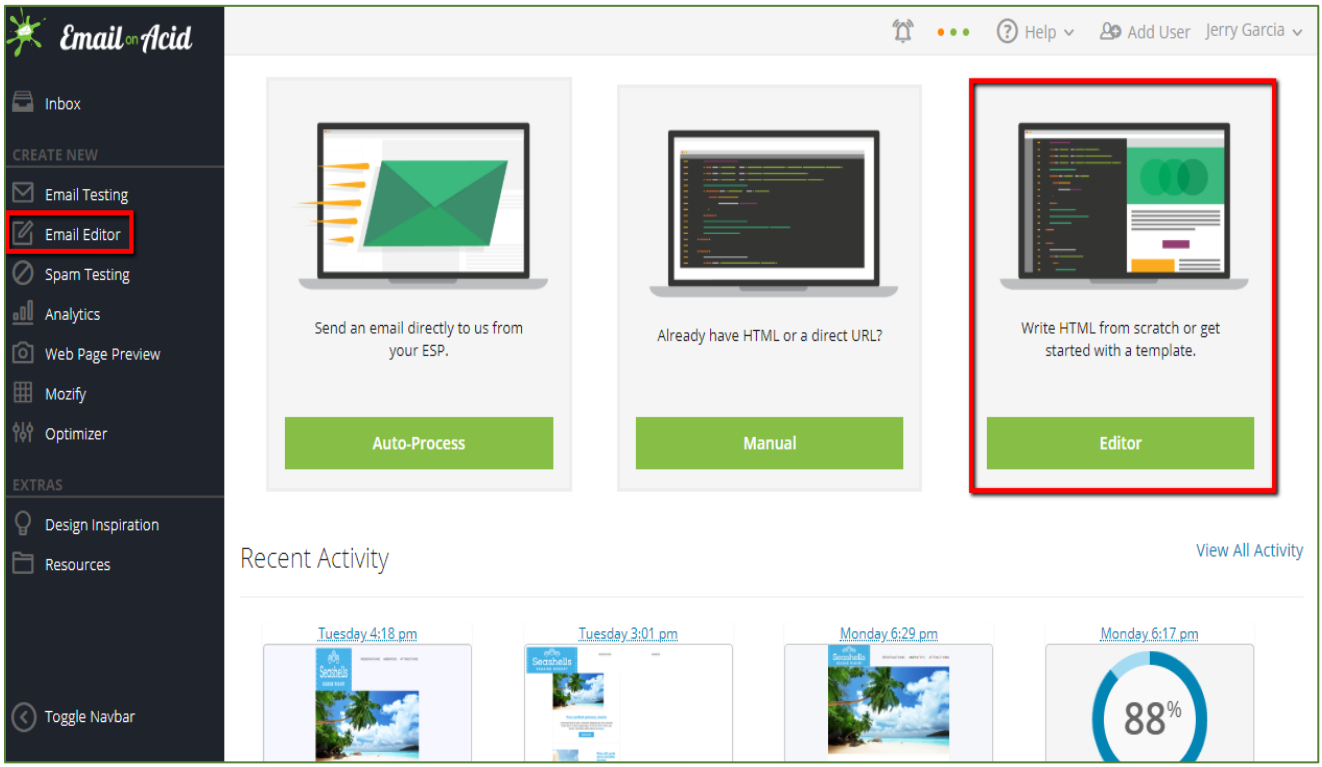
Using the Email Editor tool:

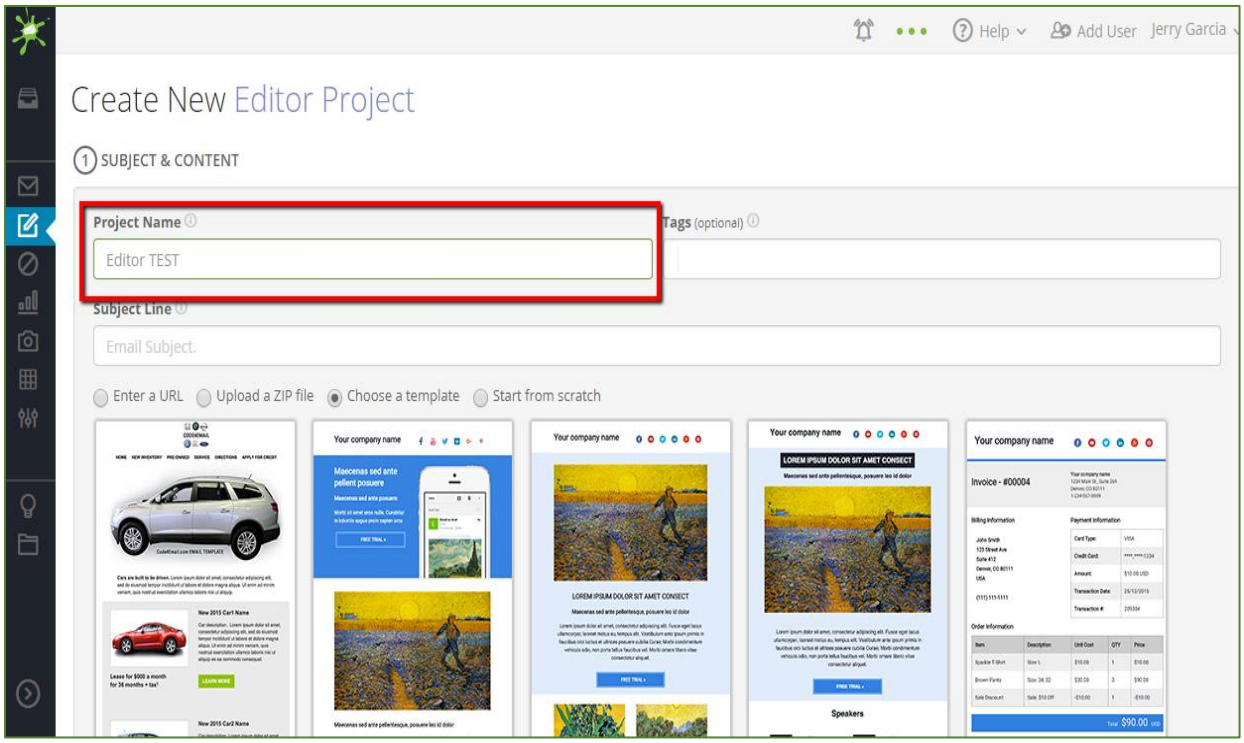
This help document reviews the Email on Acid Editor tool. The Editor tool allows you to write/edit your HTML while previewing in real time.

