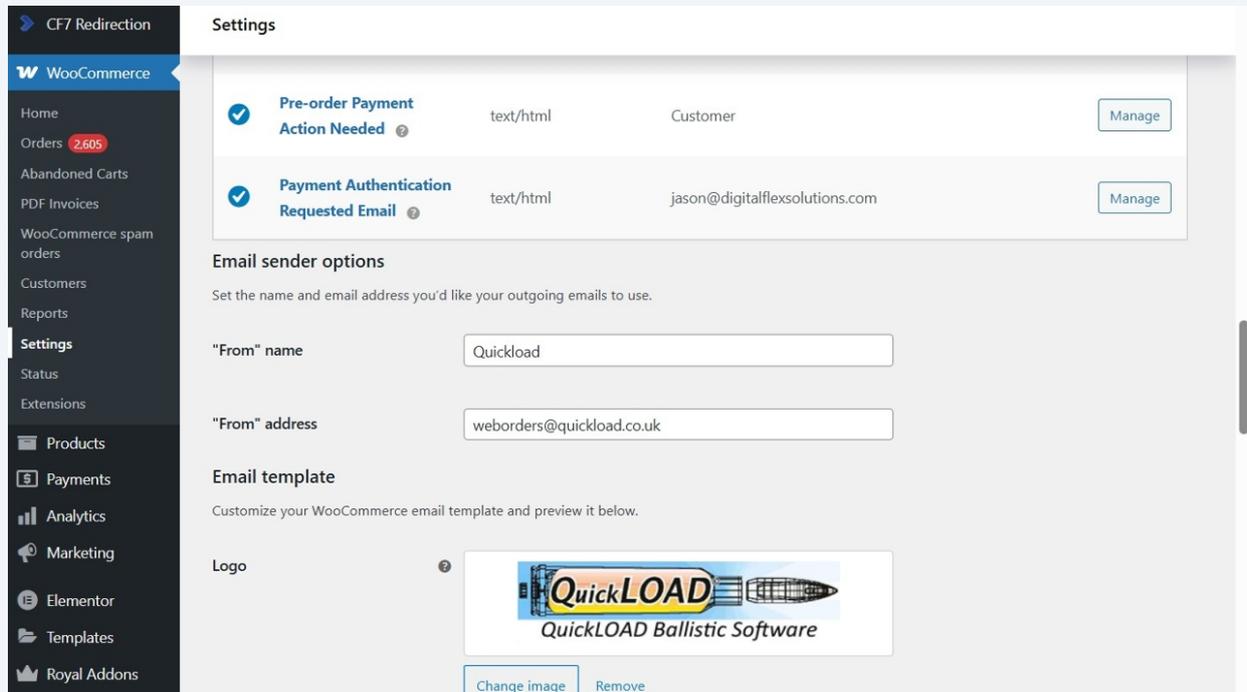


# Email Templates Settings in WooCommerce Scribe<sup>®</sup>

1

Navigate to

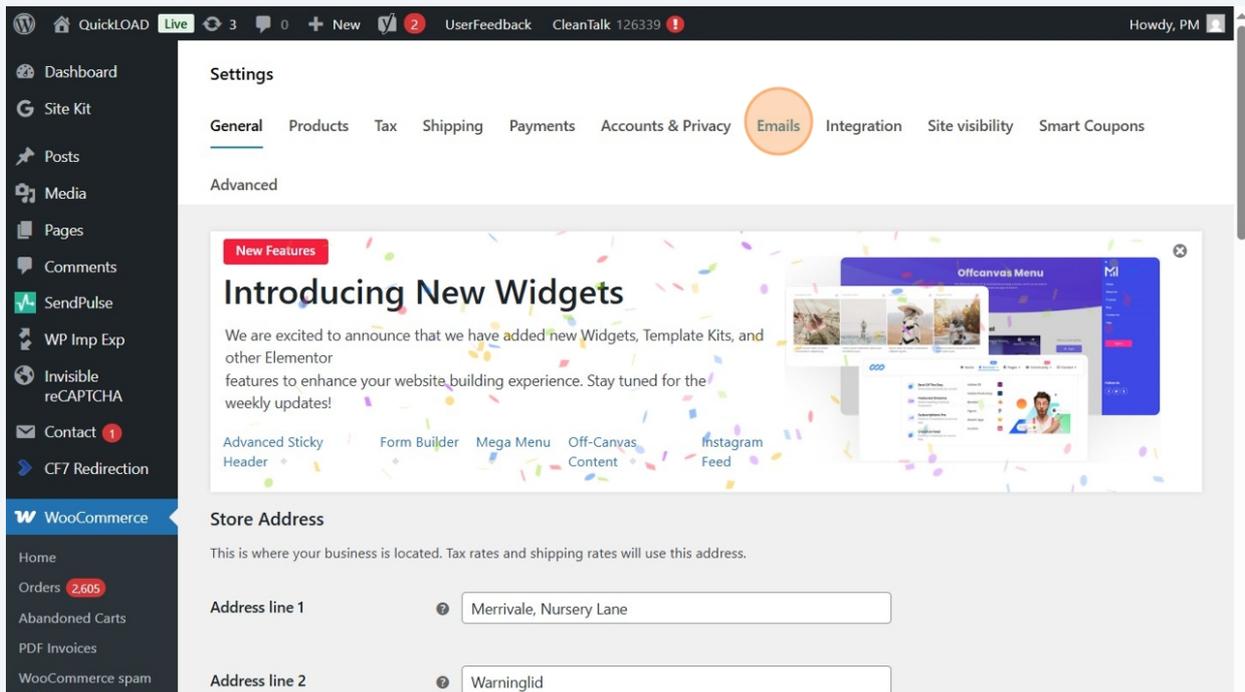
<https://quickload.co.uk/wp-admin/admin.php?page=wc-settings&tab=email>



The screenshot shows the WooCommerce 'Settings' page, specifically the 'Email' tab. On the left is a dark sidebar with navigation options: CF7 Redirection, WooCommerce (with a 'W' icon), Home, Orders (2,605), Abandoned Carts, PDF Invoices, WooCommerce spam orders, Customers, Reports, Settings (highlighted), Status, Extensions, Products, Payments, Analytics, Marketing, Elementor, Templates, and Royal Addons. The main content area is titled 'Settings' and contains the following sections:

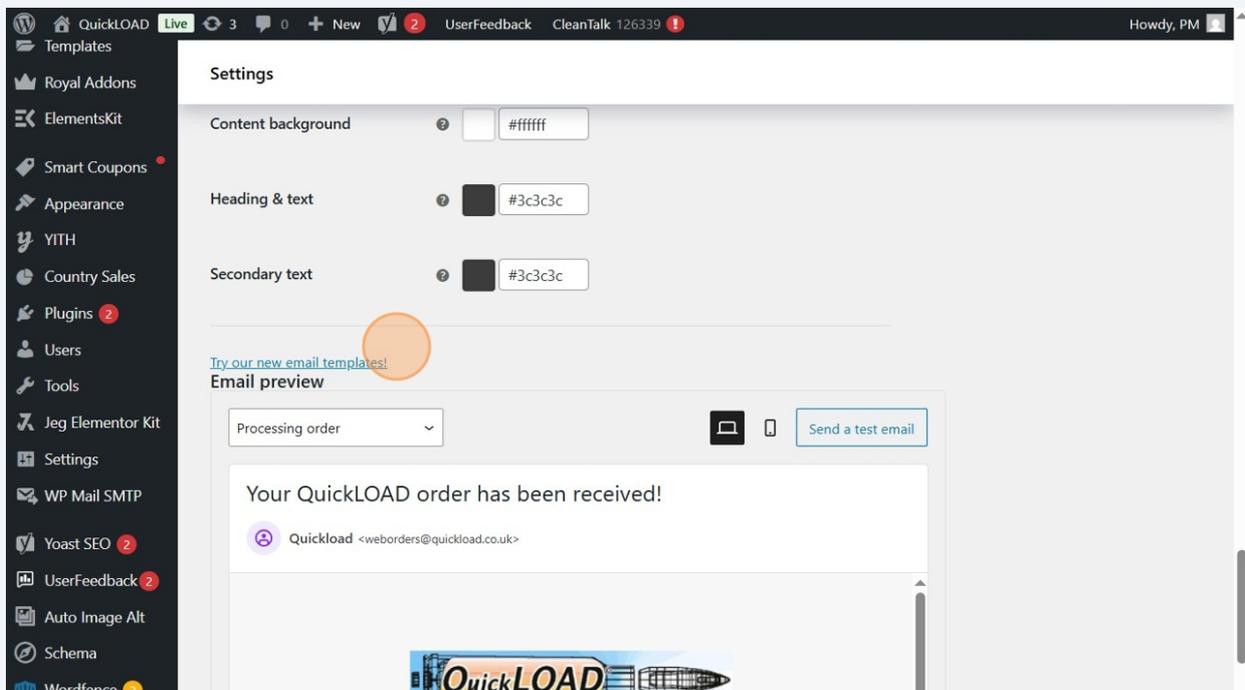
- Pre-order Payment Action Needed**: A table row with a blue checkmark, the text 'text/html', 'Customer', and a 'Manage' button.
- Payment Authentication Requested Email**: A table row with a blue checkmark, the text 'text/html', 'jason@digitalflexsolutions.com', and a 'Manage' button.
- Email sender options**: A section with the instruction 'Set the name and email address you'd like your outgoing emails to use.' It includes two text input fields: '"From" name' with the value 'Quickload' and '"From" address' with the value 'weborders@quickload.co.uk'.
- Email template**: A section with the instruction 'Customize your WooCommerce email template and preview it below.' It features a 'Logo' field containing a preview of the 'QuickLOAD Ballistic Software' logo, which includes a stylized bullet and the text 'QuickLOAD Ballistic Software'. Below the logo are two buttons: 'Change image' and 'Remove'.

## 2 Click "Emails"



The screenshot shows the WordPress Settings page. The 'Emails' tab is highlighted with an orange circle. The page includes a sidebar with navigation options like Dashboard, Site Kit, Posts, Media, Pages, Comments, SendPulse, WP Imp Exp, Invisible reCAPTCHA, Contact, and CF7 Redirection. The main content area shows the 'Settings' page with tabs for General, Products, Tax, Shipping, Payments, Accounts & Privacy, Emails, Integration, Site visibility, and Smart Coupons. Below the tabs, there is a 'New Features' banner for 'Introducing New Widgets' and a 'Store Address' section with input fields for 'Address line 1' (Merrivale, Nursery Lane) and 'Address line 2' (Warninglid).

## 3 Please note that WooCommerce has introduced a new feature for updating email templates. We recommend not enabling this feature, as it may override our custom designs and styling.



The screenshot shows the WordPress Settings page for email templates. The 'Emails' tab is highlighted with an orange circle. The page includes a sidebar with navigation options like Templates, Royal Addons, ElementsKit, Smart Coupons, Appearance, YITH, Country Sales, Plugins, Users, Tools, Jeg Elementor Kit, Settings, WP Mail SMTP, Yoast SEO, UserFeedback, Auto Image Alt, and Wordfence. The main content area shows the 'Settings' page with options for 'Content background' (#ffffff), 'Heading & text' (#3c3c3c), and 'Secondary text' (#3c3c3c). Below these options, there is a link to 'Try our new email templates!' and an 'Email preview' section. The preview shows a 'Processing order' dropdown, a 'Send a test email' button, and a message: 'Your QuickLOAD order has been received!' from 'Quickload <weborders@quickload.co.uk>'. The QuickLOAD logo is visible at the bottom of the preview.