



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.

To upload an image to the server, place your cursor where you want the image to show up. Then click on the "Image" button.

Email Title *

Email Content *

I want an image below this line.

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 appear in the place you have chosen in the email.

If you would like to upload an image from your computer to the PetExec servers, click "Browse Server" button.

Image Properties

Image Info | Link

URL Browse Server

Alternative Text

Width

Height

Border

HSpace

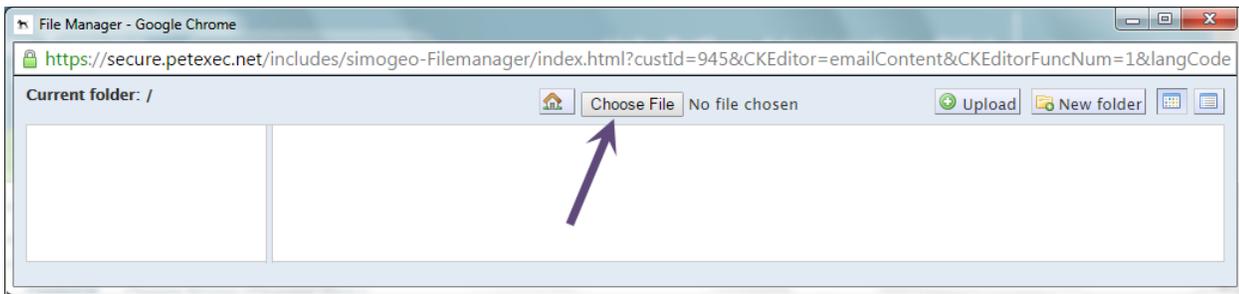
VSpace

Alignment <not set>

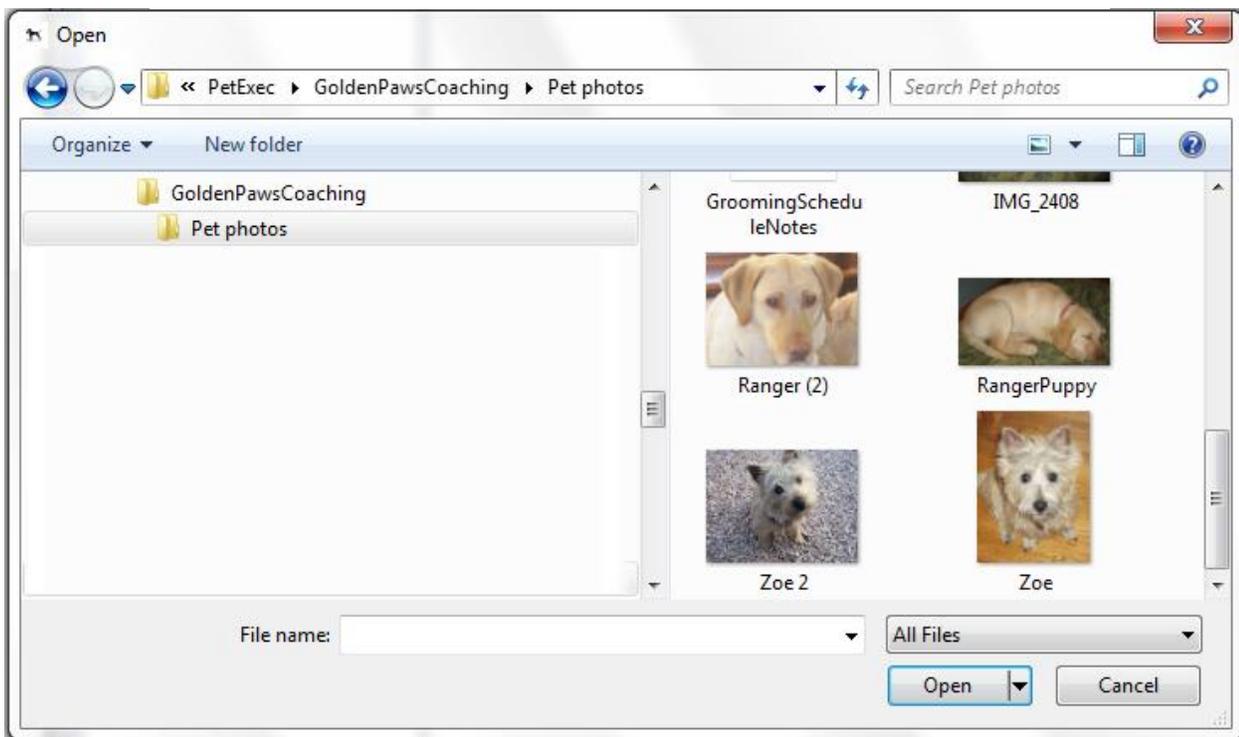
Preview
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris 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.

