

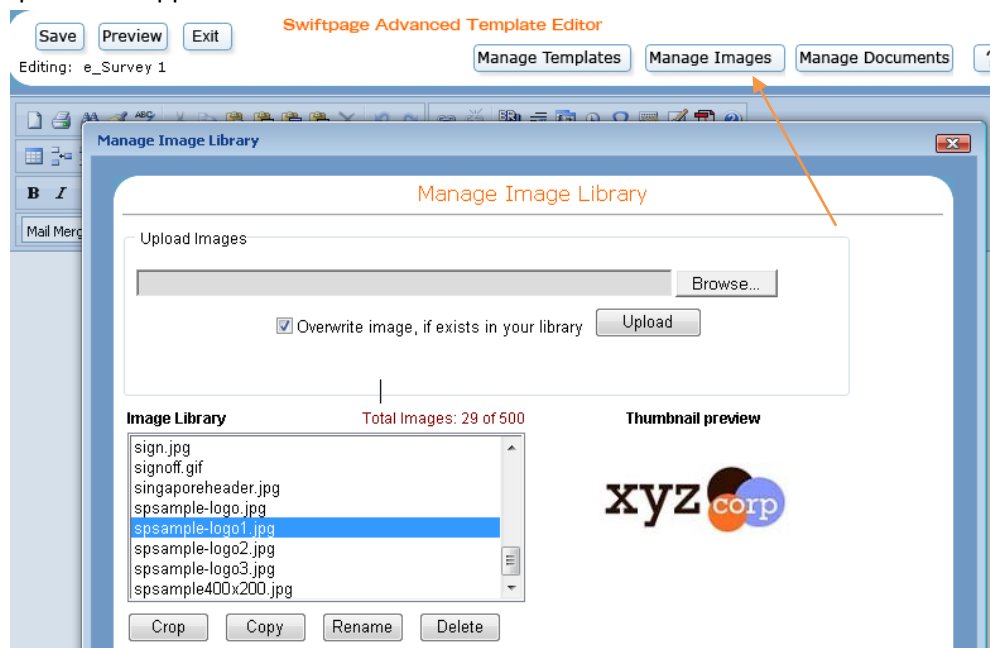


Quick Start Guide To:

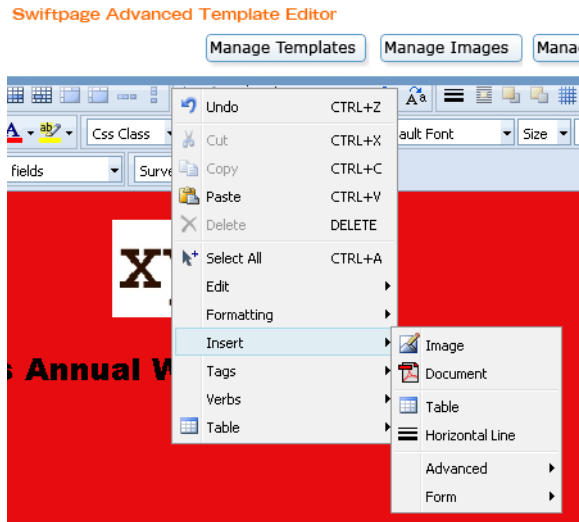
## General Images in the Advanced Editor

This guide will walk you through how to upload, store, delete and position images in the Advanced Template Editor.

1. In the Advanced Template Editor, click on the Manage Images button at the top and you will see a pop-up window appear.



2. This is where you will manage your images. To upload a new image, press the Browse button and Upload the new image to your library. **NOTE:** You can have up to 500 images to the Image Library at a time.
3. You will also notice buttons below the list of images. Crop allows you to alter the size of the image in the library. Copy creates a copy of an image. Rename allows you to give the image a new name. Delete removes the image from your library.
4. Once your image has been uploaded to the Image Library, close this window and return to your template. Right click in the template where you would like your image to appear and you will see a menu of options. Select Insert > Image:



5. You will see the Insert Image menu. Here you can select the image you uploaded to your Image Library. Additionally, you have some options to adjust the layout of the image.
  - a. Alignment allows you to Left, Right, Texttop, Absmiddle, Absbottom, Top, Bottom, Middle and Baseline arrange the image.
  - b. You can set Border Size and Border color around the image.
  - c. Width and Height also allow you to resize the image. The Constrain Proportions check box below ensures that the image adjustments do not distort the image. When checked, this means you will only need to enter Width OR Height.
  - d. The Spacing section allows you to adjust the padding around the image.
6. When ready, select Insert and you have successfully inserted an image!

