

JangoMail Tutorial

Mastering the JangoMail TinyMCE HTML Editor

With JangoMail, you have the option to use our built-in WYSIWYG HTML Editors to compose and send your message.

Note: Please disable any pop up blocker software you are running. Some of the Features within JangoMail will pop up guidance or confirmations to you in separate windows.

If you are using an HTML Editor (EditLive, TinyMCE or Simple), you may be prompted for brief installations the first time you access the Send Email page on a new machine. Please accept / authorize these installations if you are prompted.

You use these Editors much as you would other email or word processing tools. You type your text in, and use the tools to format text you select. You also have tools to add the other key elements of an HTML email message: links and images.

There are three editors that you can select: Simple, EditLive, and TinyMCE.

The Simple Editor:

- Loads quickly
- Requires HTML coding


The EditLive Editor:

- Works with any web browser that can run Java applets, PC or Mac
- Has the option to switch between HTML coding and design
- Supports cascading style sheets (CSS)
- Has one-click access to content insertion
- Has a real-time spell check
- Allows you to use the whole window space to compose your email
- Includes Word HTML cleaning options
- Has selectable Smart Templates
- Has many more useful features

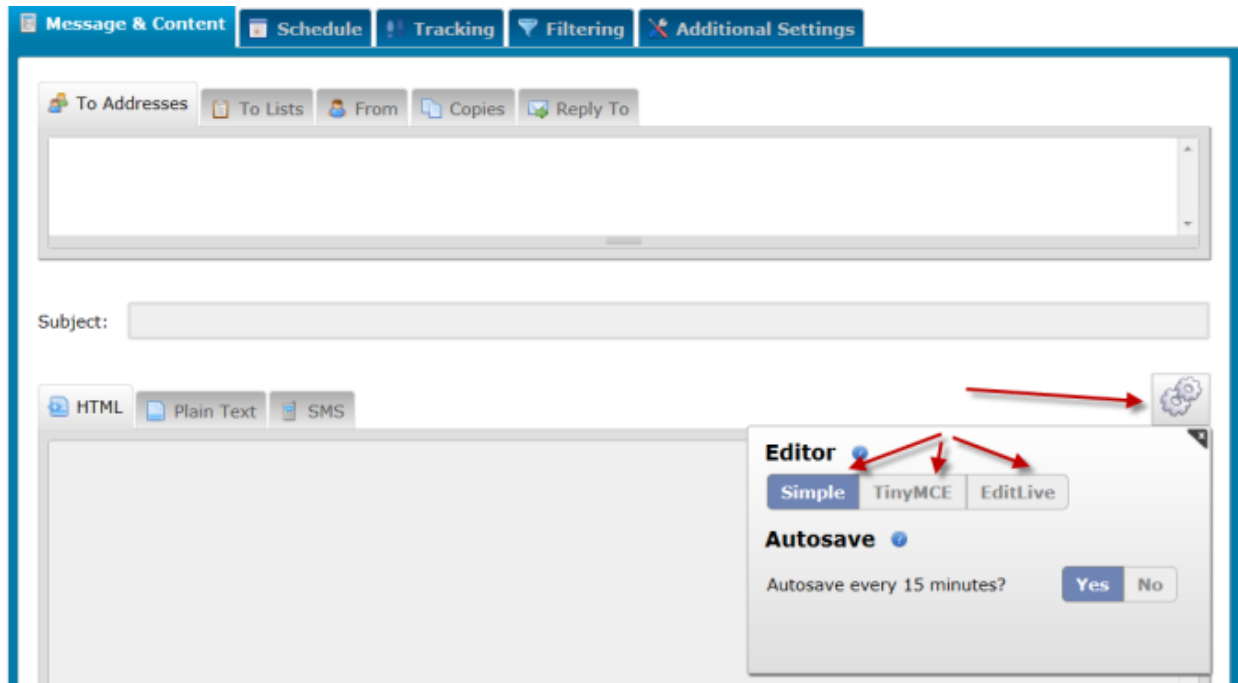
The TinyMCE Editor:

- Works much like the EditLive Editor
- Loads fast
- Is introduced and explained on [our blog](#)

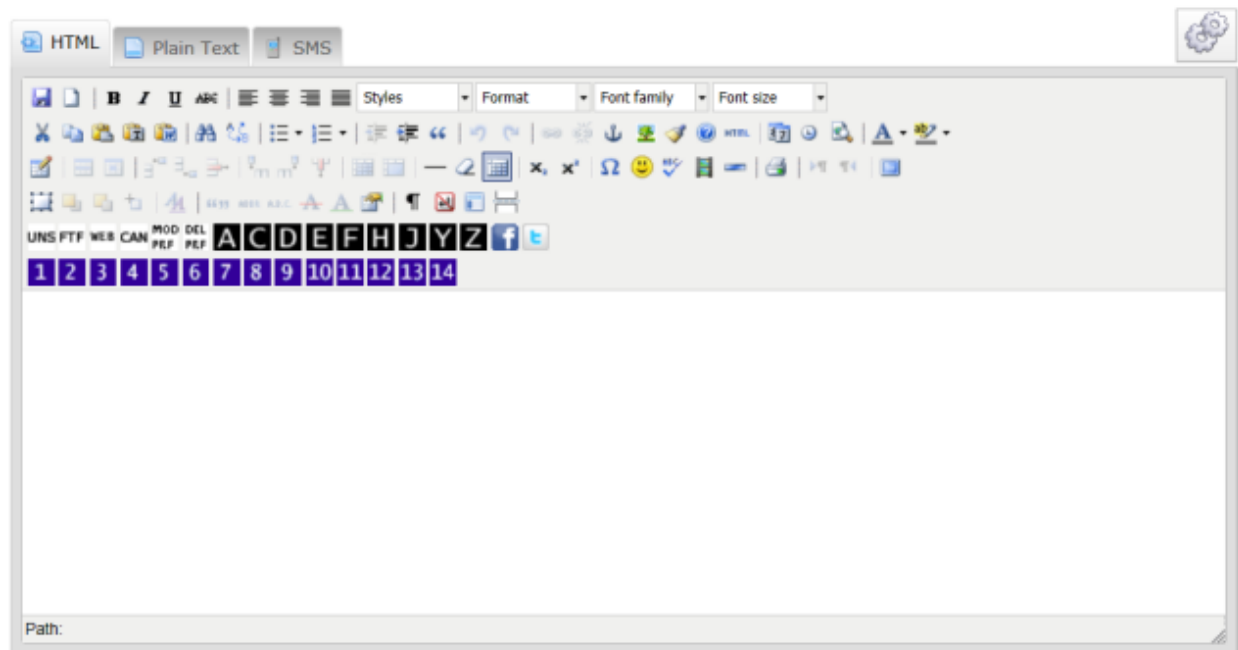
To select the **TinyMCE Editor**, go to **Messages** and then click the **+** sign to **Compose a New Message**. Then choose how you want to create the message. In this example, we

choose **with a New Blank Message**. Click on the  **Settings Icon** and then choose you're the **TinyMCE** HTML editor.

You'll work with the Editor in the Message composition area. If your page does not default to the Editor you want, you can use the  **Settings Icon** to select the HTML Editor.



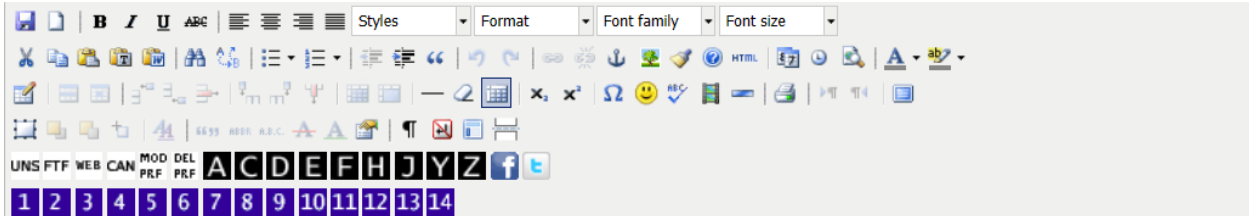
When you select **TinyMCE**, your screen will look like this:



Exploring the HTML Editor Window:

You are now ready to use the HTML Editor to compose your message. Let's explore some basics about the Editor Window.

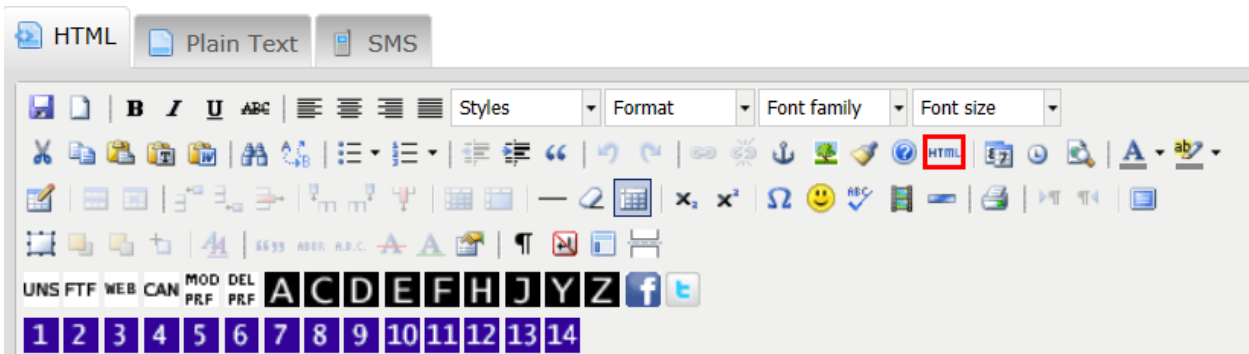
The Editor has six Toolbars:



The Editor has a composition area.



