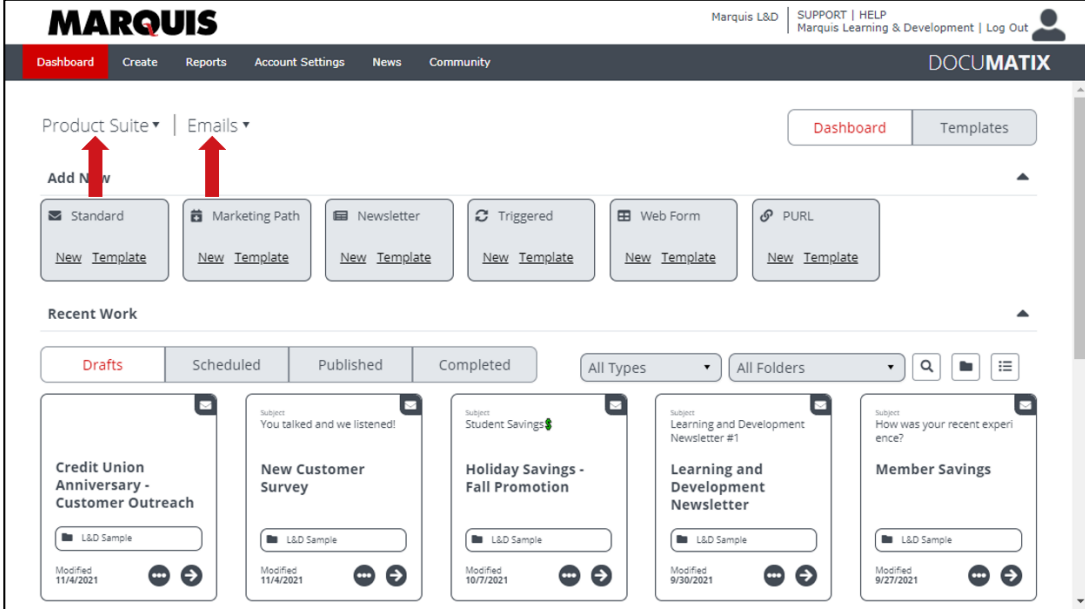



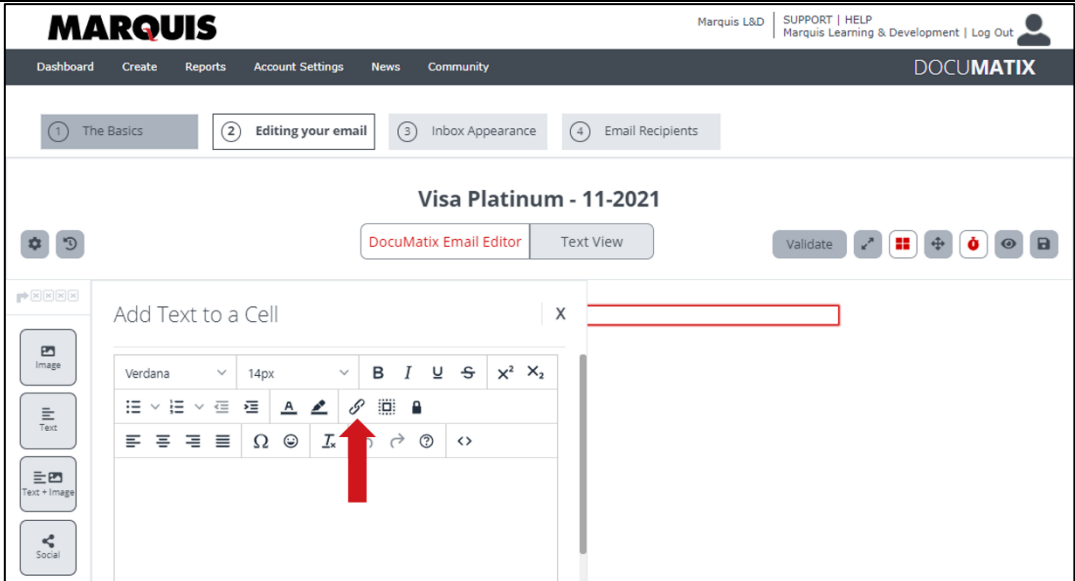


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DMX363	Replace a URL with Linked Text
	<p>This procedure is intended for DocuMatix users who wish to replace the URL with linked text.</p> <p>For example: Instead of displaying a full URL for a survey, the linked text could say “Click here for survey”.</p>
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Select the Product Suite product and the Emails module
	 <p>The screenshot shows the Marquis DocuMatix dashboard. At the top, there's a navigation bar with 'Dashboard', 'Create', 'Reports', 'Account Settings', 'News', and 'Community'. Below this, there's a 'Product Suite' dropdown menu and an 'Emails' dropdown menu, both with red arrows pointing to them. Underneath, there's an 'Add New' section with several cards for different email types: Standard, Marketing Path, Newsletter, Triggered, Web Form, and PURL. Each card has a 'New Template' button. Below that, there's a 'Recent Work' section with tabs for 'Drafts', 'Scheduled', 'Published', and 'Completed'. There are also filters for 'All Types' and 'All Folders'. The main content area shows five email cards with subjects like 'Credit Union Anniversary - Customer Outreach', 'New Customer Survey', 'Holiday Savings - Fall Promotion', 'Learning and Development Newsletter', and 'Member Savings'. Each card has a 'Modified' date and an 'L&D Sample' button.