Uploading Images for Emails

You can add images to the system or refer to an image sitting on the internet and then insert them into an email. This method works for all the graphical email sections (i.e. Email Blasts or Modify Email Content) within PetExec and once an image is uploaded to the server, it is always available regardless of where it was uploaded from.

From the main menu go to Company Preferences -> Modify Email Content or Email Blast. To insert an image, place your cursor where you want the image to show up. Then click on the "Image" button.

Email Blast Details

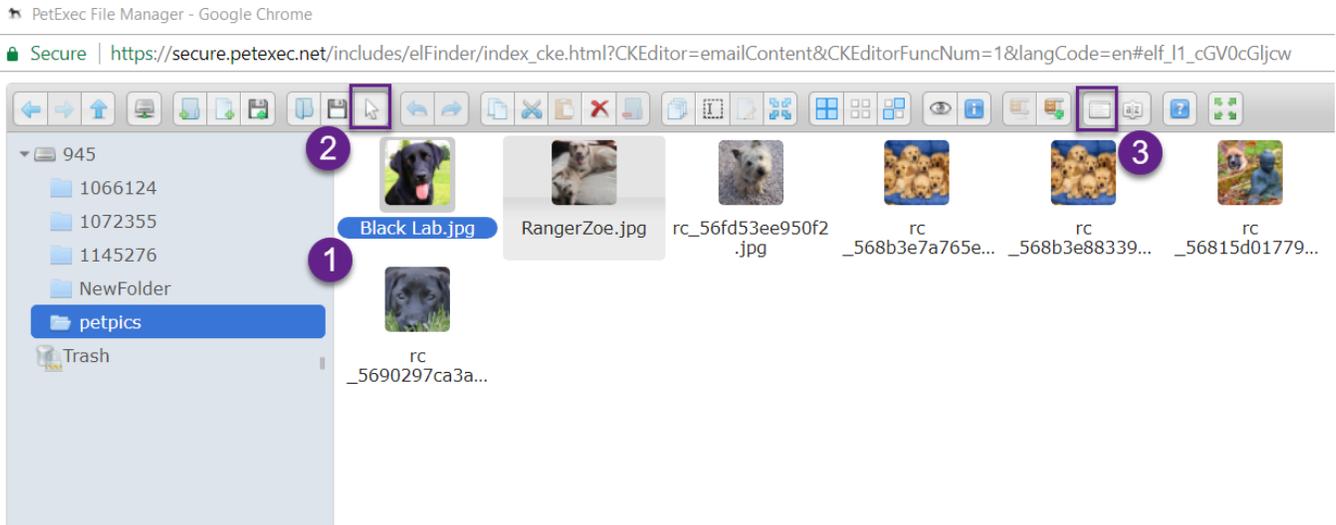Who do you want to send this to? ✳

Select an Option ▾

Email Subject ✳

Email Blast Subject

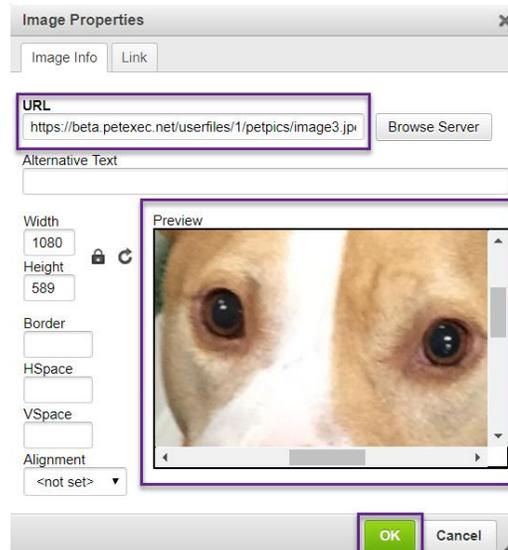Email Content ✳

I want an image below this line.

body p

You can enter the URL to the image if it exists on your web server or somewhere on the internet, then click the "OK" button and the image will be linked to the place you have chosen in the Email.