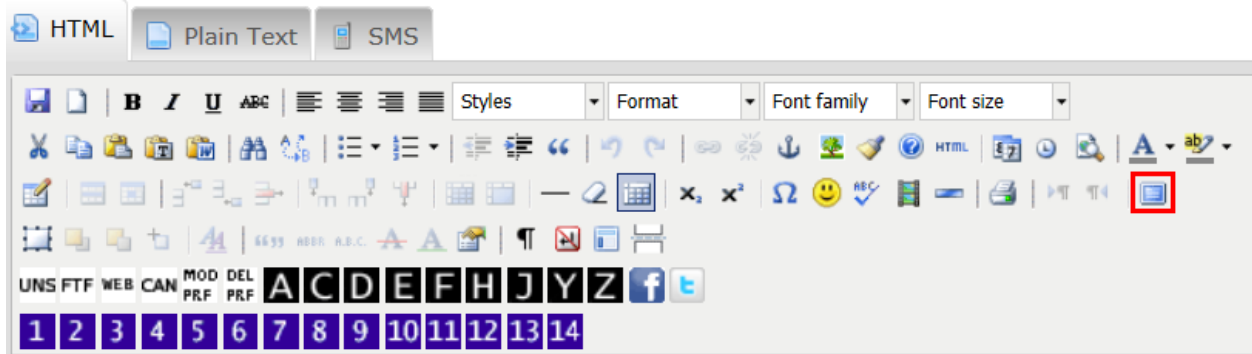
You design your message and the Editor will write the code needed to make your message render properly as HTML. If you want to view or edit your HTML code, you may click the **HTML** icon at any time.



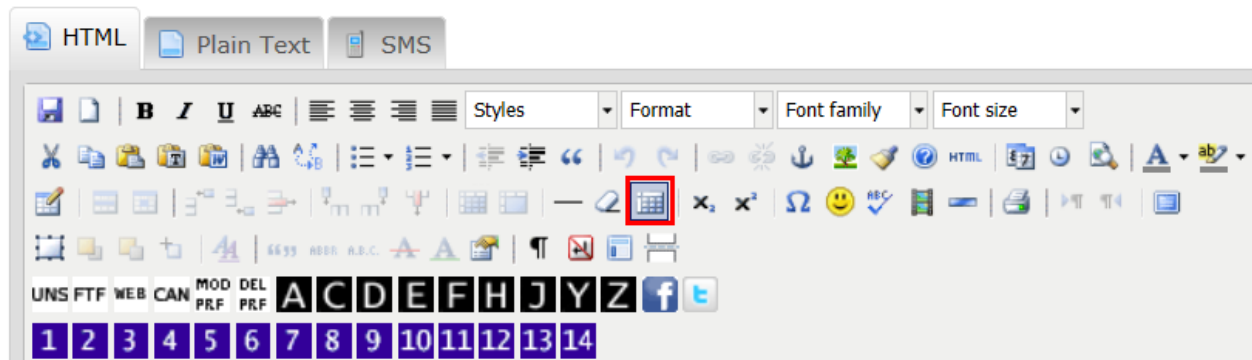
You may also click the **Edit Messy Code** icon to clean up your HTML.

Selecting your working window:

The Editor is fully functional within the JangoMail page. If you wish to work within a larger screen for easier design, click the **Toggle fullscreen mode** icon. This will launch the Editor into a window of its own so that you can compose. When you are done composing, you may click the **Toggle fullscreen mode** icon to return to the JangoMail window, with your changes intact.



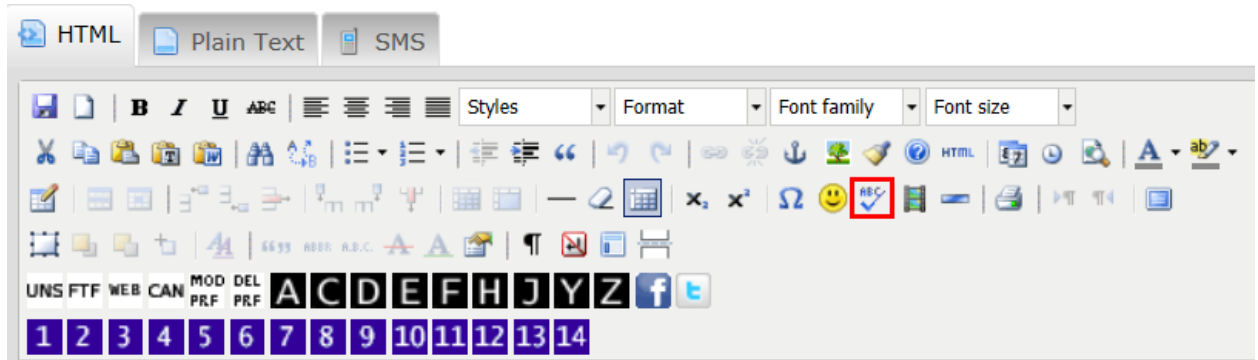
You may also choose to view guidelines and invisible elements by clicking the **Toggle guidelines/invisible elements** icon.



Basic composition:

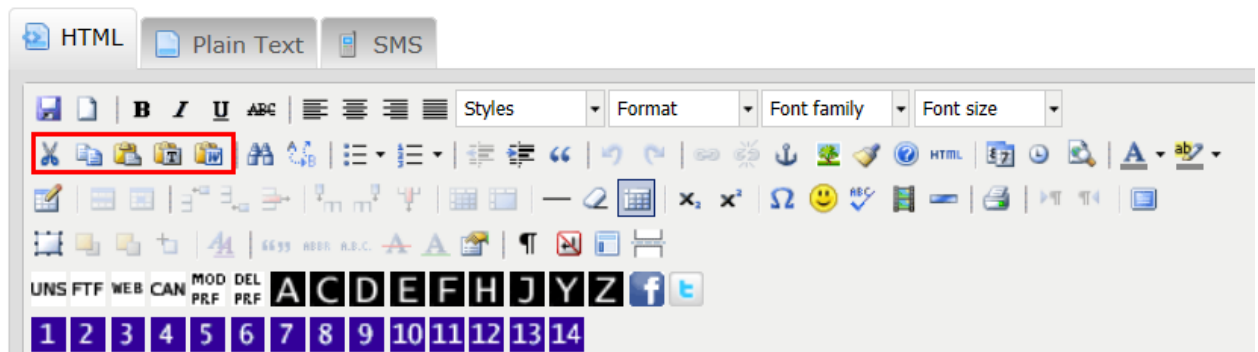
The Editor uses standard word processor composition and formatting tools and commands. You may format text by selecting it, then using the appropriate tool. A brief description of each standard tool follows.

- ◆ Spell Check



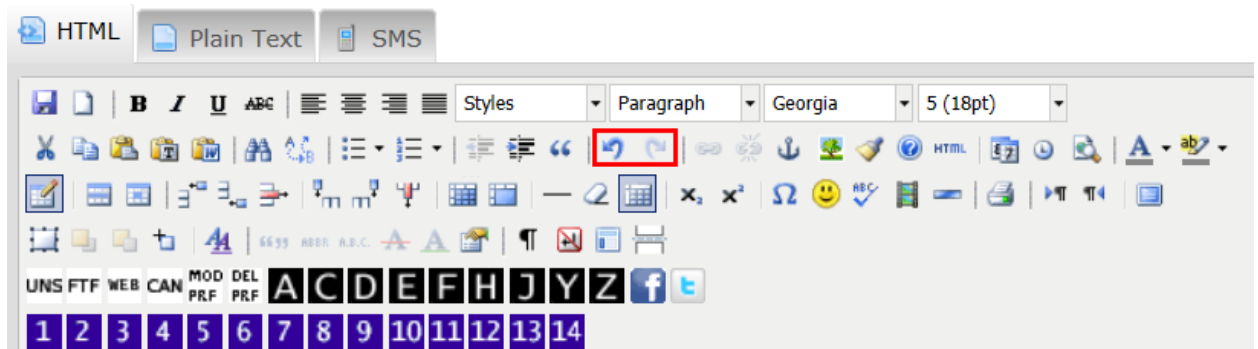
- **Spell check** - Begins a manual review of spelling.