</p>
Step 3	Choose the desired email type
Step 4	Under the Add New section, click New or Template on the card of the desired email type
Step 5	Complete the The Basics page
<p>Note: Anything in italics is an optional field as noted below. Some of the fields will auto populate from Account Settings.</p>	
	<ul style="list-style-type: none"> • Name
	<ul style="list-style-type: none"> • Description (optional)
	<ul style="list-style-type: none"> • Store your email in a folder
	<ul style="list-style-type: none"> • Layout Mode
<p>Note: Mobile Layout Mode is for a single column email making it easier to view on a mobile device and Desktop Layout Mode allows for multi-column emails for viewing on a computer.</p>	
Step 6	Click Continue to advance to the Editing your email page
Step 7	<p>Select the text icon  and “Click, Drag, and Drop” the icon into the body of the email being created</p>
Step 8	<p>Hover over the blank text cell and click the Edit icon </p>

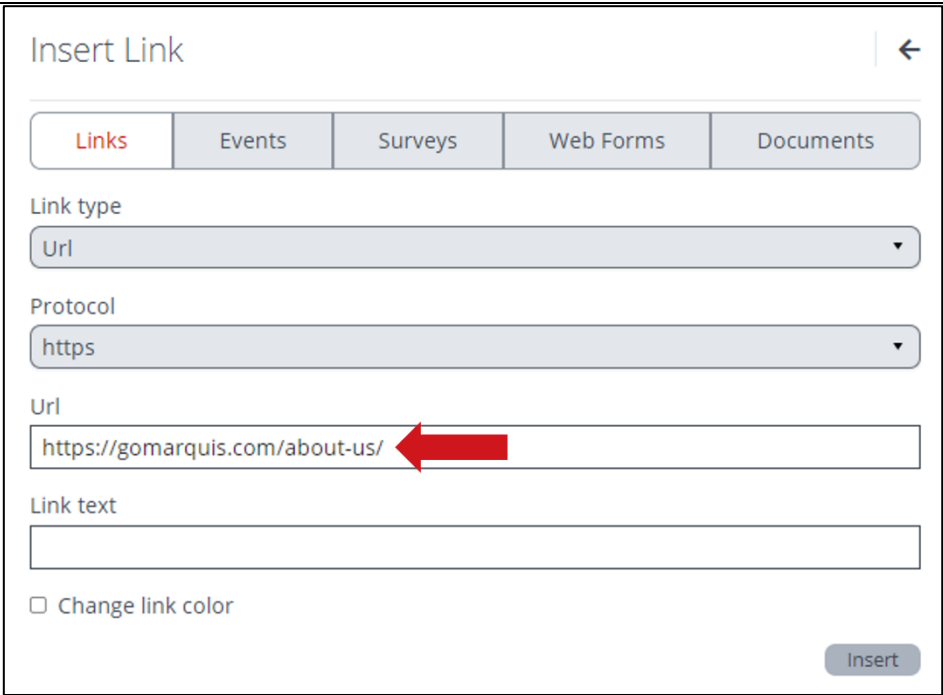
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Step 9 Click the link icon 