To begin using the **Email Editor** tool:

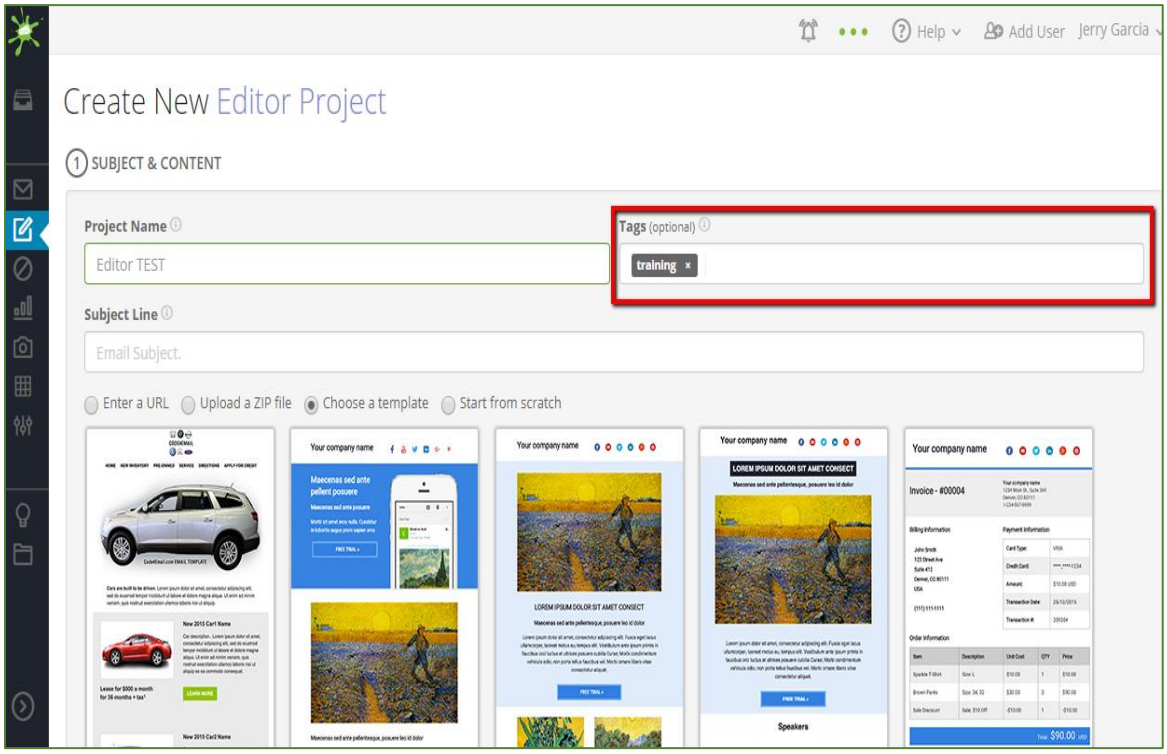
1. On the Email on Acid dashboard select the **Editor** tile or choose the **Email Editor** option from the left tool bar.



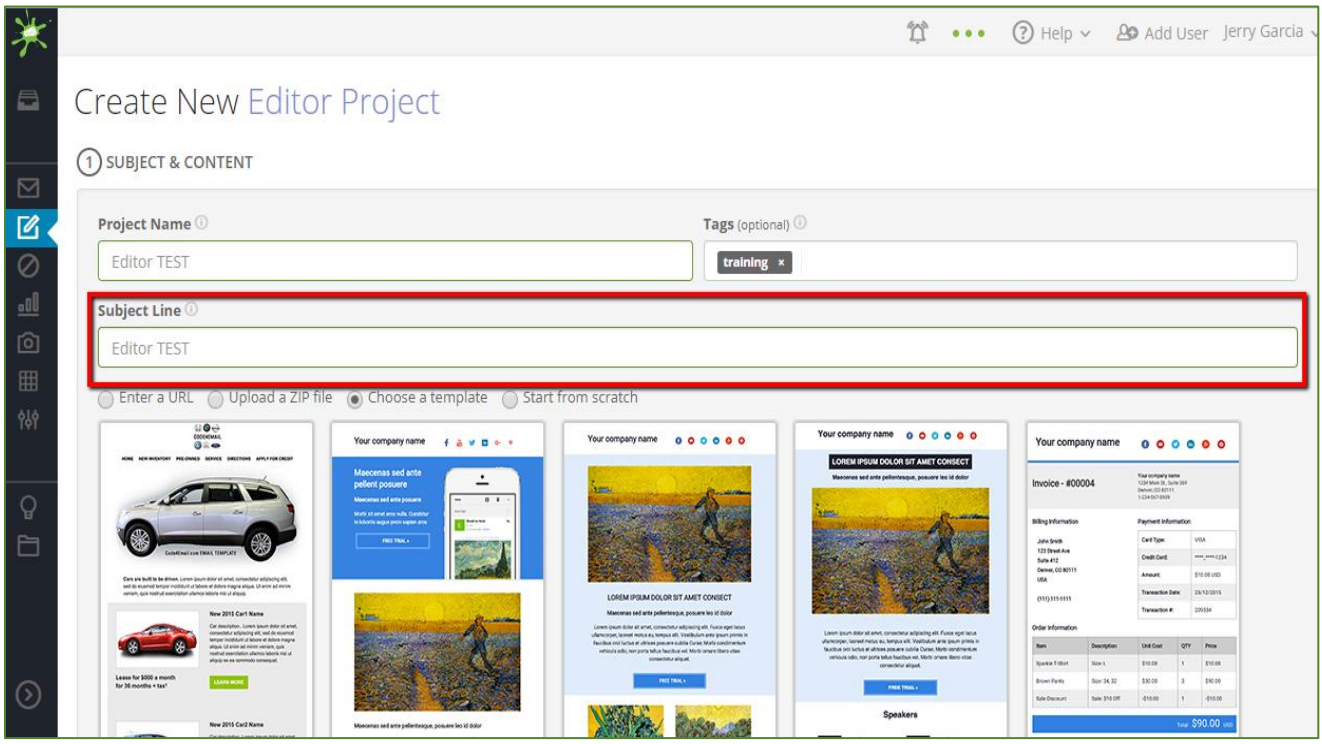
2. Add a **Project Name**:



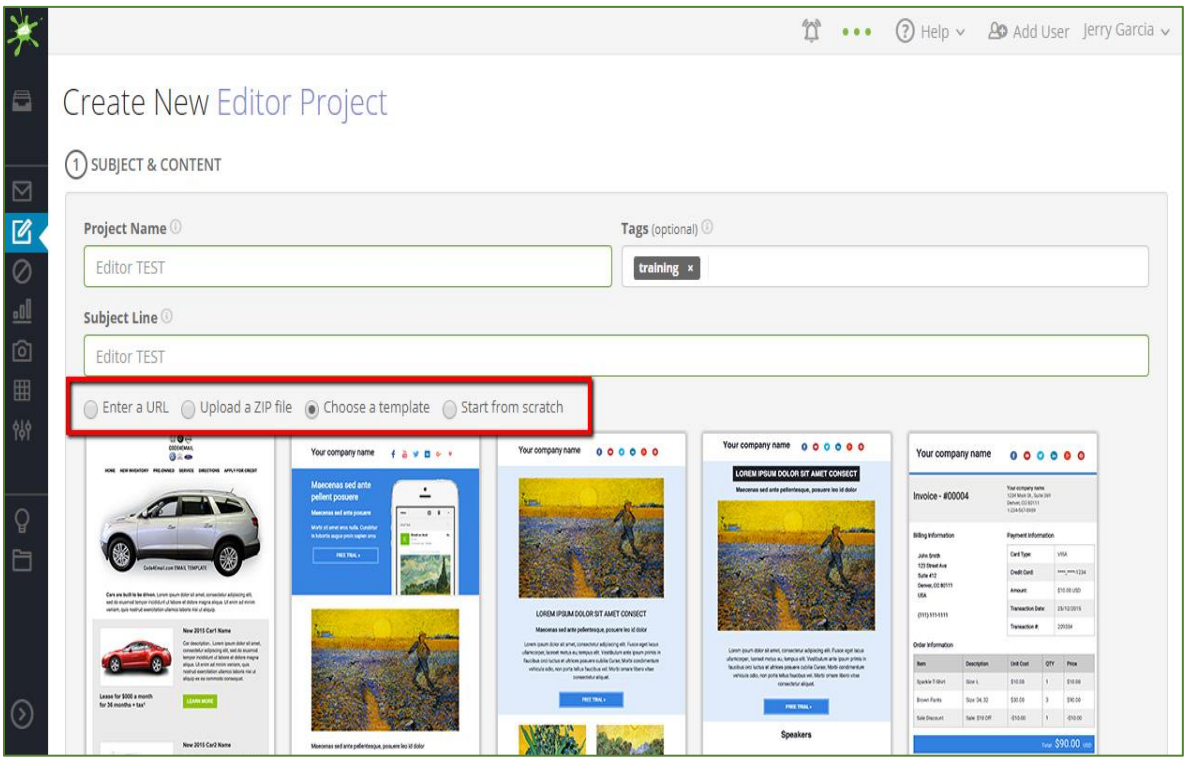
3. Add an Optional **Tag**. Tags are used to sort, organize and search tests and projects in your Email on Acid Inbox. If you create a lot of tests and projects it is recommended that you add a tag for future reference.



