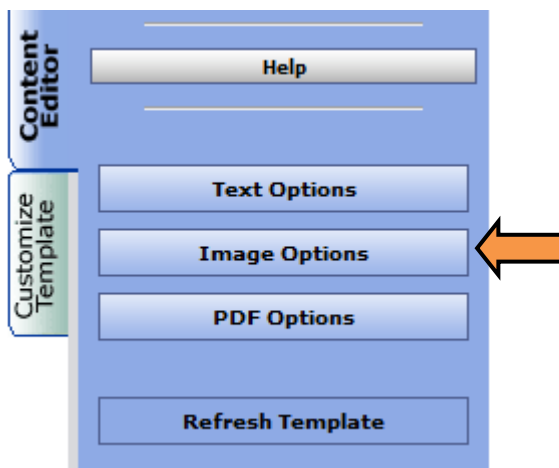


## Quick Start Guide to:

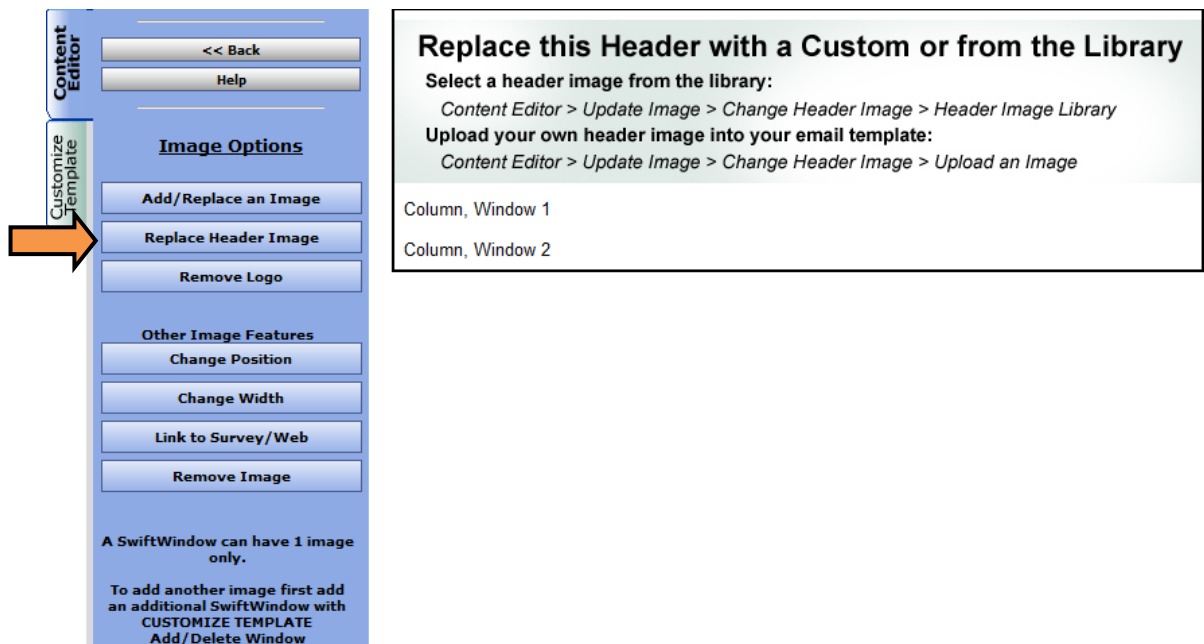
### Header Images

A header image appears at the top of your template. You may only have one header image per template. This Quick Start Guide outlines the steps to replacing a Header Image.

1. Click the Content Editor tab and select Image Options.



2. Click Replace Header Image.



The screenshot shows the 'Image Options' menu in the 'Content Editor'. The 'Replace Header Image' button is highlighted with an orange arrow. To the right, a side panel provides instructions:

**Replace this Header with a Custom or from the Library**

**Select a header image from the library:**  
*Content Editor > Update Image > Change Header Image > Header Image Library*

**Upload your own header image into your email template:**  
*Content Editor > Update Image > Change Header Image > Upload an Image*

Column, Window 1  
Column, Window 2

The 'Image Options' menu includes the following items:

- << Back
- Help
- Image Options**
- Add/Replace an Image
- Replace Header Image**
- Remove Logo
- Other Image Features**
- Change Position
- Change Width
- Link to Survey/Web
- Remove Image

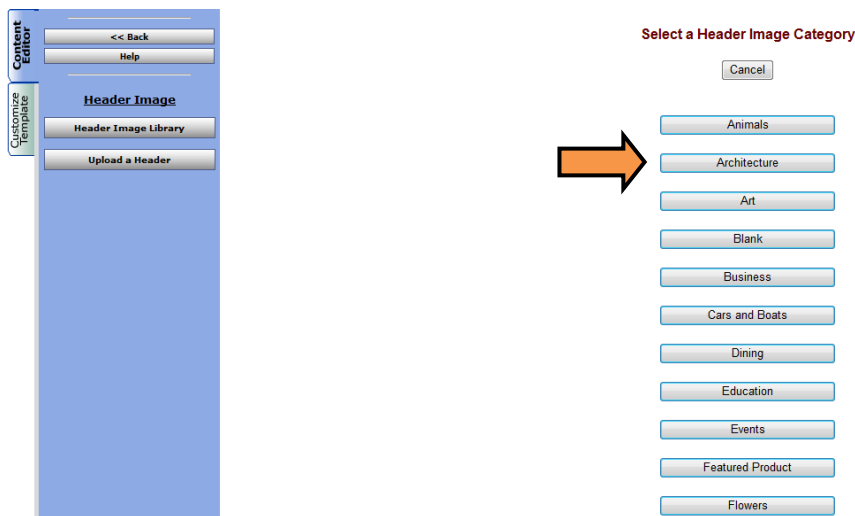
A SwiftWindow can have 1 image only.

