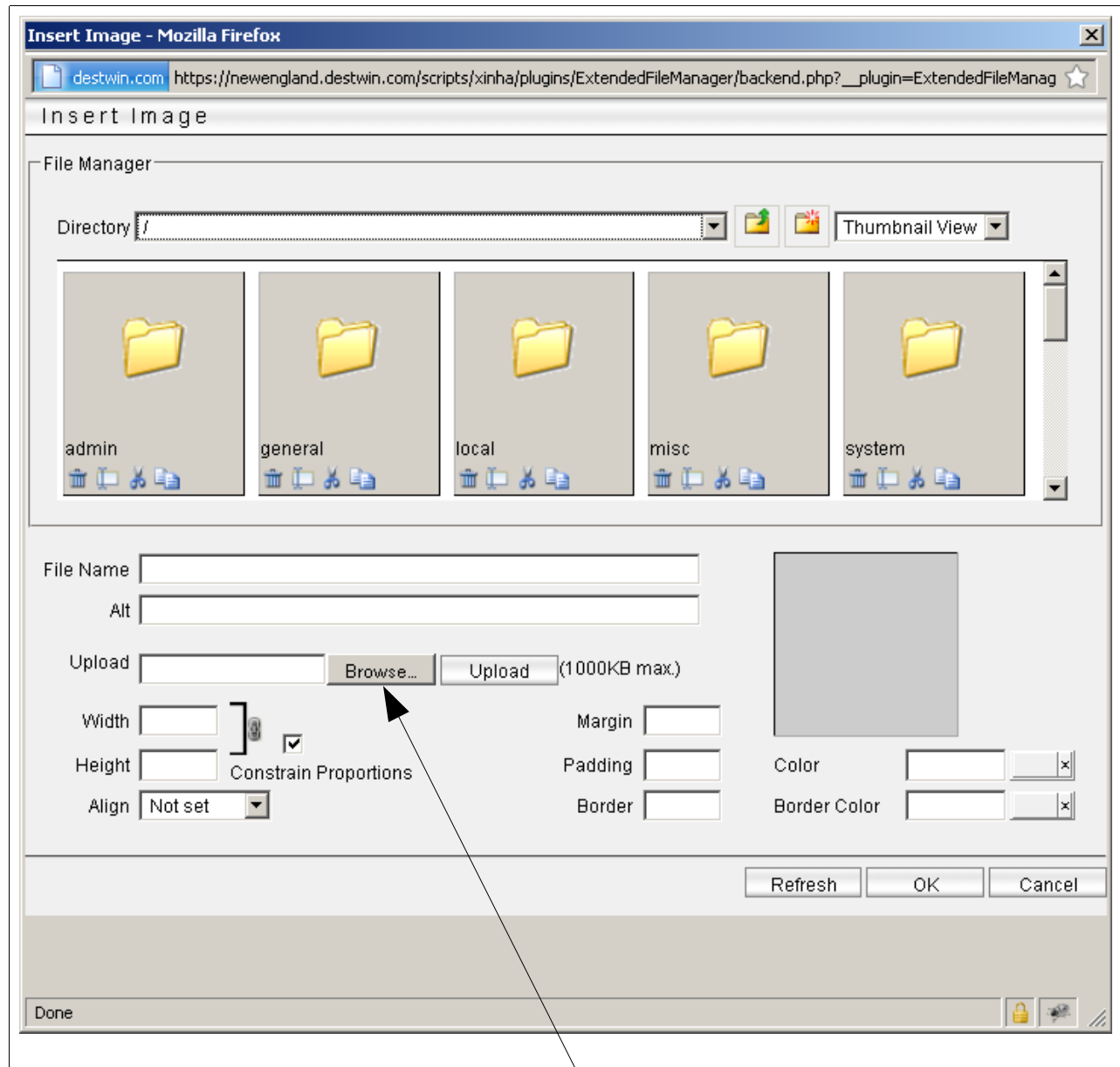Destwin Quick Reference
Console Version 2.0
