Home > Pardot: Edit Emails

Pardot: Edit Emails [1]

May 12, 2023 by m.essa [2]

Finding Your Folder & Emails:

1. To use folder structure go to the top Content Menu > right side Folders menu



OR

- 2. Pardot Email top menu > Drafts, Sent or Templates
 - Drafts: either list emails (1-time send) or unpublished templates
 - Sent: all sent list emails
 - Templates: email templates, published or drafts

Pardot Pardot C	O, Search Dashboard Prospects Campaigns V Automations Engagement Studio Pardot Email Content Pardot Reports Reports V Pardot Settings
Drafts Scheduled	Email Templates
Sent	Published Email Templates
Templates	View: Campaign: Date Range: Filter: All All Campaigns All Time Tags*
Tests Preferences Page	□ NAME Ø
Unsubscribe Page	SU 22 Undergrad App_Email 3 Im (DDE Shared/App Deadline Communications
Engagement Studio	SU 22 Undergrad App_Email 2 Im (ODE Shared/App Deadline Communications
Segmentation Lists	SU 22 Undergrad App_Email 1 in /ODE Shared/App Deadline Communications
	SU 22 Grad App_Email 3 Im IDDE Floand (Ann Ponding Communications

Search for email/template name

Published Email Templates

View:		Campaign:		Date Range:		Filter:		
All 🗸		All Campaigns	~	✓ All Time ✓		COMPSCI_POSTBACC	Tags ▼	
								+/
	NAME O						UPDATED	
	COMPSCI_POSTBACC_Cam //Boulder/Computer Science Po	paign_Response_Email ost-Baccalaureate, BS					Mar 31, 2022	4:00 F

3. Expand view using Showing dropdown at the bottom right

Vith 0 selected:	Go			Showin	√5	of 11	Page 1
					10 15		
mail Template Drafts					25		
Sew:	Campaign:	Date Range:	Filter:		50		

4. Open email/template

Editing Emails/Templates

- You CAN edit email templates while they are in use.
- Tip: Make the changes you want to make, then publish to the template. If you click "save draft" you will create a duplicate copy of the template email.
- If you do not click Publish to Template, the changes will not be on the revised email.

COMPSCI_POSTBACC_Campaign_Response_Email			
		,	

• Once email/template is open, click Edit Email Template in top right

Change Header Image (600W x 150H)

1. Ensure your image(s) have been uploaded using the file/image upload process and have the file URLs ready.

2. Click the 'repeatable down arrow' above the section you'd like to edit OR double-click on the section.



3. The editor will open to the right of the email display

4. Click on the existing header image, delete

5. Click the mountain icon to insert the new image.



*Header Image Size: 600W x 150H.

It is best practice to size the image prior to uploading to Pardot.

6. Paste the URL from your uploaded image into the URL box in the editor.

Image Properties	×
Image Info Upload Advanced	
Image	
Custom URL	
URL	
8/654853/1656015276wfOjCZbo/CUO_BSBA_Cultivation_Email2.jpg	
Alternative Text	
Width Height	
ÊC	
Border Alignment HSpace VSpace	
	Cancel OK

- 7. Click Ok
- 8. Double click on the image to edit/view properties if needed.
- 9. If done, click Publish Template
 - a. Clicking Save Draft will make a duplicate copy.

Edit Content:

1. Click the 'repeatable down arrow' above the section you'd like to edit OR double-click on the section.

- 2. The editor will open to the right of the email display
- 3. Make edits to the text



2. Here you can either sync from HTML or manually type out the changes.

☑ EDITOR <> HTML ■ PREVIEW ■ TEXT
C Sync From HTML
Greetings!
Thank you for your interest in our online Bachelor of Science in Computer Science Post-Baccalaurea learn more about the program.
A member of the CU Online Enrollment Team will be reaching out to you shortly to discuss your ne:

Publish to Template when all edits are done so email can be in use. Clicking Save Draft will make a duplicate copy.

Display Title: Pardot: Edit Emails Send email when Published: No

Source URL: https://www.cu.edu/blog/integrated-online-services/pardot-edit-emails

Links

[1] https://www.cu.edu/blog/integrated-online-services/pardot-edit-emails [2] https://www.cu.edu/blog/integrated-online-services/author/108091