Swiftpage E

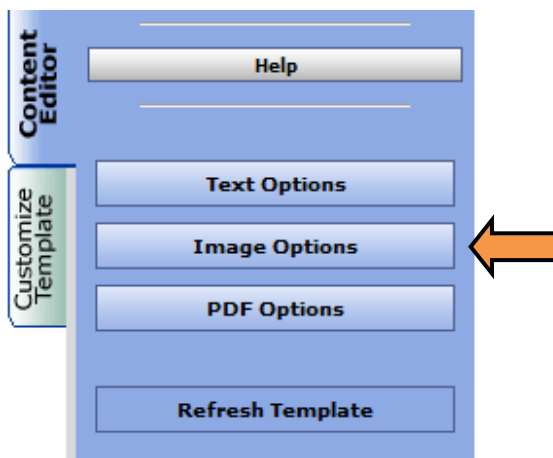**Quick Start Guide to:**

General Images

A general image is an image which appears in the body of your email. Each SwiftWindow may contain one image. This Quick Start Guide will explain how to add an image, how to change the size of an image, and how to delete an image.

1. Click the Content Editor tab and then click Image Options.

2. Select the SwiftWindow where you would like to insert an image. Click Add/Replace Image.
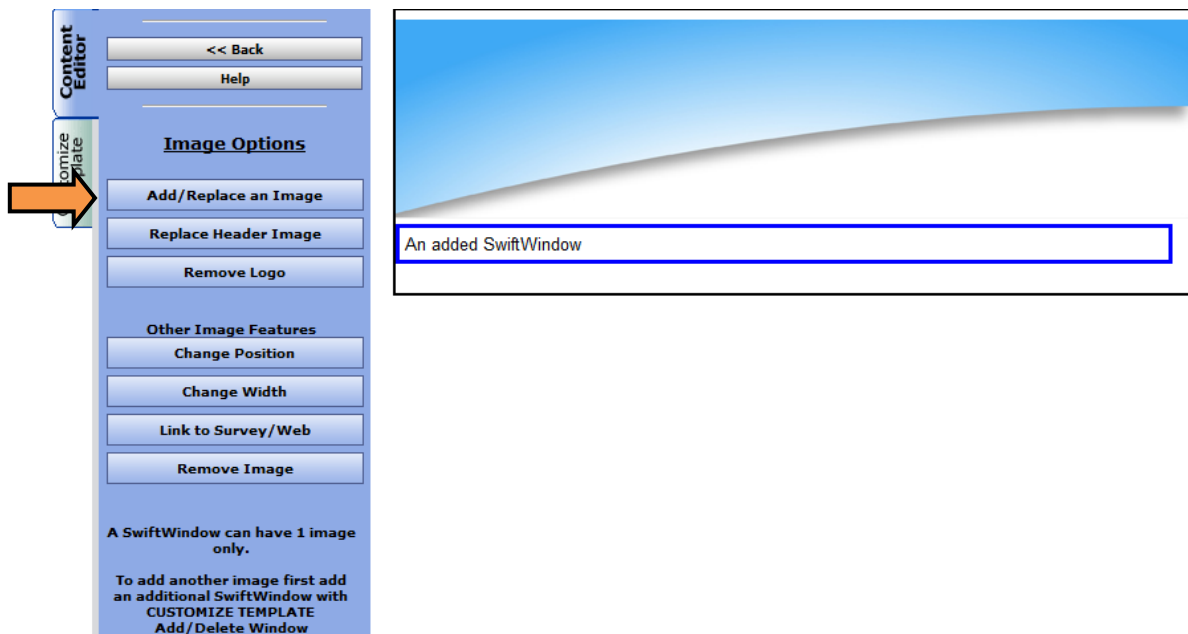
3. Select where you would like to position the image in the SwiftWindow. If you have already uploaded the image to your image library, you may then select the file from the Library images drop down box and click Submit. If not, click Browse to select the file and then click Submit.

Place an image in the selected SwiftWindow

Image Position: ○ Left   ● Center Top   ○ Center Bottom   ○ Right

Upload to SwiftWindow: [   ] [Browse...] [Submit]

or select an Image from your Image Library

Library images: [realestate1_house-face-left.jpg ▼] [Submit] [Refresh List]

[Cancel]

4. The image will now display in your template.

An added SwiftWindow

5. To change the image's size, click Change Width.

6. Select the SwiftWindow containing the image whose size you wish to change. Enter the new width in the field provided and click Submit.

7. Click Remove Image if you would like to delete an image.

8. Select the SwiftWindow containing the image you would like to delete. Click Submit.