Sage E-marketing for Sage CRM

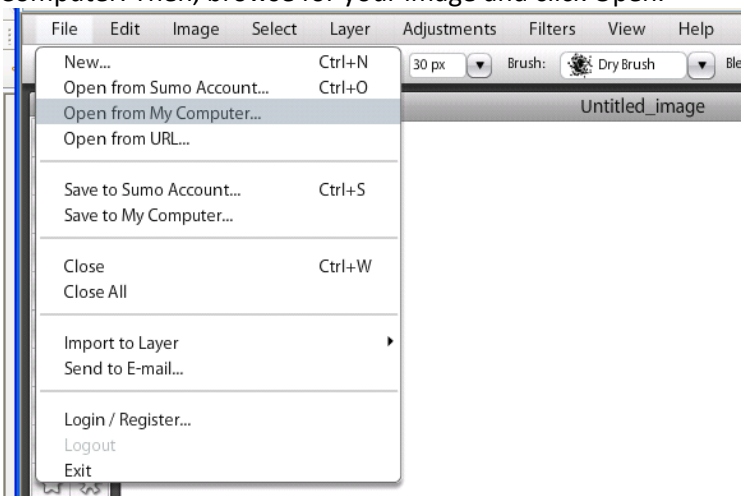
Quick Start Guide To:

Resizing Images with SUMO Paint

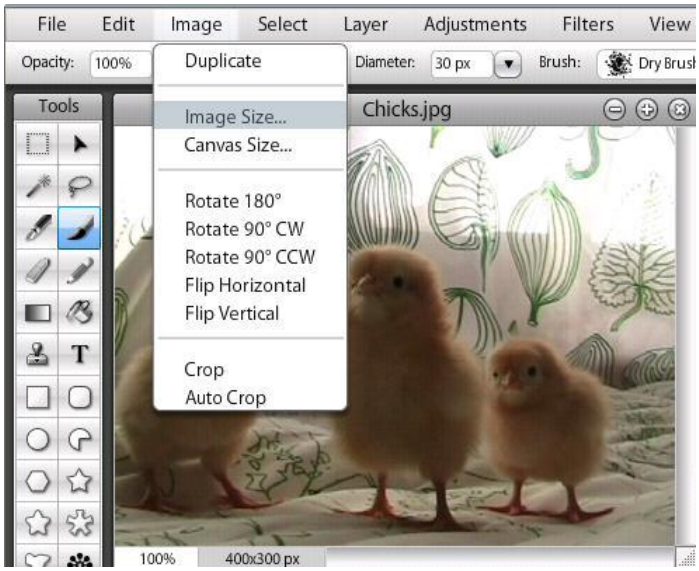
This Quick Start Guide explains how to resize images for Sage E-marketing for Sage CRM's online editor using a free online application called SUMO Paint.
Within Sage E-marketing for Sage CRM's online editor, images must be kept within three parameters: they must be no greater than 50kb in file size, no greater than 72dpi in resolution and no wider than 580 pixels (except for header images, which should be 600 pixels wide). If they are larger than accepted on any of those three levels, Sage E-marketing for Sage CRM's editor will automatically truncate the images, which may result in quality loss and some pixilation.
SUMO Paint (sumopaint.com) is a free online service that allows you to do things like resizing images. Here are instructions on how to do that.

1. Go to http://www.sumopaint.com/
2. Click on the button to "Open SUMO Paint."

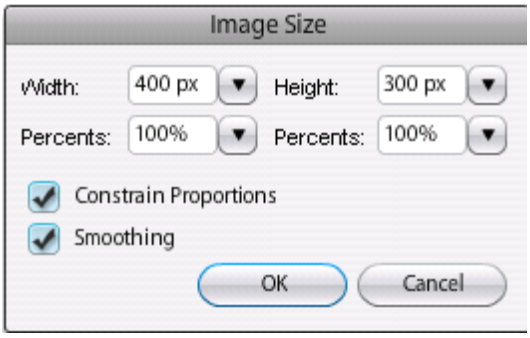
3. When SUMO Paint opens (it will take a moment to load), click on File > Open from My Computer. Then, browse for your image and click Open.



4. Once your image has opened, click on the Image dropdown menu. Then click on Image Size.



5. When the Image Size windows open, click on the "Constrain Proportions" box and then put in the pixel size you want for the width. (For a header image, 600 pixels should be the width. Other images will depend on the size of the column you are putting the image in. Sage E-marketing for Sage CRM templates are all 600 pixels wide, so size your image width accordingly—if the column you are putting the image in takes up one-fourth of the template, set the image width at 150 pixels. The height will adjust accordingly). When you have entered the pixel width size, click on OK. The image will automatically resize.



6. Once you have adjusted the width, click on File > Save to My Computer.

A window will come up asking whether you want to save as a .jpg or .png format. Although Sage E-marketing for Sage CRM is compatible with either, go ahead and select .jpg, which tends to result in a smaller file size. Then click Save.

7. You may get a message from your browser asking if you want to navigate away from the page. Don't worry about this, just click OK.
8. You will be asked if you want to Save or Open the file. Click Save.
9. Find a location on your hard drive to save the image. Then click Save.
10. On the confirmation screen, it should show you how large (in kilobytes) your image is. If your image is more than 50 kb, you may want to repeat steps 6-10 above. When you get to step 7, slide the Jpg Quality arrow down a bit. Then continue through the steps until the file size shown at the end of the save process is within 50kb.
11. That's it! Your image is now resized to Sage E-marketing for Sage CRM's requirements and can be upload to Sage E-marketing for Sage CRM's online editor with no quality loss.