



## **Quick Start Guide To:**

### **General Images**

Sage E-marketing has two different image categories. The first are the Header Images, which are the images at the top of an email. There is only one header image per email. We have a library of Header Images to choose from or you can upload your own image, like a company logo. Our second definition of an image is any image that you wish to upload into the body of the email. With these types of images you can do one image per window box within the email. There is a maximum of 23 windows per email template that essentially make up the body of your emails.

### **Inserting an Image**

- Click on Content Editor within the Sage E-marketing Online Editor
- Click on Image Options
- Click on the window that you want the image in
- Click on Add / Replace an Image
- Locate your image and then pick the position that you want the image within the window you selected

### **Removing an Image**

- Click on Content Editor
- Click on Image Options
- Click on the window that you want the image removed from
- Click on Remove Image

### **Changing the Size of an Image**

- Click on Content Editor

-Click on Image Options

-Click on the window with the image that you want to resize

-Click on Change Width

-8 pixels wide is the minimum and will be hard to see and 580 pixels wide is the maximum.

*(Tip- Any major changes that need to be done to an image and its quality should be done in Photoshop or another photo editing tool. For the best resolution keep your images at 50K or smaller.)*