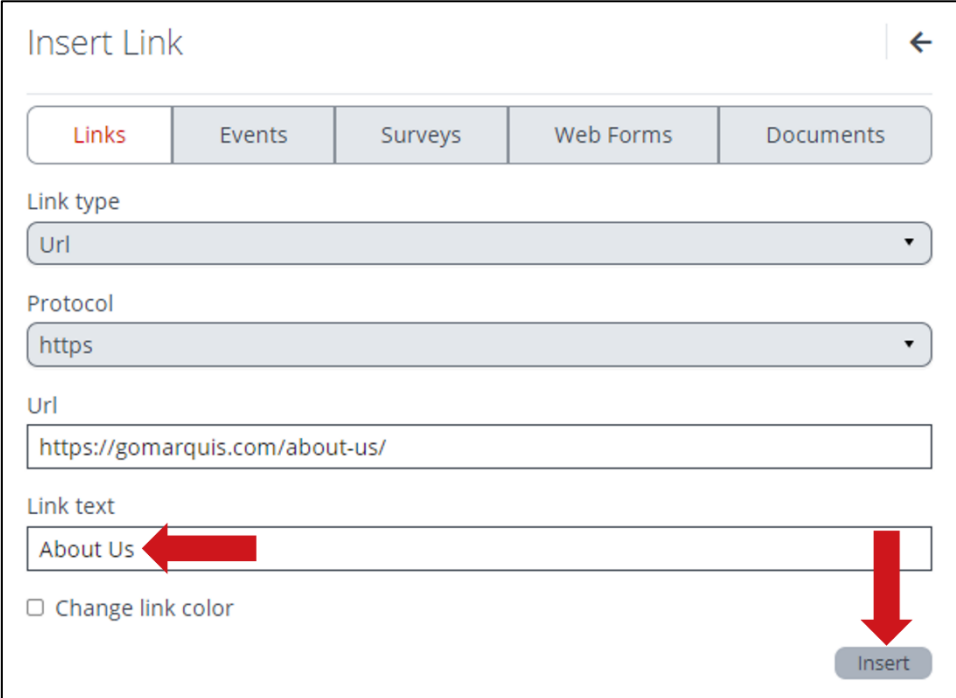
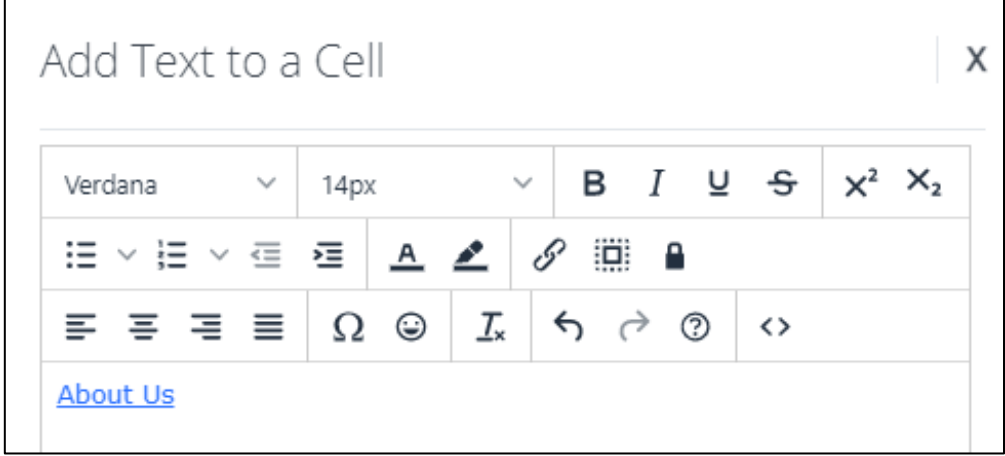


Note: Link type and protocol are automatically filled.

Step 10 Within the links tab, paste the URL into the URL field



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Step 11	Within the Link Text field, place the text that will appear in the email in place of the URL
Step 12	Click Insert
	
Step 13	Confirm that the linked text appears correctly within the cell editor
	
Step 14	Continue building the email content within the Editor window, as desired
Step 15	Click the X to close the cell editor window
Step 16	Click Save
Step 17	Continue building your email. Once it is complete, refer to procedure DMX375 Schedule Email Launch to see the steps for launching the email