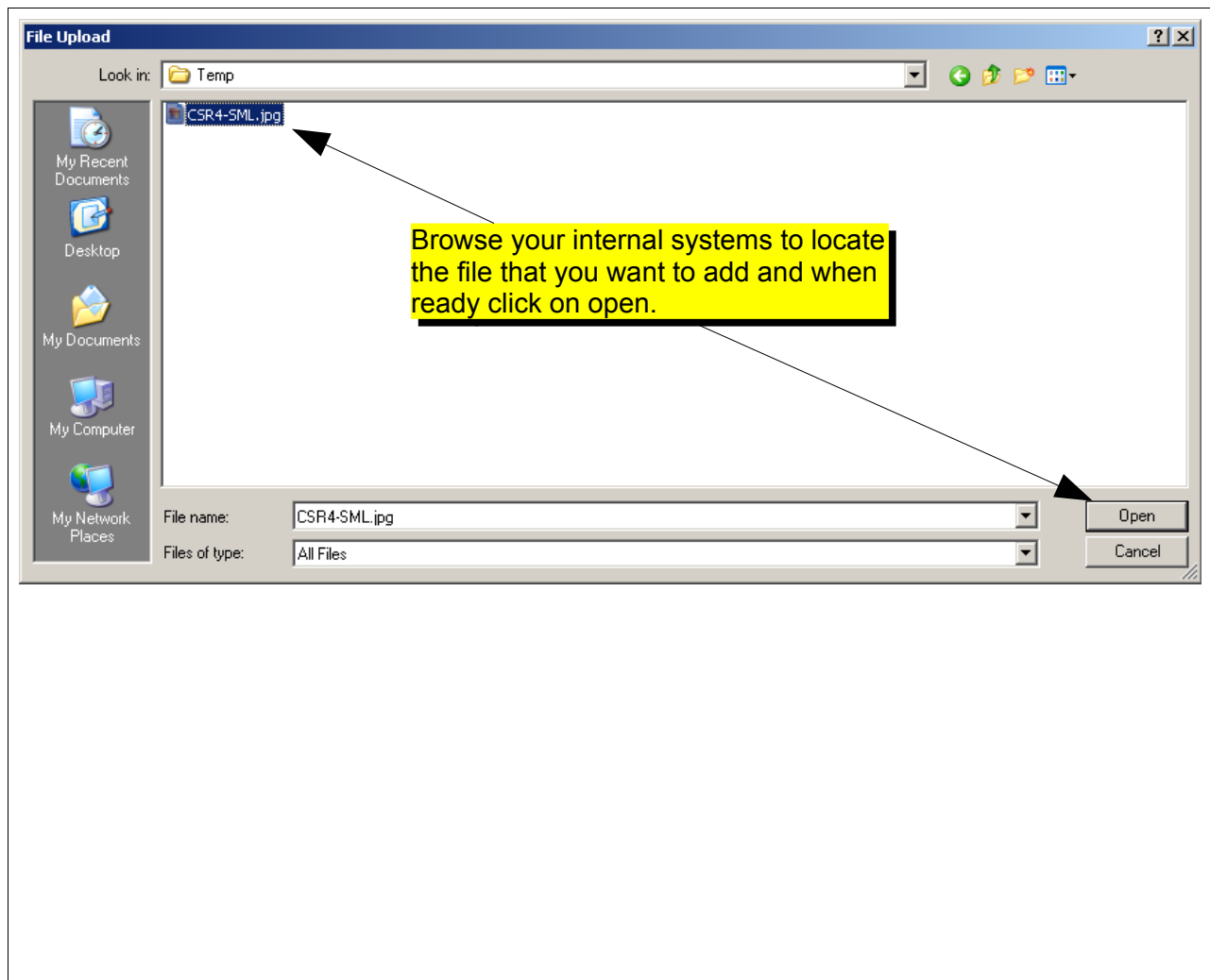How to add an Image to a Marketing Message
11-AUG-11

