



### Updating text in the email:

`<td align="left" valign="top" style="font-family:Georgia, 'Times New Roman', Times, serif; font-size:16px; color:#333333; line-height:normal;">Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam.</td>`

- To update the text in the email you should modify the text that is between the opening `<td>` and closing `</td>` tags.
- Remember that `<td>` tags can have various things in them. **DO NOT** change anything inside the `<td>` tags, only between them.

### Updating an Image:

``

- The image URL **MUST** be surrounded by double quotes.
- There cannot be spaces between the image URL and the double quotes.
- Use a browser to verify you've modified the correct image.

### Making a section of text bold:

`<td align="left" valign="top" style="font-family:Georgia, 'Times New Roman', Times, serif; font-size:16px; color:#333333; line-height:normal;"><strong>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam.</strong></td>`

- Use strong tags to wrap any text that should be bold.
- There must be an opening `<strong>` to start a bold text section.
- There must be a closing `</strong>` tag to close a bold text section.

### Adding extra space to a section of text:

`<td align="left" valign="top" style="font-family:Georgia, 'Times New Roman', Times, serif; font-size:16px; color:#333333; line-height:normal;">Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.<br /><br /> Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip exexercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. laboris nisi ut aliquip ex ea commodo.</td>`

- Use **two** line break tags in a row to create a space between text (basically starts a new paragraph).

### To make a simple bulleted list:

`<td align="left" valign="top" style="font-family:Georgia, 'Times New Roman', Times, serif; font-size:16px; color:#333333; line-height:normal;">Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. <br />&bull; Ut enim ad minim veniam <br /> &bull; quis nostrud exercitation ullamco laboris<br /> &bull; nisi ut aliquip exexercitation<br /> ullamco laboris nisi ut aliquip ex ea commodo consequat. laboris nisi ut aliquip ex ea commodo.</td>`

- Start the bulleted list with a `<br />` tag.
- Bullets can be created with `&bull;`
- Use a single `<br />` tag before the first list item then after each list item to start a new line.

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