

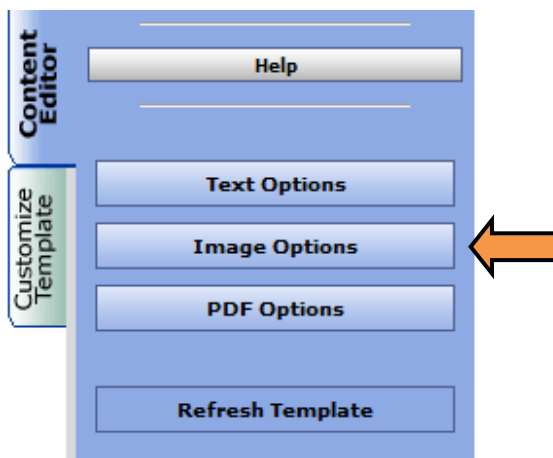


## Quick Start Guide to:

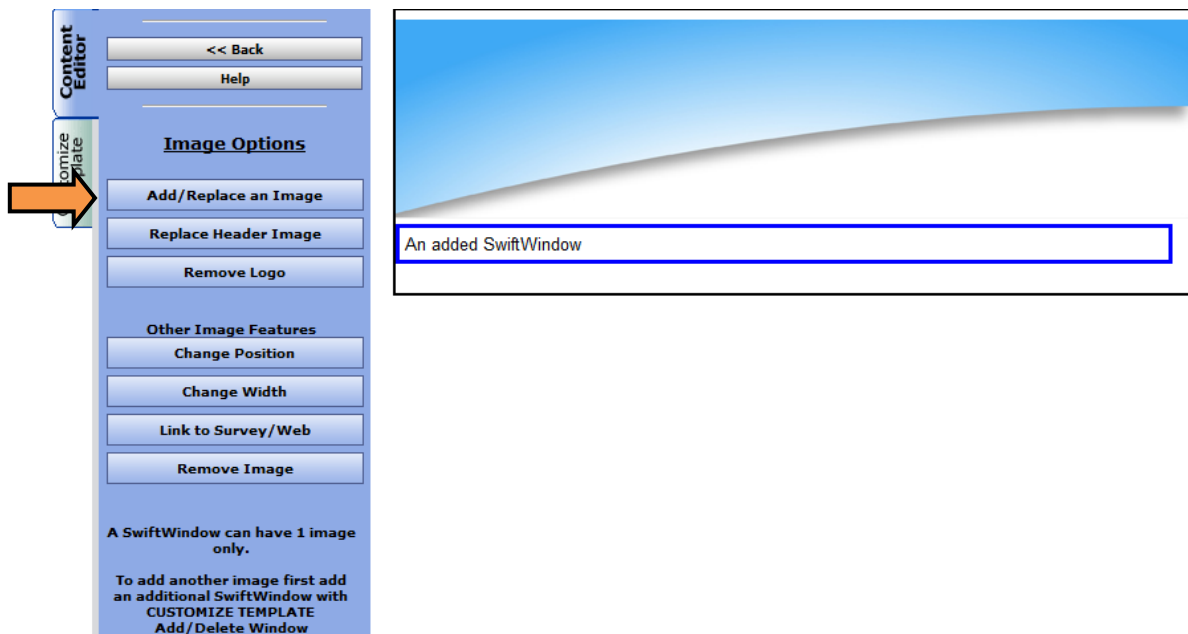
### General Images

A general image is an image which appears in the body of your email. Each SwiftWindow may contain one image. This Quick Start Guide will explain how to add an image, how to change the size of an image, and how to delete an image.

1. Click the Content Editor tab and then click Image Options.



2. Select the SwiftWindow where you would like to insert an image. Click Add/Replace Image.



3. Select where you would like to position the image in the SwiftWindow. If you have already uploaded the image to your image library, you may then select the file from the Library images drop down box and click Submit. If not, click Browse to select the file and then click Submit.

### Place an image in the selected SwiftWindow

Image Position:  Left  Center Top  Center Bottom  Right

Upload to SwiftWindow:

#### or select an Image from your Image Library

Library images:

4. The image will now display in your template.

The screenshot displays the 'Content Editor' interface. On the left is a sidebar titled 'Customize Template' with the following options: '<< Back', 'Help', 'Image Options' (with sub-options: 'Add/Replace an Image', 'Replace Header Image', 'Remove Logo'), 'Other Image Features' (with sub-options: 'Change Position', 'Change Width', 'Link to Survey/Web', 'Remove Image'), and a note: 'A SwiftWindow can have 1 image only. To add another image first add an additional SwiftWindow with CUSTOMIZE TEMPLATE Add/Delete Window'. The main area shows a SwiftWindow with a blue sky background and a white curved header. A house image is displayed in the center, with the text 'An added SwiftWindow' below it.

5. To change the image's size, click Change Width.



The screenshot shows the 'Content Editor' interface. On the left, there is a vertical sidebar with two sections: 'Content Editor' and 'Customize Template'. The 'Content Editor' section contains buttons for '<< Back' and 'Help'. The 'Customize Template' section contains a list of options under the heading 'Image Options': 'Add/Replace an Image', 'Replace Header Image', 'Remove Logo', 'Other Image Features', 'Change Position', 'Change Width' (highlighted by an orange arrow), 'Link to Survey/Web', and 'Remove Image'. Below these options, there is a note: 'A SwiftWindow can have 1 image only. To add another image first add an additional SwiftWindow with CUSTOMIZE TEMPLATE Add/Delete Window'. On the right, a preview window shows a large white curved header above a smaller image of a house. The text 'An added SwiftWindow' is visible below the image.

6. Select the SwiftWindow containing the image whose size you wish to change. Enter the new width in the field provided and click Submit.



The screenshot shows the 'Content Editor' interface with the 'Set Image Width' dialog box open. The dialog box has a title 'Set Image Width' and a message: 'Enter new image width. Maximum image width is limited by column width that it is displayed in.' Below the message is a text input field containing '150' and a 'px' label. There are 'Submit' and 'Default' buttons. Below the buttons, there is a note: 'Press 'Default' to set the image to its original size or max allowable size in the SwiftWindow.' On the right, the preview window shows the same house image as in the previous screenshot, but now it is enclosed in a blue rectangular border, indicating it is selected for editing. The text 'An added SwiftWindow' is visible below the image.

7. Click Remove Image if you would like to delete an image.



8. Select the SwiftWindow containing the image you would like to delete. Click Submit.