This Quick Reference describes how to add an image to a marketing message. This quick reference assumes you know how to access the system HTML editor. For more information on how to access the system HTML editor read the **Using Marketing Tools to Manage Customer Site Content** Quick Reference.
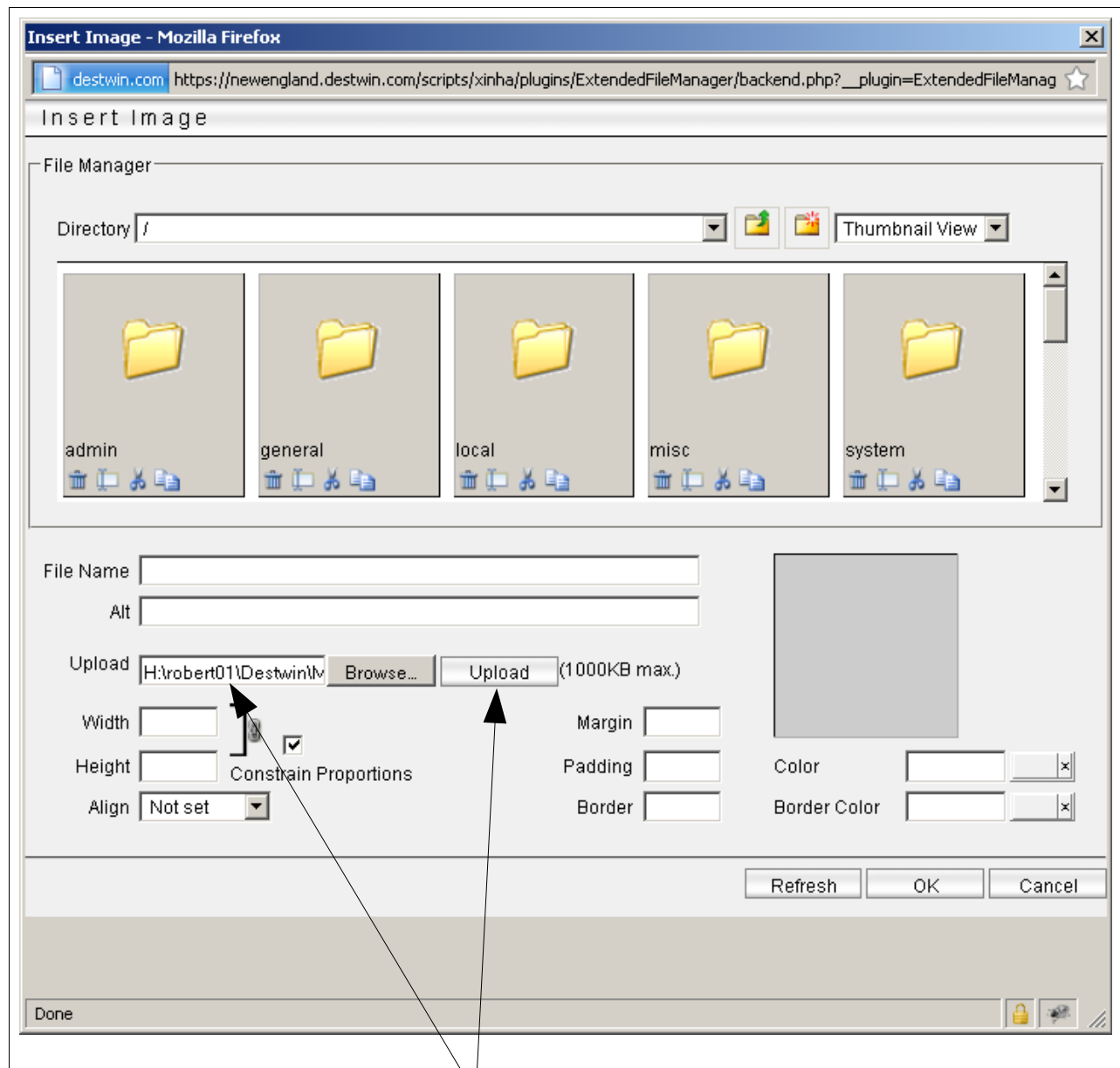