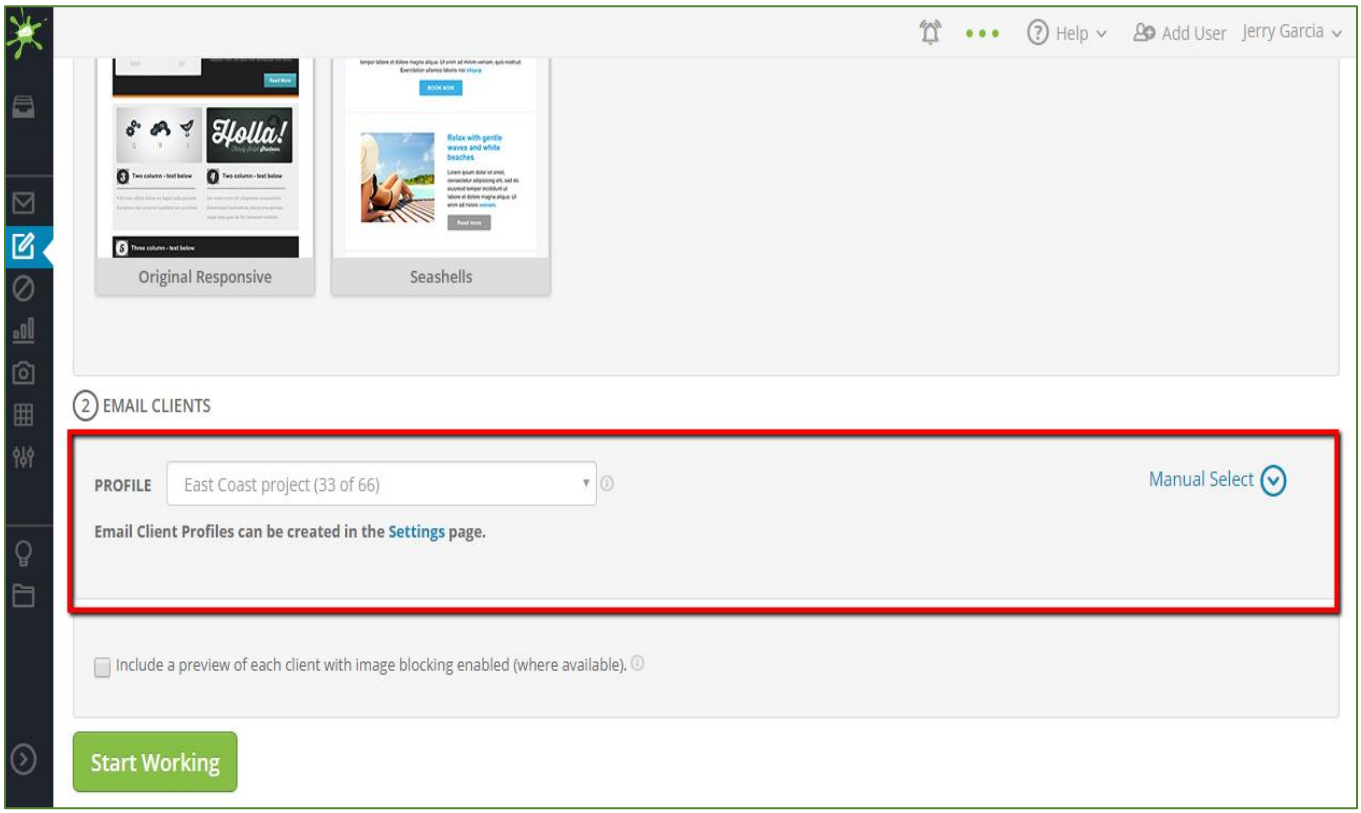
4. Add a **"Subject Line"**



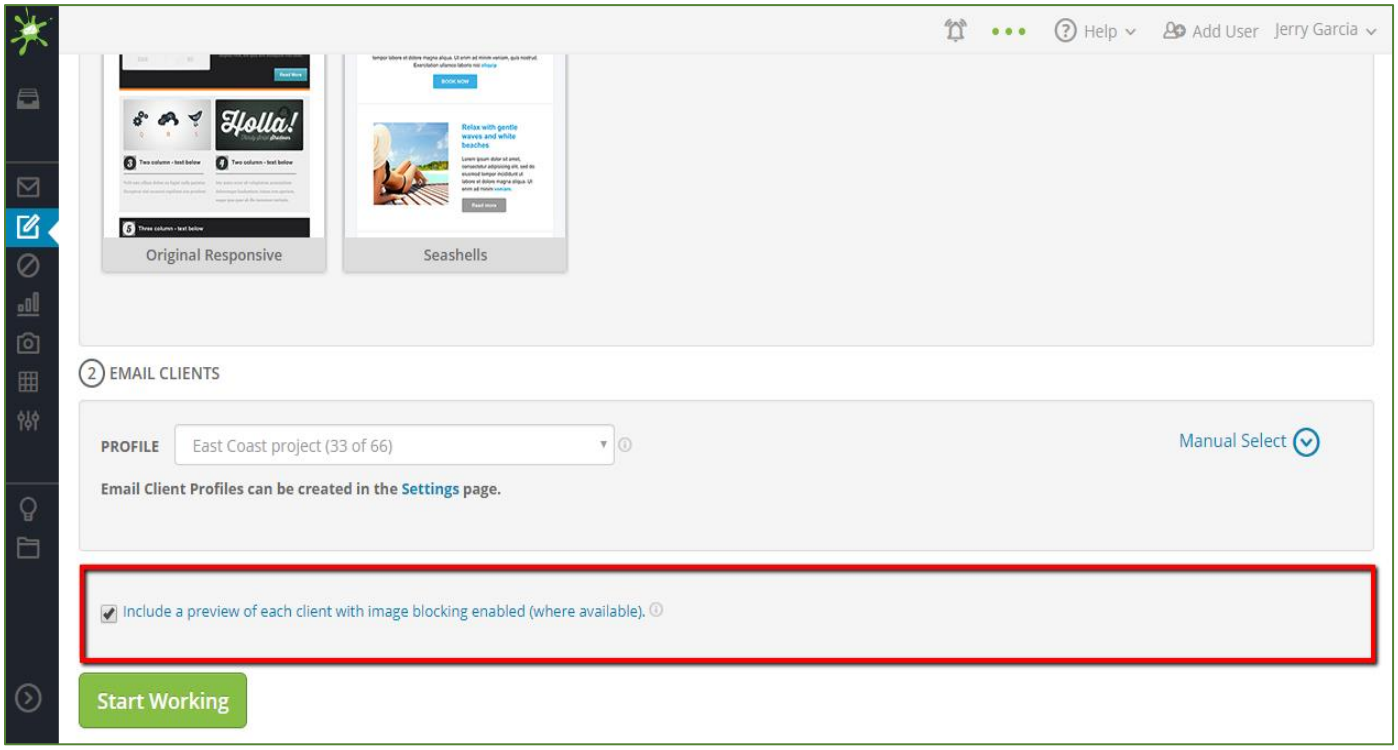
5. Select:
    a. Enter a URL
    b. Upload a ZIP file
    c. Choose a template
    d. Start from scratch



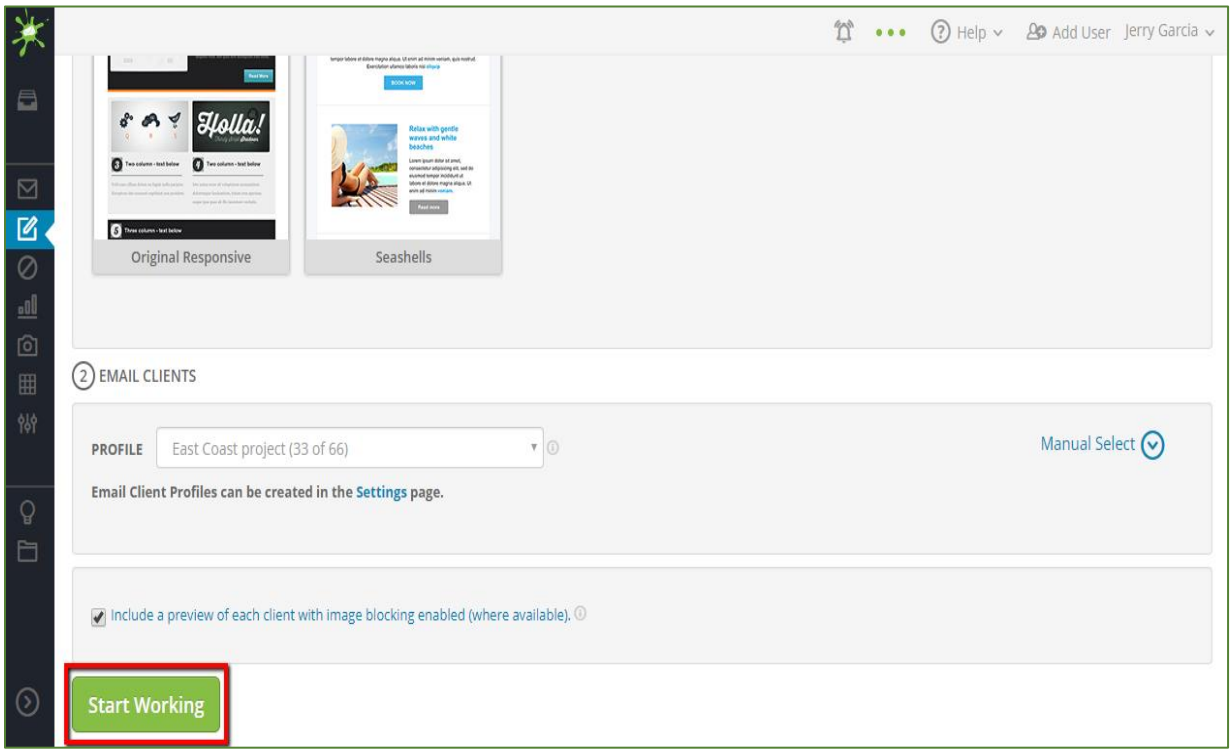
6. Select which **Client Profile** you wish to use with this project. The system will default to preview all Client previews if one is not selected.
    a. You also have the option to **Manually Select** which clients you wish to preview with this test or create a new profile by selecting the "**Settings**" link.



