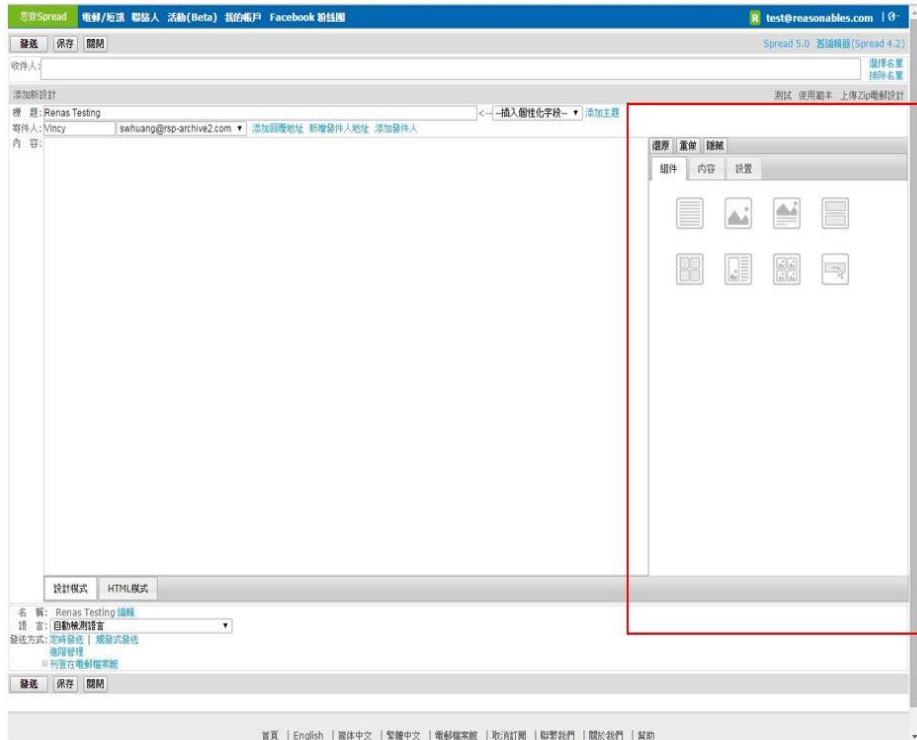


Spread 6.0 Drag and Drop Editor - User Guide

In Spread 6.0, one of the major update is the new drag and drop editor on the right side.



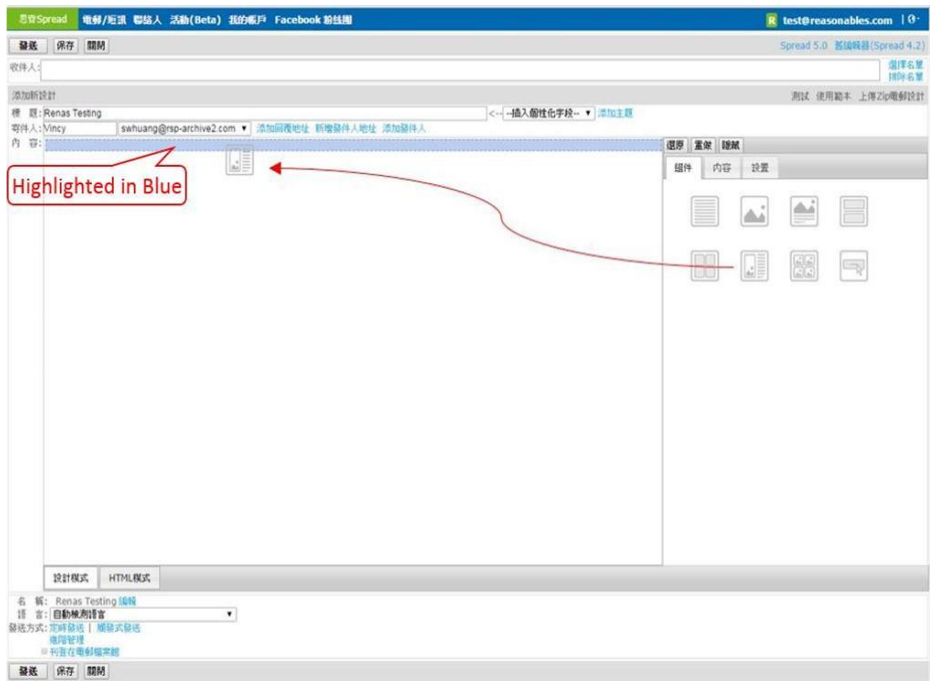
1. Items (text, image, button, etc)

First, choose the items you want to add, e.g. text, image, button, etc.