Once in the HTML editor, click on the image icon.
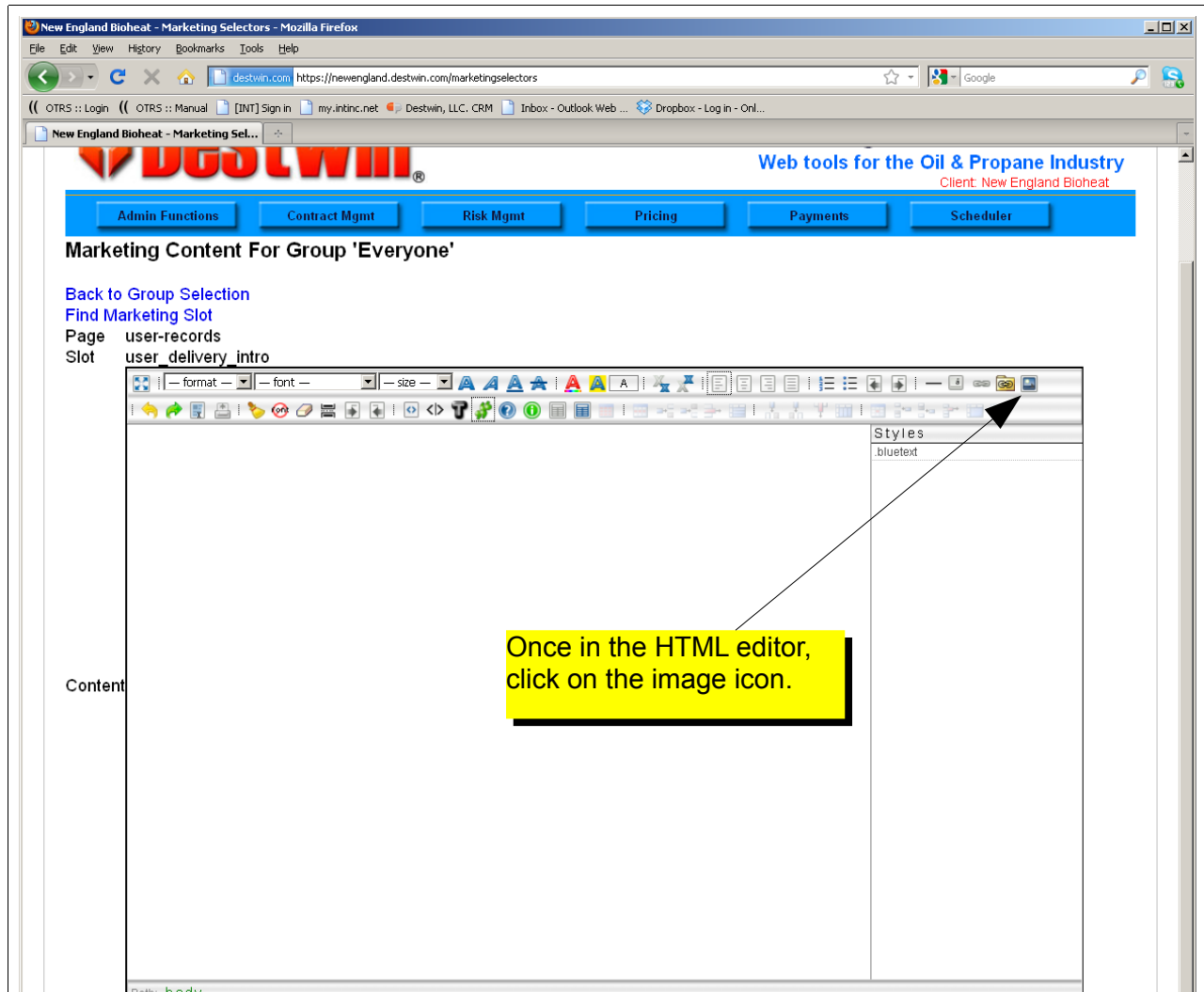
**Tech Tip**
When working with Marketing Tools it is useful to run two separate and distinct browsers, e.g. Firefox and Chrome each logged in to the Admin console with Firefox open to the Account Search page that you want to install your message on to and with Chrome open to the Marketing Tools. After editing and submitting a message in Chrome, go to your Firefox window and refresh the page to see your message, then back to Chrome for additional edits and repeat as necessary. In this way you do not have to leave the Marketing Tools page in Chrome to review your edits. We recommend using Google Chrome for creating and editing marketing messages. As of this writing it seems to provide the fastest performance.

