

Add a Logo or Attachment to an Email Invite Message

Looking to include a logo or other image in your email campaign invite messages? Need to attach a document or other file? We'll cover both of these options in this tutorial!

Add a Logo or Other Image to Email Message

If you are sending out an [email invite](#) and you would like to include a logo in the message, you can do so within email campaign messages, as well as, [Send Email Action](#) messages using the file URL for the image from your File Library.

We will cover the process for doing this within Email Campaigns, below:

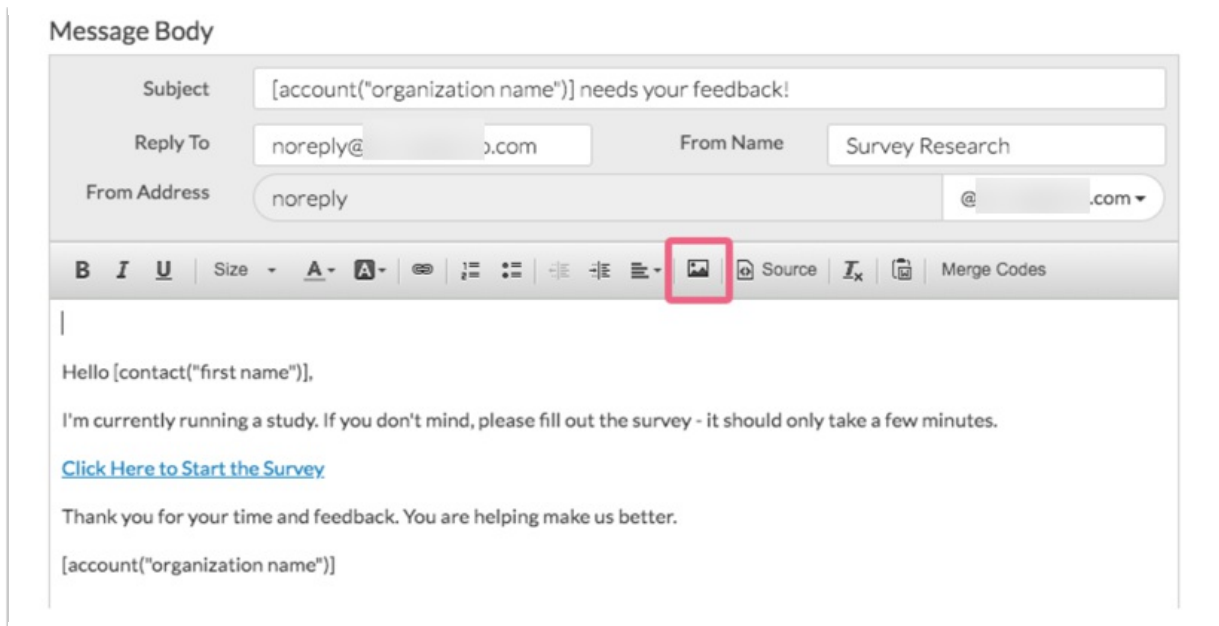
1. Start by uploading the image to your file library. If you need help with this check out our [File Library Tutorial](#) to learn how!
2. Next, head over to the **Share** tab and edit or [create an email campaign](#). If you previously created an Email Campaign, you can access the campaign via the **Source Tracking** section at the bottom of the Share tab. Click on the campaign name to re-access it.

Source Tracking					
Name	Type	Date Created	Responses	Link	Edit
Customer Feedback	Email Campaign	4 Seconds Ago	0		- + 🗑️
Default Link	Link	4 Months Ago	0	Share v	- + 🗑️

