

Adding Email Subject Line Messages to your Library Forms

Adding a personalized and customized email subject message will allow you to notify your clients of your emails and assist you in your goals to brand your personal and business professional image.

When you customize your email subject message, you can add mail merge fields if you wish. This will allow you to place the contact's name in the message or have it mention your name and/or company.

Step #1: Adding the customized email subject message: You can access the Edit Email Subject by two methods.

1st method– right click on the desired letter or email and select “Edit Properties”

2nd method – highlight the desired letter with a single mouse click and then click on the “Edit Record” icon at the bottom of the screen. This icon is a black pyramid.

Either choice will open the “Library Item” box. Under the “Email Subject box”, type your desired message. If you wish to have a mail merge field added other than the standard <My_Name> field, view the video on adding Mail Merge Features to Your Documents. The standard <My_Name> field will add your name from your system settings under the Setup Option fields. When completed, click the “OK Button”.

For a list of field names, you can “VIEW” and select “Available Fields”. For more information about adding custom mail merge fields to your letters, read the Quick Start Guide or watch the flash video: **Library - #5 Adding Mail Merge Features to your Documents**