7. Select if you would like to include a preview of each client with image blocking enabled (this is not available with all client previews).

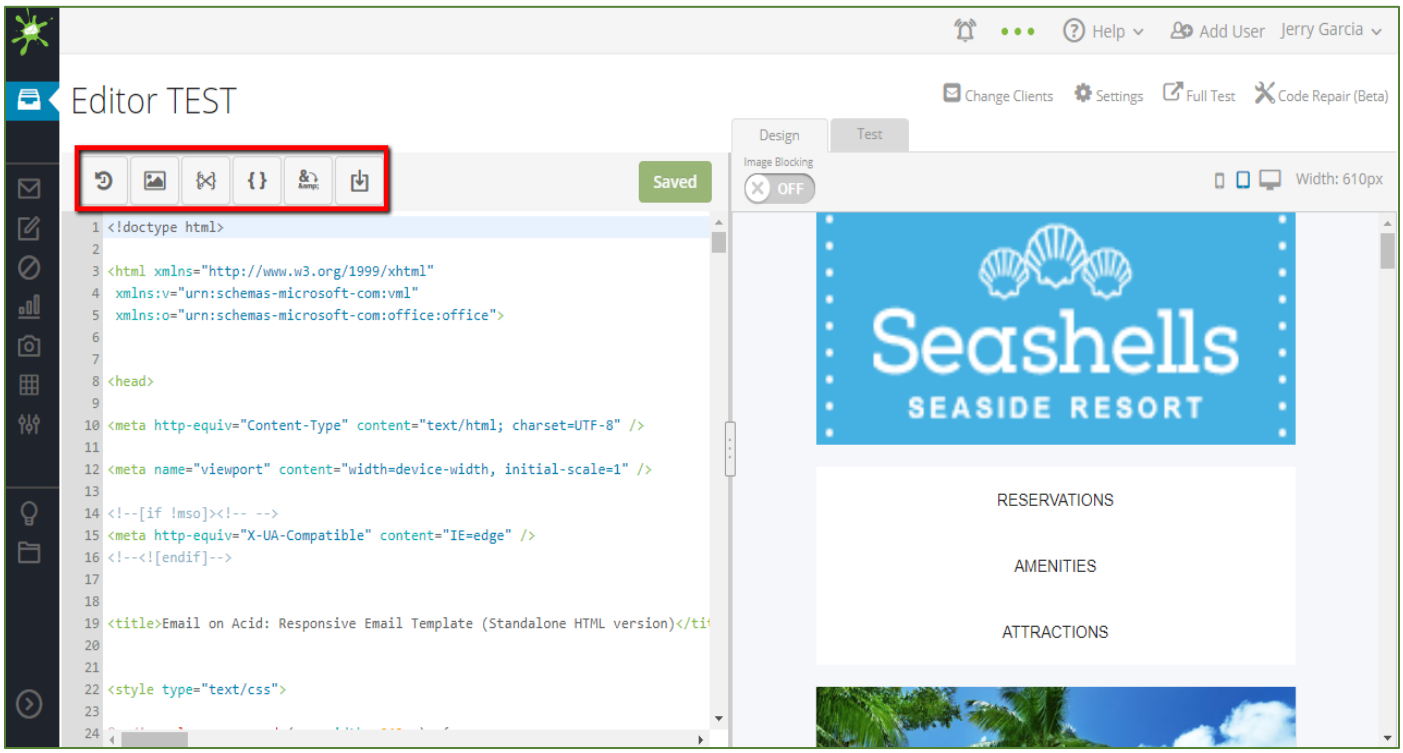


8. Select “**Start Working**”

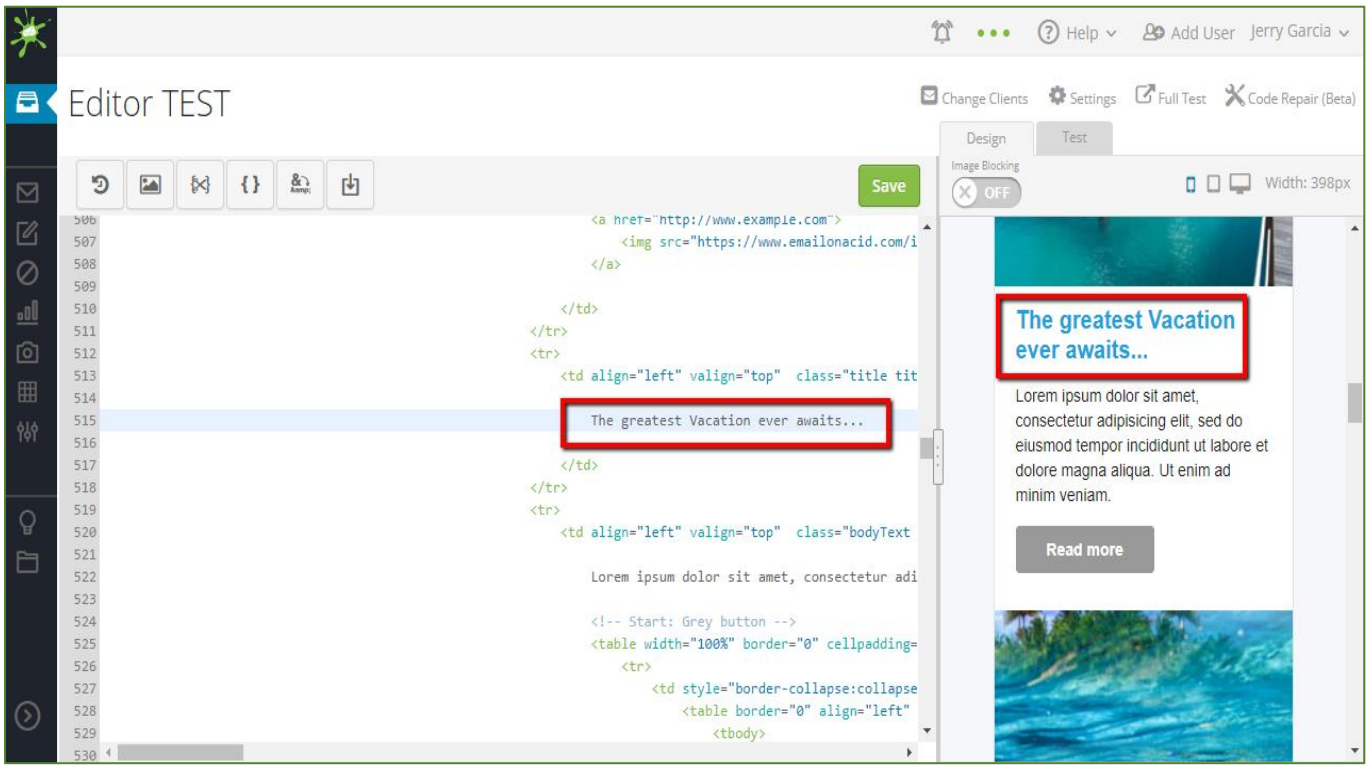


