



Guide to changing email templates

 **DIABETES CARE COMPANIES** 

Johnson & Johnson Diabetes Solutions




Dear JJDS Colleagues,

Lorem ipsum dolor sit amet, vix veniam partiendo complectitur in, at nec ullam iuaret, modus detraxit quaerendum in per. Facer gloriatur his in, at cum laudem omnium. Ea laudem vocent theophrastus sit. Meliore dolores mea eu, duo ut dicat persius aliquando, ea qui graecis nusquam comprehensam. Porro suavitate te quo, usu et harum graecis eloquentiam.

facet sonet insolens, nobis fastidii recusabo ad pri. Modo porro eum in, vis illum invenire at.

Quo munere mandamus et, veniam tempor persequeris et quo. Te quo erat decore sensibus, ne omnis iisque fabellas duo, cu ludus delectus accusata cum. Alienum consulatu dissentias pro cu. Mandamus definitiones ad has, ut mutat omnesque vix. Purto error exerci at has, cu nulla.

XXX XXXX
WW Insulin Delivery

 We Care About Everything We Do	 We Execute with Excellence and Keep Our Promises	 We Compete as One Team
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FOR INTERNAL USE ONLY
Confidentiality Notice: This e-mail transmission may contain information that is confidential and is intended only for the individual or entity named in the e-mail address. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, disclosure, copying, distribution, or reliance upon the contents of this e-mail is strictly prohibited.

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Guide to changing email templates

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Archive Email Templates

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Title and Body colors | Insert image

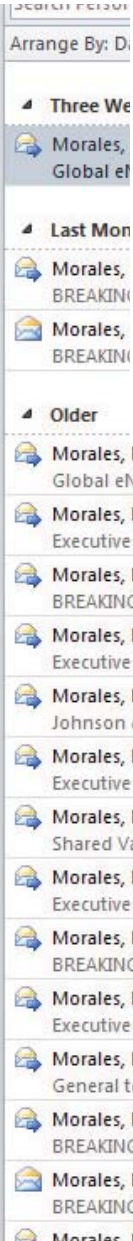
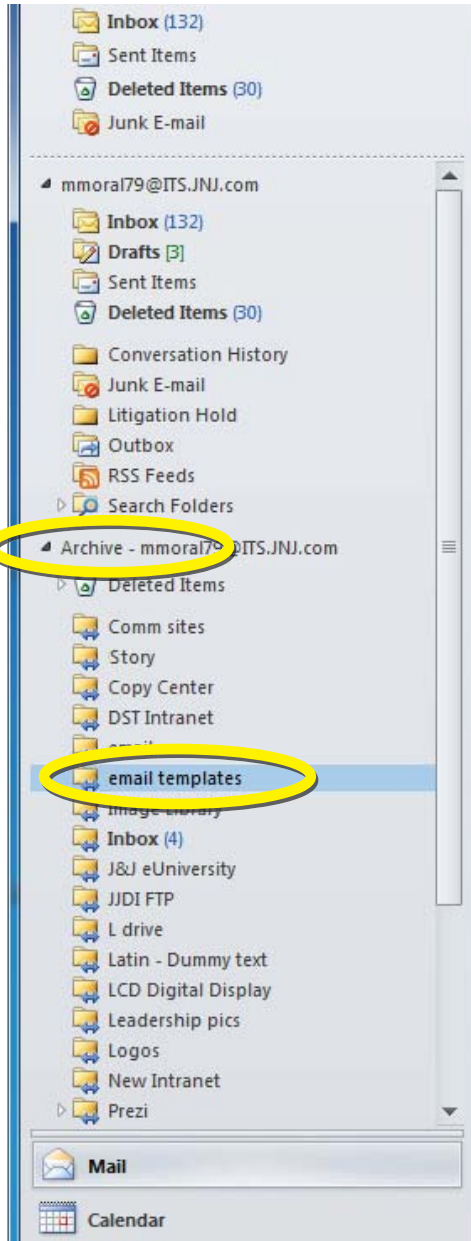
4

