# Customising Templates

Re-Engage · https://seamlss.com.au/help/customising-templates/

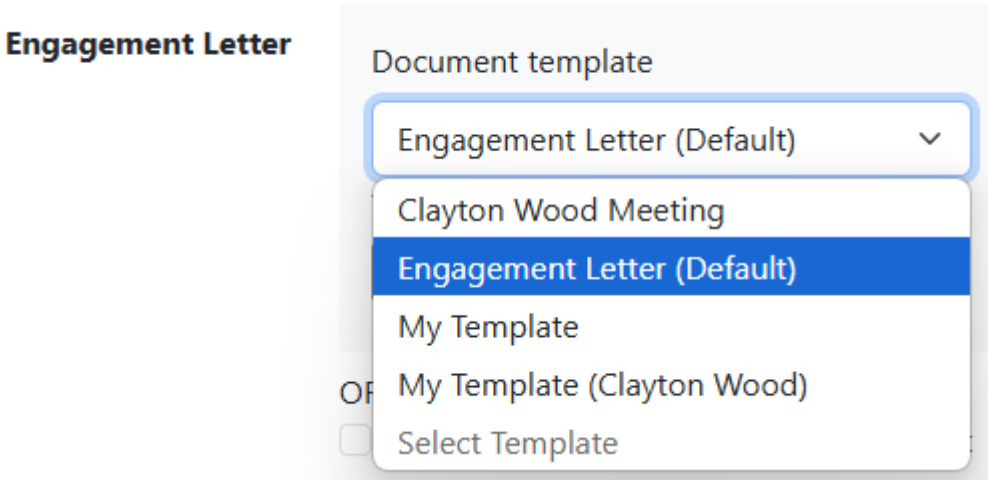
Document templates can now be customised for the individual client when sending engagement letters and fetch requests.

## Engagement Letters

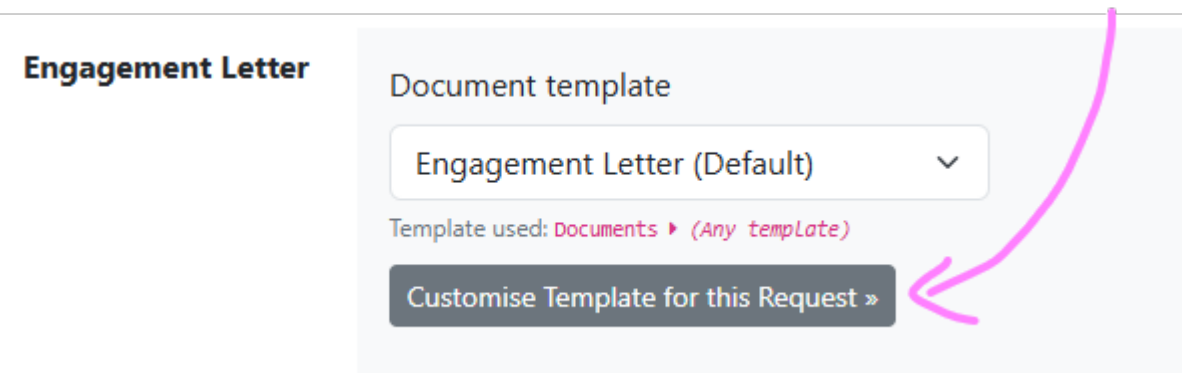
Once you have Created a New Request, you can add Engagement Letters to the Request.

Fill out the details to add a client as normal.

When you arrive at the **Engagement Letter** section, choose the document template from the drop-down menu.

