Paragraphs

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

Version: ■ 4.9 ■ 5.0 ■ 5.1+
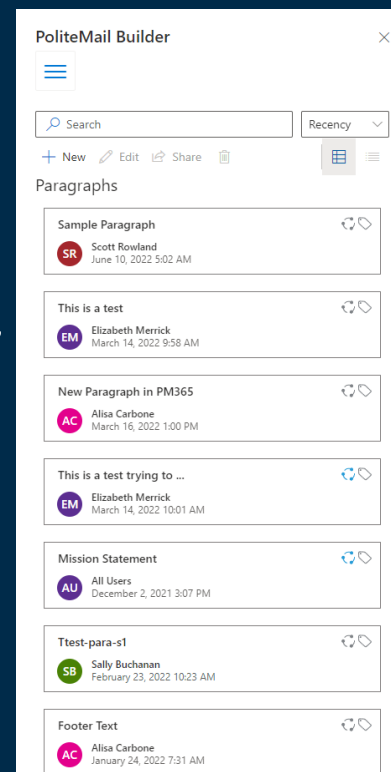
Paragraphs

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 Ξ 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**.