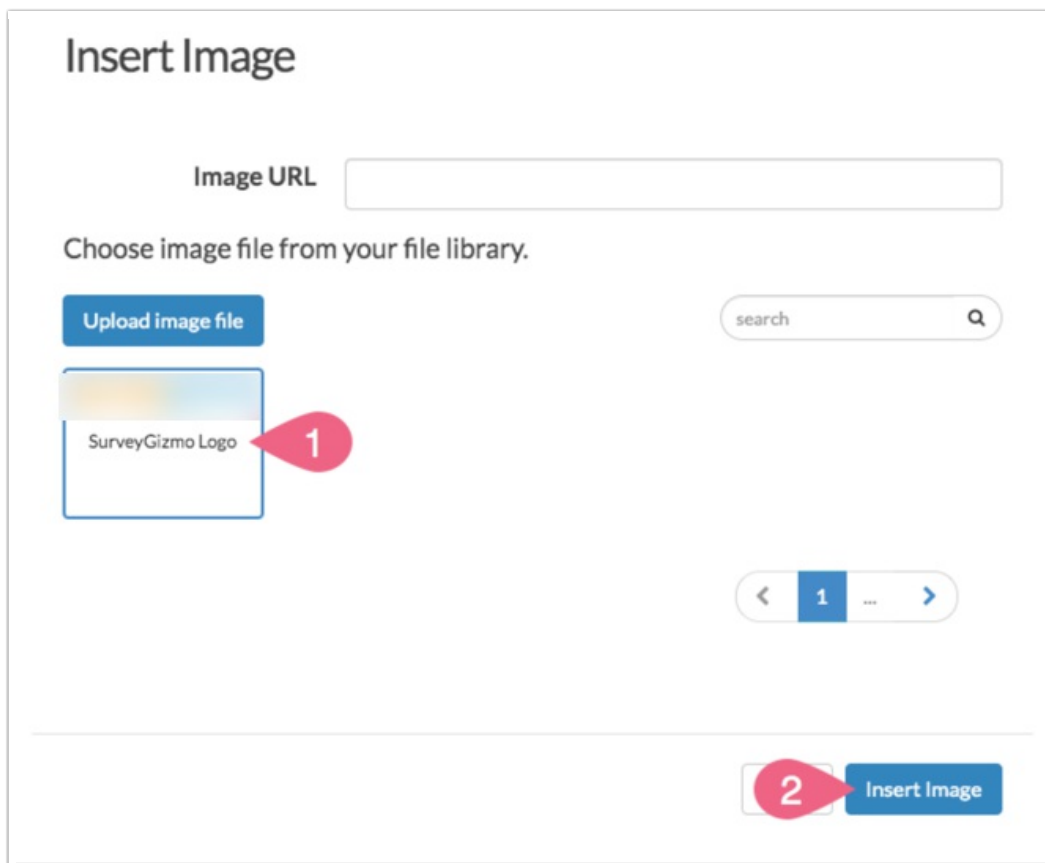
3. On the **Campaign Designer** step, edit your invite message. You can do so by clicking the message title or the **Edit Message** link.

The screenshot shows the 'Campaign Designer' interface with four steps: 1. Campaign Designer, 2. Contacts, 3. Send Campaign, and 4. Delivery Statistics. The 'Campaign Summary' section on the left has three items: 'Create / Edit your Messages' (1 Invite), 'Upload your Contact List' (0 Contacts Uploaded), and 'Send / Schedule' (Campaign not sent yet). The 'Email Messages' section on the right shows a message preview with the title '[account("organization name")] needs your feedback!' and the 'Edit Message' link highlighted with a red box. Below the message preview are two buttons: 'Add Reminder Email' and 'Add "Thank You" Message'.

4. Click into the message body and place your cursor where you wish to add your logo/image. Next, click the **Insert Image** button in the editor toolbar. This will trigger the **Insert Image** menu.



5. Browse your file library for the image you wish to include. Once you locate the image, click on it to select it and click the **Insert Image** button.



6. Your image will be inserted wherever your cursor was placed within your message. Click **Save Message** when you are finished. If you have [reminder and thank you messages](#), follow the same steps to add your logo to these messages too!

