Rich Text Editor

Rich Text Editor is now available anywhere users draft an email message. This enhancement is designed to provide you with greater flexibility and creativity in composing your email messages. Here are the key features of the new Rich Text Editor:

Rich Text Editor Placement

Rich Text Editor (RTE) will be available anywhere that a user is able to compose email messages such as:

- Send a message dialog
- Setting up campaign or event messages
- Nudges
- Alert configurations

Send A Message   ✕

◉ Email   ○ Text

To: Lara Croft

⌄ Apply a Template ⓘ

Subject:

Message:

| Paragraph ⌄ | 🅰 ⌄ | A̲ ⌄ | A̿ ⌄ | A↕ ⌄ | **B** | *I* | 🔗 | ≔ ⌄ | ≟ ⌄ | ⋮ |

Add Attachment:
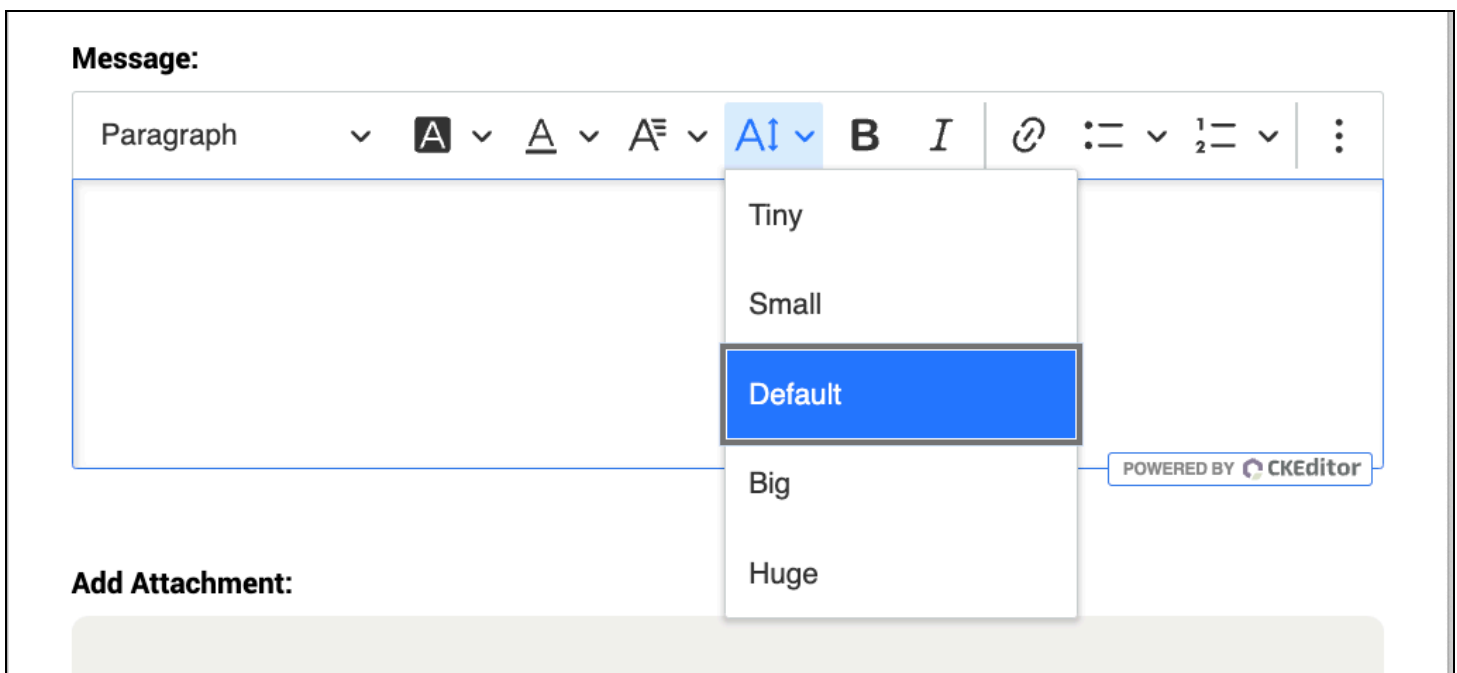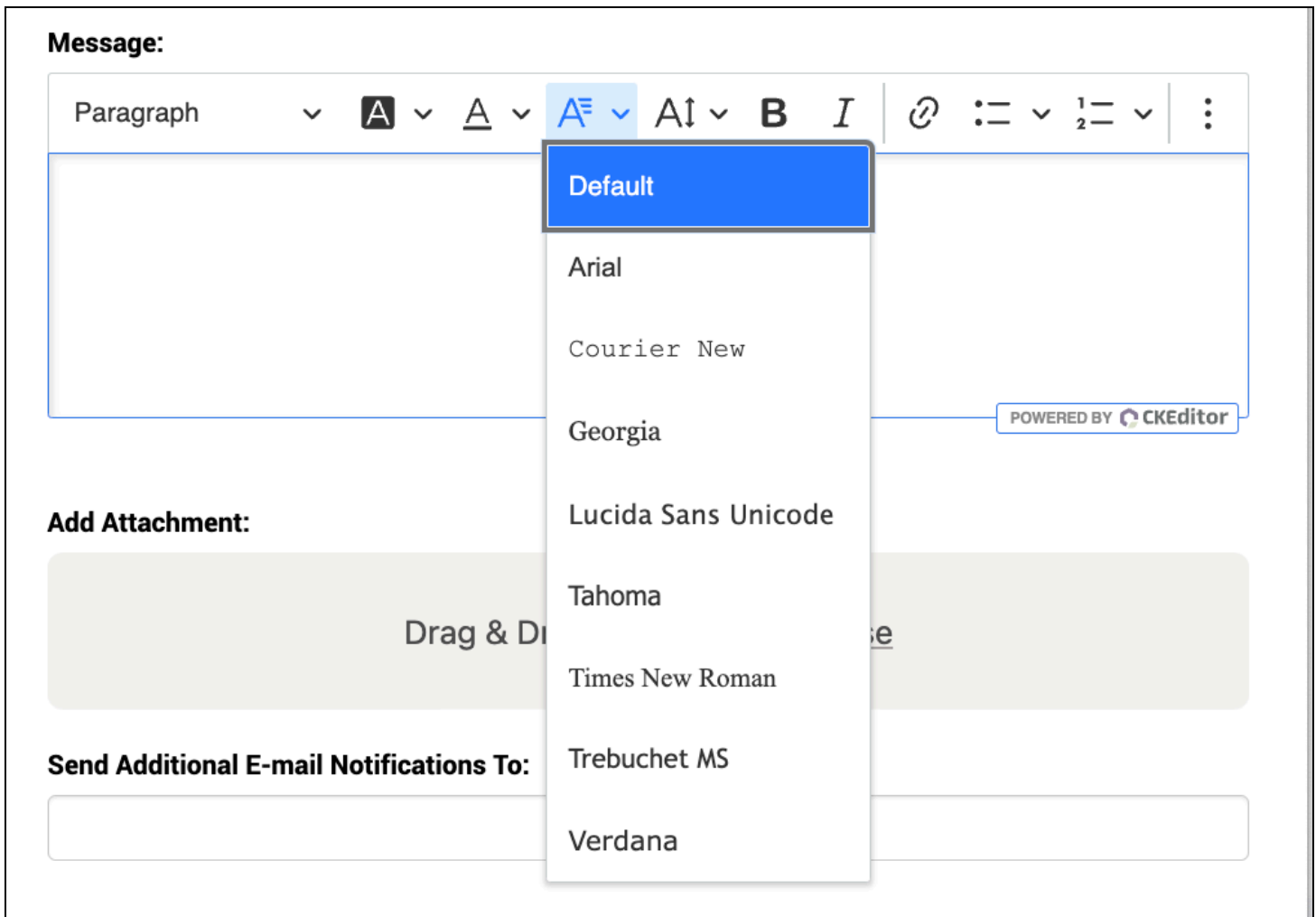
Drag & Drop your files or Browse

Send Additional E-mail Notifications To:

[Send Message]   Cancel

Rich Text Editor Features

1. Text Formatting:

- **Bold, Italic, and Underline:** Highlight important text with ease.
- **Font Size and Style:** Choose from a variety of fonts and sizes to personalize your message.