If it exists on your web server, but you don't know the URL, click the "Browse Server" button.
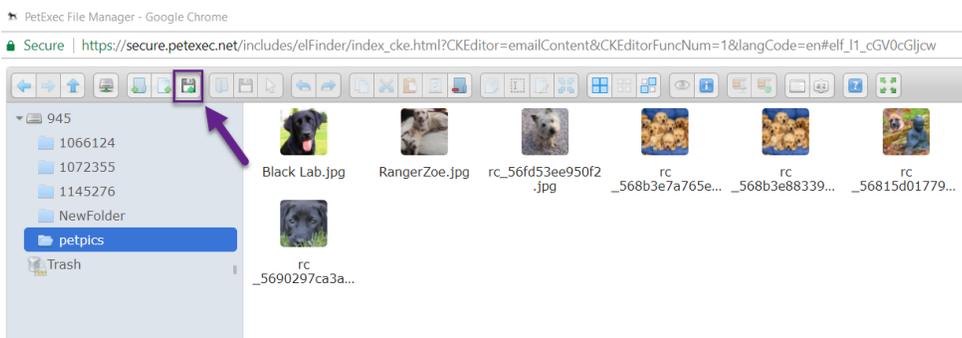
Image Properties ✕

Image Info | Link

URL
[   ] Browse Server

Alternative Text
[   ]

Width
Height
Border
HSpace
VSpace
Alignment <not set> ▾

Preview

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor. Vestibulum rutrum, est ut placerat elementum, lectus

OK | Cancel

1) Select the image from the list of files on the PetExec File Manager and
2) Click the "Select files" icon. Hovering over the icons will display their function.
3) Note you can change the view from List to Icons and vice versa by clicking on the "View" icon.
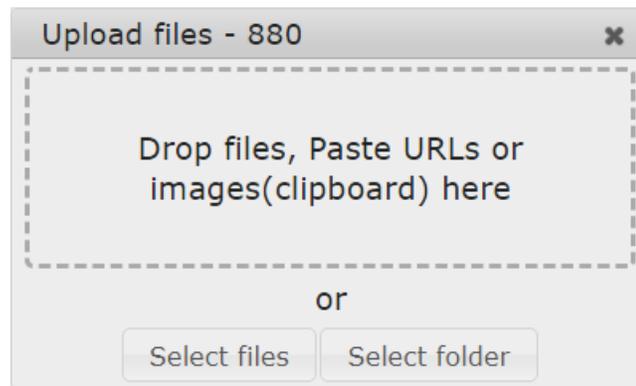

You will then see the URL listed and a preview of the image. You can click "OK" to insert the image into the Email.
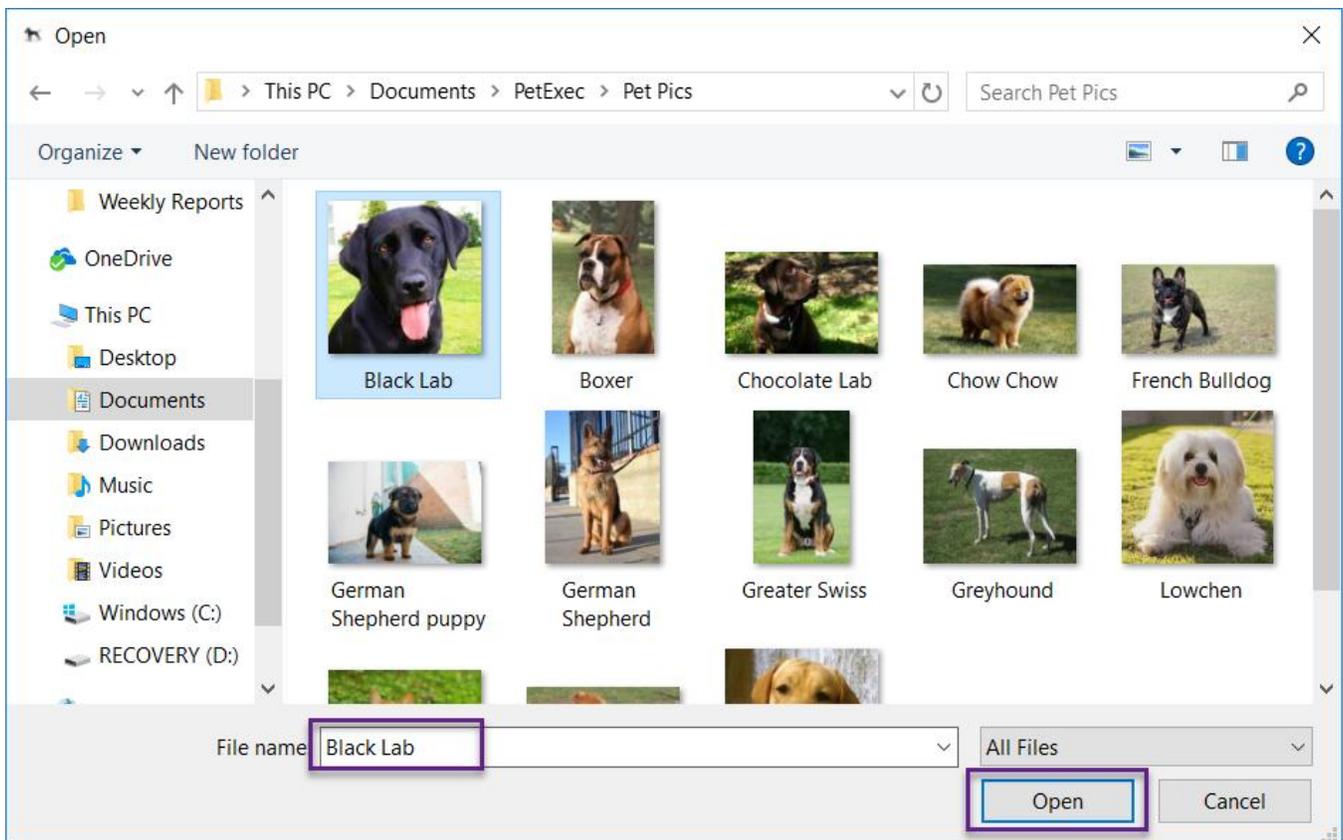