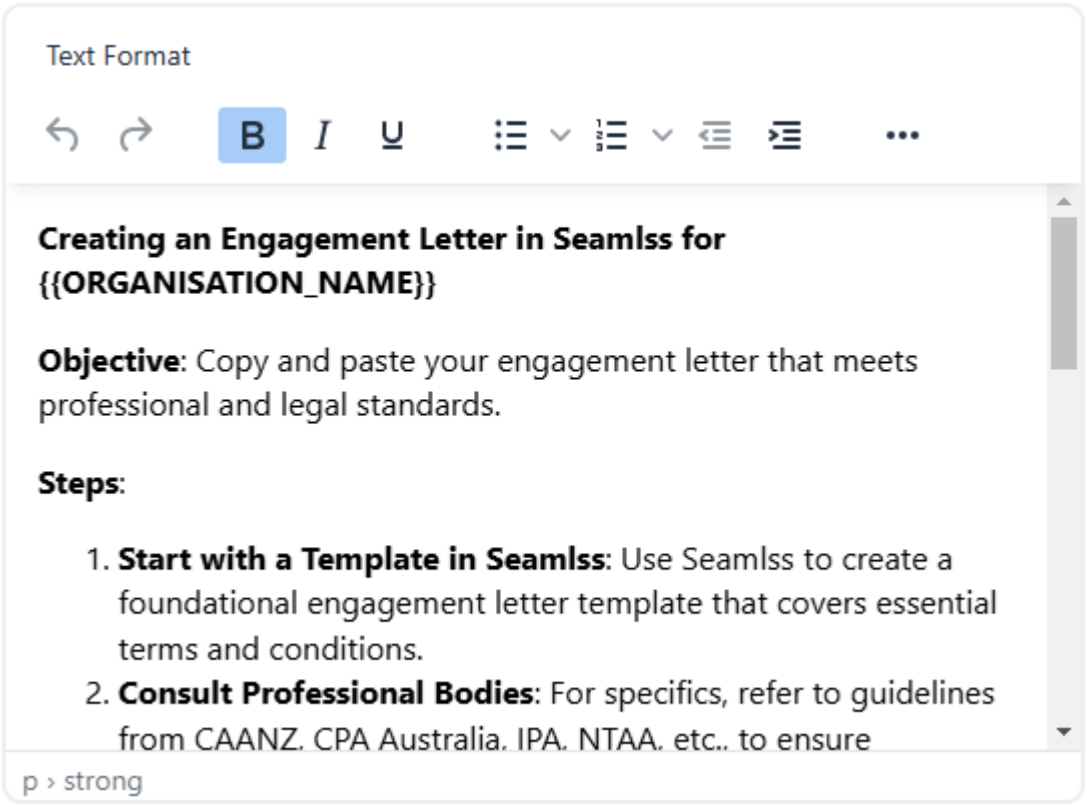



Then select the grey **Customise Template for this Request** button.

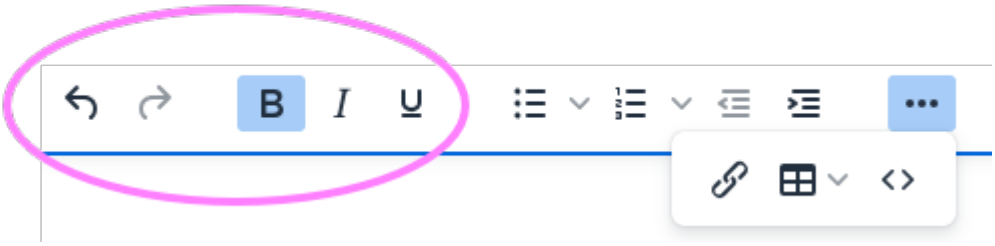



Here, you can personalise the template using the editing window.