**Insert Image - Mozilla Firefox**

destwin.com https://newengland.destwin.com/scripts/xinha/plugins/ExtendedFileManager/backend.php?__plugin=ExtendedFileManag

Insert Image

**File Manager**

Directory [/]   Thumbnail View

admin     general     local     misc     system

File Name [                    ]

Alt [                    ]

Upload [          ] Browse...   Upload   (1000KB max.)

Width [    ]
Height [    ]  Constrain Proportions
Align [Not set ▼]

Margin [    ]
Padding [    ]
Border [    ]

Color [          ] [×]
Border Color [          ] [×]

Refresh   OK   Cancel

Done

To make an image available to the system that has not been uploaded previously, click on the Browse button.

**File Upload**

Look in: ☐ Temp

CSR4-SML.jpg

Browse your internal systems to locate the file that you want to add and when ready click on open.

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name: CSR4-SML.jpg

Files of type: All Files

Open

Cancel

**Insert Image - Mozilla Firefox**

destwin.com https://newengland.destwin.com/scripts/xinha/plugins/ExtendedFileManager/backend.php?__plugin=ExtendedFileManag

Insert Image

File Manager

Directory /  |  Thumbnail View

admin  general  local  misc  system

File Name

Alt

Upload  H:\robert01\Destwin\M  Browse…  Upload  (1000KB max.)

Width

Height  ☑ Constrain Proportions

Align  Not set

Margin

Padding

Border

Color

Border Color

Refresh  OK  Cancel

Done

This will populate the Upload box with the path and filename and when satisfied click on the Upload button.