To add another image first add an additional SwiftWindow with CUSTOMIZE TEMPLATE Add/Delete Window

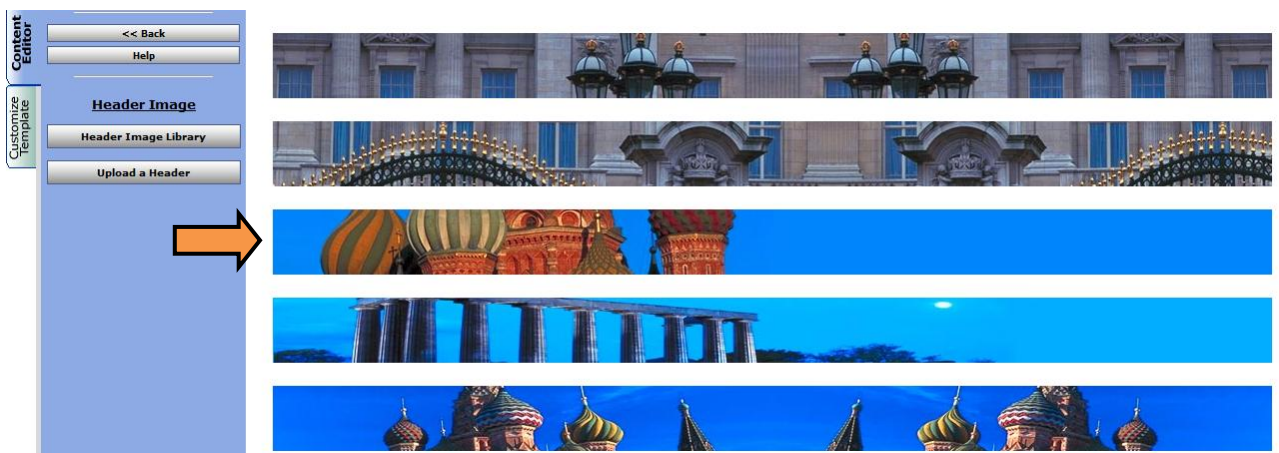
- Swiftpage offers a wide variety of header images to choose from. If you would like to use one of our headers, click Header Image Library.



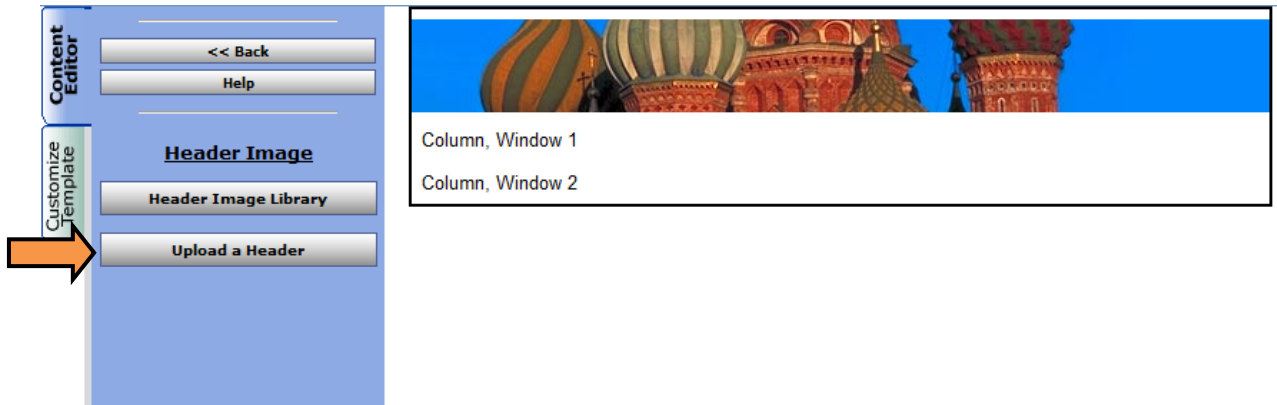
- Select a category.



- Choose a header image.



6. Click OK to add the header to your template.
7. If you would prefer to use an image of your own, click Upload a Header.



8. Click Browse to select an image file. To ensure the best quality, please select an image which is 600px wide and a maximum of 50KB. Click Submit to add the header to your template.

### Set a new Header Image

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\*Note\* Header Images are maximum of 600 pixels wide.

Upload to SwiftWindow:

(**Note:** header images cannot be removed, they can only be replaced. If you would prefer not to use a header, copy the **Blank Template – No Header** template from the Global Template library.)