If you would like to upload an image from your computer to the PetExec servers, click the "Browse Server" button and then the "Upload files" icon.
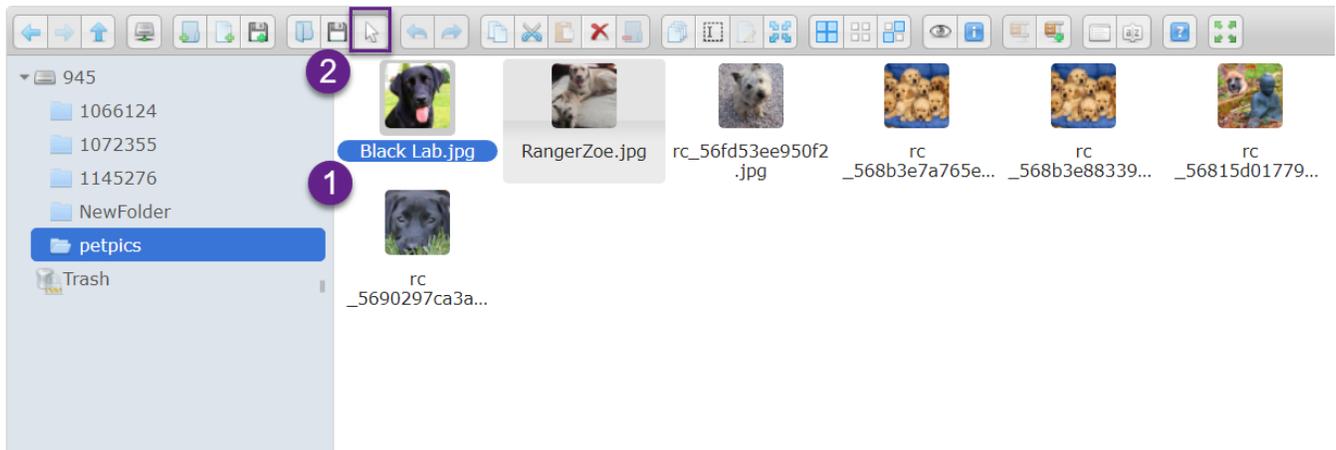
You can then Drop files, Paste URLS or images into the dashed box, or you can search for the files on your hard drive by clicking the "Select files" button. If you would like to upload a whole folder, then click the "Select folder" button.

Choose the image from your computer that you would like to upload, and select the "Open" button.

This will save the image to the PetExec servers for your use. Once the image is on the server, you can use it for any of your email templates or blasts, within the email body or as the email header image. Just 1) click on the image and 2) click on the "Select files" icon. Keep in mind that images need to be less than 6 MB in size.

The image will appear in the Email Content where the cursor was placed previously.

Don't forget to save your email and preview before sending.

For more information on using the other formatting icons, please click here for the Ck Source User's Guide. Scroll down to the *Text Styling, Text Layout*, and *Creating Rich Text areas*. Not all the links listed in the user's guide are included in the PetExec toolbar. Hover over an icon in PetExec to see the name/identifier.