Message:

Paragraph ⌄ A ⌄ A ⌄ A≡ ⌄ A↕ ⌄ B I | 𝒫 ≔ ⌄ ⅟≟ ⌄ ⋮

| Default |
| Arial |
| Courier New |
| Georgia |
| Lucida Sans Unicode |
| Tahoma |
| Times New Roman |
| Trebuchet MS |
| Verdana |

POWERED BY CKEditor

Add Attachment:

Drag & Dr____se

Send Additional E-mail Notifications To:

Message:

Paragraph ⌄ A ⌄ A ⌄ A≡ ⌄ A↕ ⌄ B I | 𝒫 ≔ ⌄ ⅟≟ ⌄ ⋮

| Tiny |
| Small |
| Default |
| Big |
| Huge |

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Add Attachment:

- **Text Color and Background Color:** Add color to your text or highlight specific sections with background colors.
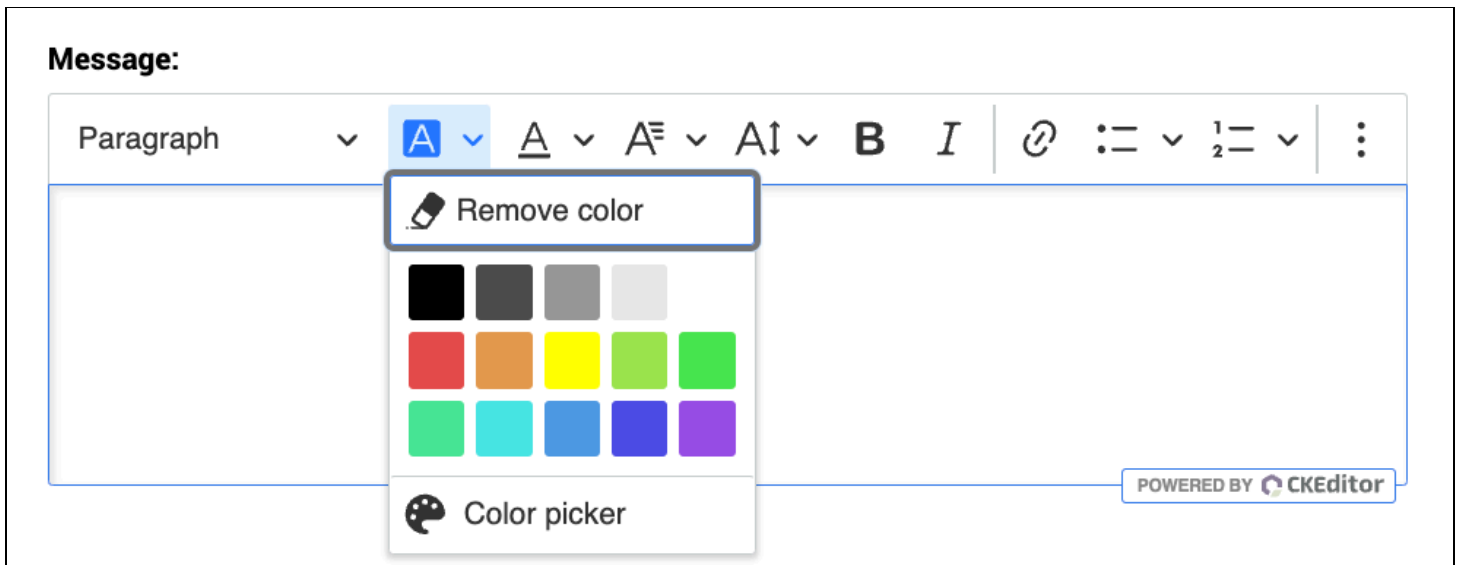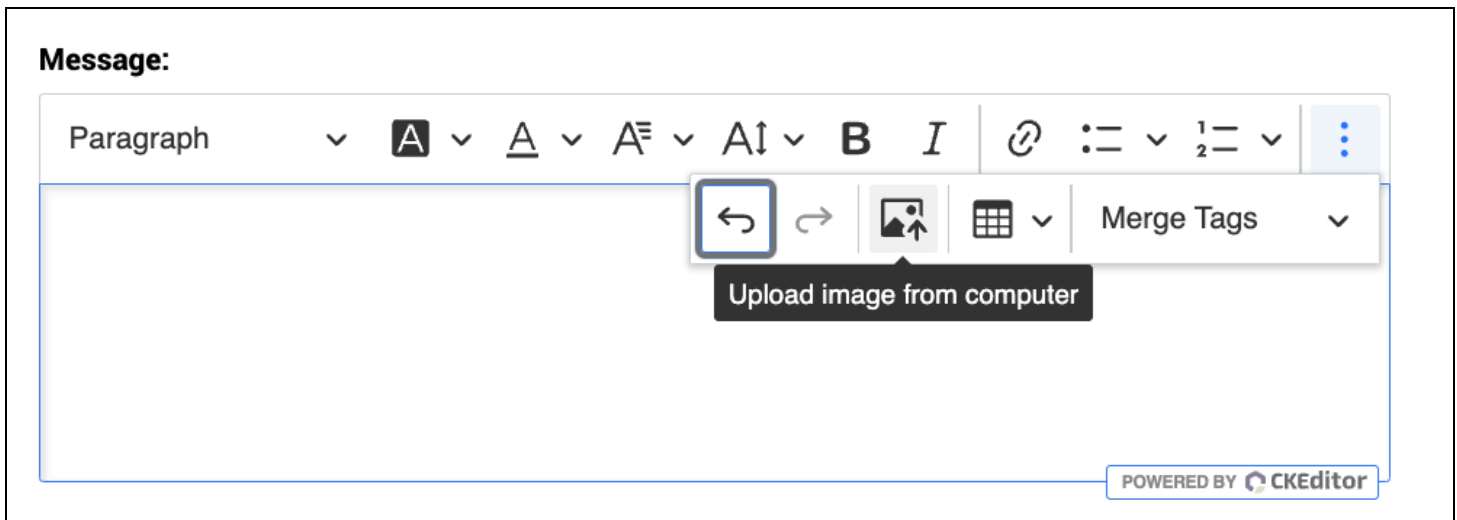
2. Paragraph Formatting:

- **Alignments:** Left, center, right, and justified text alignment options.
- **Indentation:** Increase or decrease paragraph indentation.
- **Bullet Points and Numbered Lists:** Organize your content with bulleted or numbered lists.
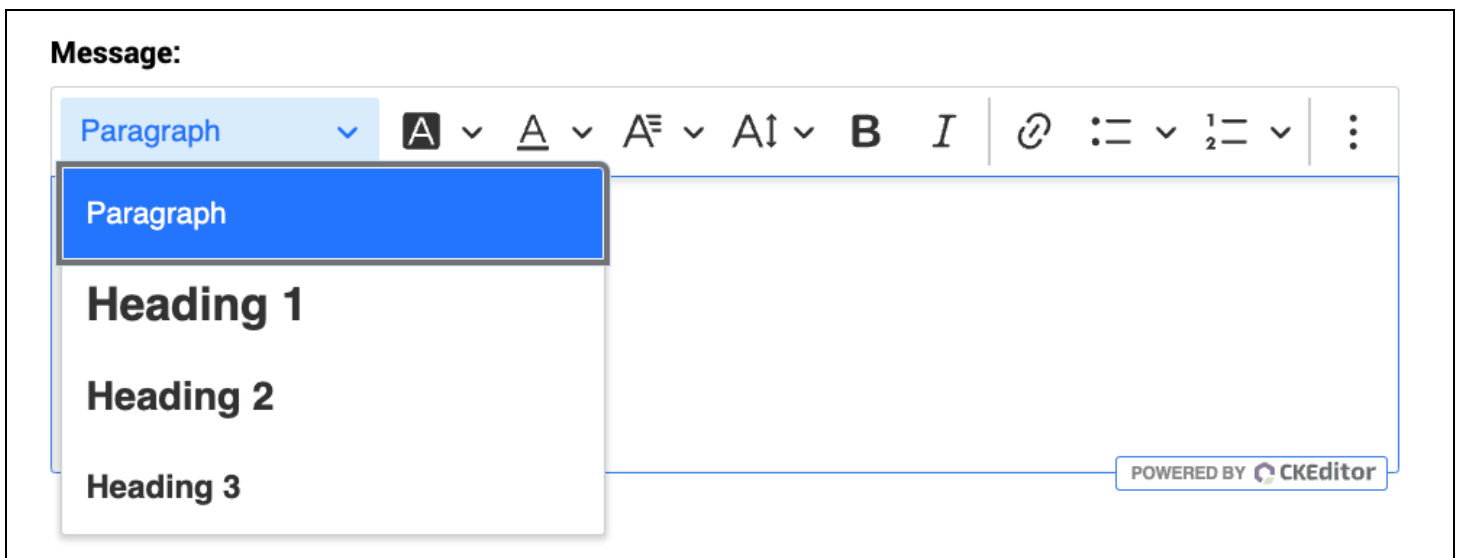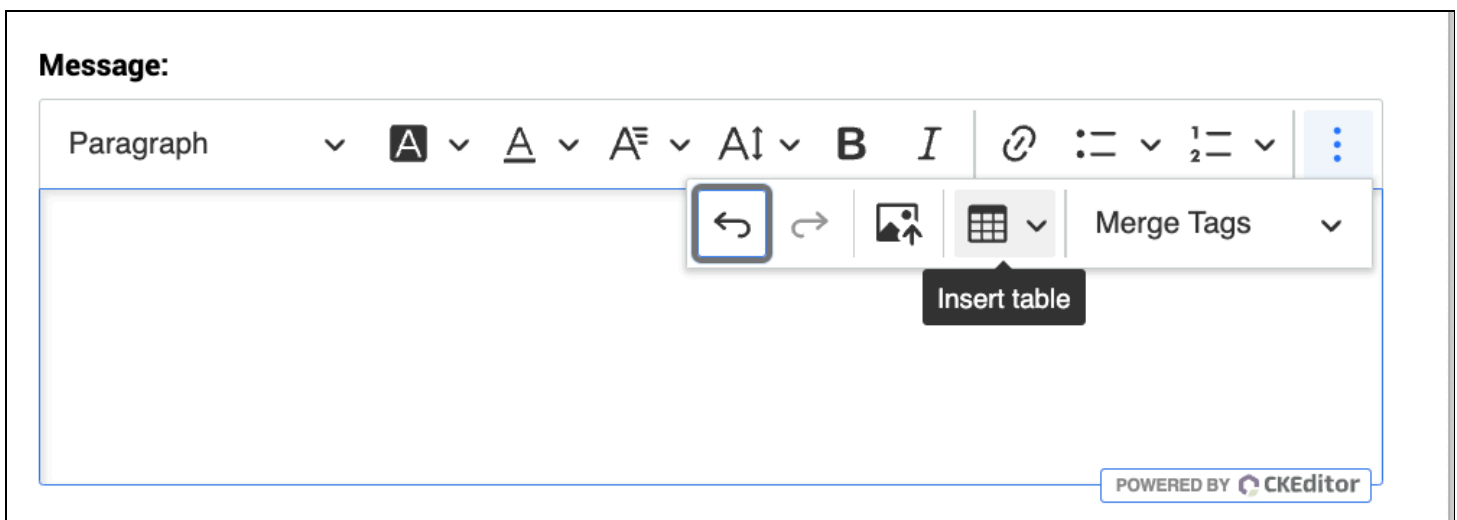

