

# Email Type - HTML or Plain Text

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You can create & send an email or a group of emails in Plain Text format or HTML format. The maximum character count for emails sent from within Jackrabbit is 10,000; both formats offer a remaining character counter.

## Plain Text Emails

Plain Text format does not allow you to add any special formatting (bold, underlined, centered, etc.).

The screenshot shows the email creation interface with the 'Type' dropdown set to 'Email - Plain Text Email'. A yellow callout bubble points to this dropdown with the text: 'An email created with Type = Email - Plain Text Email will not be able to be created with any formatting.' Below the dropdown, the 'Email Subject Line' field is empty. The 'Message' field contains the text 'The character count will reduce as you type.' and a 'More...' link. At the bottom, a status bar indicates '9956 characters left'.

## HTML Emails

HTML format allows for special formatting, including using fonts, creating links, etc.

The screenshot shows the email creation interface with the 'Type' dropdown set to 'Email - HTML'. A blue callout bubble points to this dropdown with the text: 'Type = Email - HTML allows formatting. A word processor like editor with formatting icons will display.' Below the dropdown, the 'Email Subject Line' field is empty. The 'Message' field is a rich text editor with various formatting icons (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, image, table, etc.). A yellow callout bubble points to the icons with the text: 'Hover over an icon to see its use'. Below the editor, there are 'Fullscreen' and 'Insert/Edit link' buttons.

HTML format also has a built in spell checker if you are using any of the following browsers: Internet Explorer 10 or later, Firefox 3.6 or later, or Chrome 10 or later. Potential mis-spellings are underlined in red. Right click on the word to see possible correct spellings. *Note: Your browser's spell-checker will not work on text that you load from an **Email Template**.*