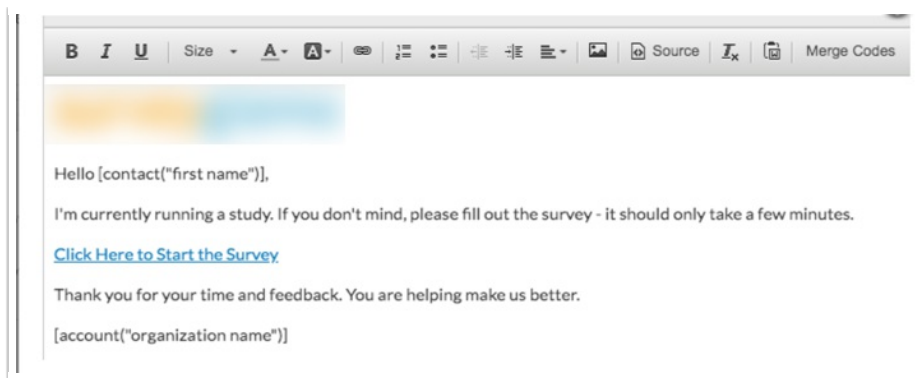


Image Sizing Options

There are a handful of options for changing the size of your image, though it is important to note that resizing images may negatively affect the quality of the image (particularly if you try to make your image larger than the original file).

Resize Using Third Party Tools

There are also various tools online to resize images e.g. <http://www.picsize.com/>. It is important to note that resizing images may negatively affect the quality of the image.

Resize During Upload to File Library

When uploading images to the file library, after selecting your file you will have the option to scale your image using a specific pixel width or a percent.

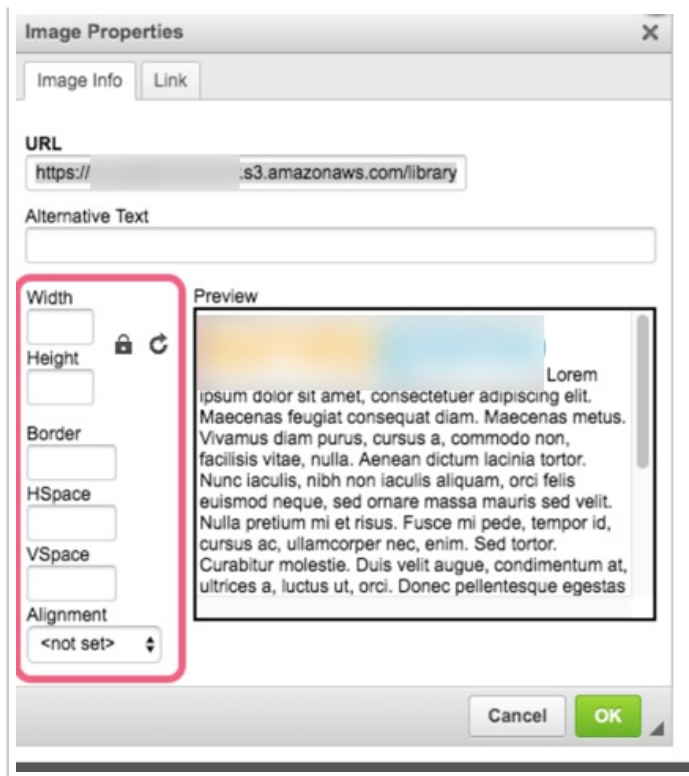
Select either the Percent or Pixel option and input a value. The default is to scale the image to 100%.

A screenshot of an image upload interface. The file name "SGLogo.png" is displayed at the top. Below it are input fields for "Title" and "Caption". The "Caption" field has a small link: "This will serve as the image's alt attribute (Learn more about accessibility)." Below the caption field is a "Scale image to" section. It features a text input field containing "100" and a dropdown menu. The dropdown menu is open, showing two options: "Percent (%)" which is selected with a checkmark, and "Pixel Width (px)".

Resize After Adding to Email Message

If you want to change the image size after adding it to your email message, you can do so.