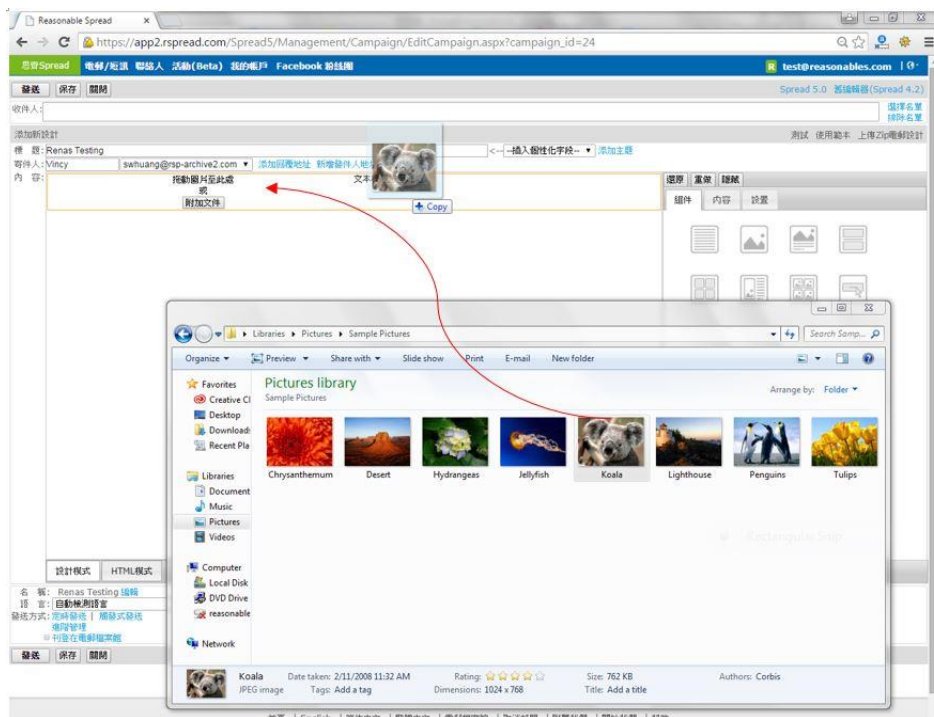
2. Add Item

Drag the selected item the place you want in the email (Drop until you see the place you want is highlighted in blue)



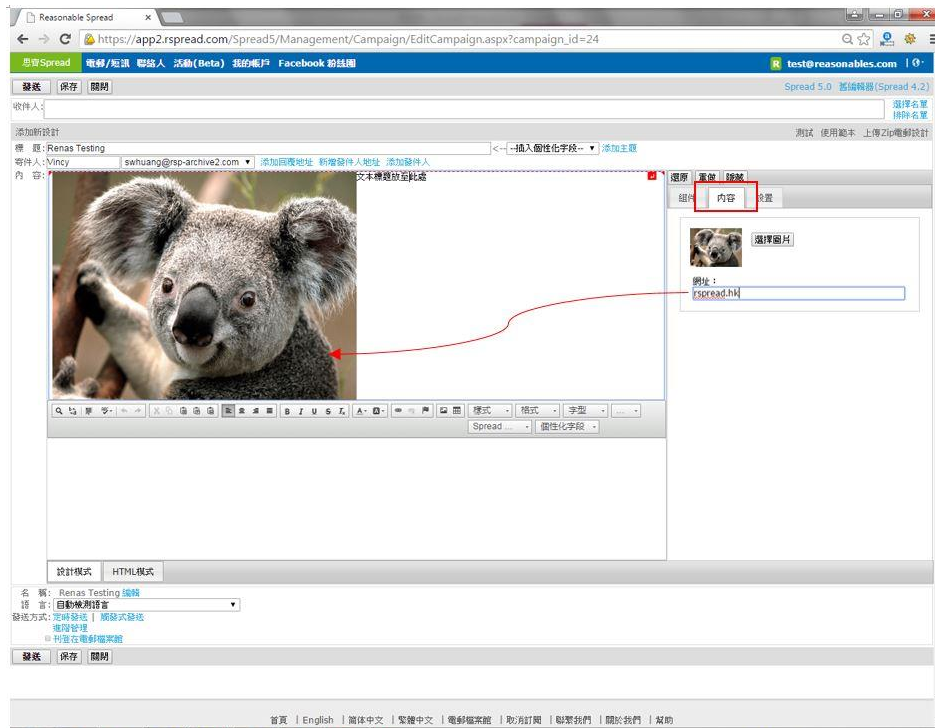
3. Add Image

After you add the "image" item into the email, you can simply drag your image file from your computer and drop onto the "image" item



