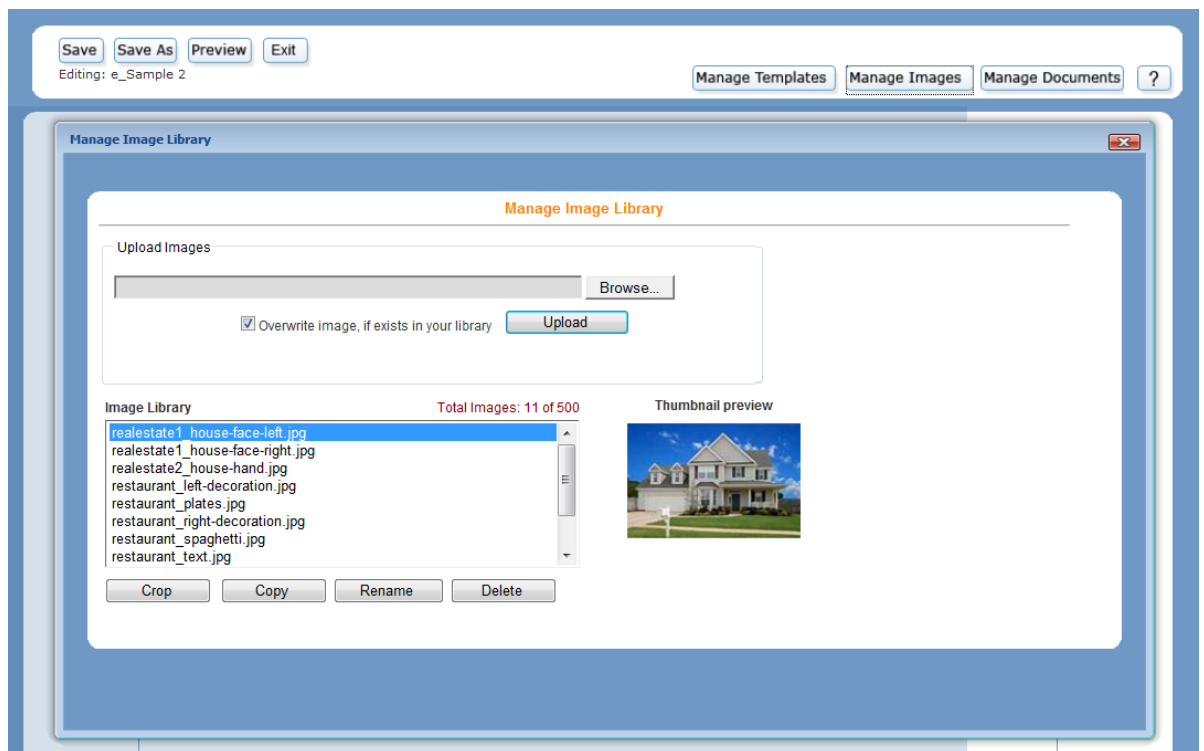# Swiftpage E

**Quick Start Guide To:**

## General Images in the Advanced Template Editor

This Quick Start Guide explains how to insert an image in the Advanced Template Editor.

1. If the image you would like to use is not already uploaded to your Image Library, click Manage Images.
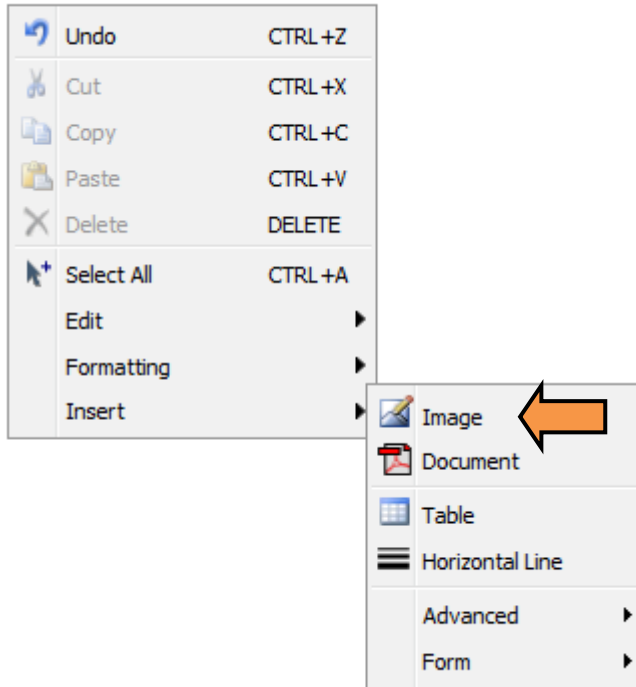


