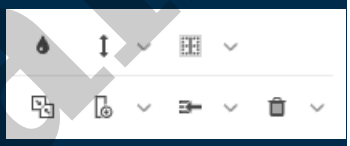
What does each button do in the floating toolbar?

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Applies To: ■ New PoliteMail ☐ Legacy PoliteMail

Version: ☐ 4.94 ☐ 4.97 ■ **5.x**

When modifying a Template in PoliteMail Online, clicking on a cell in the Template opens a floating toolbar that contains a number of buttons:



Opens a small window with three tabs to set the color for the background, text, and border of the cell.

Sets the vertical alignment. The content in the cell can be aligned to the top, middle, or bottom. Setting to 'normal' uses the template default.

Splits the selected cell into two, either vertically (into two rows) or horizontally (into two columns).

Merges two selected cells into one. Note that only the contents of the first selected cell will be retained.

Adds a column either before (to the left) or after (to the right) of the selected one.

Adds a row either above or below the selected row.

Deletes either the row, column, the entire table, or erases the contents of the cell.

Note that these buttons apply changes to the cell, not the Template or Template Section. To delete a Template Section, you need to use the tools in the PoliteMail Builder.

When an Image is Selected

When an Image is selected in your message, a different floating toolbar appears. This will appear whether or not the image is part of a Template.



1. This button allows you to add an overlay of a 'Play' button. Adding a link to a video allows the user to

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click on it to add video to your message.

2. Deletes the image.
3. Opens an editing window. In this window you can resize the image, add a title or alternative text for accessibility, or make the image a link.
4. If in a cell of a Template, this button adjusts the vertical alignment of the image.
5. Adjusts the horizontal alignment of the image (right, centered, left, or the default).

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