

Using Paragraphs

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Applies To: ■ PoliteMail Desktop ■ PoliteMail Online ■ PMUA ■ PoliteMail M365

Version: ■ 4.9 ■ 5.0 ■ 5.1+

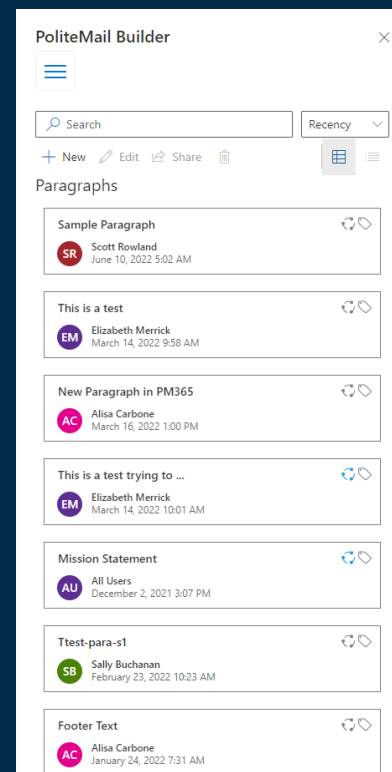
Paragraphs

Paragraphs are re-usable components or parts of an email message. In PoliteMail, Paragraphs can include text, links, and even images. By saving a Paragraph, you can easily pull them into new messages without having to retype the content.

Saving a Paragraph

Desktop Version Only: If you have already typed the Paragraph in your email body, you can select the paragraph text, then **right click** and choose **Save as Paragraph**.

1. Open the PoliteMail Builder, click the ☰ button, and select **Paragraph**.
2. Click the + New button. A window will appear for you to enter your Paragraph, then click **Save**.
3. The Paragraph will be saved and appear in the Paragraphs drop down menu. The name will appear as the first few words in the saved paragraph.
 - You can rename or delete the saved Paragraph from the Content menu, within the PoliteMail main tab:
 1. From the Content drop down menu choose **Paragraphs**
 2. **Select** the Paragraph by clicking on it. This will open the **Edit** window (for v4.9, click **Edit** on the right)
 3. **Rename** the Paragraph as you would like it to appear in the message Paragraph drop down.
 4. Click **Save (Update in v4.9)** to save the new name for the Paragraph



Inserting a Paragraph

To insert your new paragraph, place your cursor where you want the paragraph to go, and use either the PoliteMail Builder or the Paragraphs button.

Editing a Paragraph

Desktop / O365: If you need to change the text of the paragraph you will need to load the Paragraph into a new message, edit the text, and then either save it as a new file, or overwrite the old file.

PoliteMail Online: With PoliteMail Online, you can click the 'Edit' button when viewing your available Paragraphs in the PoliteMail Builder to edit the content the way you like. When finished, just click **Save**.

Save Paragraph

Name *

Sample Paragraph

Description

Sample lorem ipsum paragraph

B I [List Icon] [List Icon] [Link Icon] **A** [Color Icon] [Text Color Icon]

[Background Color Icon] [Text Color Icon] [Text Color Icon] [Text Color Icon] [Text Color Icon] [Text Color Icon] [Text Color Icon] [Text Color Icon] [Text Color Icon] [Text Color Icon]

CHARS: 302

Save **Cancel**