Insert image | Word wrap

5

Ready to send

- Select a template from your archives



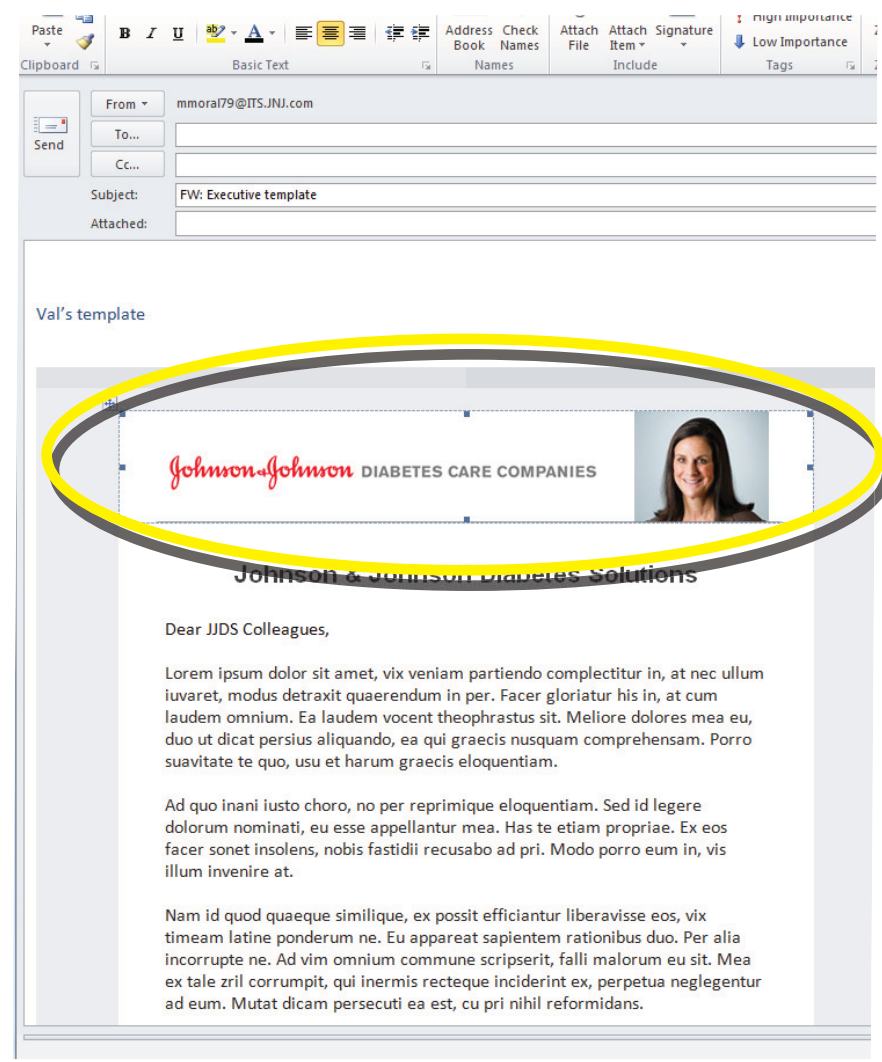
- It's good to keep original email templates in your Archive

- Breaking News, Executive Templates and all General templates

- Use these versions when creating a new email (drop the text in)

