

## Create & Send Messages (Designer)

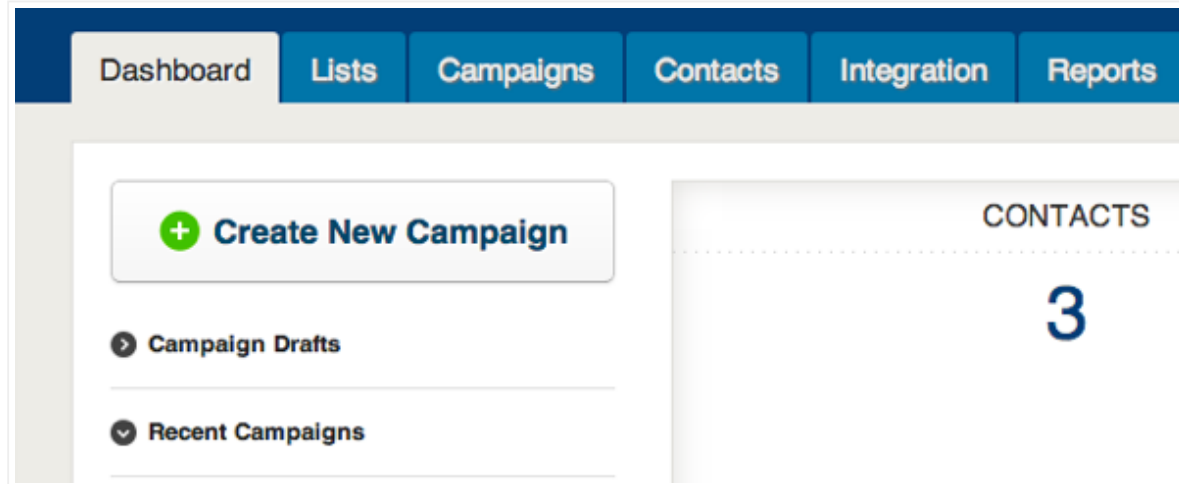


**John Goodell**

December 09, 2013 19:15

Creating and sending messages with PatronPost 2014 is easy. Our Designer Tool will make your messages look stunning in a matter of minutes!

*Click the CREATE NEW CAMPAIGN button on the Dashboard:*



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Give your message a name for future reference (recipients will NOT see this):

### Name Your Campaign


Enter a name to help you remember what this campaign is all about. Only you will see the campaign name.

### Choose Your Campaign Type



**Regular Campaign**  
Send a regular, one-time email.




**Automated Series**  
Setup a custom sequence of emails.

Select your recipients - if a subscriber is on more than one list, they will only receive one copy:

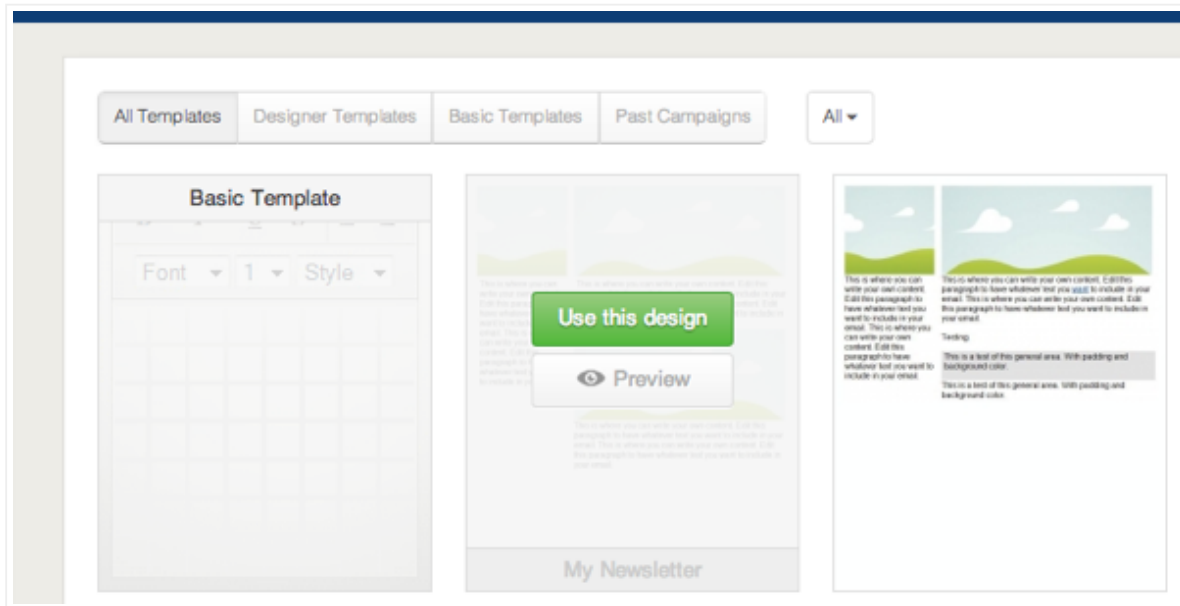
### Select the list(s) to send to...