Editor tools include:

- Revision History
- Image Library
- Snippets tool
- CSS Inliner tool
- Character Converter
- Download option

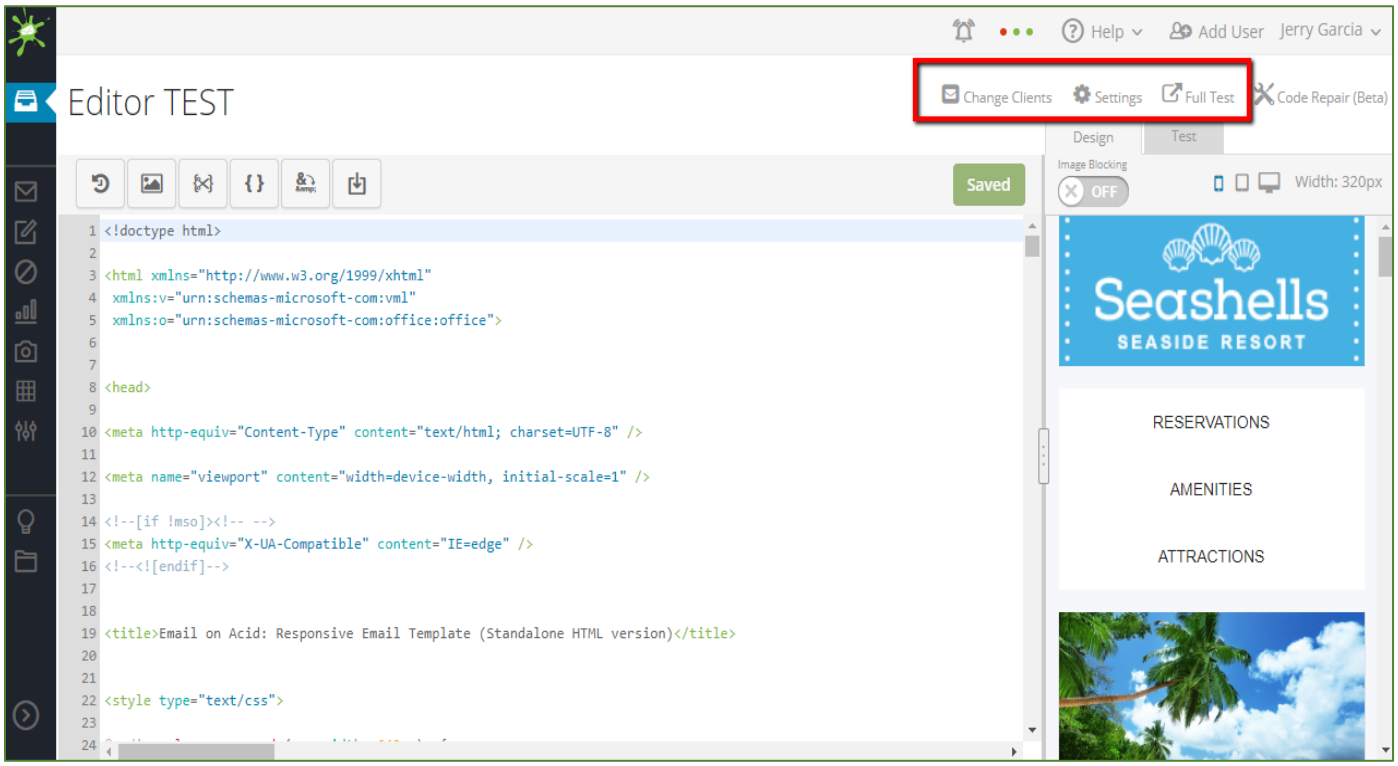


Changes made to the HTML are automatically reflected in the preview screen.