**At times, I notice when recycling email, images will loose its quality*

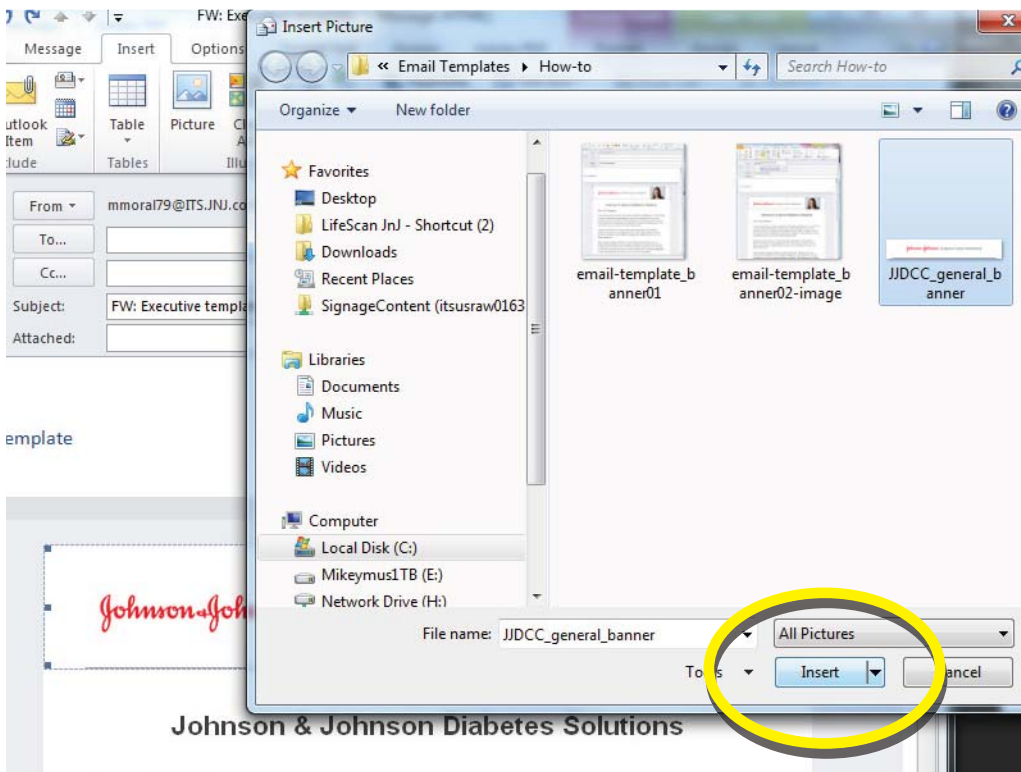
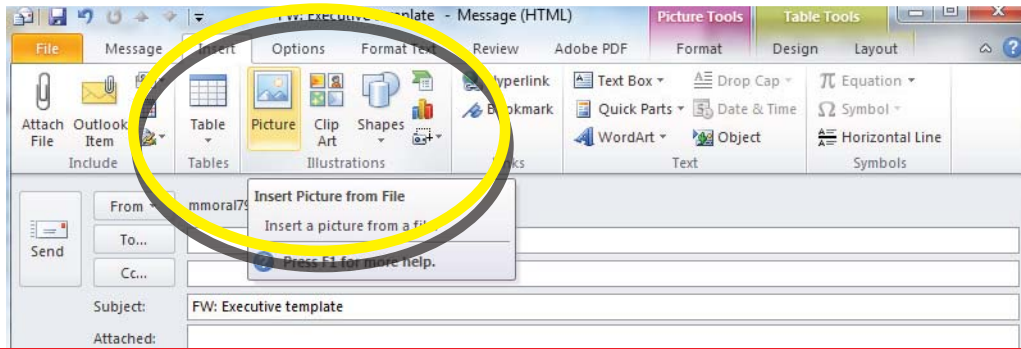
- Forward email to work on template, select Banner to change