◆ Cut/Copy/Paste



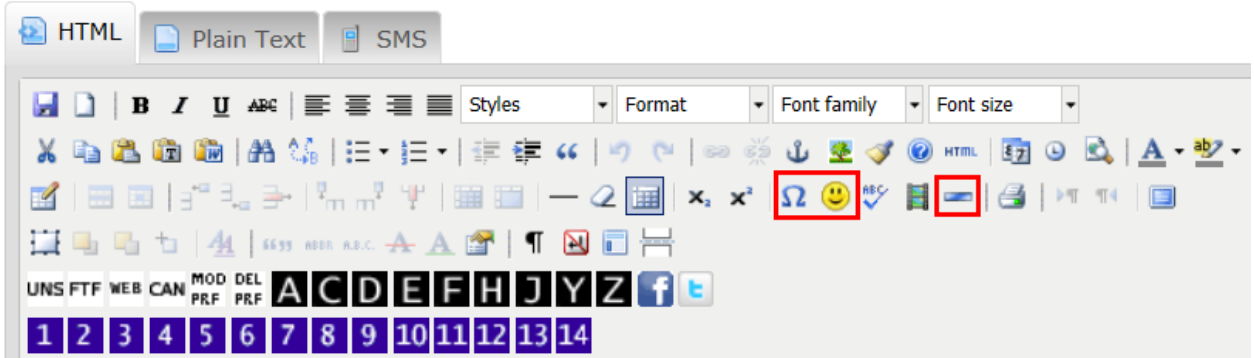
- **Cut** - Removes selected text to clipboard.
- **Copy** - Copies selected text to clipboard.
- **Paste** - Pastes clipboard contents where cursor is positioned.
- **Paste as Plain Text** – Pastes clipboard contents as plain text.
- **Paste from Word** – Pastes clipboard contents from Microsoft Word.

◆ Undo/Redo



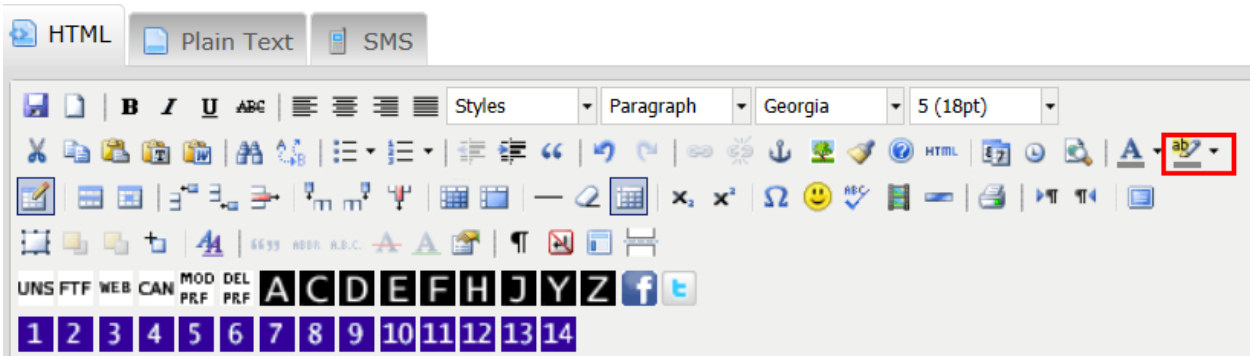
- **Undo** - Reverses last action.
- **Redo** - Reverses an Undo.

◆ Custom Character, Emotion, Horizontal Line



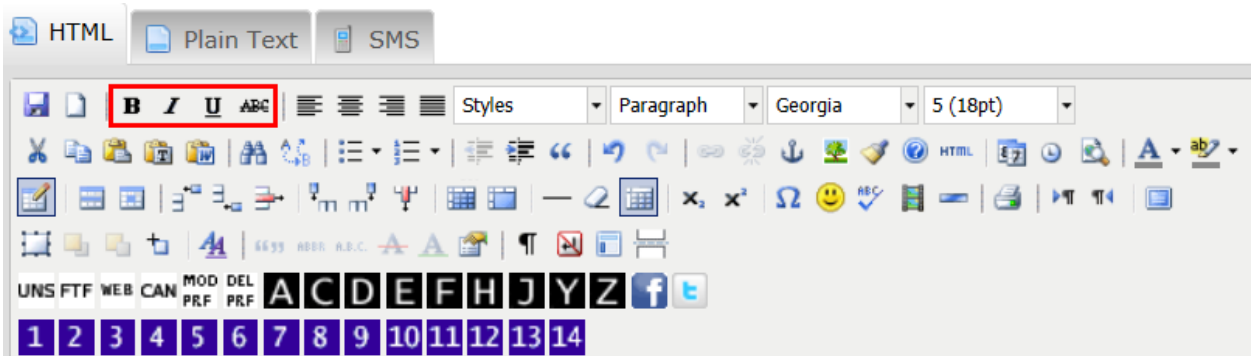
- **Custom Character** - Provides pop up window to select symbol characters.
- **Emotions** – Provides pop up window to select facial emotion.
- **Horizontal Rule** - Inserts a horizontal ruling line to your specified width and height.

◆ Background Color



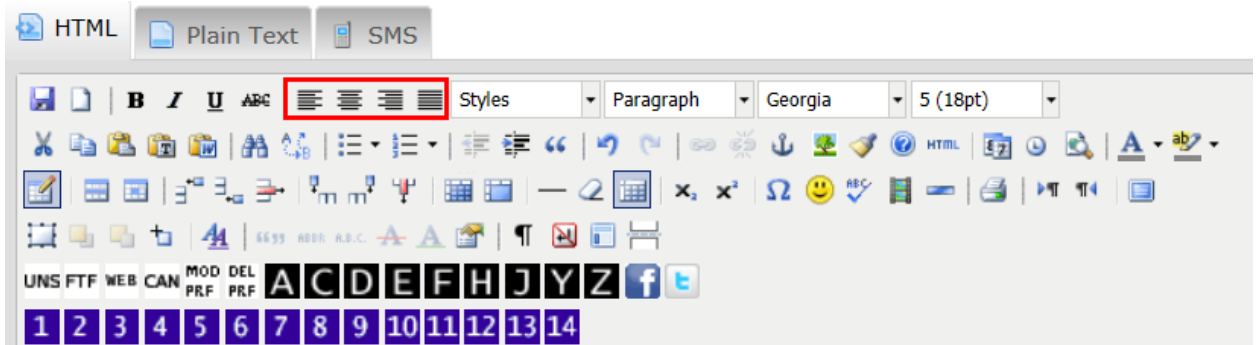
- **Background Color** - Changes message's background color.

◆ Bold, Italics, Underline, Strikethrough



- **Bold** - Applies **bold** formatting to selected text.
- **Italics** - Applies *italics* formatting to selected text.
- **Underline** - Applies underline to selected text.
- **Strikethrough** – Applies ~~strikethrough~~ to selected text.

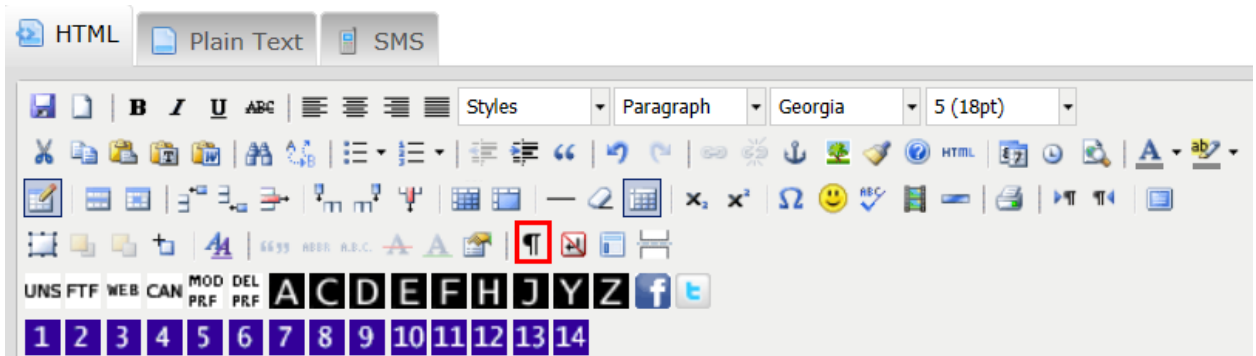
◆ Paragraph Formatting



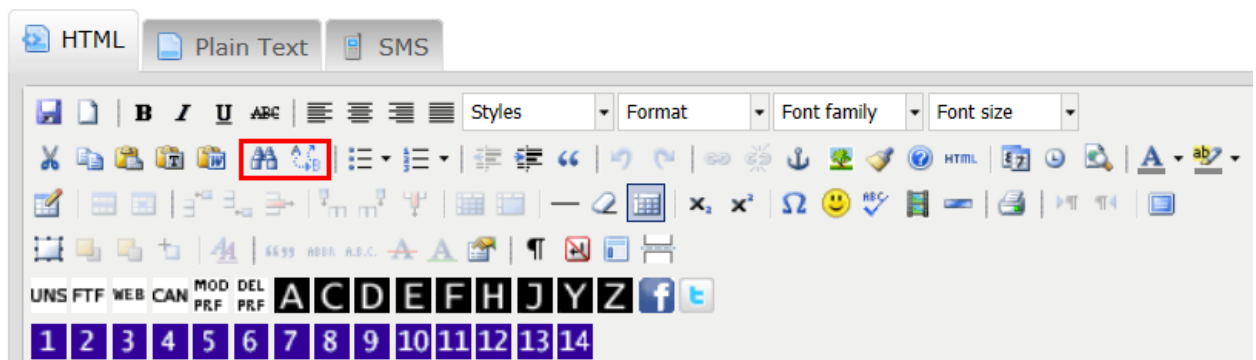
- **Left** Alignment - Sets alignment of selected paragraph to left.
- **Center** Alignment - Sets alignment of selected paragraph to center.
- **Right** Alignment - Sets alignment of selected paragraph to right.
- **Full** Alignment – Sets alignment of a selected paragraph to full (justified).