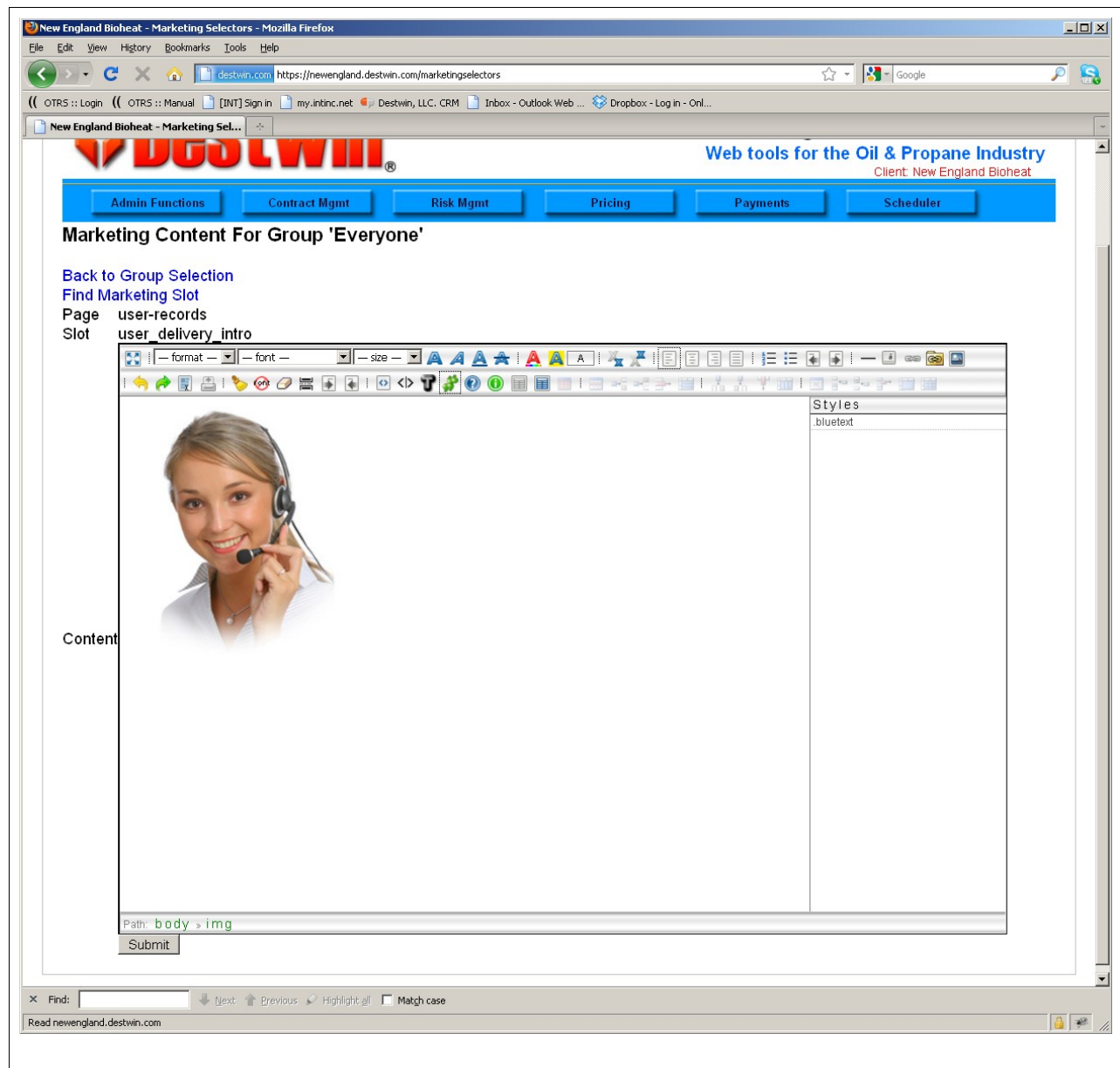How to add an Image to a Marketing Message page 4 of 8
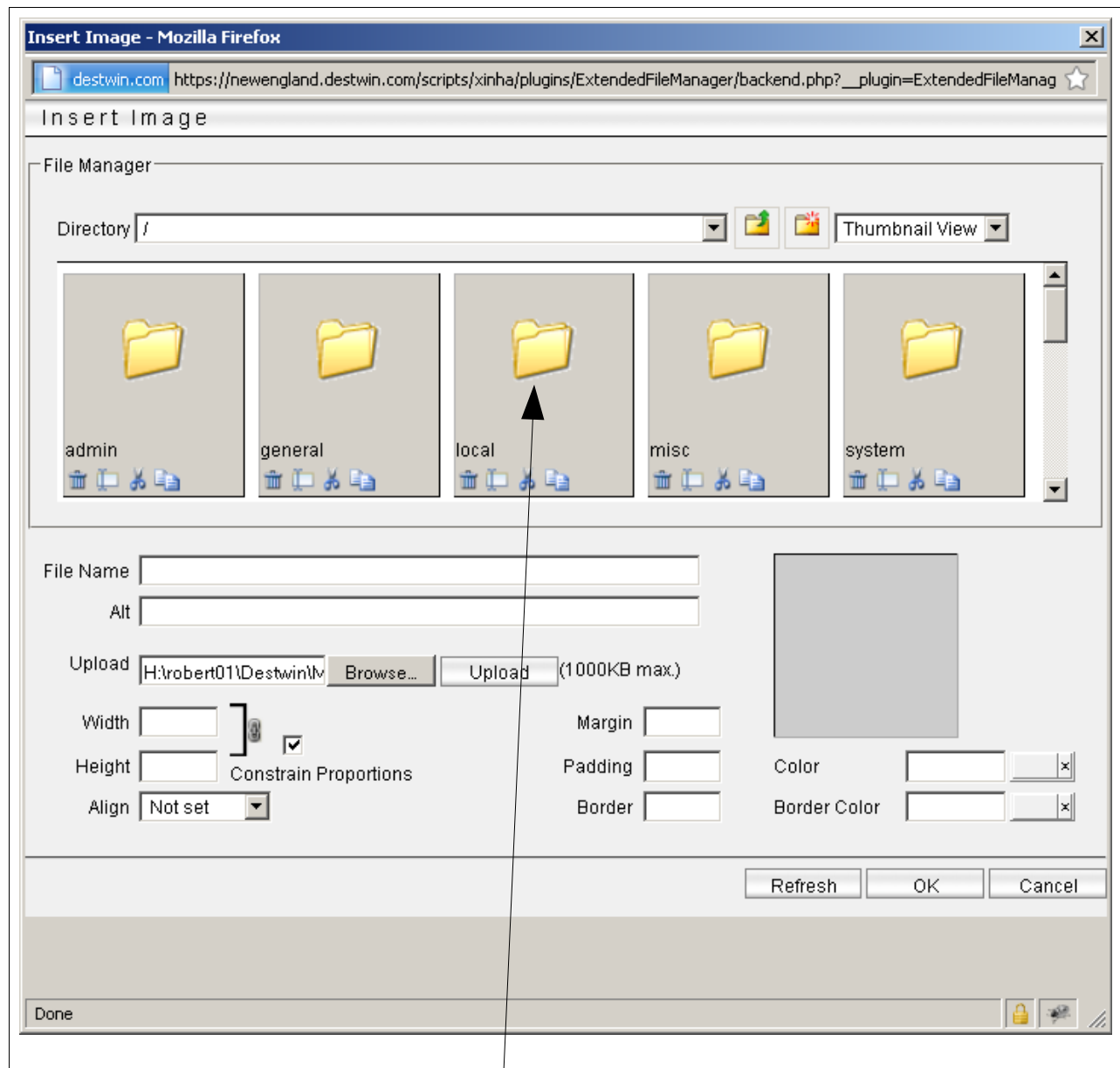
Next, click on the 'local' folder.
Files that are uploaded are by
