

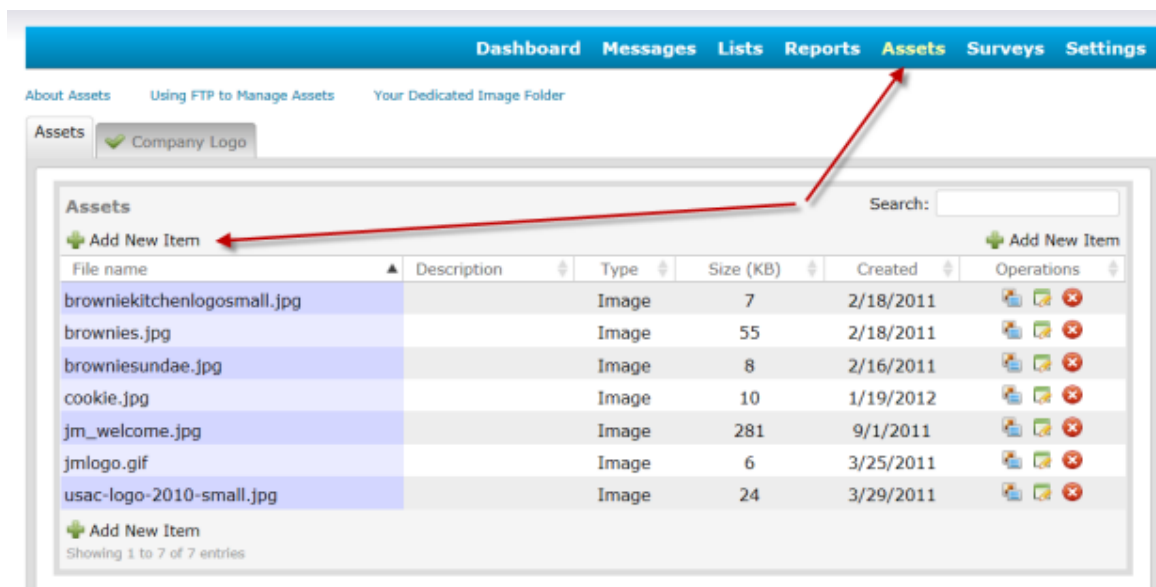
JangoMail Tutorial

Inserting Images with the EditLive HTML Editor

Composing with Images:

HTML email messages can also include images. Instead of using **copy/paste** commands to insert images into HTML email, however, you will use **upload/insert** tools.

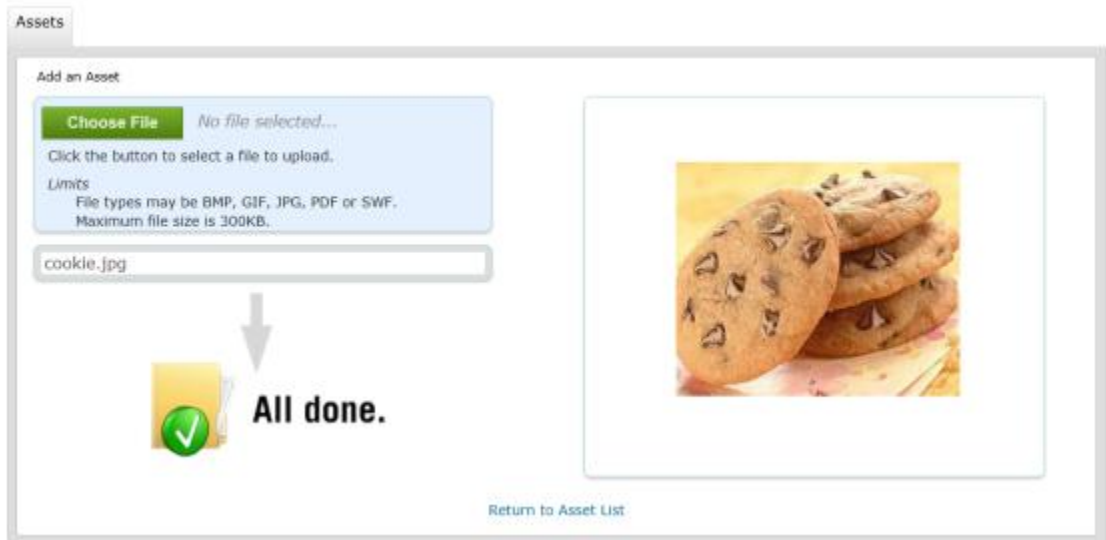
- ◆ Uploading images to the JangoMail Assets Manager
 - Navigate to the **Assets** section and click **Add New Item**.




- Use the **Choose File** button to select the JPG, BMP or GIF file from your system. You may use any JPG or GIF file up to 300KB in size. JPG images should be in RGB format (not CMYK).



- Click **Start Upload** to upload your image. When this upload is finished, you will get a message that says **All done**. You may continue to upload images by clicking the **Choose File** button again.



