

Quick Start Guide to:

The Image Library

The Image Library allows you to store up to 500 images for use with your Swiftpage templates. This Quick Start Guide provides an overview of accessing and using the Swiftpage Image Library.

1. From the Swiftpage Connect Portal, click Template Editor.

Connect	ge 🖪	
Template Editor	Send Email	brightpeak visit website >
Reports	List Manager	email templates - postcards landing pages - microsites logos - and more MySwiftpage
Call List	Surveys	Account Name rs_121211_spe UserID
Drip Marketing	Social Sharing	rs_121211_spe Service Level Team
Leads		Drip Marketing Service Level Free Send Limit 100
Resourc	e center	Account Management
Live Demos	Feature Tours	Edit User Profile
Consultants	Swiftpage Support	Manage Account
Deliverability	Education Center	Upgrade Account
		Support Information
		Monday-Friday, 5:00am - 8:00pm EST Phone: 1 (877) 228-8377 For international customers +1-303-978-1000

2. Click Manage Images to open the Image Library.

Global Templates Local Tem Recently Edited Templates Sample		Publish/Distribute La	anding Page	5	
Select a Local Template:	Show Template	Prefix			
Sample				Refresh Preview Edit Make read-only Copy	
Show:	√ [©] Advanced [©] Basi	5		Rename Delete Send test email	

3. Click Browse to locate the desired image (**note:** use files no greater than 50KB in size to ensure the best image quality). Click Upload to add the image to your library.

Swiftpage Template Mana Home	Manage Template	As Manage Images Manage Documents ?
	Manage Image L	Library
Upload Images	_В	Browse
☑ Overwrite image, if elements	exists in your library Upload	
Image Library realestate1_house-face-left.jpg realestate1_house-face-right.jpg	Total Images: 11 of 500	Thumbnail preview
realestatenouse-hand.jpg restaurant_left-decoration.jpg restaurant_plates.jpg restaurant_right-decoration.jpg	E	
restaurant_spaghetti.jpg restaurant_text.jpg	T Delate	
Crop Copy R	ename Delete	

- 4. To crop an image, select the image that you would like to alter and then click Crop.
- 5. Drag the corners so that the window encompasses the area you would like to keep. Enter an image name in the Save cropped as field and then click Save.

Swift Home	pageTemplate Manager	Manage Templates	Manage Images	Manage Documents	?
		Crop Image			
Save cropped as:	Cropped-image	Save Cancel	Zoom: 1009	6 -	

6. To create a copy of an image, highlight the image you would like to replicate and click Copy. Enter a name in the generated field. Click Submit.

SwiftpageTemplate Manager Home Manage Templates Manage Images Manage Documents
Manage Image Library
Upload Images Browse Overwrite image, if exists in your library Upload
Image Library Total Images: 12 of 500 Thumbnail preview Cropped-image.jpg realestate1_house-face-left.jpg Image: 12 of 500 Thumbnail preview realestate1_house-face-ight.jpg Image: 12 of 500 Image: 12 of 500 Image: 12 of 500 realestate1_house-face-ight.jpg Image: 12 of 500 Image: 12 of 500 Image: 12 of 500 realestate1_house-face-ight.jpg Image: 12 of 500 Image: 12 of 500 Image: 12 of 500 restaurant_left-decoration.jpg Image: 12 of 500 Image: 12 of 500 Image: 12 of 500 Image: 12 of 500 restaurant_ight-decoration.jpg Image: 12 of 500 Image: 12 of 500 Image: 12 of 500 Image: 12 of 500 Crop Copy Rename Delete Image: 12 of 500 Image: 12 of 500
Copy selected Image to: Copied-image Submit Cancel

7. To rename an image, highlight the image whose name you wish to alter and then click Rename. Enter a new name in the generated field and click Submit.

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		Manage Image Library
– Upload Images	☑ Overwrite image	Browse if exists in your library Upload
Image Library Copied-image.jp Cropped-image.jp realestate1_hou: realestate2_hou: restaurant_left-d restaurant_left-d restaurant_right- Crop	pg se-face-left.jpg se-face-right.jpg se-hand.jpg ecoration.jpg s.jpg	Total Images: 13 of 500 Thumbnail preview Thumbn
Rename selected	Overwrite Overwrite Image to: Renamed-ir	existing Image mage Submit Cancel

8. To delete an image, select the image you wish to delete. Click Delete. Press OK to confirm your decision.

SwiftpageTemplate	Manager Manage Templates Manage Images Manage Documents ?
	Manage Image Library
Upload Images	ge, if exists in your library Upload
Image Library Renamed-image.jpg restaurant_left-decoration.jpg restaurant_plates.jpg restaurant_right-decoration.jpg	Message from webpage
restaurant_spaghetti.jpg restaurant_text.jpg thumbnail.jpg xyzcorp.jpg Crop Copy	OK Cancel Rename Delete