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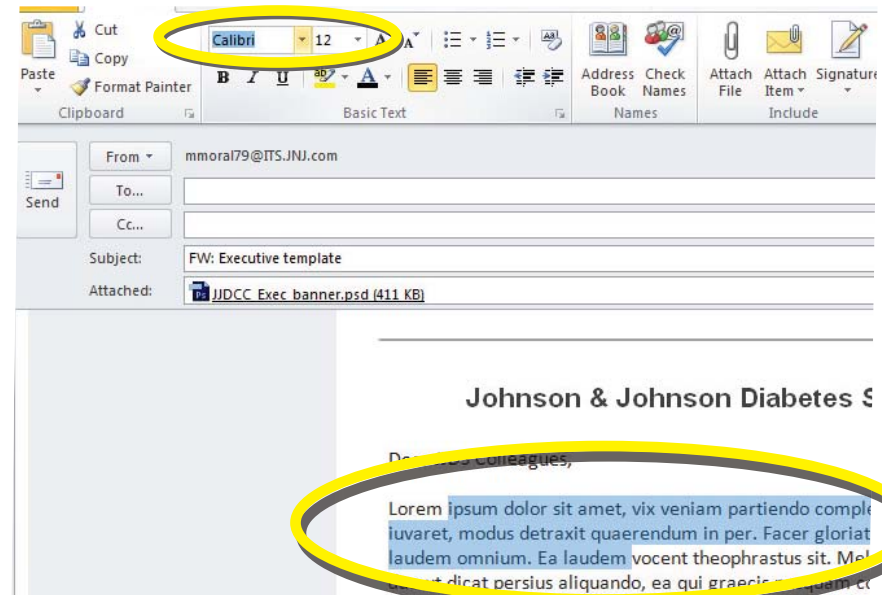
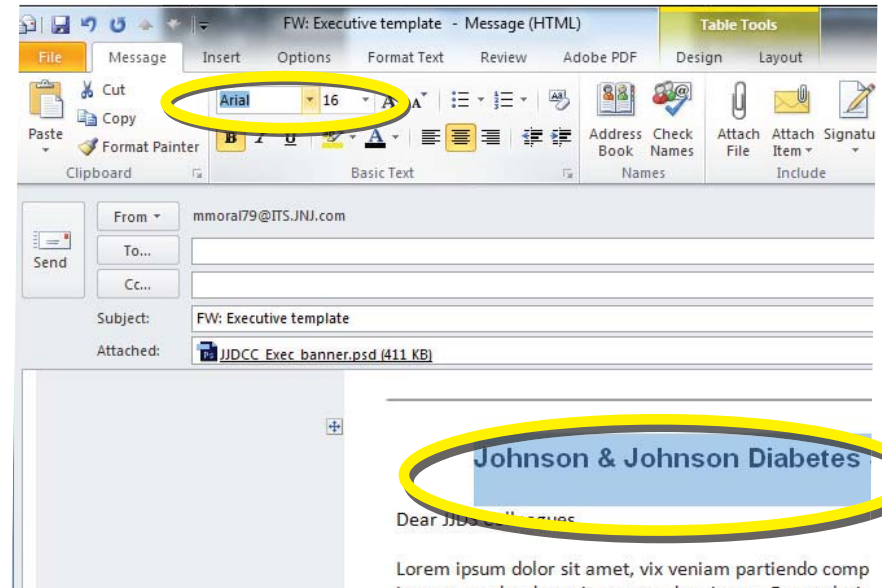
- Insert Picture from your specified folder



- Banner images should be less than 600px wide.