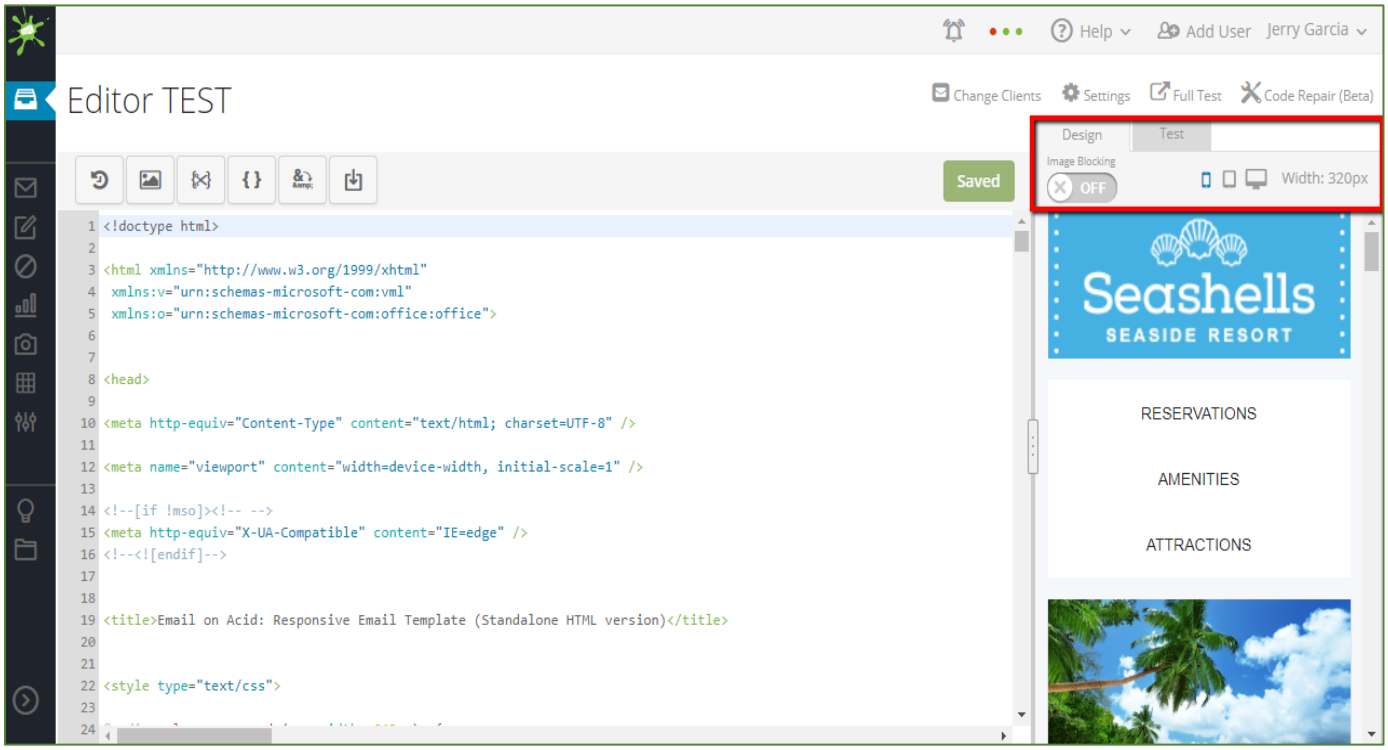
Additional Project tools include:

- Ability to change preview **Clients.**
- Update or change project **Settings.**
- Run a **Full Test** (Full Test results can be found in your Email on Acid inbox)

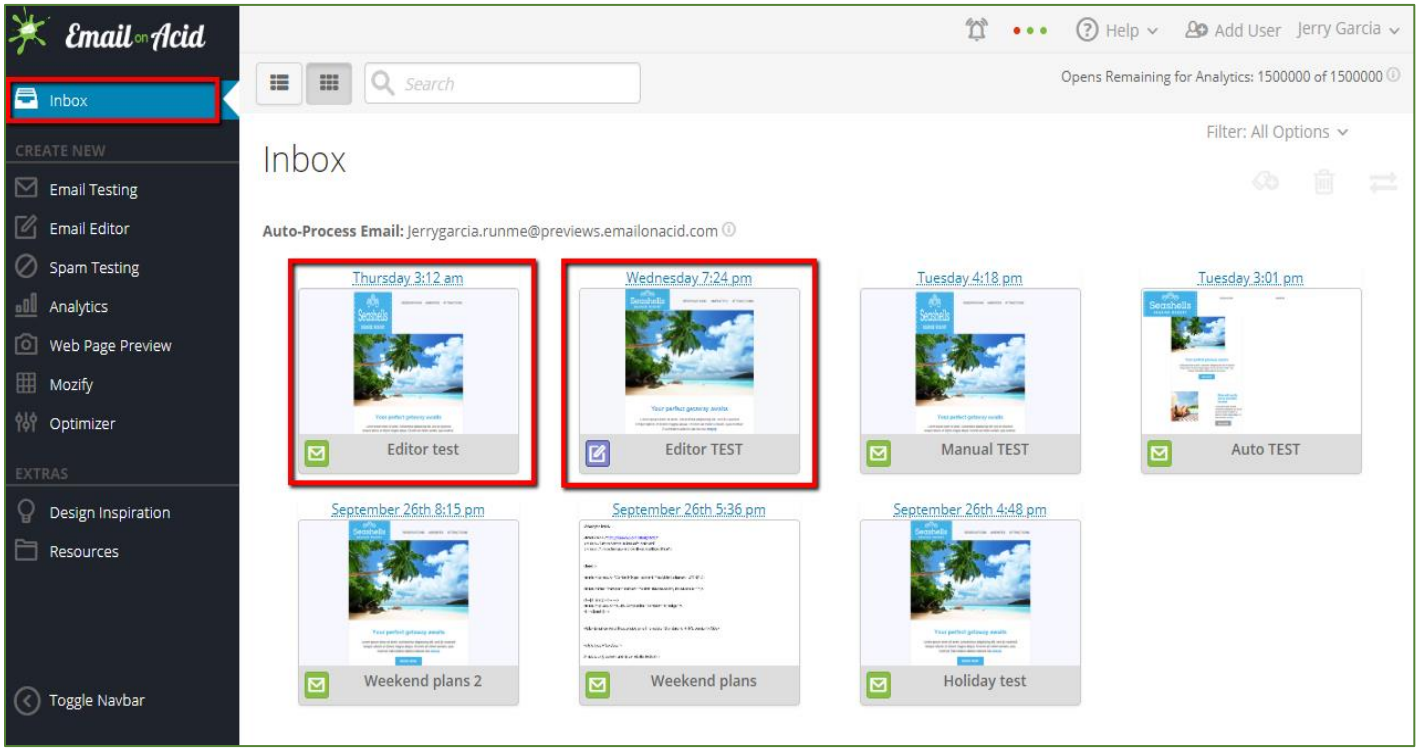


Preview tools include:

