

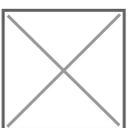
How to Upload and Insert an Image

If you are looking to use images in your templates and messages, the image library provides a place to host your images and the Template editor allows you to easily access and insert them.

1. First the image must be uploaded to the system. To do this, click **“Upload Image”** in the Image library



2. Fill out the Name and Alternative Text and Select the image file you wish to upload.



- Tip:
 - The alternative text will be the text that appears when images are disabled in email clients.
 - Be sure to be descriptive or use the text within the image if it applies.
 - Click “Upload Image” once you are finished.
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3. The next step requires you to be in the template or message you wish to place the image within.

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4. Select the Area you wish to Place the Image In



- **Tip:** If you're having trouble finding the “cell” in which to place the images, make sure the “Show Borders” setting is enabled.
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5. Select the Image you wish to Place in the Selected Area

- Click on the small icon with "landscape" image on it. (See image below)



- This will open a small toolbar of images that could be potentially inserted in the selected area.



- Click the desired image (it will be highlighted), this enables the insert image button.
- Click on the insert image button and the new image will be inserted in the selected area of message.

- **Tip** hover over the small icons above the editing canvas area, a small hover drop down will display the name of the editing tool.

Select the image you wish to place in the selected area

- **Tip:** If you're having trouble finding the "cell" in which to place the images, make sure the "Show Borders" setting is enabled.

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