

How do I create a Template in Beefree for PoliteMail?

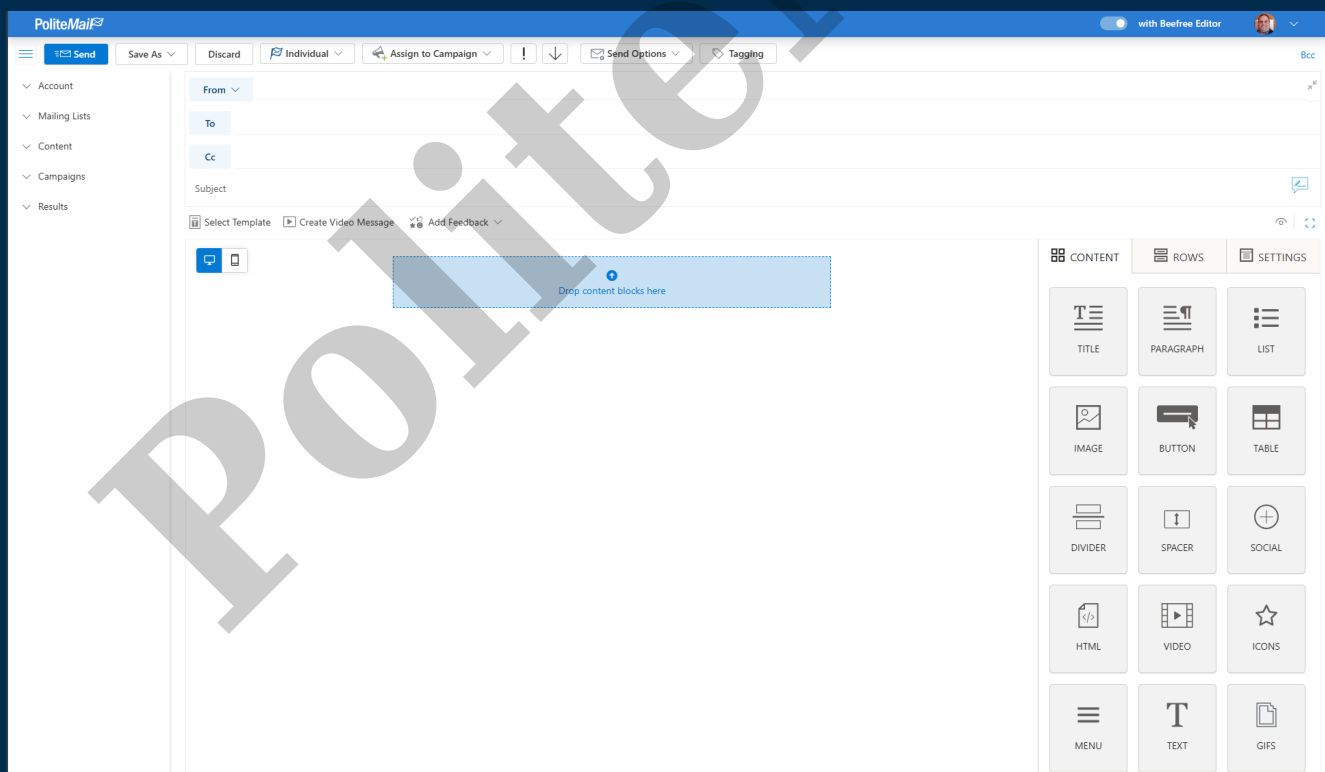
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Applies To: PoliteMail Desktop PoliteMail Online PMUA PoliteMail M365

Version: 5.0 5.1 5.2 5.3+

Creating a Template in Beefree works much the same way as with the PoliteMail Builder. Message Templates are basically a table, consisting of Rows with each Row broken into Blocks.

Beefree will automatically add the first Row:



All you need to do is drag any Content Block from the Beefree panel on the right over to the Block you want!

- **You can split any Row into segments**, as well as adjust the width of any segment, by clicking on the Row. Scroll down in the Rows tab to the 'Columns Structure' section to add, remove, or adjust the width of any segment.
- **You can add multiple content blocks to the same row**, even if they are arranged vertically; in other words, you can have more than one row of content in a Row, or you can add more Rows, your choice.

Adding more Rows gives you more flexibility as you can adjust the properties for each Row independently, but depending on your use case you may want it all to be in the same Row for consistency.

- For Content blocks with any text, note that the field for the **font size is in pixels, not points**. Since monitors are typically 90-100 pixels per inch, specifying as size of 18 will be only .18" high instead of .25" if this were in points (there are 72 points per inch). Keep this in mind if your font looks oddly small.

There is a LOT to Beefree and more is regularly added! We recommend our self-paced training in PoliteMail Academy for more in-depth information, as well as our Instructor-Led Beefree training which is offered on the 3rd Monday of every month (barring U.S. holidays).

Saving your Template

Once your masterpiece is complete, you can click the Save As button to save the Message as a Draft or as a Template. These can be accessed either within Beefree or from the Content list. In addition, Auto-Save is turned on by default, and will save your Message as a Draft every 5 minutes.

PoliteMail