

How do I edit a Template in the PoliteMail Builder?

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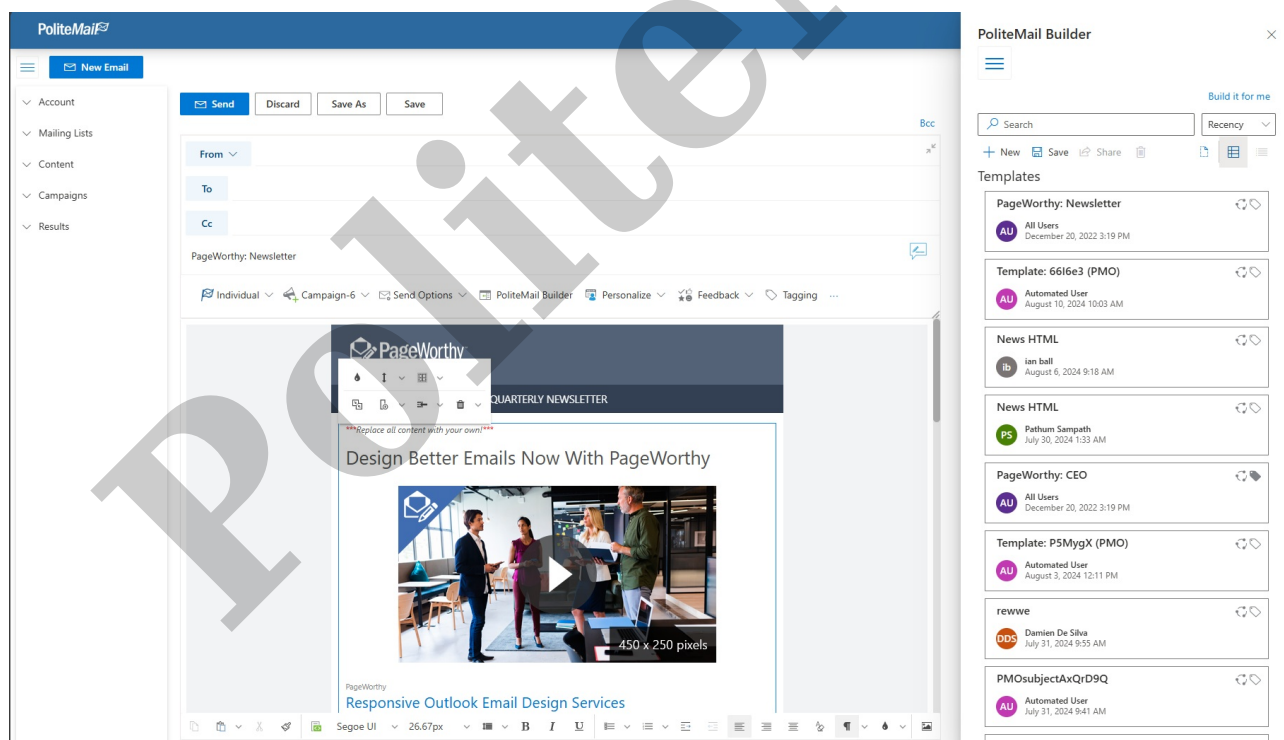
Applies To: PoliteMail Desktop PoliteMail Online PoliteMail O365

Version: 4.9 5.0 5.05+

Once you have selected a pre-made Template from the list in the new PoliteMail Builder, it will appear in your main composition window.

From there, you can click anywhere in the Template and a floating toolbar will appear.

- To replace any text, just select the text and type over it as you typically would.
- Use the toolbar at the bottom (or the top, you can move it as you see fit) to change the formatting, add images, etc.
- Use the floating toolbar that appears to add or delete rows, or change the overall style of the entire table.



The screenshot displays the PoliteMail Builder interface. The main composition window shows a template titled "PageWorthy: Newsletter" with a floating toolbar and a content area containing a video player and text. The right-hand pane, titled "PoliteMail Builder", lists various templates including "PageWorthy: Newsletter", "Template: 6616e3 (PMO)", "News HTML", "PageWorthy: CEO", "Template: P5MygX (PMO)", "rewwe", and "PMOsubjectAxQrD9Q".