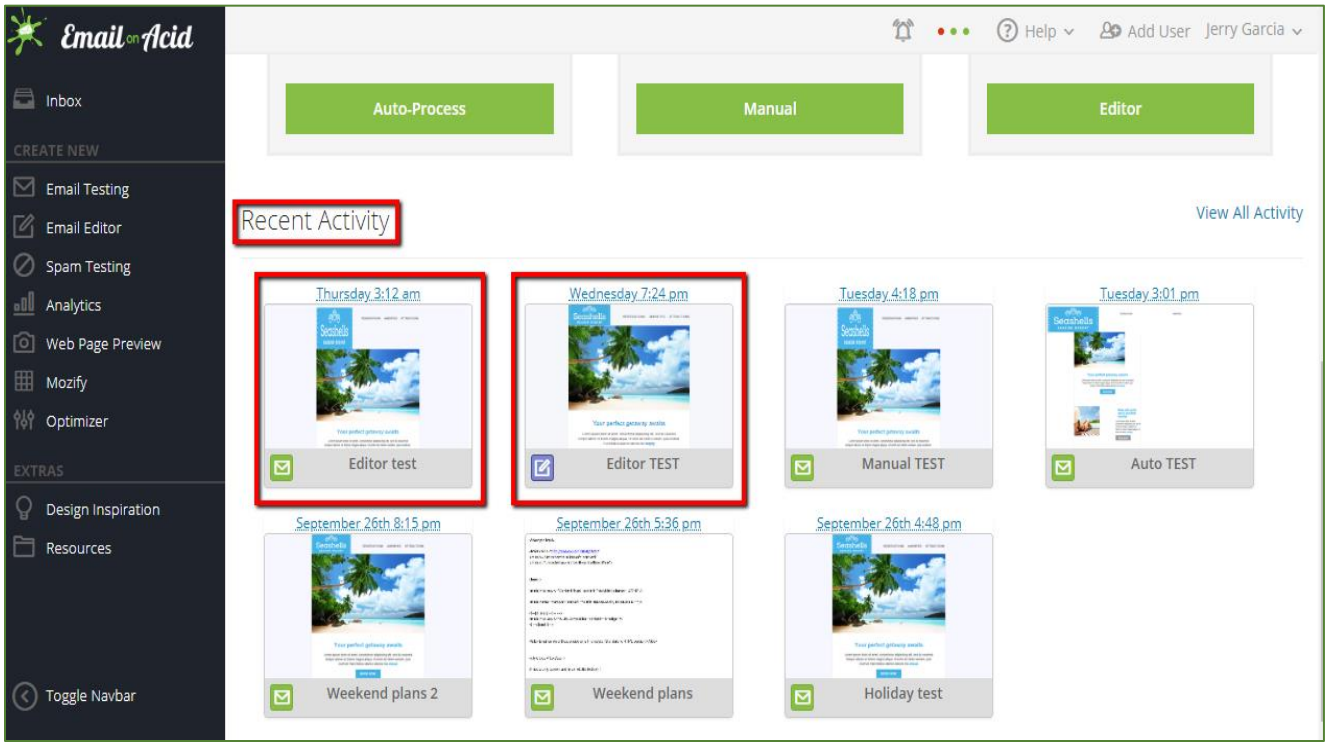
- **Image blocking** toggle.
- Option to choose preview display size between **Mobile, Tablet** and **Desktop.**
- Ability to run a preview **Test.**

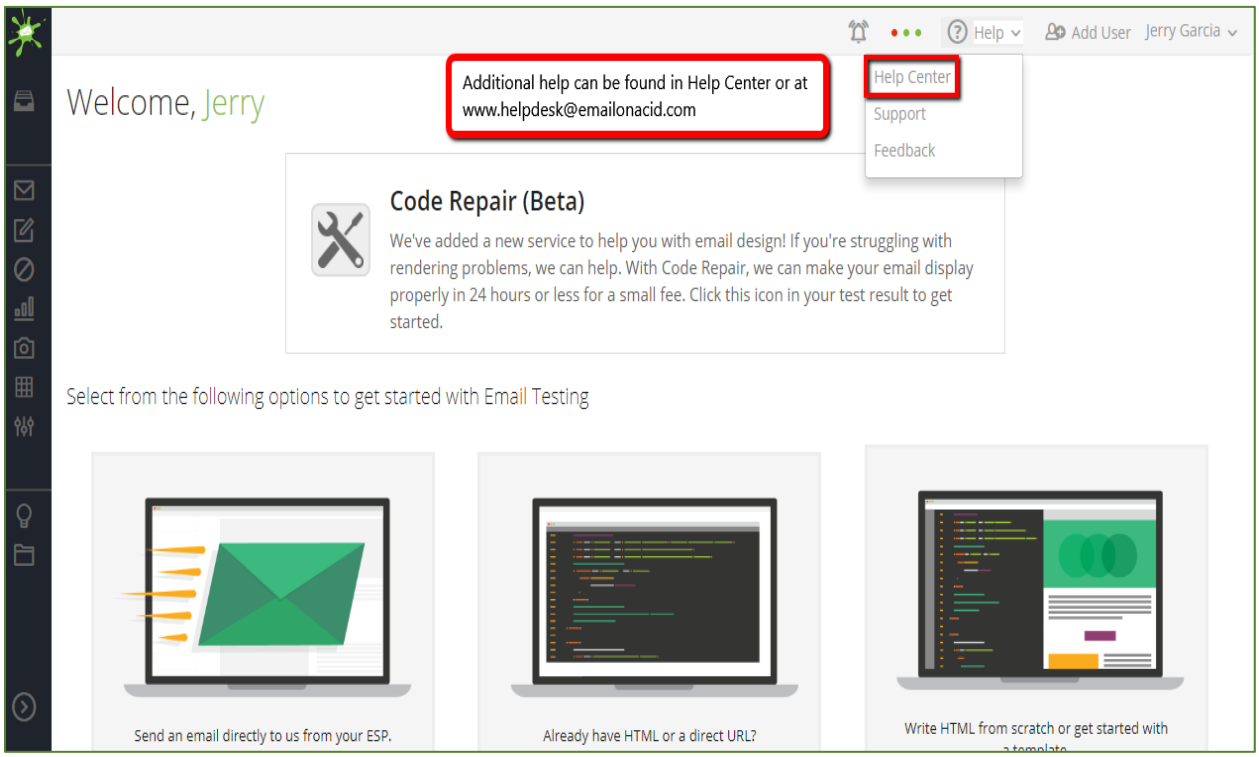


Editor projects and Full Tests can be found in your Email on Acid Inbox.



As a reminder, your test results and projects can also be found on the Email on Acid dashboard under the **Recent Activity** section.



Additional help can be found:

- In the **Help Center**
- www.helpdesk@emailonacid.com