Swiftpage **E**

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.

2. Click Manage Images to open the Image Library.
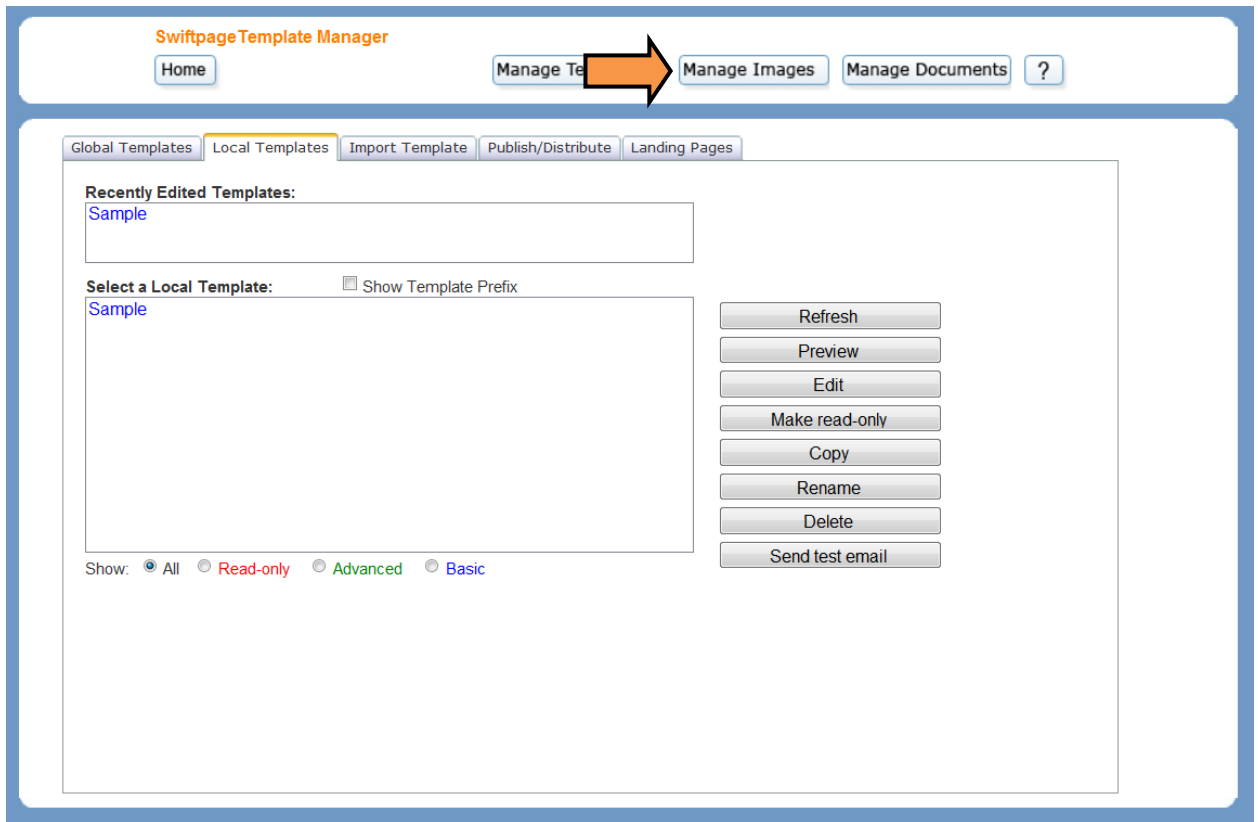
3. Click Browse to locate the desired image (**note:** use files no greater than 50KB in size to ensure the best image quality). Click Upload to add the image to your library.