Tip: Pressing Enter always starts a new paragraph, giving the impression of a double space. If you want to remain in the same paragraph, but force a new line (single-spaced), then press **Shift+Enter** instead.

Tip: To display Paragraph symbols (¶) and line breaks (↵), use the **Visual control characters** icon.

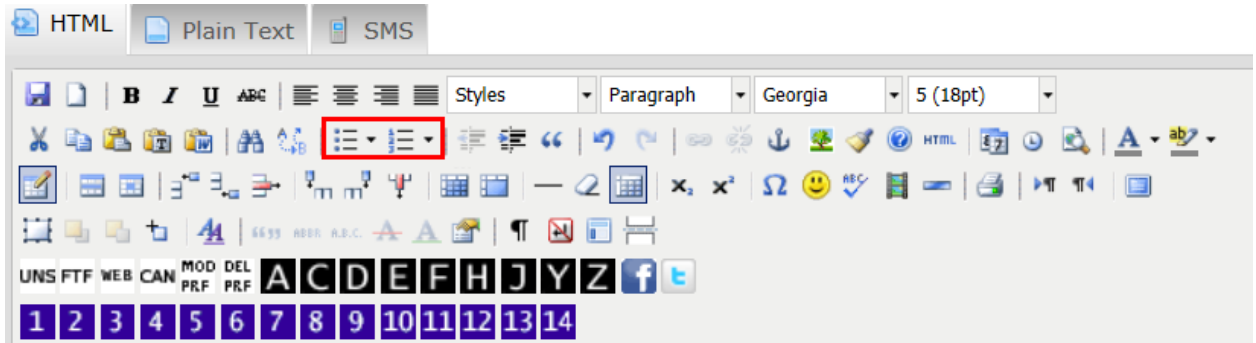


◆ Find, Find/Replace



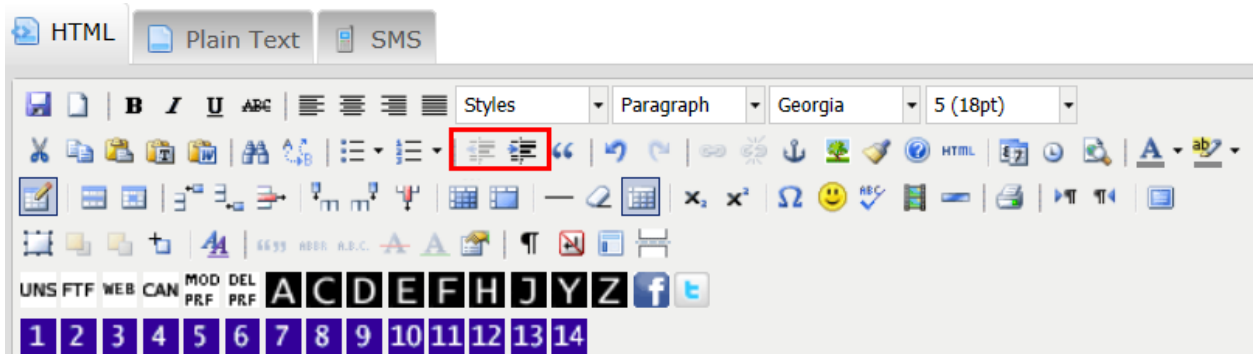
- **Find** – Searches for certain text in your email.
- **Find/Replace** – Searches for certain text in your email and replaces it with different text.

◆ Bullets, Numbering



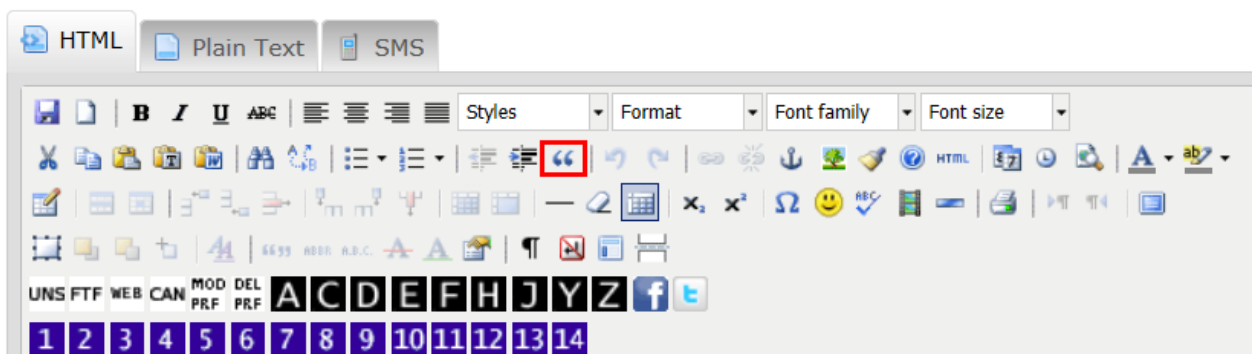
- **Bullets** - Converts selected paragraphs to an unordered list (bullets).
- **Numbering** - Converts selected paragraphs to an ordered list (numbers).

◆ Indentation



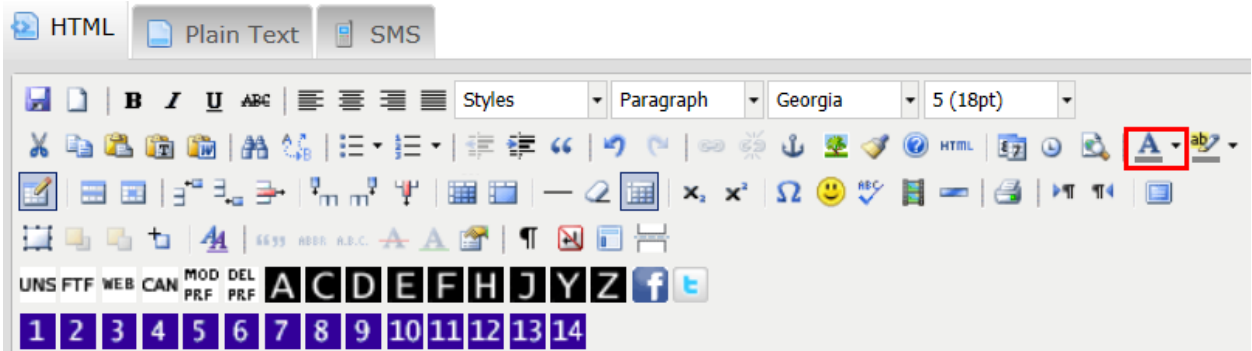
- **Decrease Indent** - Decreases indent of selected paragraph.
- **Increase Indent** - Increases indent of selected paragraph.

◆ Blockquote



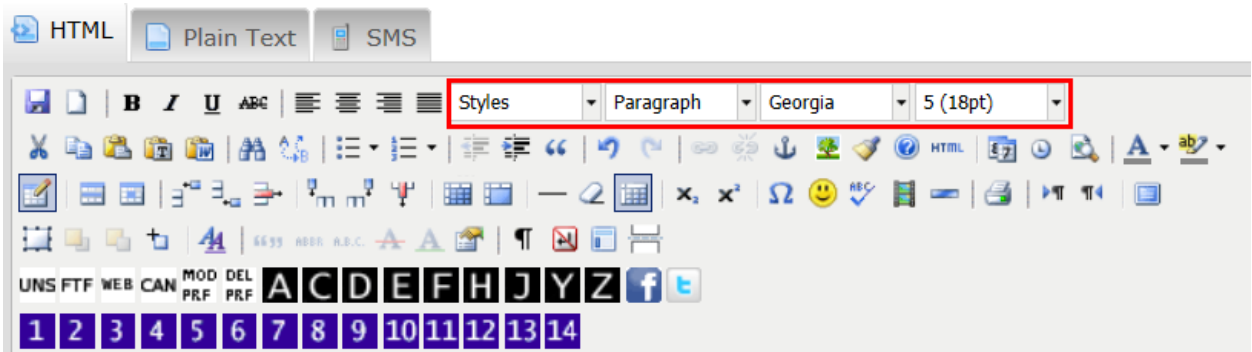
- **Blockquote** – Adds a blockquote, or indented quotation.

◆ Text Color



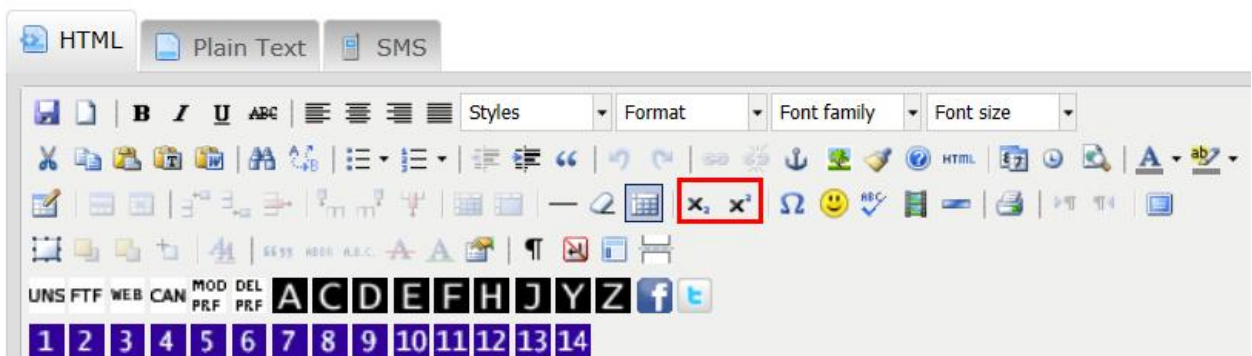
- **Font Color** - Sets font color for selected text.