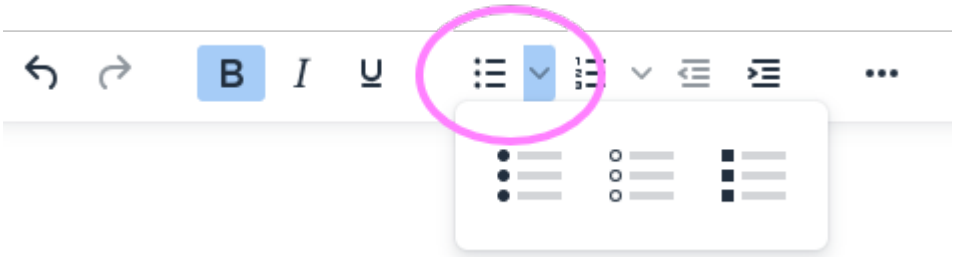
**Template content:**

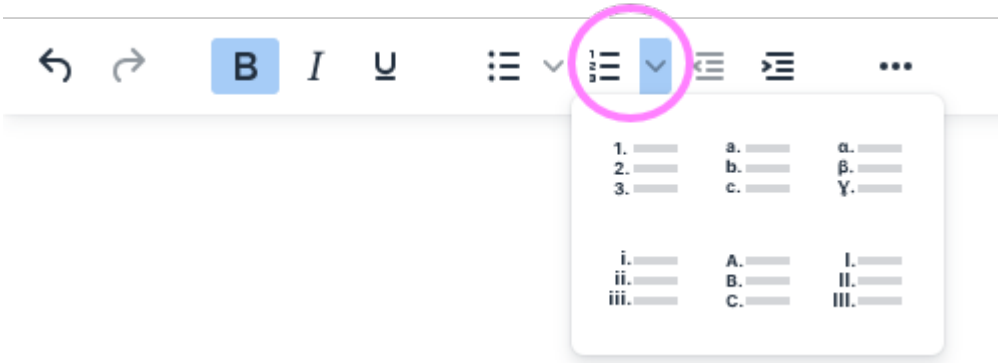



The editing window has a toolbar at the top for Undo, Redo, **Bold**, *Italic*, and Underline.

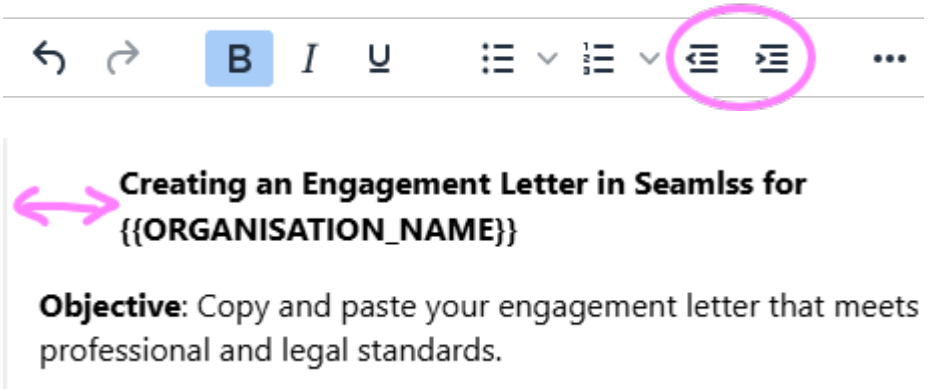


There are three options for bullet point styles and six options for numbered list styles.