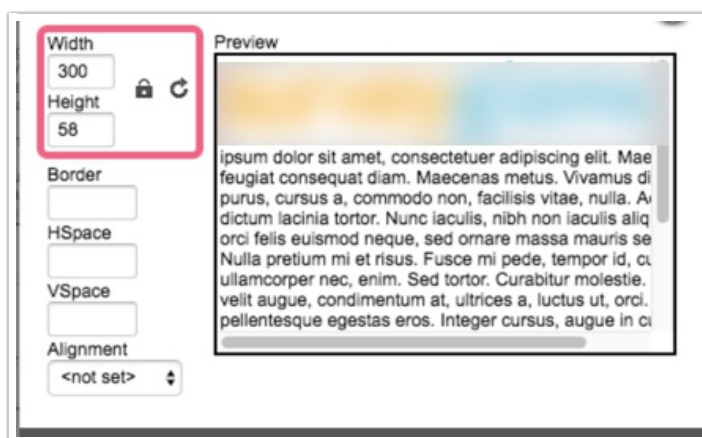
1. Double-click the image in the body of the email. An **Image Properties** pop-up will appear.
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2. Via the pop-up you have the option of customizing the following properties:

- Width
- Height
- Border
- HSpace (horizontal space around the image)
- VSpace (vertical space around the image)
- Alignment - Options are: *Not Set*, *Left*, and *Right*

3. Input a Width *or* Height value and you will see a preview on the right. There will likely be some trial and error to get the image just right.



You will notice a lock icon to the right of the Width/Height values. When locked the image ratio will be preserved as you adjust either the width or the height. Click the lock icon to unlock and then you can

adjust both the width and the height, but keep in mind that this could result in your image being distorted. We recommend leaving the ratio *locked*.

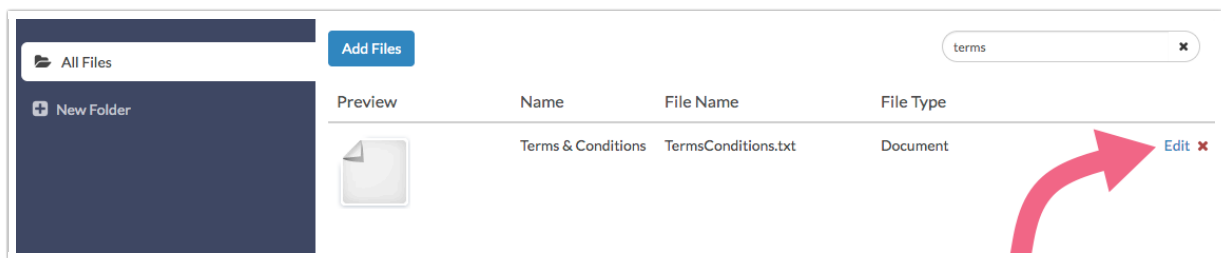
If the image size got away from you, you can always click the circular arrow icon to reset the size, or clear out the Width & Height values.

4. Click **OK** once you have image sized appropriately.

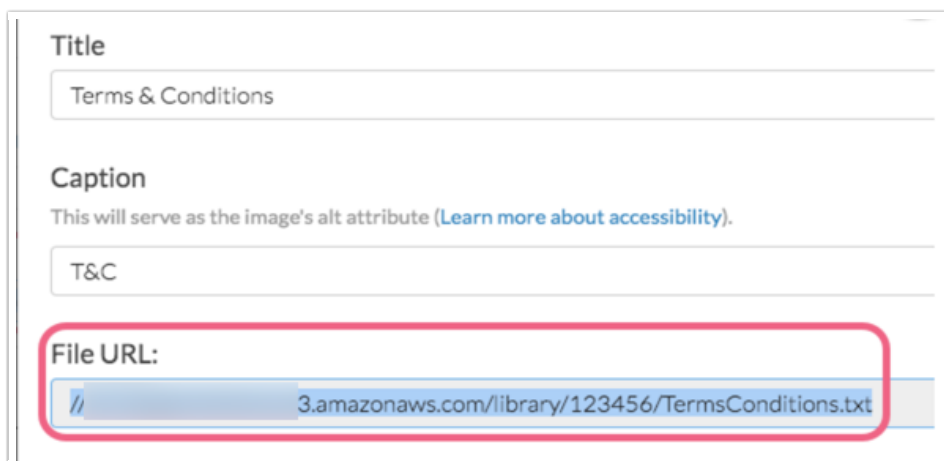
Add a Document to Download

While you won't find a paper clip icon to attach documents to an email like you may be used to, you can add a link to a document for recipients click to download.