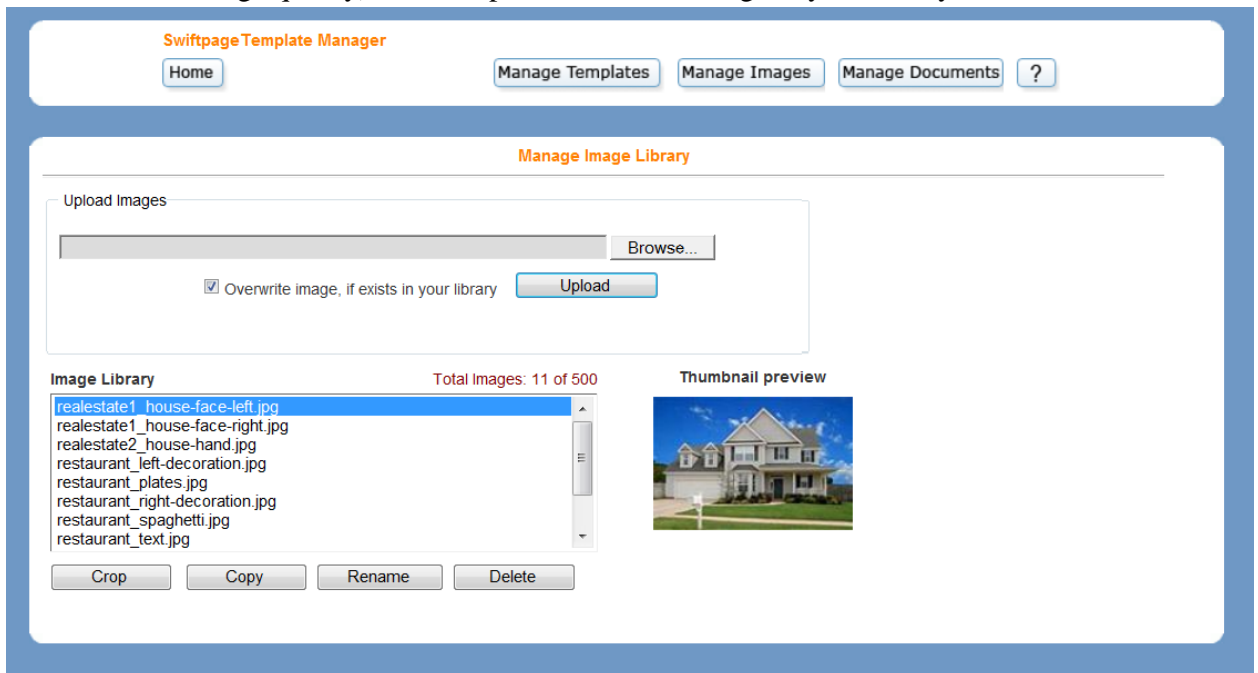
4. To crop an image, select the image that you would like to alter and then click Crop.

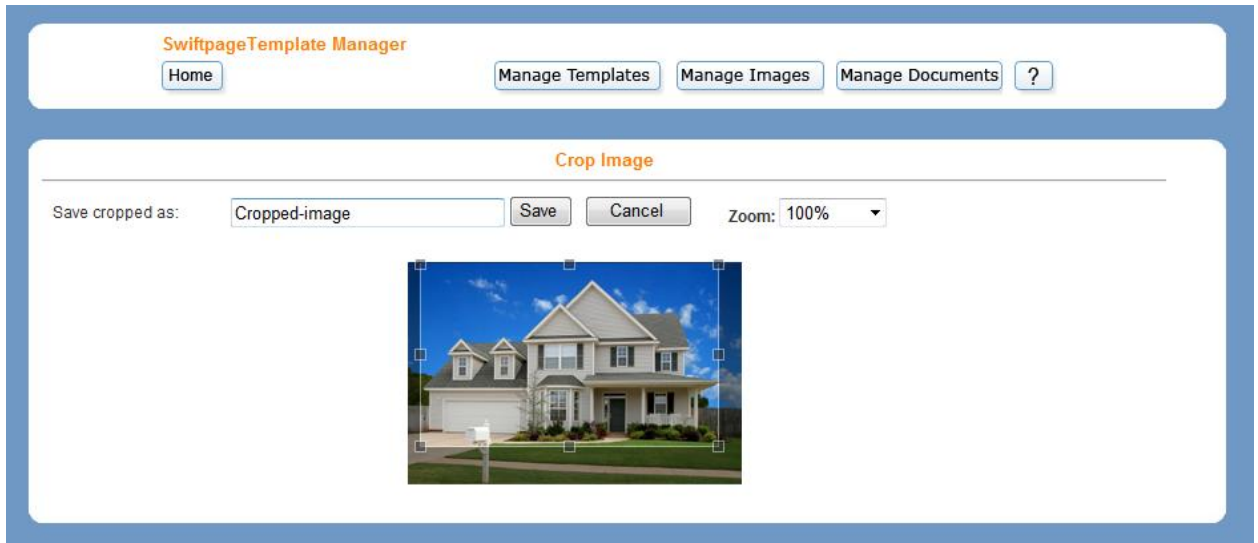