OK Cancel

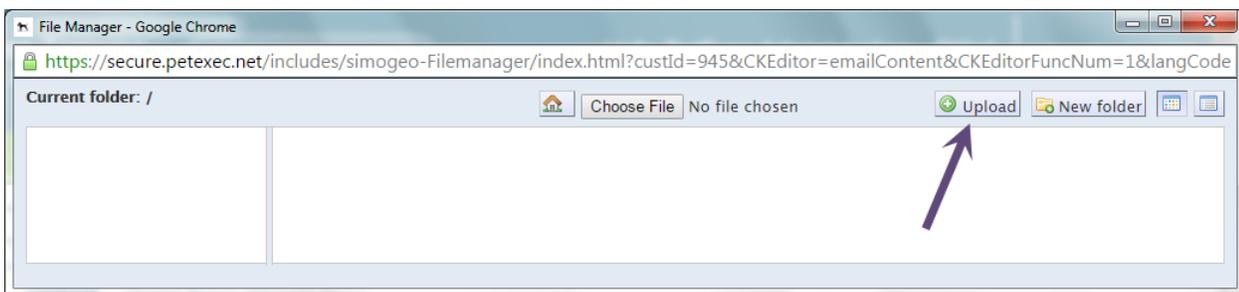
To upload an image to the server, click the "Choose File" button again to search your hard drive for the image.



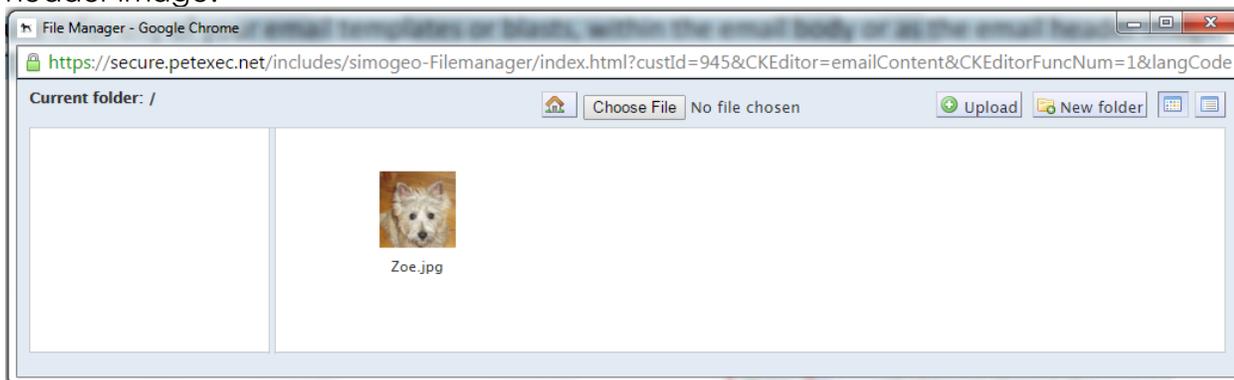
Choose the image that you would like to upload, and select the "Open" button.



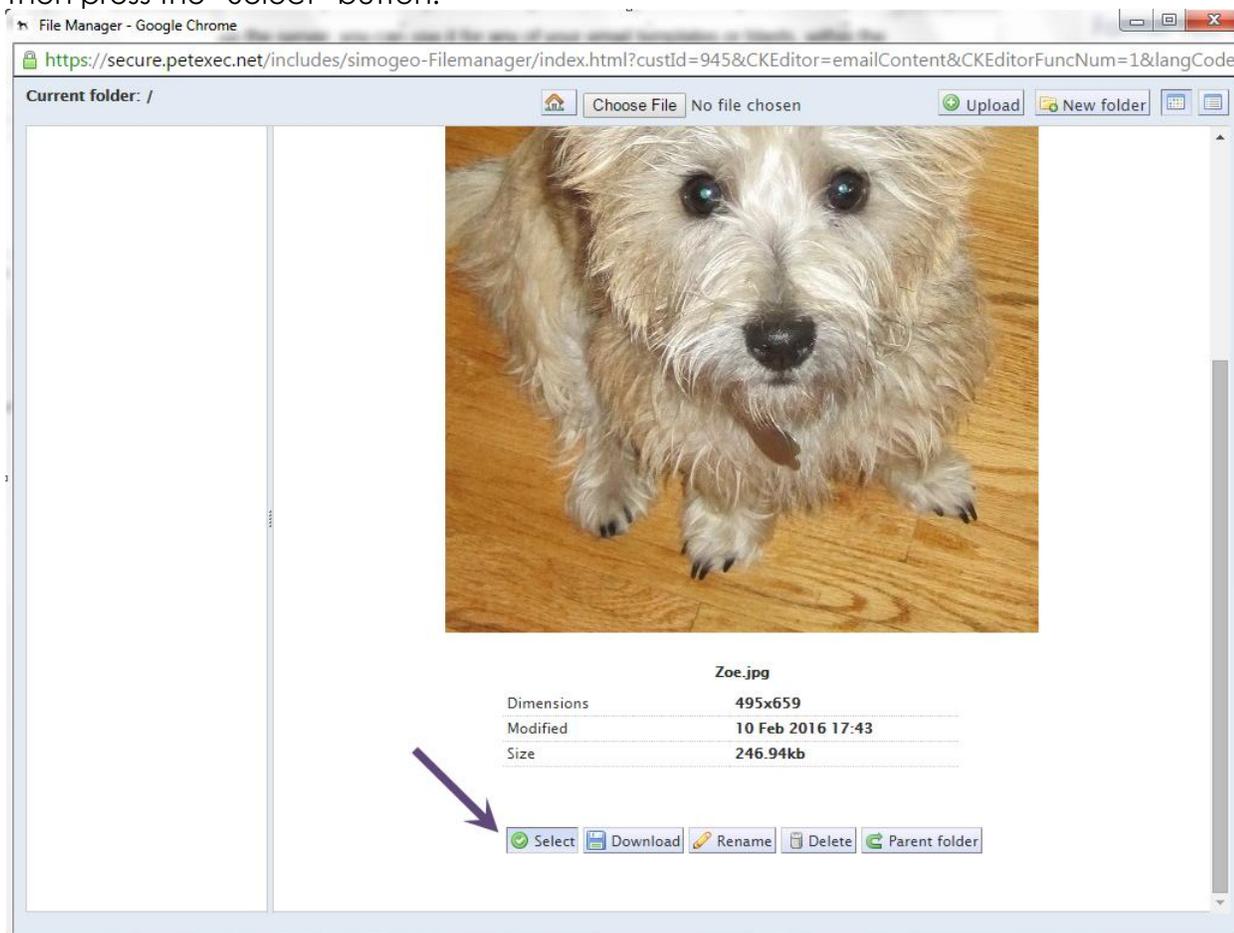
Then click the "Upload" button.