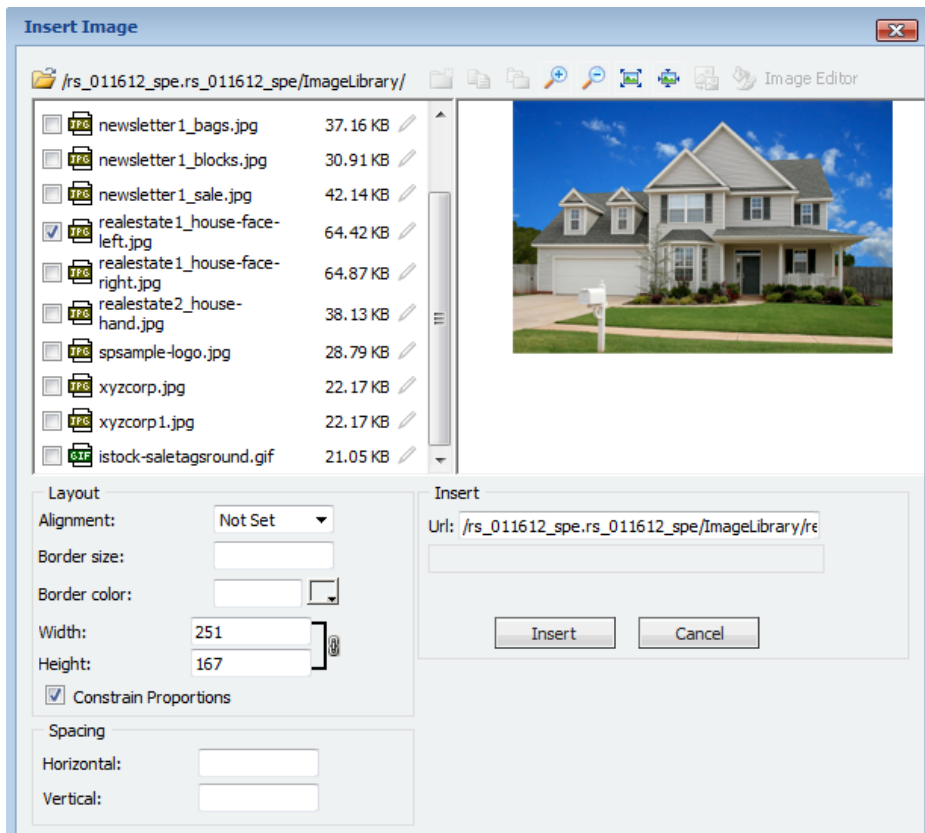2. Click Browse and select the desired image file. Click Upload.



3. Close the Image Library by clicking the red exe in the top right corner.

4. Place your cursor where you would like to add the image and right click.

5. Hover over Insert and then select Image:



6. Select the image that you would like to use by clicking the corresponding checkbox.

7. The Insert Image menu also provides a number of image layout options. You can:
    a. Specify a left, right, texttop, absmiddle, absbottom, top, bottom, middle, and baseline alignment.
    b. Select a border size and border color.
    c. Resize the images.
    d. Adjust the padding around the image.

8. Click Insert to add the image to your template.