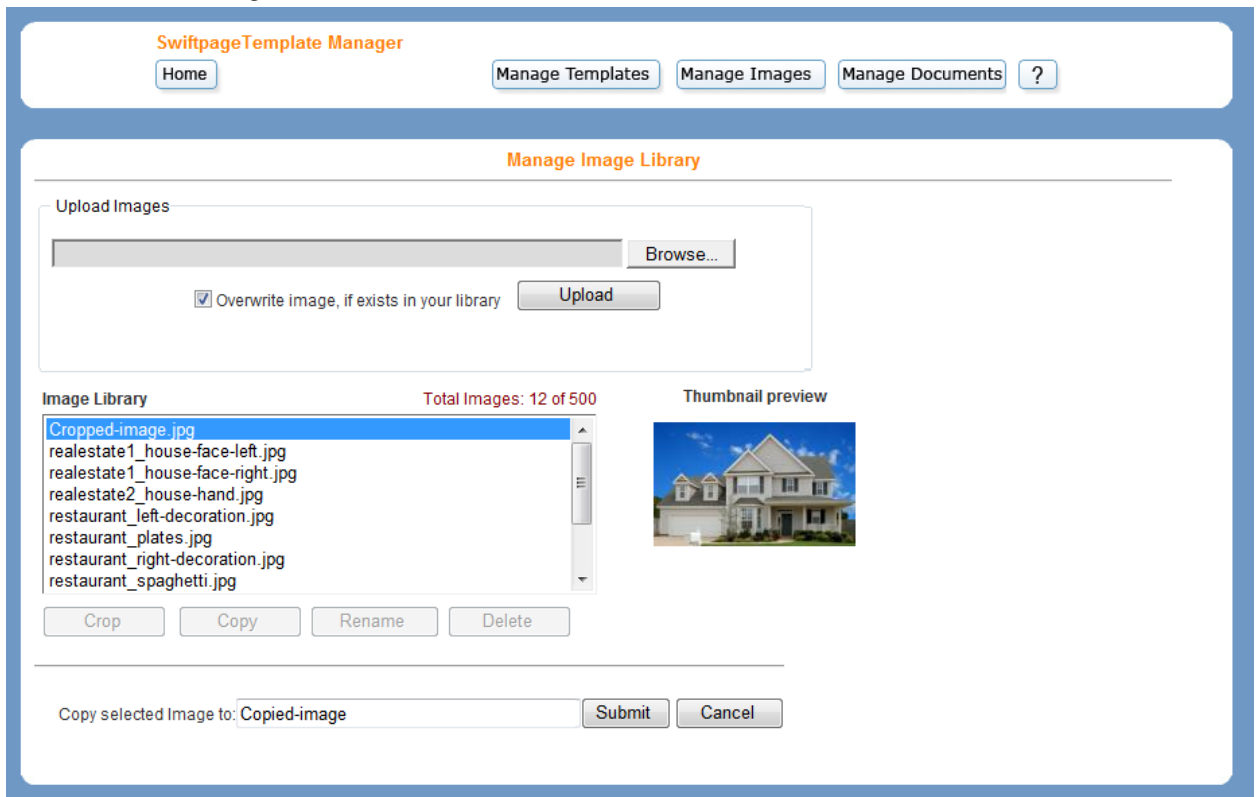5. Drag the corners so that the window encompasses the area you would like to keep. Enter an image name in the Save cropped as field and then click Save.