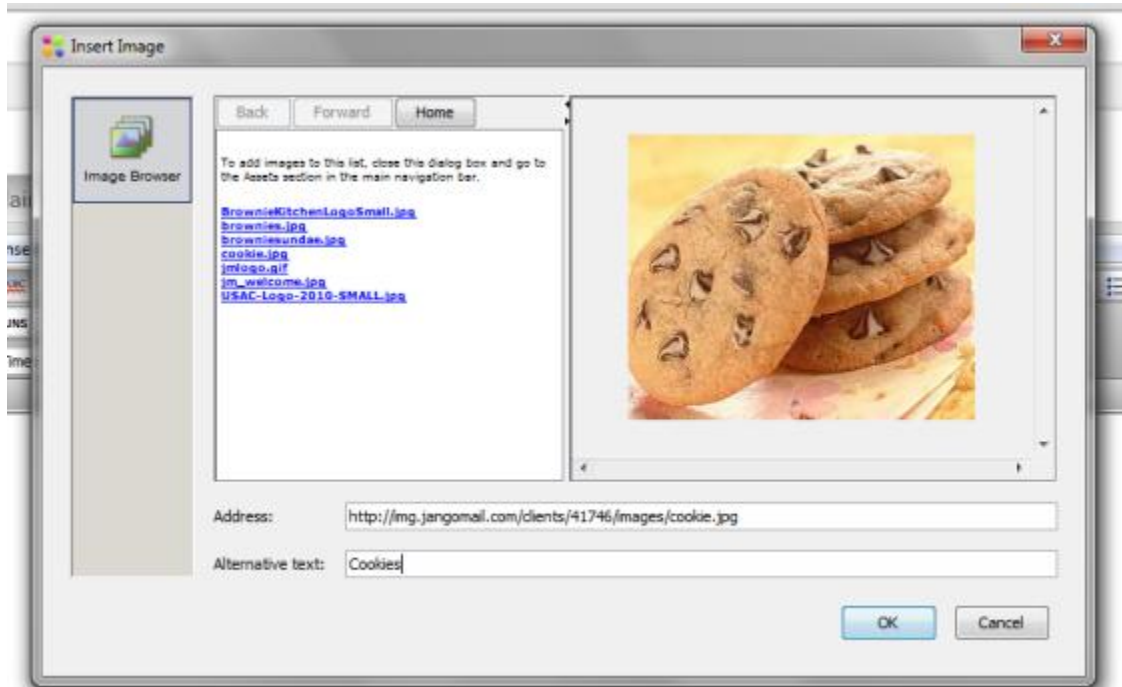
◆ Inserting images into your message

Once all images have been imported to the Assets Manager, you may use the Insert Image tool to place them in your message. Navigate to **Messages → Compose New Message** and begin to create your email. Click the  **Settings** icon and make sure that you have **EditLive** selected as your editor.

- Place your cursor in the message where you want the image to be placed.
- Click the Insert Image tool from the top toolbar.

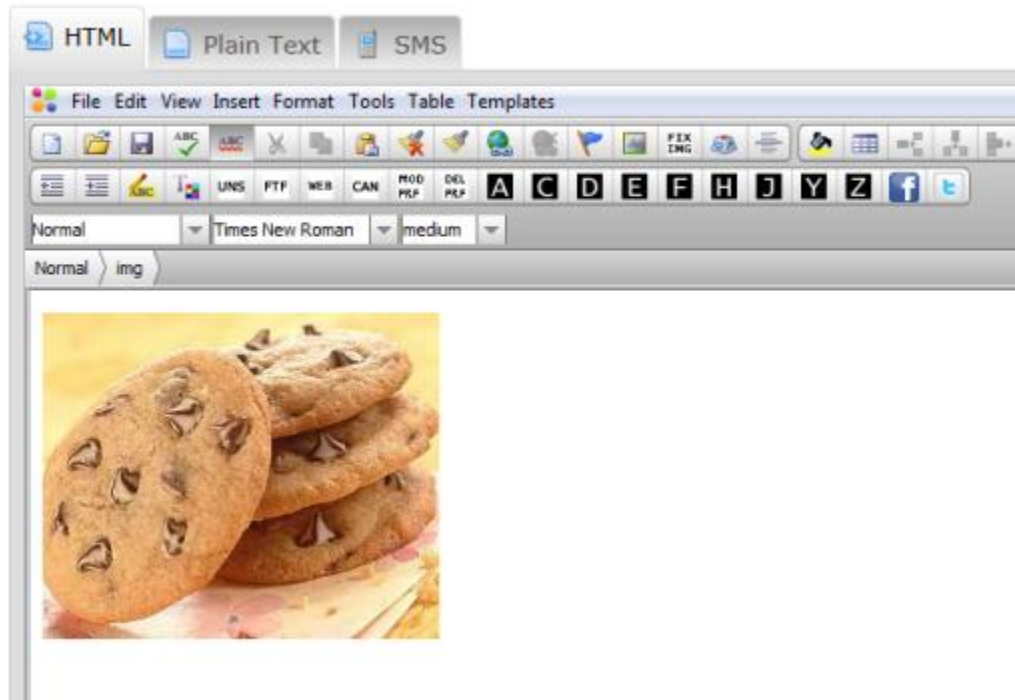


- You will open a pop-up window to select your desired image. *Make sure you disable any pop-up blocker software.*



- Select your image from the list of available images. Note: If your image does not appear here, make sure it is a JPG or GIF file type and that you have imported it using the **Assets Manager**.

- Click the **Insert Image** button in the lower left of the window to place the image in your email.



- If you need to resize your image, right click on the image and view **Image Properties**. Adjust the width and height proportionally to avoid distortion of the image. Clicking and dragging will not maintain the aspect ratio and could distort your image.