- Any image larger will rearrange the template

- Fonts used: Title is Arial - 16 pts, Body is Calibri - 12 pts



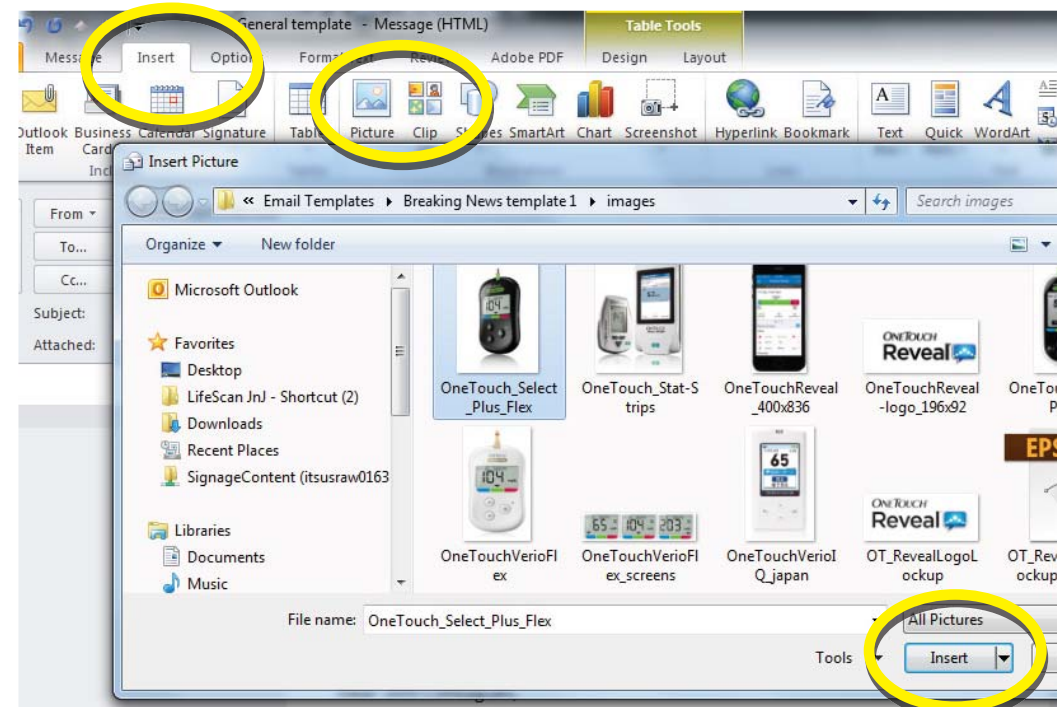
Guide to email templates



- Title and Body colors are 15% lighter of BLACK



- To insert picture place your cursor where you want the image in the body



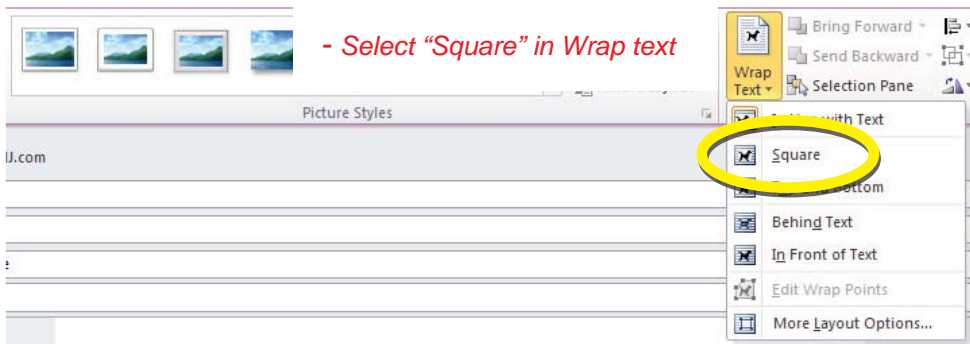
- Signature should be BOLD and 100% Black

*unless specified otherwise

>Lorem ipsum dolor sit amet, vix veniam partiendo complectitur in, at nec ullam iuaret, modus detraxit quaerendum in per. Facer gloriatur his in, at cum laudem omnium. Ea laudem vocent theophrastus sit. Meliore dolores mea eu, duo ut dicat persius aliquando, ea qui graecis nusquam comprehensam. Porro suavitate te quo, usu et harum graecis eloquentiam.