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.

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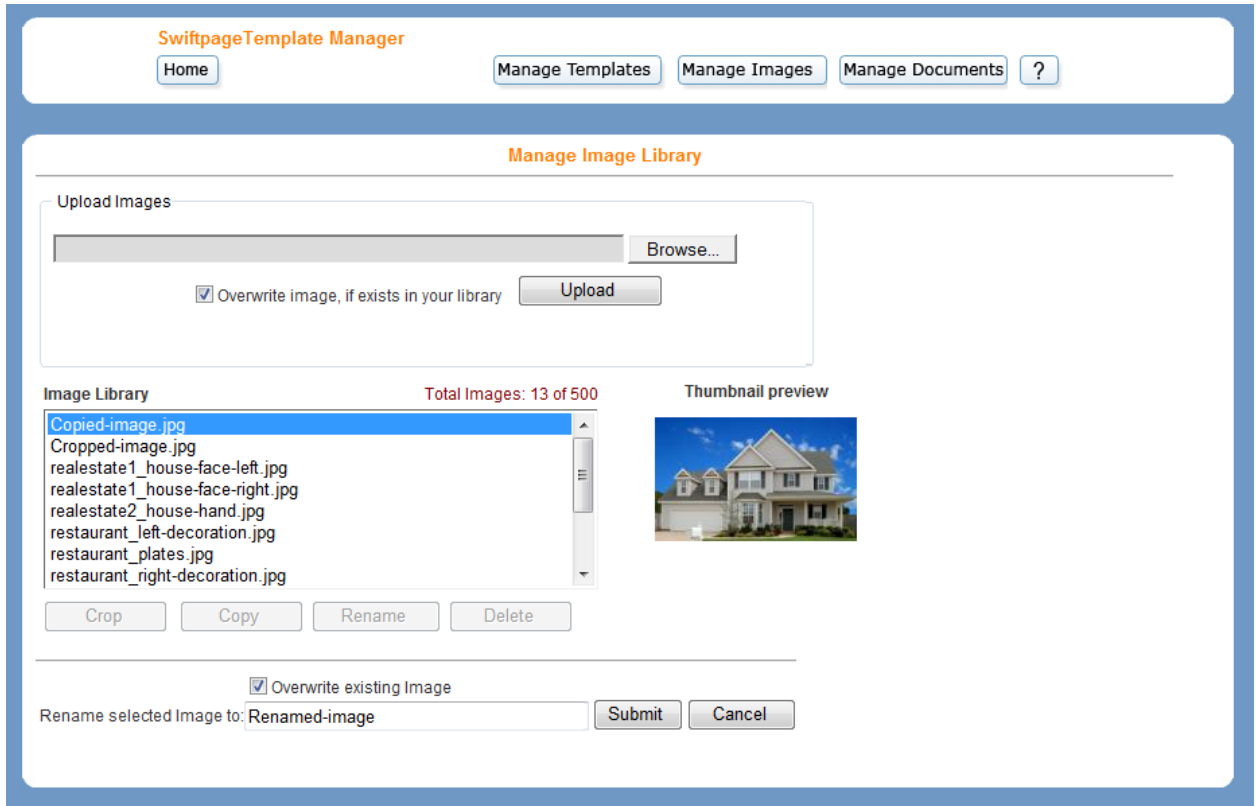
8. To delete an image, select the image you wish to delete. Click Delete. Press OK to confirm your decision.