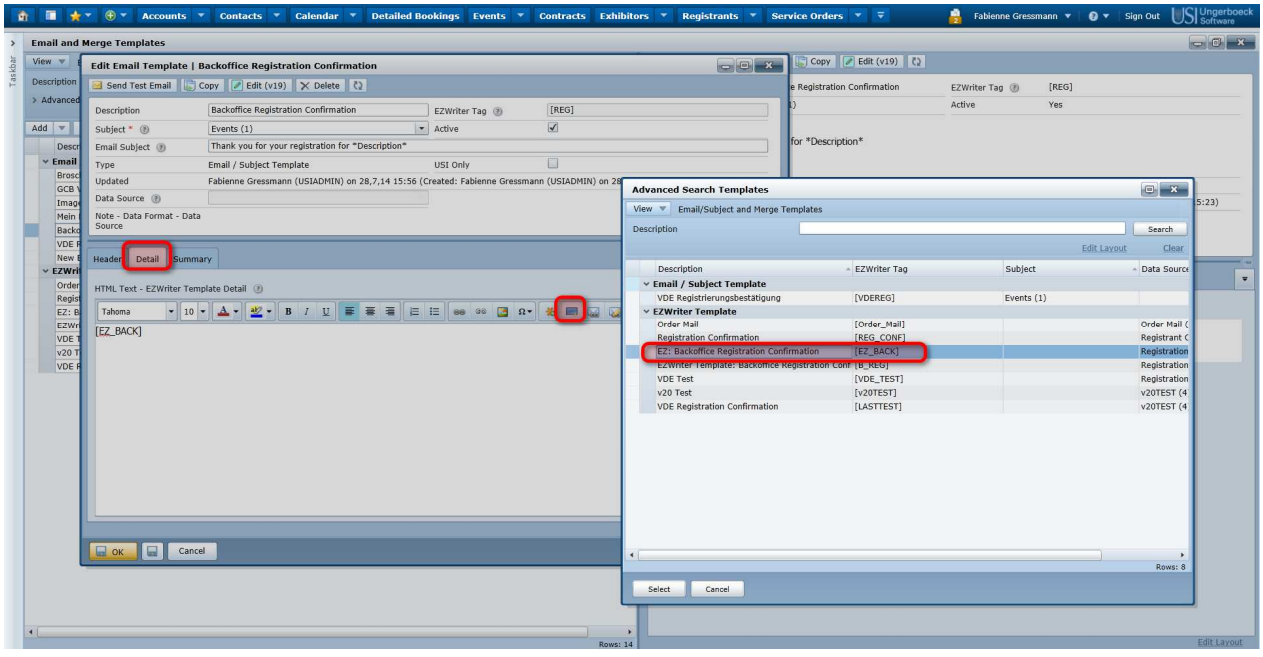
## 4. Use EZWriter to create Email-Templates

The best way to create EZWriter templats (in the understanding of v19) is to insert the EZWriter Template tag in an email template. Therefore again click on “Add” within “Email and Merge Templates” to create a “simple” email template:



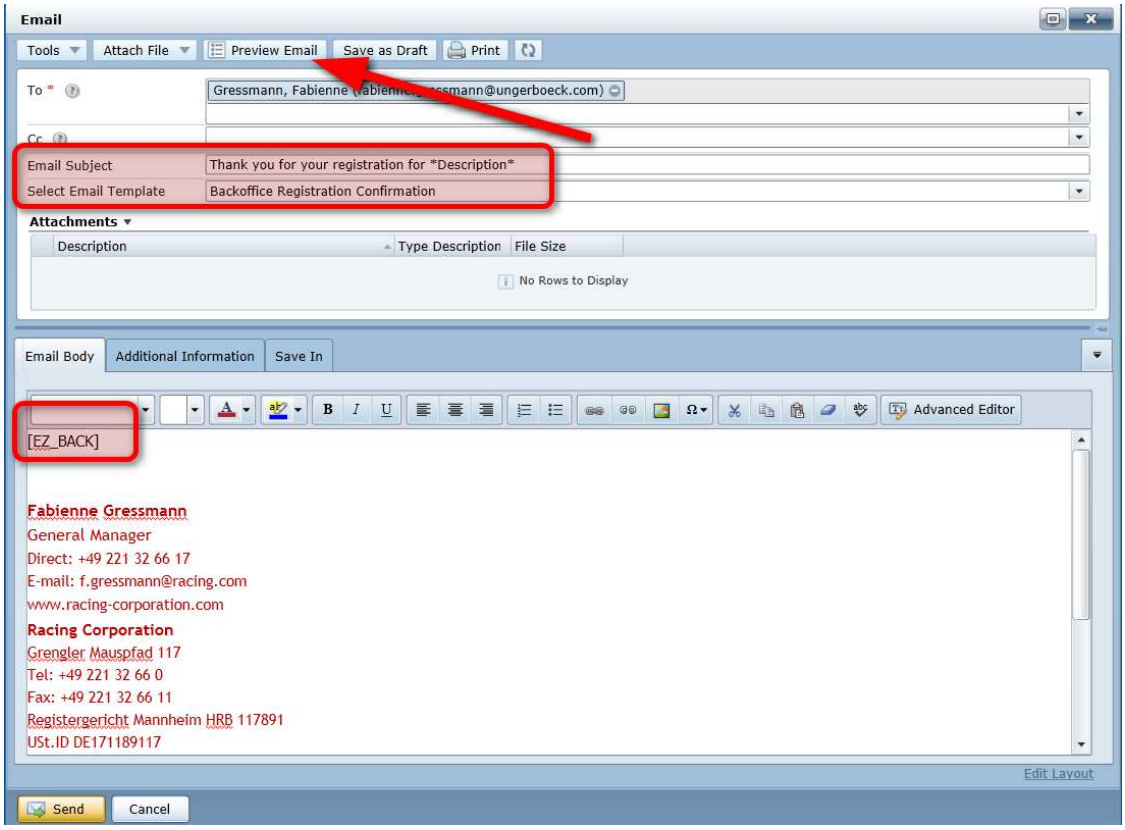

1. Description of your E-Mail Template
2. NEW EZWriter Tag (this is only a unique code your template will be saved with)
3. Select a subject to use standard USI merge fields (e.g. for your email subject)
4. Create email subject

Now go to the Details and instead of insert merge fields select the icon for “insert template”:

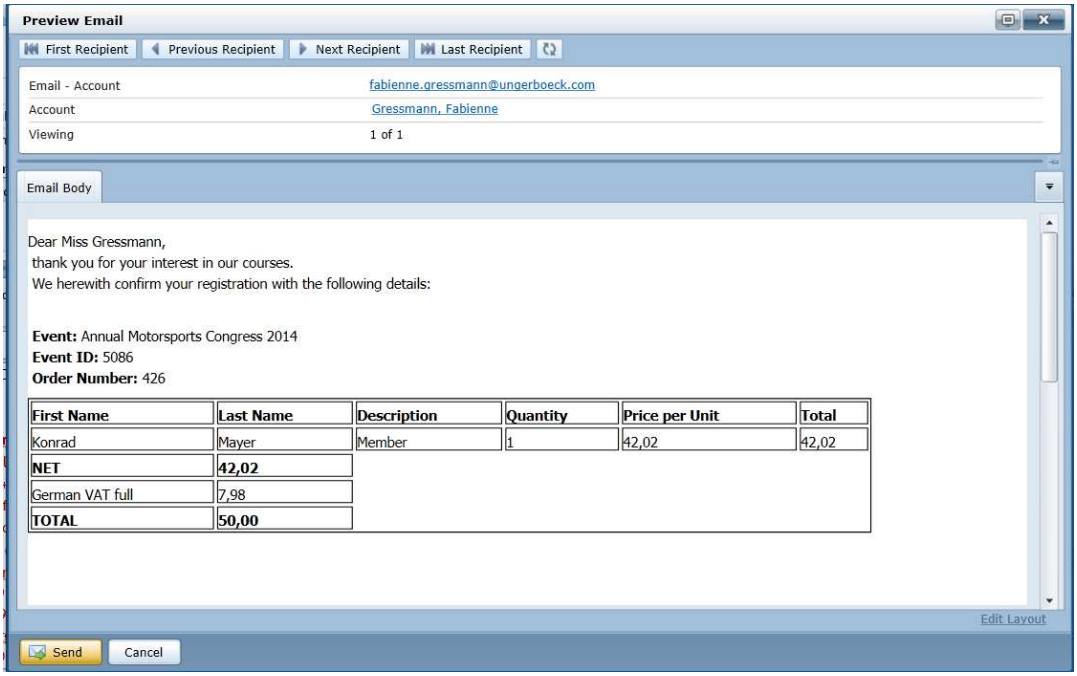


You can also place some additional text within Header + Summary which allows you to create multiple Email templates using the same EZWriter Template.

Within the send-email window you can now select the email template which will only display the EZ Writer tag (+ probably additional text).




Click on preview to see the whole email:




You are done! ☺