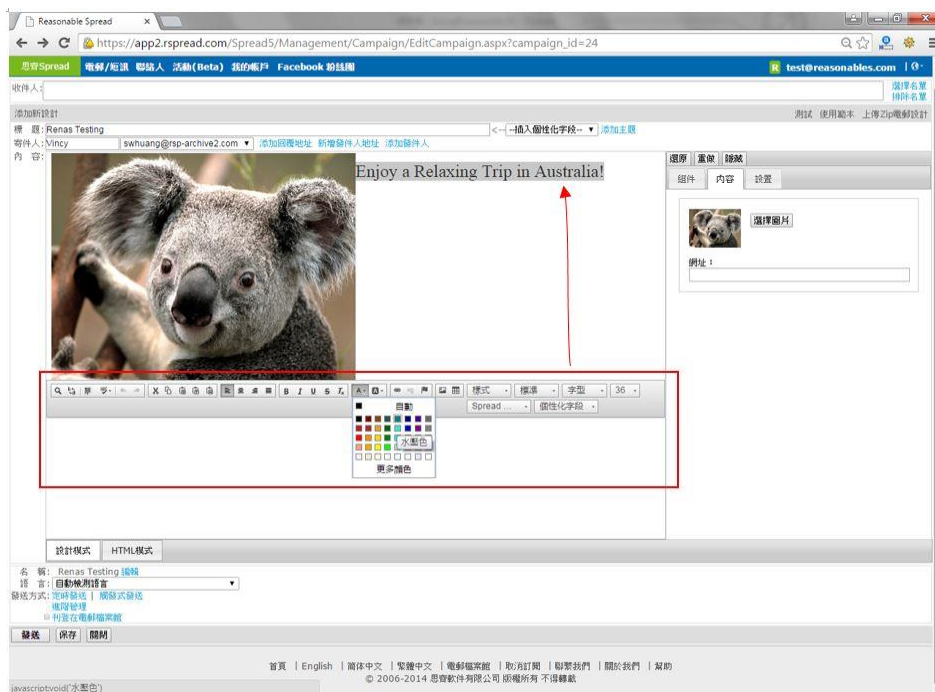
4. Add URL to an Item

Choose "Content", add URL into the URL column



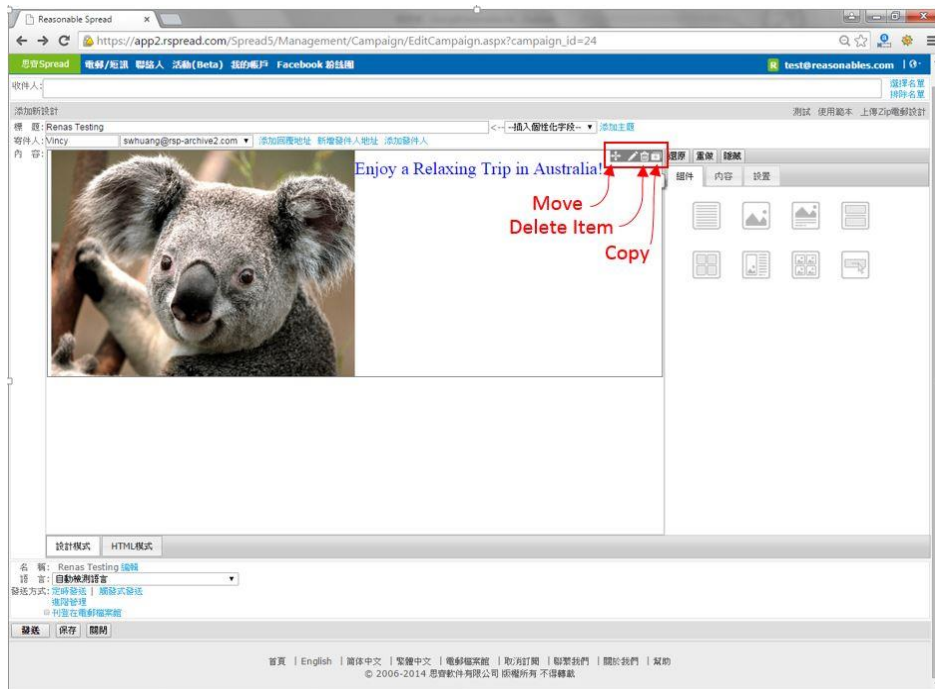
5. Text Edit Bar

When you click on text, the text edit bar will appear, you can change the text style and add URL