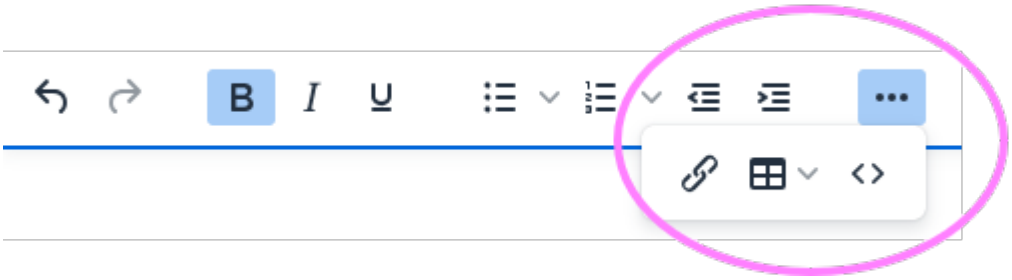




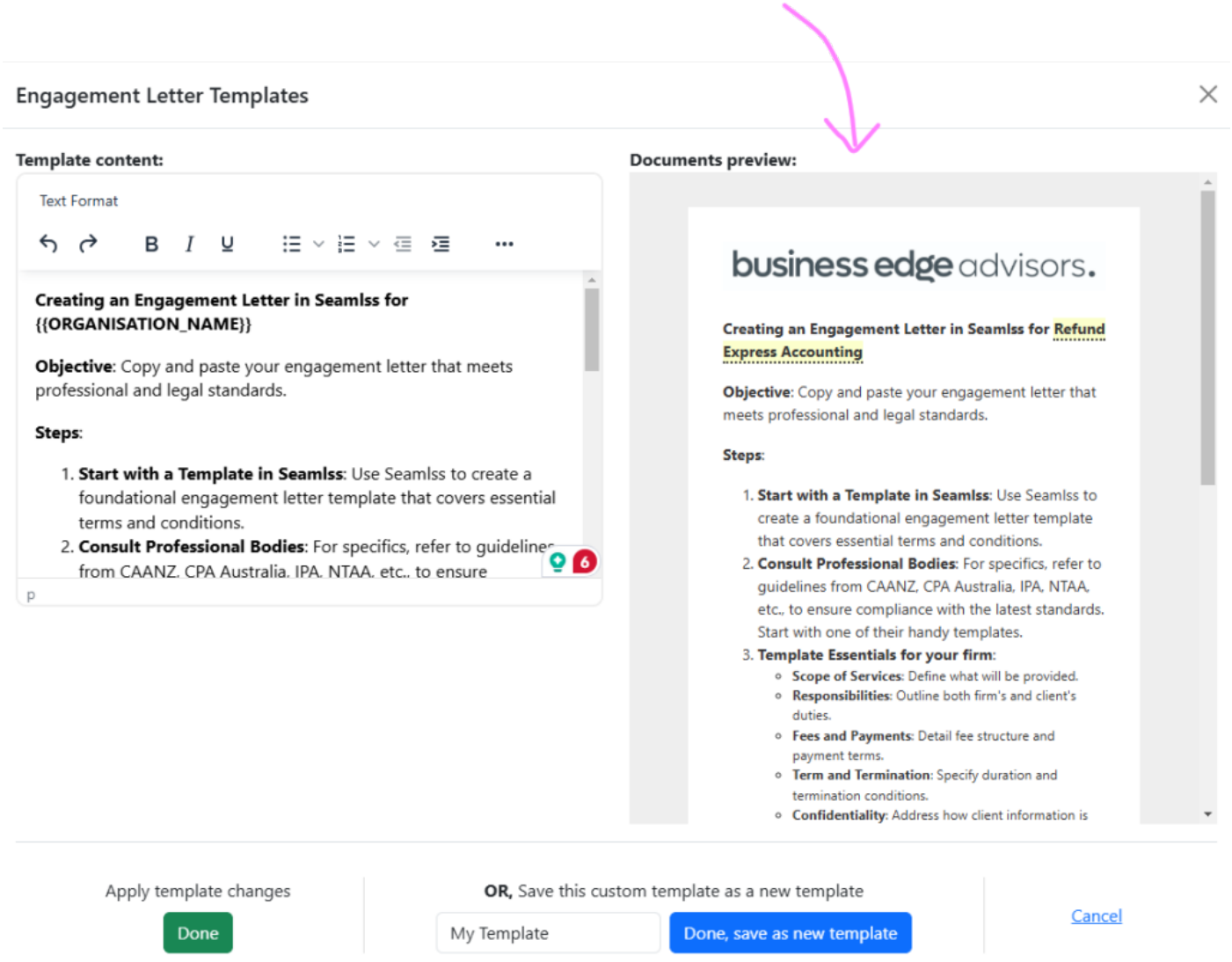
You have the option to increase or decrease the indent.



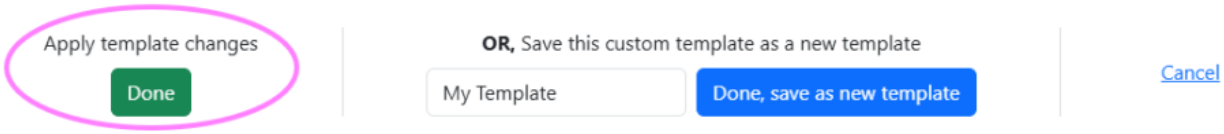

The three dots at the end of the toolbar will show additional options for adding a link or table, or viewing the source code.



As you edit, you will be able to see a preview of how the email will appear.




When you are finished, click the green **Done** button. This will apply the changes for this client only, and will not affect the template.




If you want to use this version of the template again letter, you can save a new template by giving it a name in the **My Template** text area, then clicking the blue **Done, save as new template** button. This will create a copy and the original template will remain unchanged.

