

Create a personalized email

Personalize an email for a single email address or person

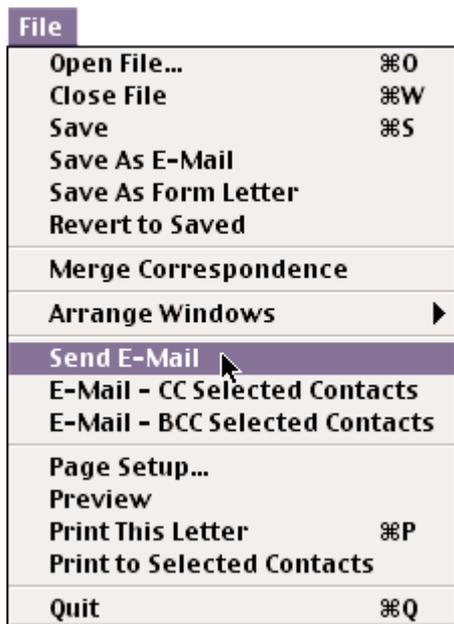
The DEFAULT form letter in Correspondence is already personalized in that it merges the Contact name and address as well as the Contact's salutation as they are entered in the Contacts file. To further personalize an email refer to the related document "Personalized Mass Mail".

Start with your Contact (Page 49)

In Contacts select the contact you're creating the email for. Then use the Correspondence popup menu in the Contacts Data Record to choose New E-Mail or to choose the email address. A new email is created in the Correspondence file with this Contact's information installed in it. Write your message.



Send E-Mail (Macintosh only with Eudora or Eudora Lite) (Page 70)



Send E-Mail works with Eudora or Eudora Lite so you need one or the other for this feature to work. You've created your email, now choose Send E-Mail from the File menu. You're asked for a "subject...?". Enter the subject of the message then click OK. Next you're asked to locate Eudora. Locate Eudora or Eudora Lite and click Open.



Finally you're in Eudora with a new email complete with To:, Subject:, and body entered for you. You can now send your email.

Save As E-Mail (without Eudora or Eudora Lite) (Page 69)

Use the Save As E-Mail to create a text file that you can insert into your email, or open in a word processor to highlight, copy, then paste into an email you have already created in your email program of choice. Type in your Subject and email address or go back to your Contacts windows where you can highlight and copy the email address to paste into your email program. Now you can send your email.



Copy Letter Text

Clicking into the body of your email while in Correspondence and Copying copies any formulas used, not their results. Copy Letter Text puts the text of your message onto the clipboard with the formulas calculated. With your email program open, you can create a new email, then use Copy Letter Text to copy it from Correspondence and Paste it into your email program. Once again you have an email ready to go with personalized touches.