◆ Style, Format, Font, Size



- **Style** - Set style for selected text.
- **Format** – Set the format for selected text (i.e. Paragraph, Heading, etc.)
- **Font** - Set font for selected text.
- **Size** - Set size for selected text.

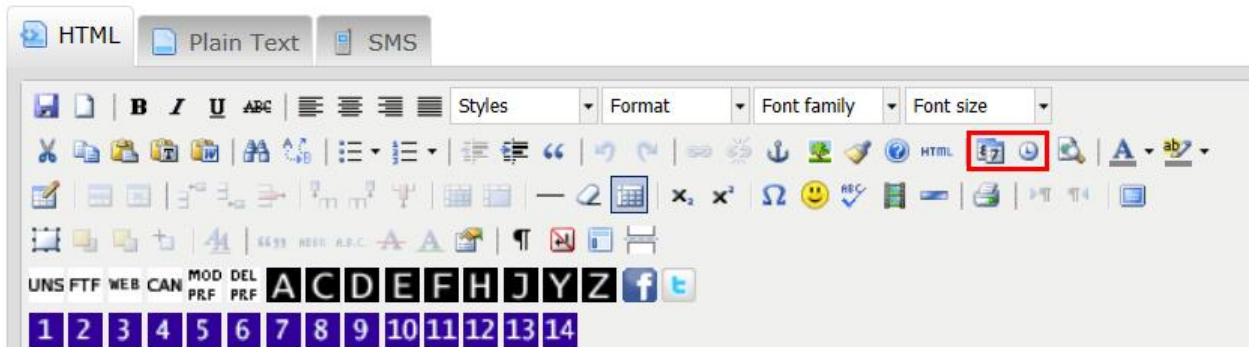
◆ Subscript, Superscript



- **Subscript** – Sets the style of selected text to subscript.

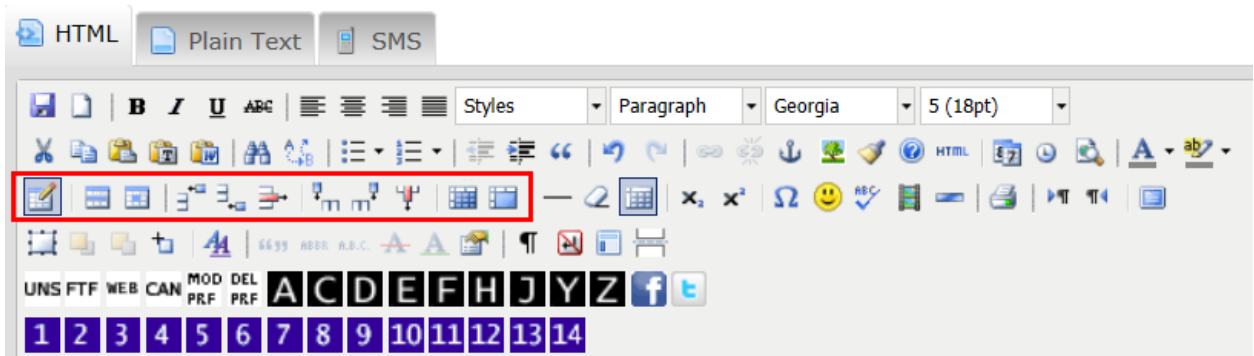
- **Superscript** – Sets the style of selected text to ^{superscript}.

◆ Insert Date, Insert Time



- **Insert Date** – Inserts the current date.
- **Insert Time** – Inserts the current time.

◆ Tables



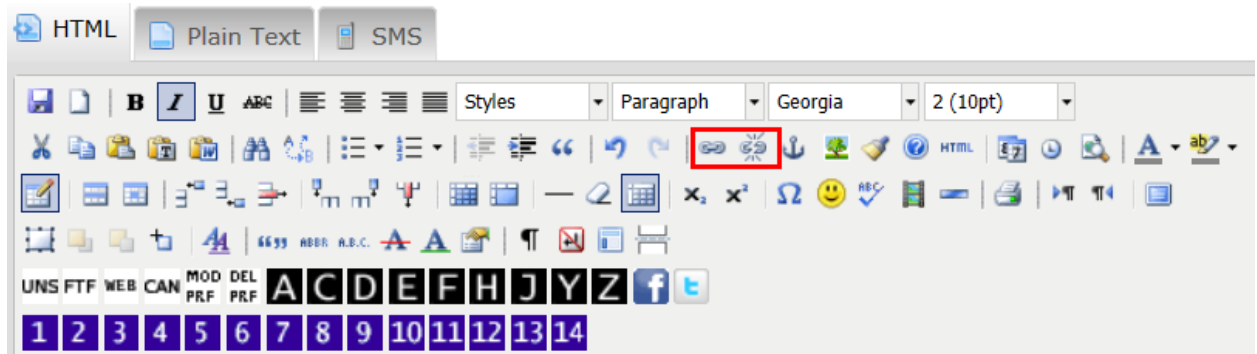
- **Insert Table** – Allows you to insert a table to use for alignment of items in your page. Often, tables are used to keep text/images in desired alignment. Should you wish to "hide" the borders of your table, right click the table after it is inserted, select Table Properties, and set the Border Width to zero (0).
- **Table Row Properties** – Allows you to edit the properties of a selected row.
- **Table Cell Properties** – Allows you to edit the properties of a selected cell.
- **Insert Row Before** – Allows you to insert a new row before the selected row.
- **Insert Row After** – Allows you to insert a new row after the selected row.
- **Delete Row** – Allows you to delete the selected row within a table.
- **Insert Column Before** – Allows you to insert a new column before the selected column.
- **Insert Column After** – Allows you to insert a new column after the selected column.
- **Delete Column** – Allows you to delete the selected column within a table.
- **Split Merged Table Cells** – Allows you to split a cell into multiple rows/columns.
- **Merge Table Cells** – Allows you to combine two cells into one.

Composing with Hyperlinks:

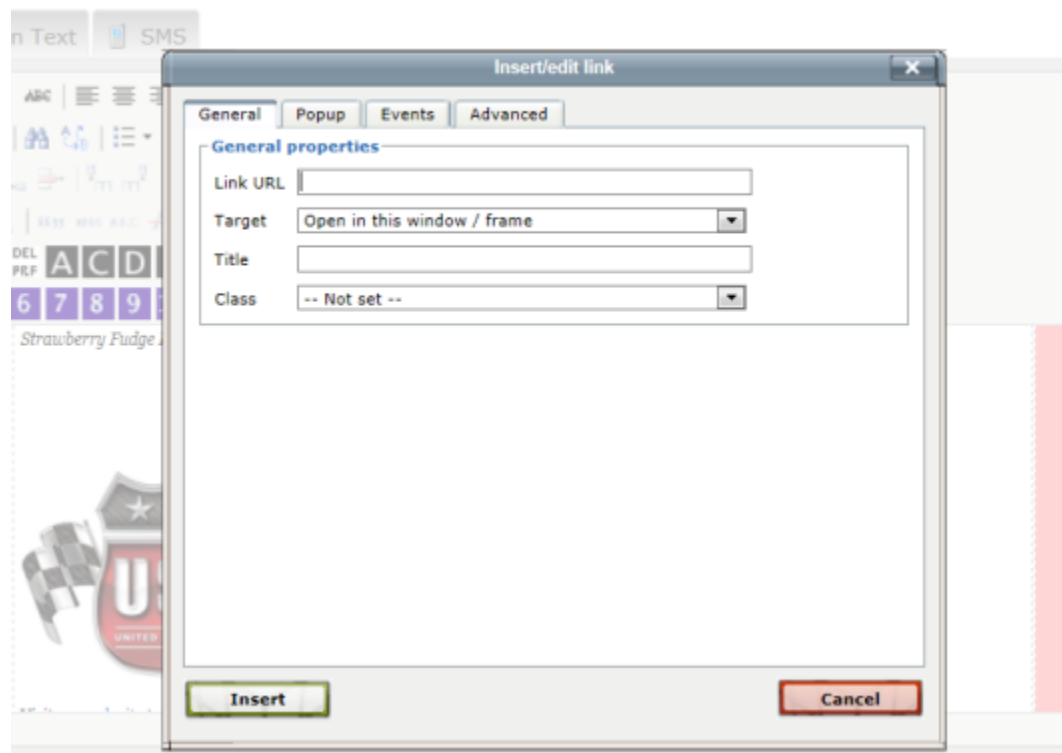
You may include 3 types of hyperlink (link) within HTML emails: web page link, email link, and bookmark link. Once created, you will need to **Send** or **Preview** the message to yourself to test the links. Links do not actually function within the HTML Editor.

◆ Web Page Link

- Select the text (or image) to be converted to a link.
- Select the **Insert Hyperlink** tool.



