

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.

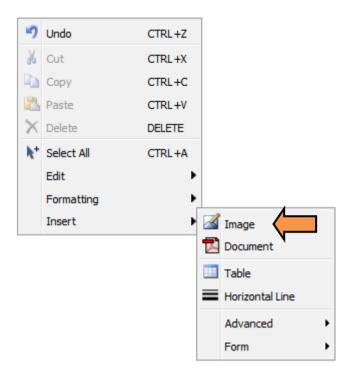


2. Click Browse and select the desired image file. Click Upload.

		_	 € X
	Manage Ima	ge Library	
Upload Images		 	
		Browse	
☑ Overwrite in	nage, if exists in your library Upload		
Image Library	Total Images: 11 of 500		
realestate1_house-face-left.jpg realestate1_house-face-right.jpg	·	and the second	
realestate2_house-hand.jpg restaurant_left-decoration.jpg	E	<u>bôppun</u>	
restaurant_plates.jpg restaurant_right-decoration.jpg			
restaurant_spaghetti.jpg	-		
restaurant_text.jpg			
	Rename Delete		

- 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.

Insert Image	X
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newsletter 1_blocks.jpg 30.91 KB 🥢	
newsletter 1_sale.jpg 42.14 KB 🧷	
realestate 1_house-face- 64.42 KB 🖉	
realestate1_house-face- 64.87 KB //	
realestate2_house- hand.jpg 38.13 KB //	
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Border size:	
Border color:	
Width: 251	Insert Cancel
Height: 167	
Constrain Proportions	
Spacing	
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Vertical:	

- 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.

Image: Sector	g: e_Samp	s Preview Exit	Manag	e Templates Manage Imag	ges Manage Documen
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