Test List (3 contacts)

< Previous Next > 

Choose one of your Designer Templates (see our separate FAQ about creating templates):



Enter sender details (From Name, Email and Subject):

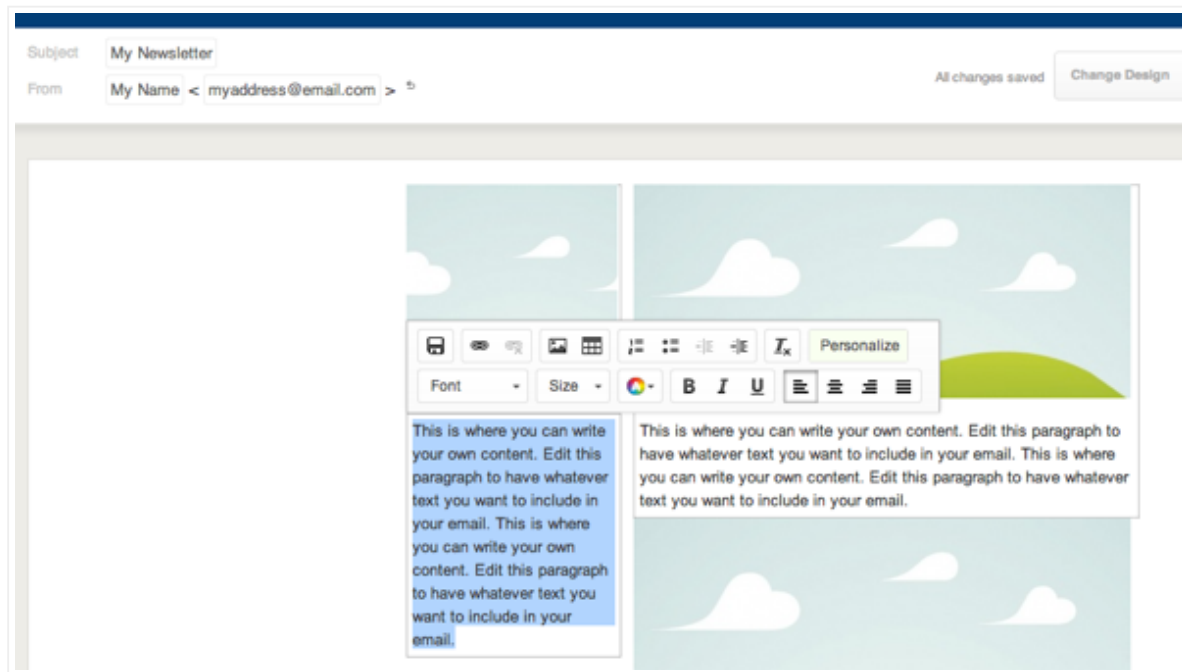
### Campaign Sender's Details

From Name

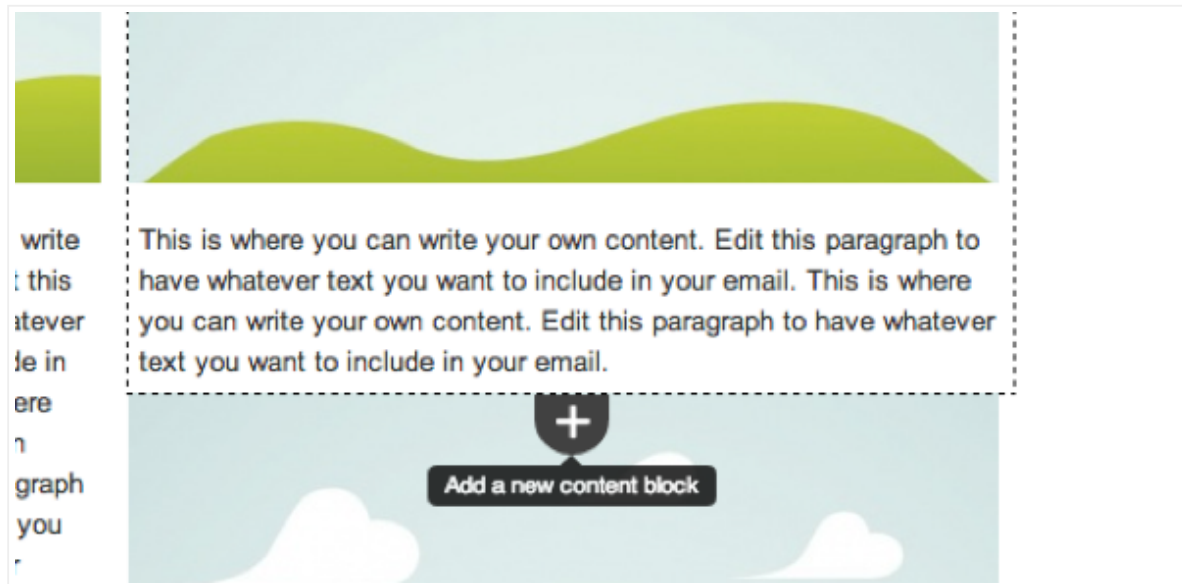
Subject

You can always change this later

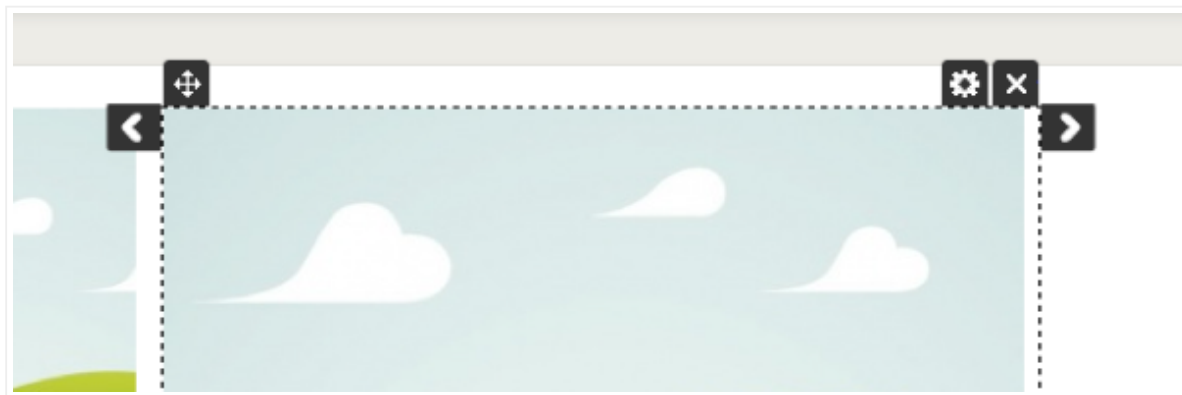
Enter your message content:



To add a new block, hover over an existing block and click the GREEN "plus":



To change the layout of a block, hover and click either the right or left arrow:

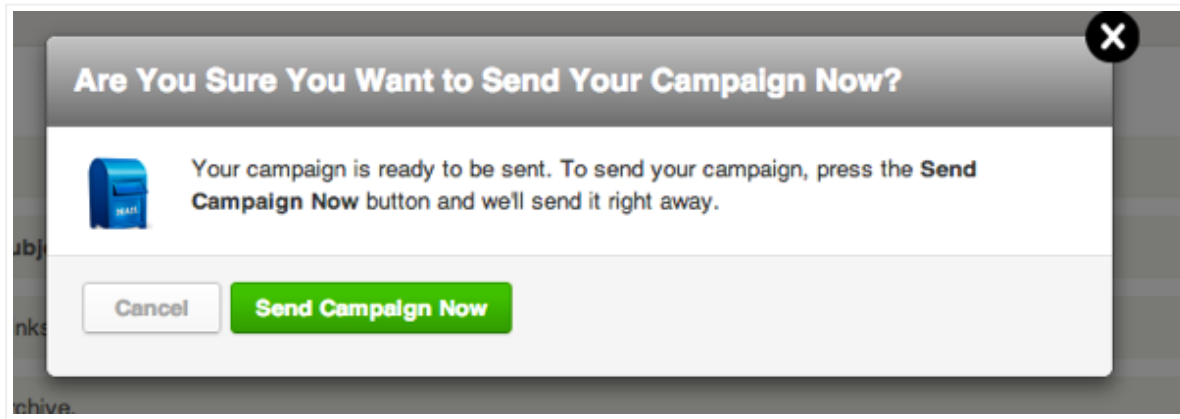


Click NEXT, and review the Summary & Options page:

A screenshot of the 'Summary & Options' page in a campaign editor. The page has a white background with a dark blue header bar. The title 'Summary & Options' is in bold black text. Below the title, there are several information boxes:

- A light gray box: "Sending to list **test4** (A total of 2 contacts)"
- A light gray box: "The message subject will be **My Message Subject**"
- A light gray box: "Reads (opens) will be tracked. There are no links found for tracking. Replies will NOT be tracked."
- A light gray box: "This campaign will be shown in your public archive."
- A light gray box: "Your campaign scored 2.6 on our spam filter tests. (The lower the number the better your chances are of going to the inbox)"
- A light blue box: "**This campaign will send immediately.**"

Confirm by clicking the GREEN "Send Campaign Now" button:



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0 out of 0 found this helpful



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