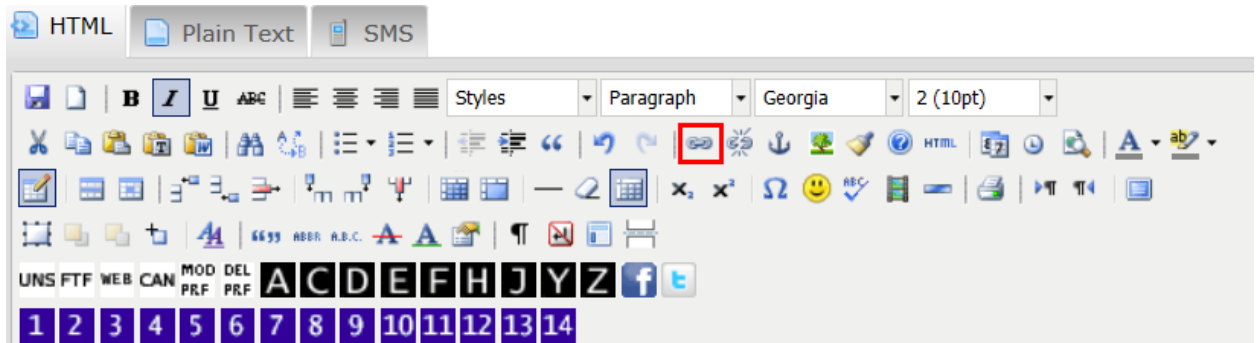
- You will see the **Insert Hyperlink** window.



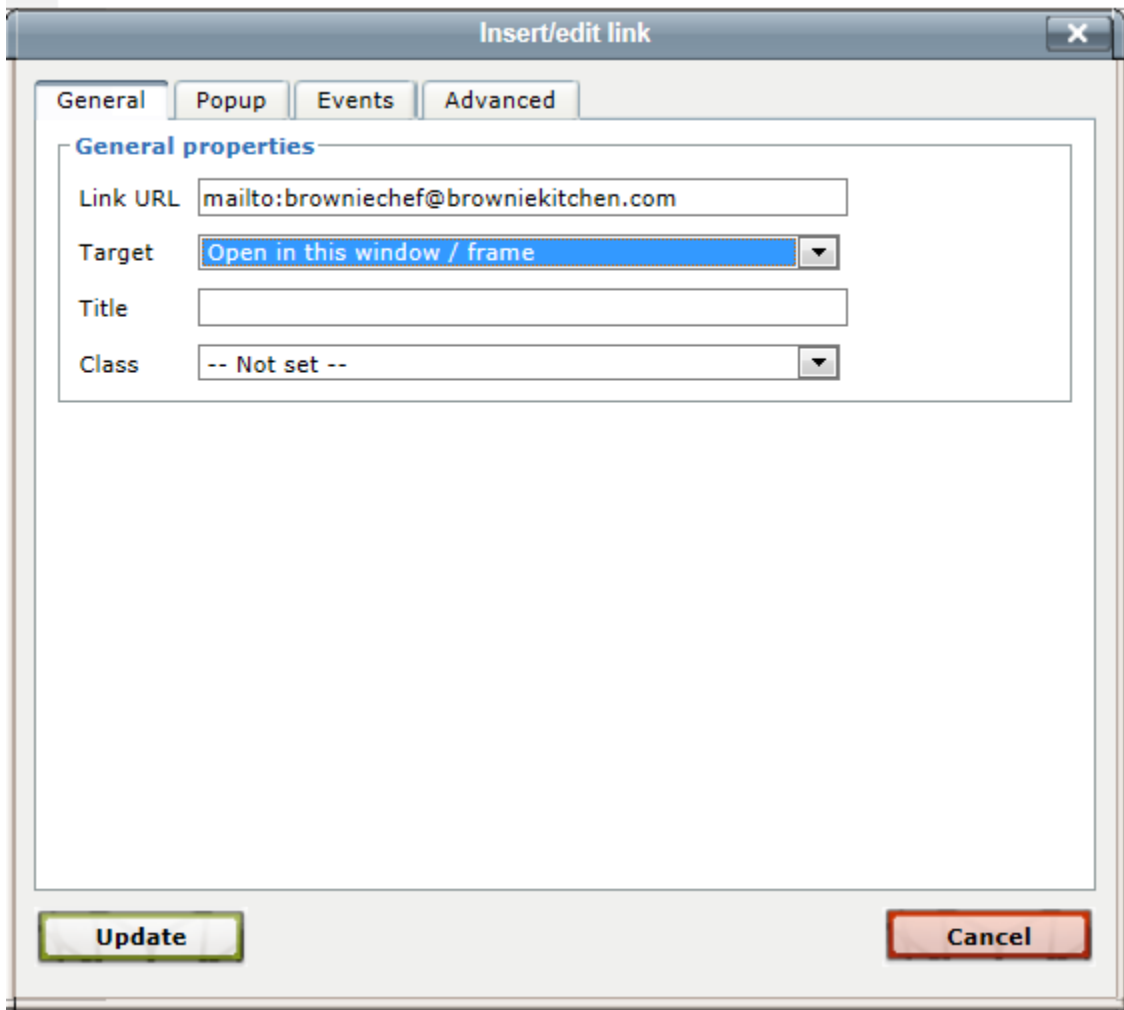
- Type (or paste) the full URL into the **Address:** bar at the bottom of the window.
- Click **Insert**.
- Select the **Unlink** icon to delete the link you just created.

◆ Email Address Link

- Select the text (or image) to be converted to a link.
- Select the **Insert Hyperlink** tool.

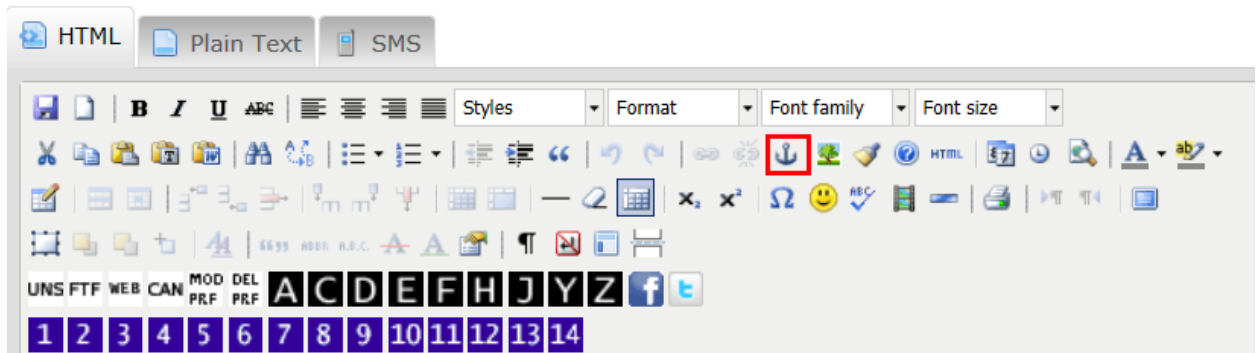


- Type **mailto:** followed by the email address into the **Link URL:** field.



- Click **Update**.

◆ Insert/Edit Anchor



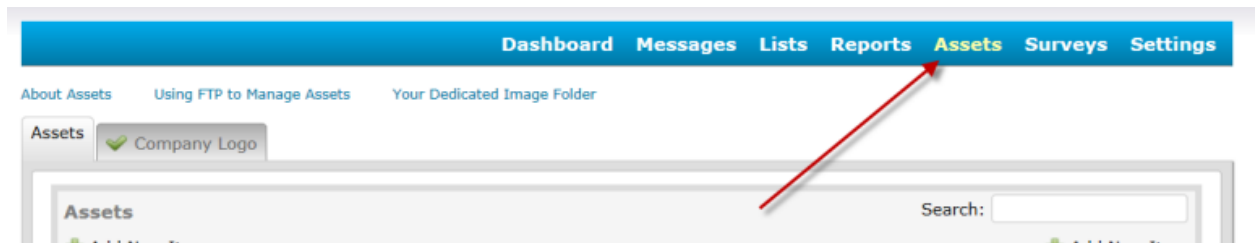
- **Insert/Edit Anchor** – Inserts or edits an anchor that you can link to from within your email.

Composing with Images:

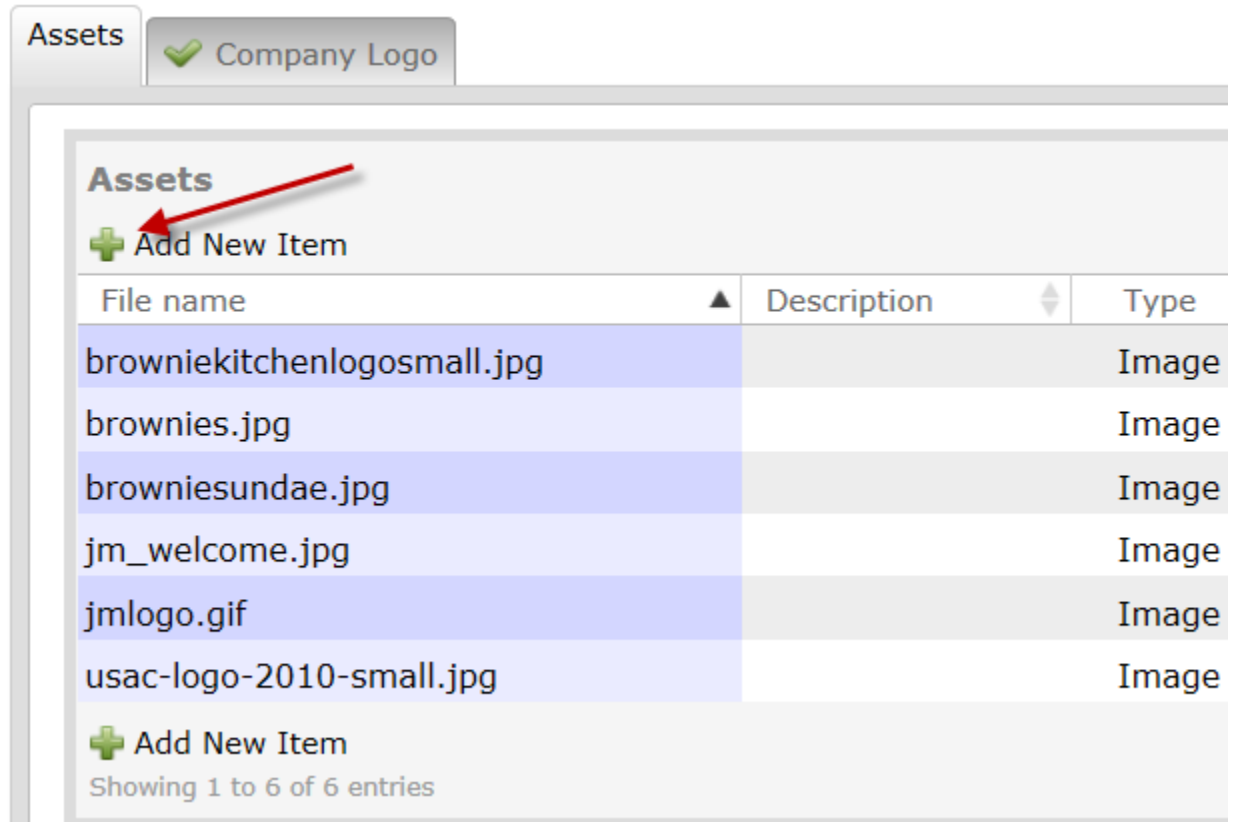
HTML email messages can also include images. Instead of using copy/paste commands to insert images into HTML email, however, you will use upload/insert tools.

◆ Uploading images to the JangoMail Assets Manager

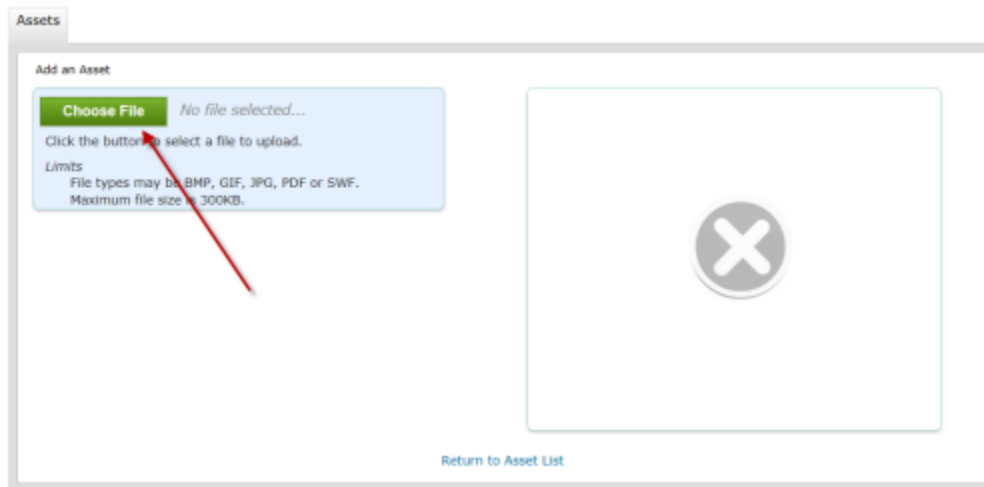
- Navigate to the **Assets** section of the interface.



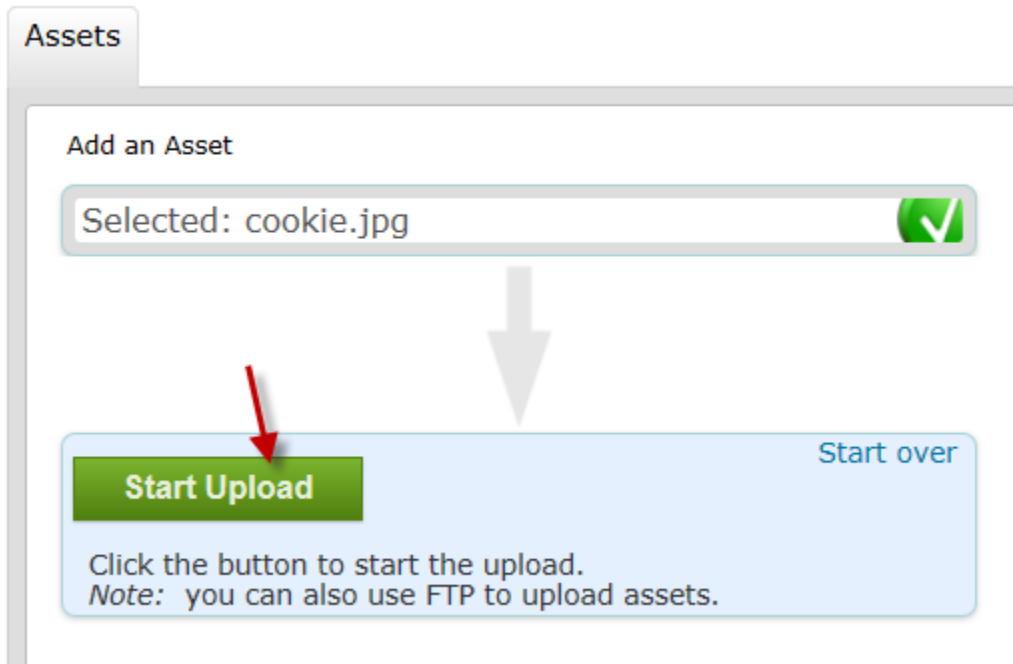
- Click **Add New Item**.



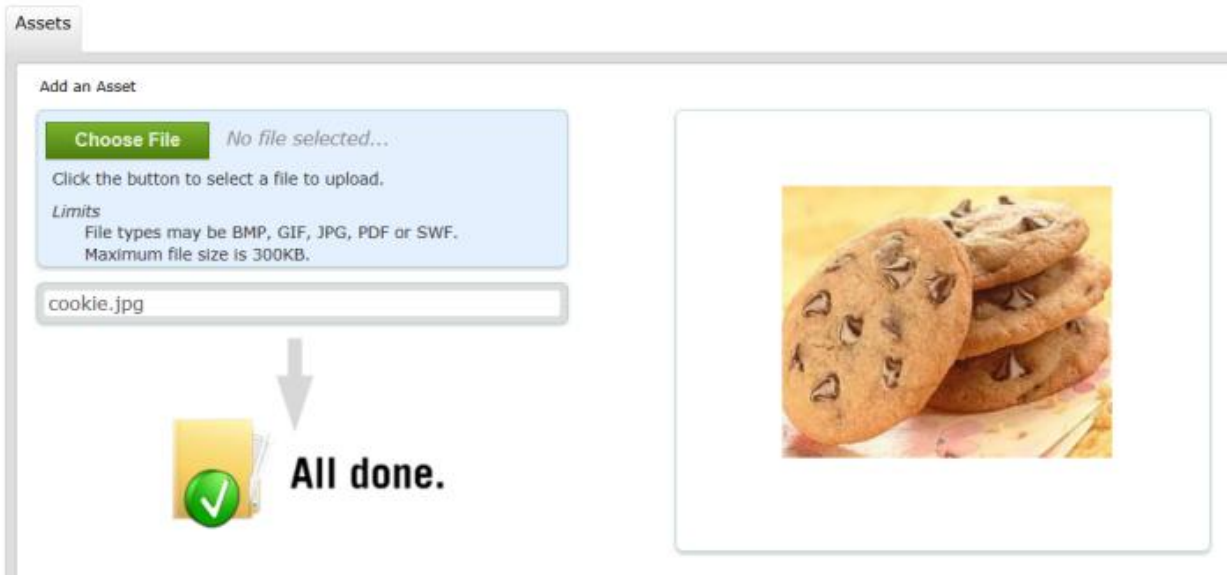
- Use the **Choose File** button to select the JPG, BMP or GIF file from your system. You may use any JPG, BMP or GIF file up to 300KB in size. JPG files should be in RGB format.




- Click **Start Upload** to upload your image.



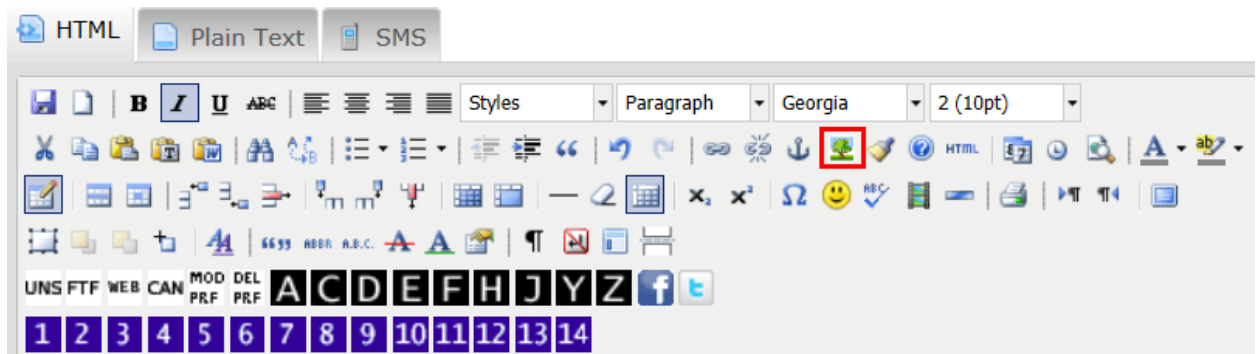
- When the import is complete, you will see the image appear on the right side of the page.