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.

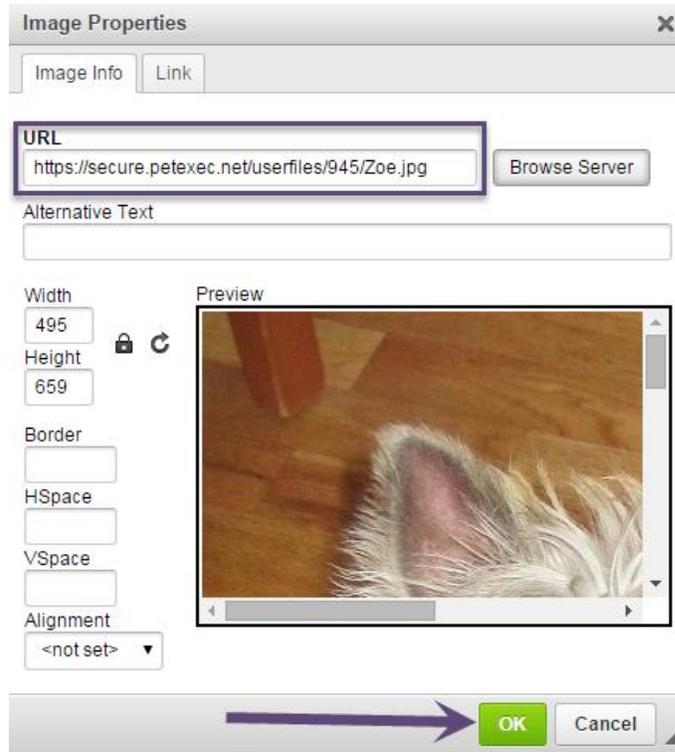


To insert the image into an email, click on the image. Then press the "Select" button.



Then click the “OK” button to insert the image into the email template.

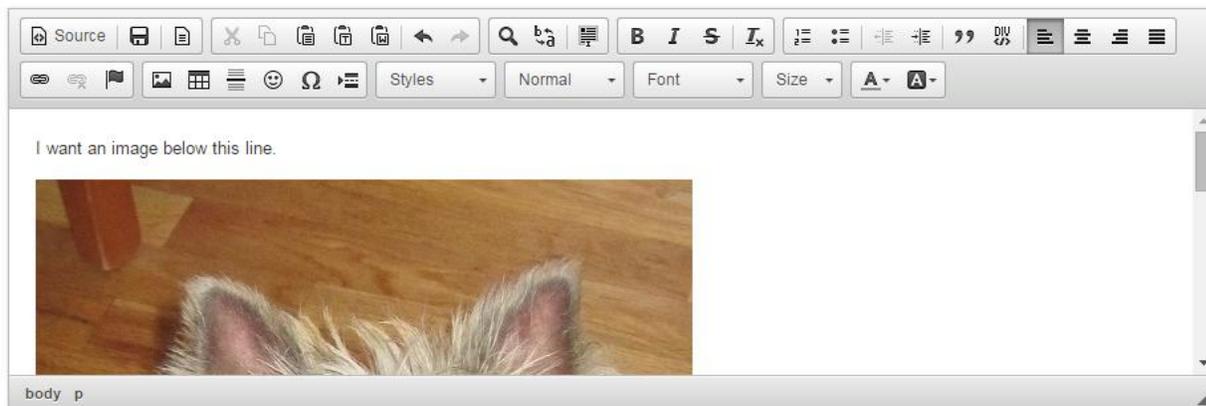
You can also copy the URL if you’d rather insert this email as a Header Image. Just paste the URL into the Header Image field in email content screen.



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

Email Title *

Email Content *



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.