



## **Quick Start Guide To:**

### **Header 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.

-Click on Content Editor within the Sage E-marketing Online Editor

-Click on Image Options

-Click on Replace Header Image

-Either make a selection from our Header Image Library or Upload a Header of your own

*(Tip- If using your own header image, the width of all templates is 600 pixels wide. For best quality, compress image to 50K or less.)*

*(Tip – Header images in most cases can't be completely removed, but just changed to a different image. If you want absolutely no header image, you will want to go to the Read Only Library and use a **zzz\_Blank Template – No Header** template.)*