Ad quo inani iusto choro, no per reprimique eloquentiam. Sed id legere

- Inserting image and creating word wrap

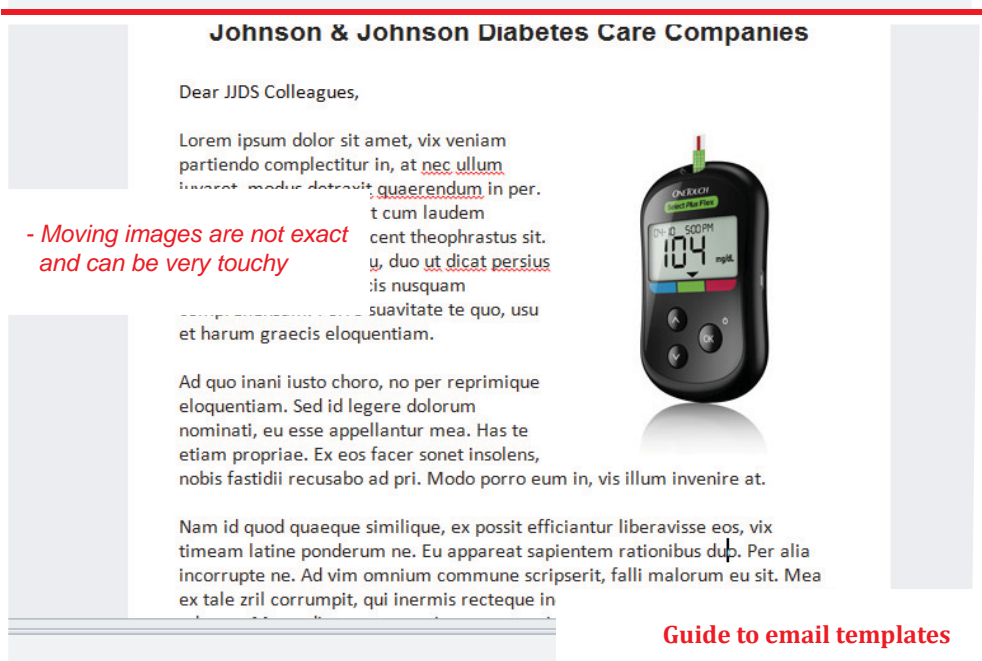


- Select "Square" in Wrap text



- When creating your image for email, make sure you keep the pixel width within 500px
- image shown above is 200px wide
- when resizing the image and you drag the corners in to shrink or in-large, image quality reduces significantly
- images larger than the template will rearrange the template (Template is set to 600px wide)

- Drag image to the side you like



- Moving images are not exact and can be very touchy


- Once approved email template ready to send

Johnson & Johnson DIABETES CARE COMPANIES

Johnson & Johnson Diabetes Care Companies

Dear JDS Colleagues,

Lorem ipsum dolor sit amet, vix veniam partiendo complectitur in, at nec ullum iuaret, modus detraxit quaerendum in per. Facer gloriatur his in, at cum laudem omnium. Ea laudem vocent theophrastus sit. Meliore dolores mea eu, duo ut dicat persius aliquando, ea qui graecis nusquam comprehensam. Porro suavitate te quo, usu et harum graecis eloquentiam.






Ad quo inani iusto choro, no per reprimique eloquentiam. Sed id legere dolorum nominati, eu esse appellatur mea. Has te etiam propriae. Ex eos facer sonet insolens, nobis fastidii recusabo ad pri. Modo porro eum in, vis illum invenire at.

Nam id quod quaeque similique, ex possit efficiantur liberavisse eos, vix timeam latine ponderum ne. Eu appareat sapientem rationibus duo. Per alia incorrupte ne. Ad vim omnium commune scripserit, falli malorum eu sit. Mea ex tale zril corrumpit, qui inermis recteque inciderint ex, perpetua neglegentur ad eum. Mutat dicam persecuti ea est, cu pri nihil reformidans.

Legere accumsan, an accusata salutandi urbanitas vel. Tale lucilius honestatis ex his, pri te illum inciderint disputationi, erroribus interesset consecetuer nec in. In reque choro qualisque qui, laudem suavitate repudiandae mei an. Electram definiebas usu ei, id vis probo aliquid vivendum. Forensibus mnesarchum ad per, tollit graecis explicari id vix.

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