

## *Newsletter Feature: I want to set up a newsletter template that I can use over and over. How do I do that?*

1. From your Web Builder Dashboard, select Templates from the Newsletter section
2. Select Create New Template
3. Give your new template a name (i.e. Third Thursday Art Shows)
4. Add an image if applicable that you will want to use over and over
5. Choose a background color
6. Preview your template
7. Save Template. It will now be added to your template queue that you can edit over and over

*Unique solution ID: #1099*

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*Last update: 2010-12-27 07:44*