3. Insert Media:

- **Images:** Upload images directly from your device or insert from a URL.

Message:

- **Links:** Easily add hyperlinks to your text.

4. Tables:

- Create and customize tables to organize your data within the email.

Message:

5. Undo/Redo:

- Conveniently undo or redo recent changes to your email draft.

How to Use the Rich Text Editor

1. **Accessing the Editor:**

- The Rich Text Editor is automatically available in any email drafting section within the platform. Simply start composing a new email, and the editor toolbar will appear at the top of your draft.

2. **Using Text Formatting Options:**

- Highlight the text you wish to format and select the desired formatting option from the toolbar.

3. **Inserting Media:**

- To insert an image, click the image icon on the toolbar, then choose to upload from your device or enter an image URL.
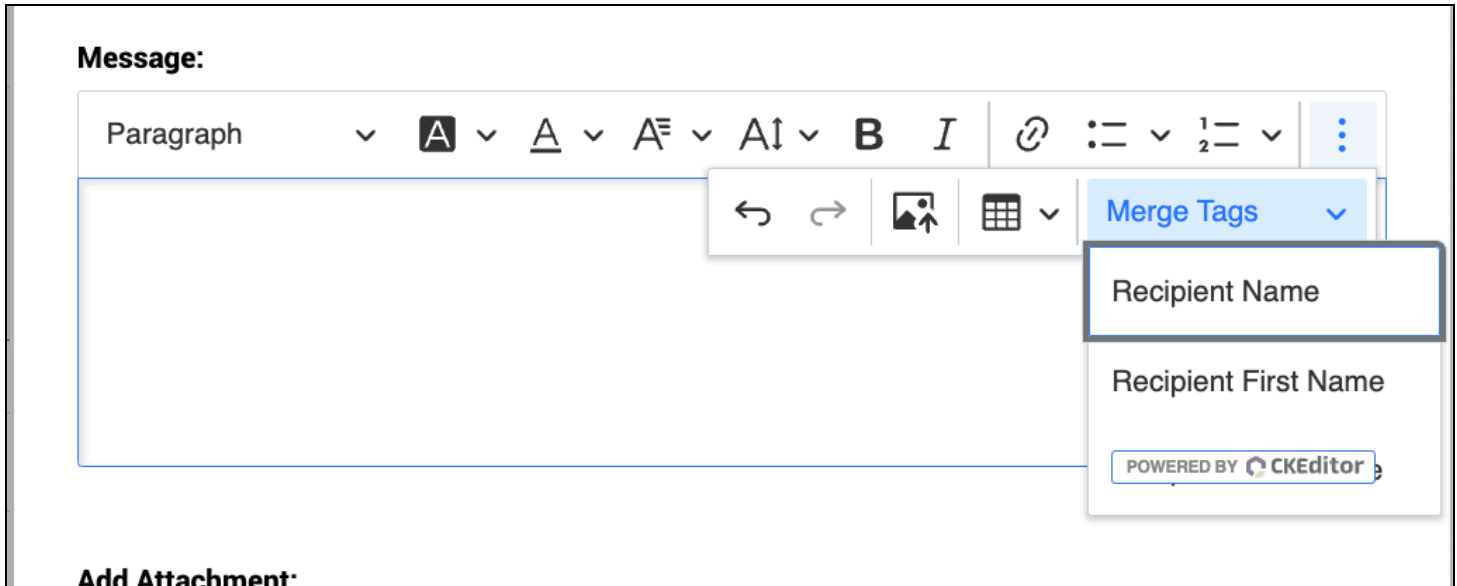
4. **Adding Links:**

- Highlight the text you want to hyperlink, click the link icon, and enter the URL in the provided field.

5. **Creating Tables:**

- Click the table icon and select the number of rows and columns needed for your table.

6. **Merging Tags:** Merge tags can now be inserted via the Rich Text Editor menu.

We hope this new feature enhances your email drafting experience by providing you with more tools to create visually appealing and well-organized emails.