

# Create a Newsletter Template

A Newsletter Template will contain the layout and styles for the newsletter. In order to incorporate this template into our system, you'll need to add variables listed below, such as an article subject, article copy text, or the table of contents.

1. Open the **Newsletters** folder
2. Click **Newsletter Templates**
3. Click **Add Newsletter Template**
4. Insert the HTML for the template into the Source Code or create the layout using the message editor tools
5. Insert variables at the top of the template (optional)

Variable	Description
%%date%%	Displays the date entered on the newsletter date field
%%volume%%	Displays the volume as entered on the newsletter volume field
%%pdf%%	Inserts an export as PDF link which will create a PDF of the entire newsletter with full articles (pdf link includes the http://)
%%TOC%%	Displays the table of contents

6. Define the article section with the code below
  - a. All of the code between the <!--articlestart--> and <!--articleend--> tags will be repeated for every article added to this newsletter
  - b. The name of the section for a group of articles will appear within the <!--sectionstart--> and <!--sectionend--> tags
  - c. The article's "read more" link will appear within the <!--abstractstart--> and <!--abstractend--> tags

```
Article Section

<!--articlestart-->

    <!--sectionstart-->
    <!--sectionend-->

    <!--subjectstart-->
    <!--subjectend-->

    <!--abstractstart-->
    <!--abstractend-->

<!--articleend-->
```

7. To display the article's section, subject, author, text, and read more link, insert the following variables into the appropriate sections listed above. If you do not add one or more of these variables, that information simply will be omitted.

Variable	Description
%%sectionname%%	Displays the name of the section or group where the articles are located
%%subject%%	Displays the article's subject
%%author%%	Displays the author of the article
%%abstract%%	Displays the article text
%%articleurl%%	Displays the "read more" link that will link to a specified page URL or full version of the article generated by our system
%%linkalias%%	Adds a link alias to the read more links in your newsletter

### Article Section

```
<!--articlestart-->

  <!--sectionstart-->
    %%sectionname%%
  <!--sectionend-->

  <!--subjectstart-->
    %%subject%%
  <!--subjectend-->

  %%abstract%%

  <!--abstractstart-->
    <a alias="%%linkalias%%" class="link" href="%%articleurl%%">[FULL STORY] </a>
  <!--abstractend-->

<!--articleend-->
```

8. Here's an example of a styled article section with a horizontal line at the bottom to separate each article

### Newsletter Article Example

```
<!--articlestart-->
<table width="95%" cellspacing="0" cellpadding="5" border="0">
  <tbody>
    <tr>
      <td valign="top" style="font-size: 12px; color: rgb(34, 86, 117); line-height: 16px;">
<!--sectionstart-->
      <p><span style="font-weight: bold; font-size: 11px; color: rgb(51, 153, 51); font-family:
Arial;"><br />
      %%sectionname%%</span><br />
<!--sectionend-->
<!--subjectstart-->
      <strong style="font-size: 14px; font-family: Arial;">Newsletter Template Editor Variable
Reference</strong>
<!--subjectend--></p>

      %%abstract%%

<!--abstractstart-->
      <a class="link" href="%%articleurl%%">[FULL STORY] </a>
<!--abstractend-->
      <p>&nbsp;</p>
      <br />
      <p align="right"><a style="color: rgb(34, 86, 116);" href="#top"><strong>top</strong></a></p>
      </td>
    </tr>
  </tbody>
</table>
<table width="95%" cellspacing="0" cellpadding="5" border="0" style="border-bottom: 1px solid rgb
(90, 127, 153);">
  <tbody>
    <tr>
      <td></td>
    </tr>
  </tbody>
</table>
<!--articleend-->
```

To learn how to Add Newsletter Sections, click the button below.