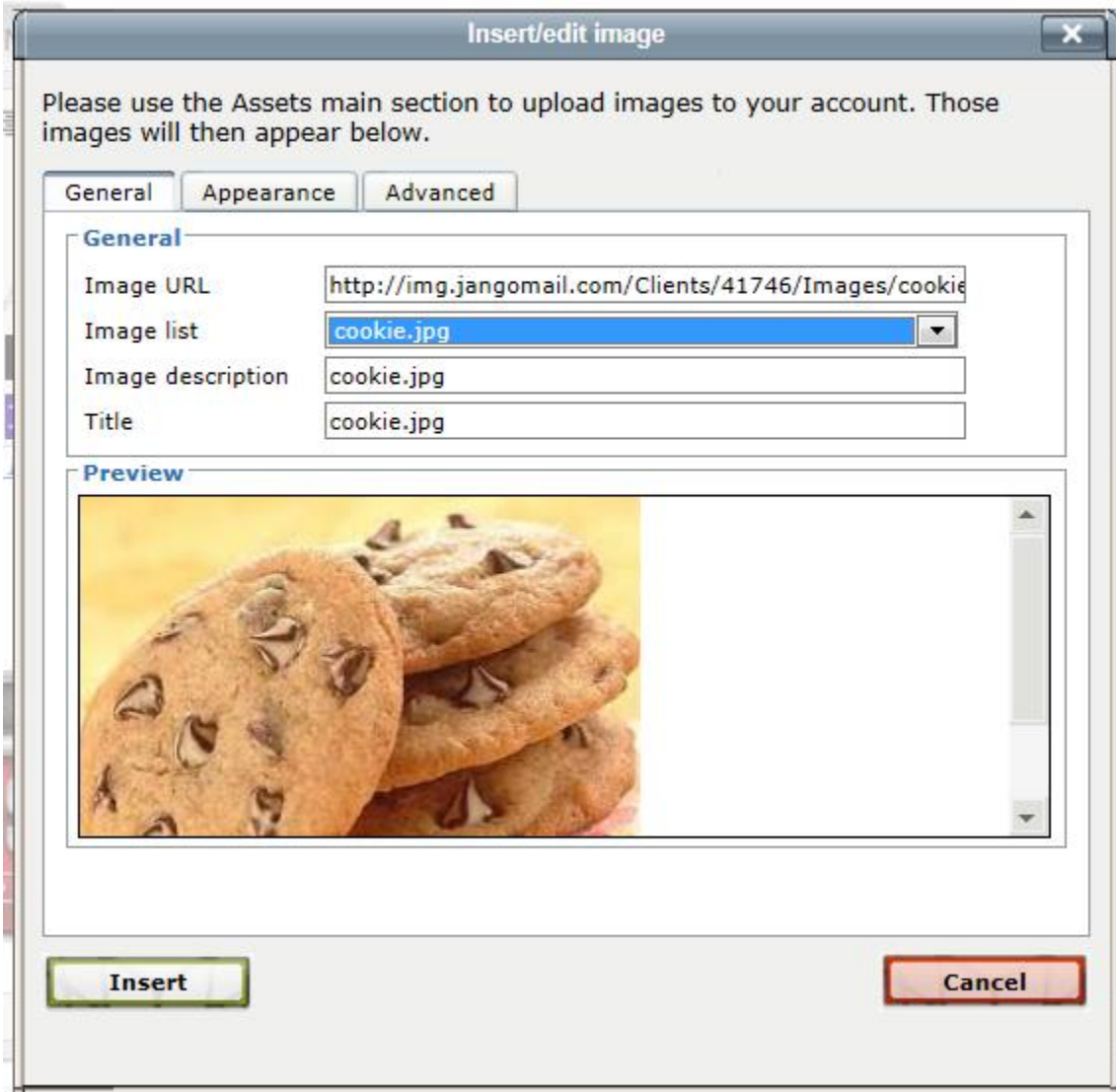
- You may continue to import additional images. When you are done, you may return to your message by clicking the **Messages** tab and clicking the  **Edit Icon** to the right of your message.

◆ Inserting images into your message

- Click to place your cursor in the message where you want the image to be placed.
- Click the **Insert Image** tool from the top toolbar.



- You will open a pop-up window to select your desired image. *Make sure you disable any pop-up blocker software.*
- Select your image from the **Image list** dropdown. If your image does not appear here, make sure it is a JPG, BMP or GIF file type and that you have imported it using the Image Manager. JPG files must be in RGB format (not CMYK).



- Click **Insert** to place the image in your email.

Composing with Smart Templates:

With the **EditLive** and **TinyMCE HTML Editor**, you don't have to start from scratch. You can start with a Smart Template, and then modify it.

First, there are a few settings you should adjust to get the templates to operate as intelligently as possible:

- ◆ Assets
 - Go to **Assets** and select **Company Logo**. Make sure you designate your organization's logo. You can upload your logo into the Assets Manager, then copy/paste the URL for the logo into the box provided. To find the location of your

image, click **Your Dedicated Image Folder**. Your image URL will be the URL provided, followed by the name of your image (i.e. BrownieKitchenLogoSmall.jpg).

About Assets Using FTP to Manage Assets **Your Dedicated Image Folder**

Your private, dedicated folder on our server is

Assets Company Logo

Company Logo

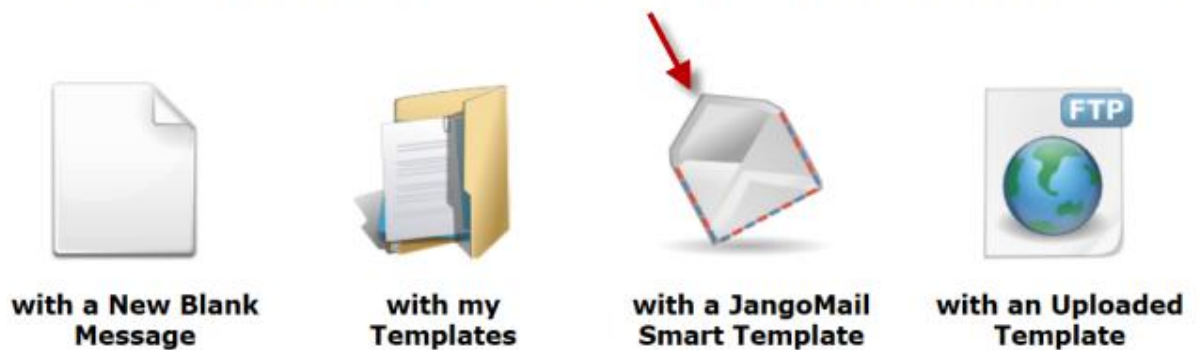
Specify a URL for your company logo below. This logo will be displayed to your recipients on various web pages, such as the forward-to-friend page and Group profile modification page.

URL:

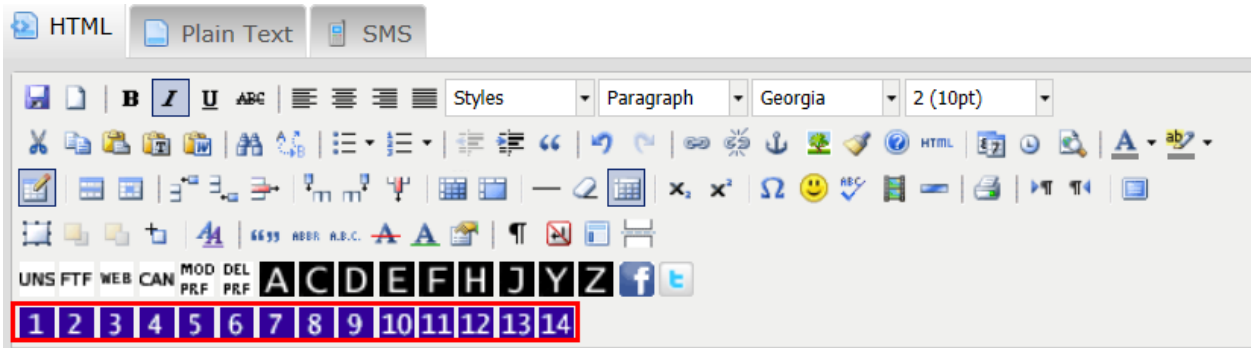
◆ Using Smart Templates

- Click the **Messages** main tab and then click **Compose New Message**. Then choose **with a JangoMail Smart Template**. You will see a list of **Smart Templates** from which to choose, or you can select a Template from within the **EditLive** or **TinyMCE Editor**.

How will you create the new message?



- After a **Smart Template** is loaded into the Editor, you can toggle through and switch templates with the click of a button. Click on any template icon to start fresh with a different smart template.



Note: If you switch templates, any typed content will be lost and replaced by the new default template text and placeholders.