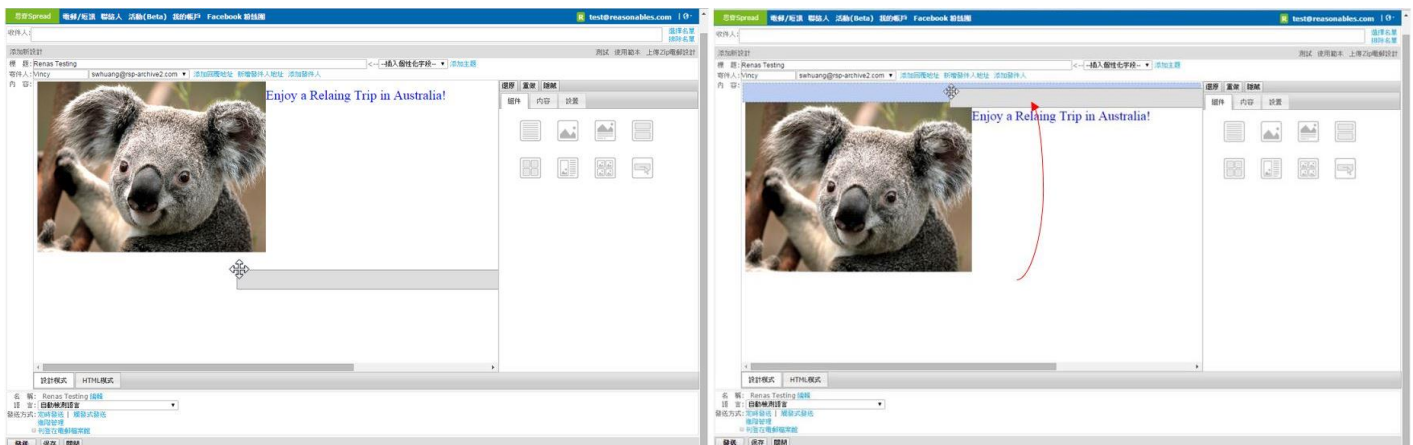
6. Item Function Box

When you select an item in the email, you can find a small function box on the top right corner. You can move, edit, delete or copy the whole items



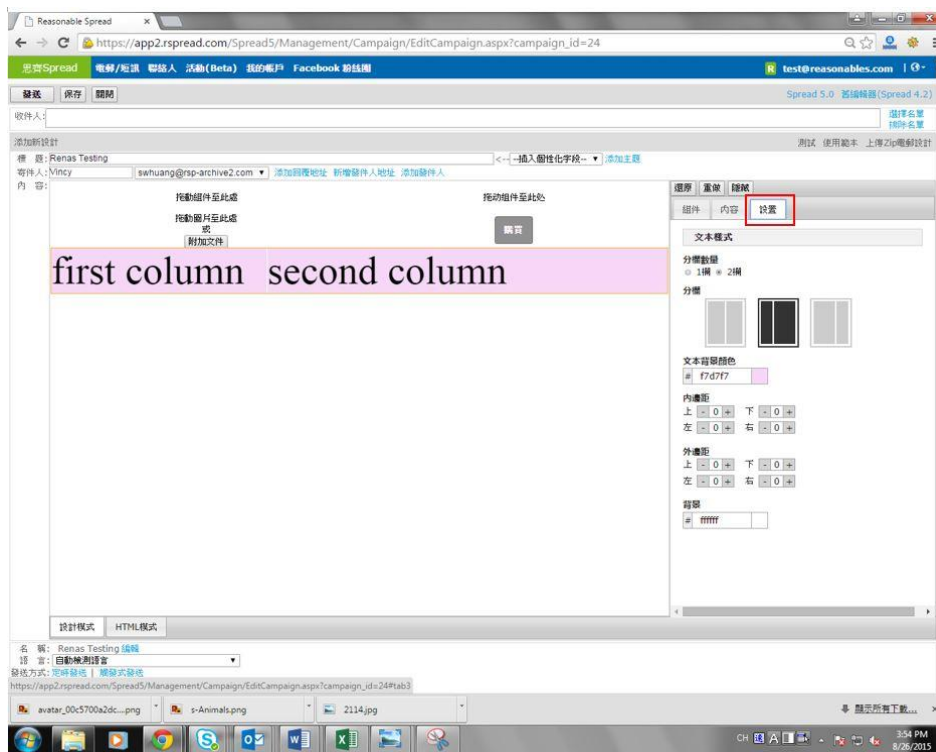
7. Move Item

Click "Move" button (as mentioned in pt. 6 above) and hold, you will find the selected item become a grey block. Drag it to the destination you want and drop when it is highlighted in blue



8. Set Style of an Item

By clicking "Setting", you can change the style and color of an item, e.g. adding column of text



9. Add Items to Existing Template

You can also add items to existing template by drag and drop similar to pt. 2 above

If you still have any problems in using Spread, please feel free to contact our Account Manager, Ms Becky Wo via 3590 2078 / bwo@reasonable.hk for assistance. Thank you!