default added to the local folder.
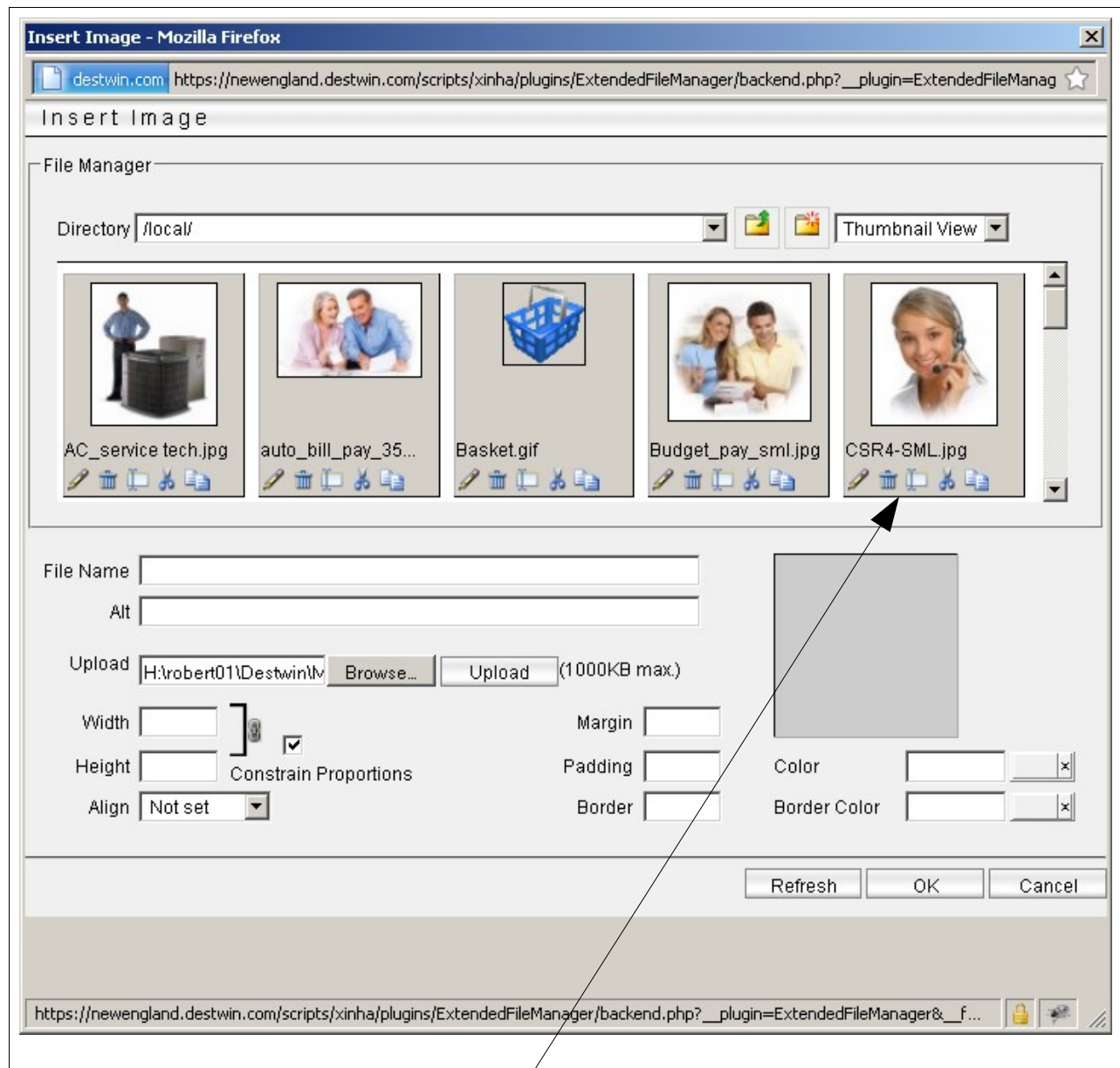
Browse through the available images
until you find your file, then click on it to
select it.
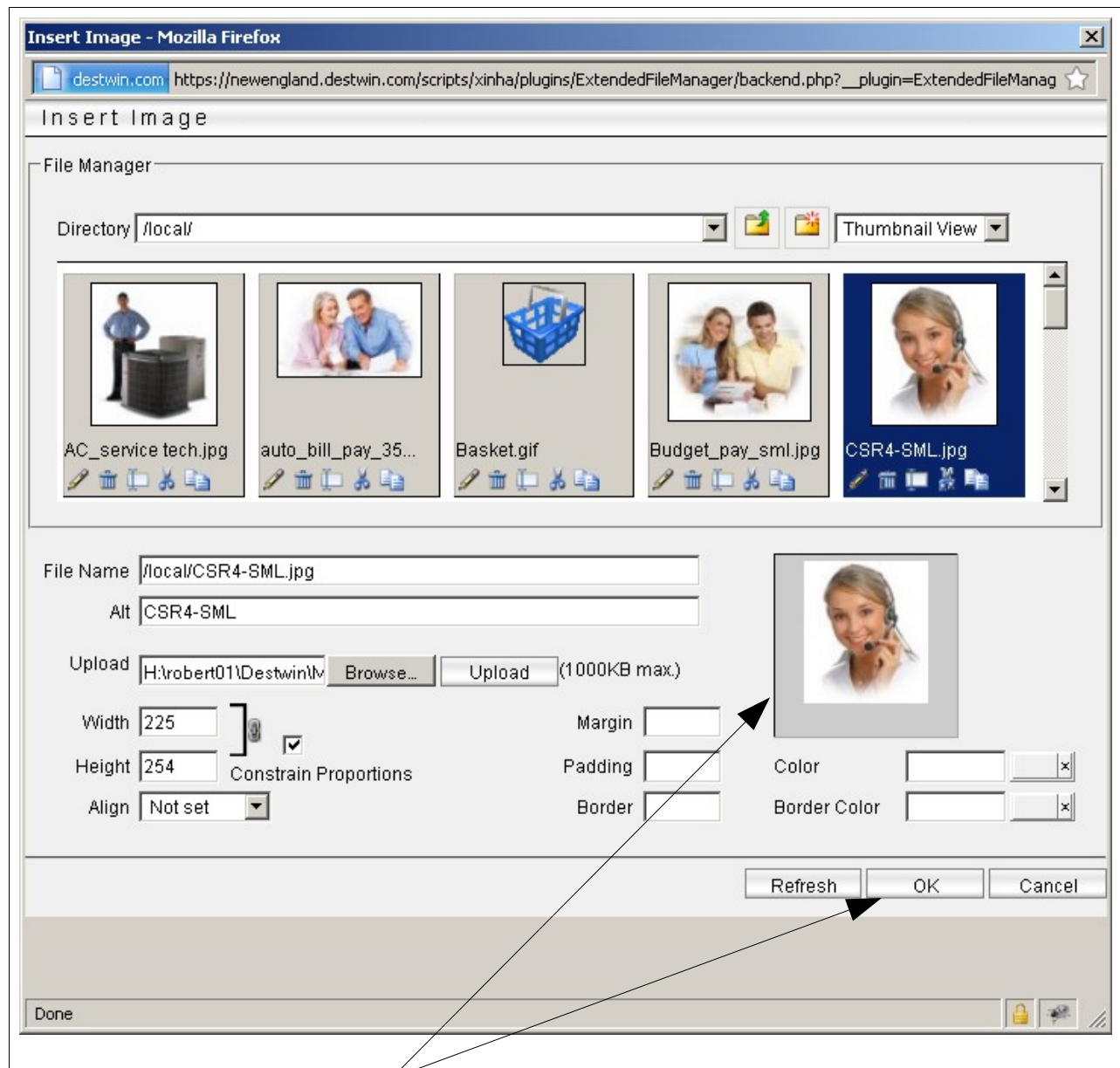
The selected image will load in the Preview frame and if satisfied, click on the OK button.

The selected image should now be loaded in your editor and you can continue editing your message.