



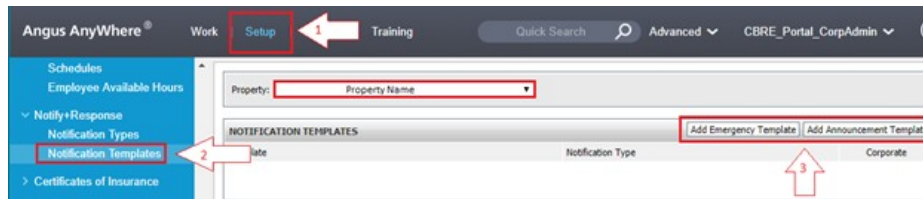


# Creating an Announcement Template

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## Creating an Announcement Template:

Announcement Templates are extremely useful and can greatly facilitate the transmission of all notifications, these can only be created from a desktop.

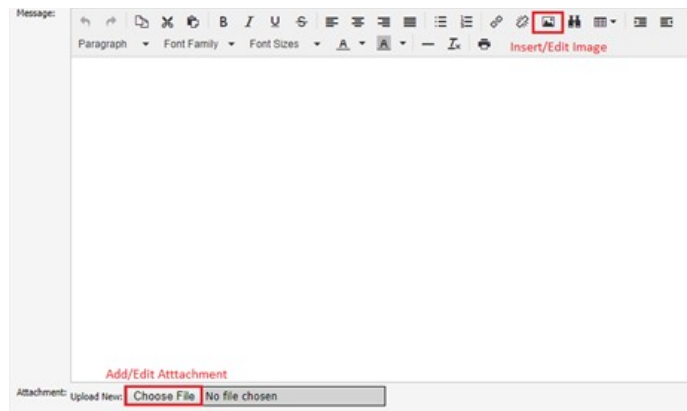


1. Click **Setup**
2. Under the **Notify+Response** option, select **Notification Templates**
3. Click **Add Announcement Template** so that the Notification Template interface is displayed.
4. Enter a name for the template in the **Template Name** field.
5. Using the Property drop-down list, select a property that you would like the template to be associated with.
6. All templates must be associated with a **Notification Type**; select a Notification Type from the drop-down list provided.
7. The **Sender Name** field must be filled in. You may also enter a Sender Phone and Sender Email in the fields provided.
8. The **Subject** and **Message** fields are also required fields. The Subject is used as the subject line in the e-mail announcement. In the Message section, enter any graphics (such as a company logo) and text that you would like to appear by default; you may also add attachments to the Notification by clicking the **Choose File** button.
9. Click **Save Template**. Your template has now been saved and is ready for use.

## Inserting an Image

To insert an image (and/or upload an image) either in your announcement template, or when customizing the information in an announcement before sending it, follow the steps below:

1. Click on the area in the Message field to indicate where the image should be inserted.
2. Click the **Insert Image** icon in the Message editor toolbar.
3. In the **Insert/edit Image** window that appears, click the folder icon beside the **Source** field.
4. Your image library will open. This displays thumbnails of images that you have previously uploaded and is currently stored on your computer, click **Upload** and select **Local Machine** to select the picture on your computer and upload it. The uploaded picture will appear in the image library.
5. In the **Insert/edit image** popup, you can change the size of the image using the **Dimensions** fields. **Constrain proportions** is checked by default, ensuring that if you adjust the width or height of an image, the other dimension will be automatically adjusted by an appropriate amount. Click **OK** to insert the image.



**Note:** You can also add an attachment to your template by pressing **Choose File** at the bottom of the Notification Template interface (next to *Attachment*).