1. Start by uploading the document to your file library. If you need help with this check out our [File Library Tutorial](#) to learn how!
2. Once you've uploaded your document you will need to grab the File URL for the document where it is located in the file library. To do so, navigate to **Account > Libraries > File Library** . Locate your file within the library and edit the file.



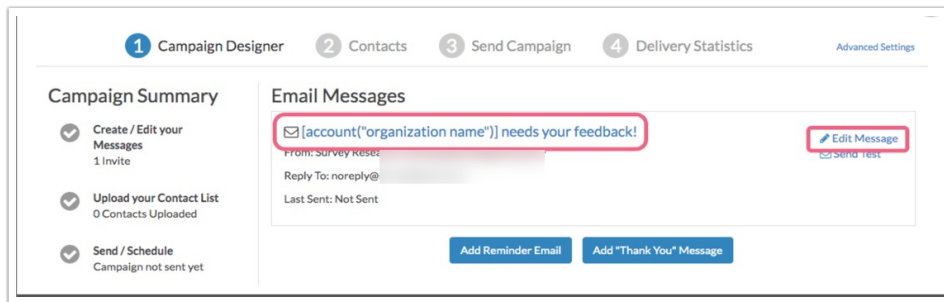
3. Highlight the **File URL**, right click and copy.



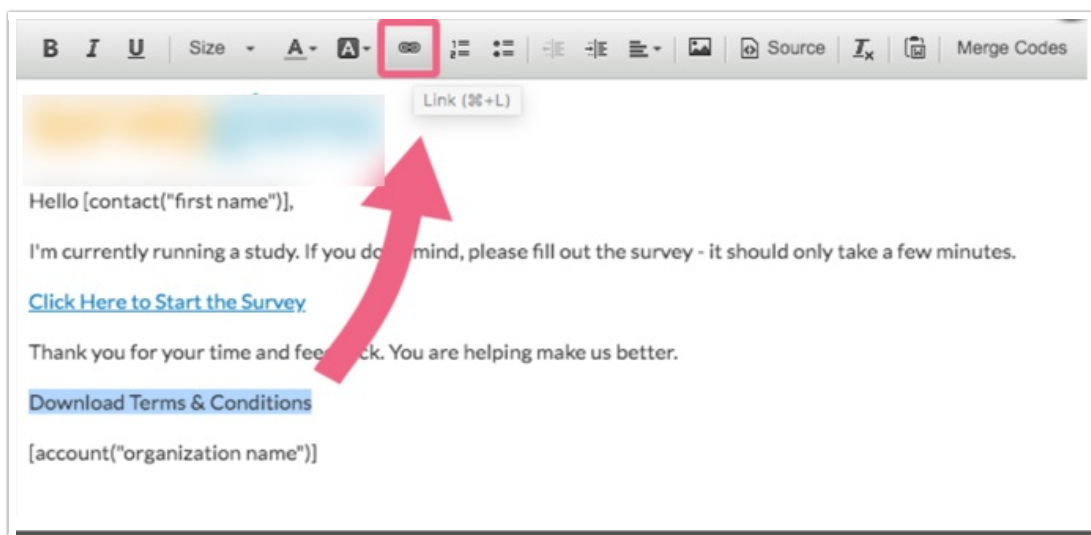
The screenshot shows a form for editing file details. It has three sections: 'Title' with the value 'Terms & Conditions', 'Caption' with the value 'T&C' and a note 'This will serve as the image's alt attribute (Learn more about accessibility).', and 'File URL:' with the value '3.amazonaws.com/library/123456/TermsConditions.txt'. The 'File URL' field is highlighted with a red rounded rectangle.

4. Next, head over to the **Share** tab and edit or [create an email campaign](#). If you previously created an Email Campaign, you can access the campaign via the **Source Tracking** section at the bottom of the Share tab. Click on the campaign name to re-access it.

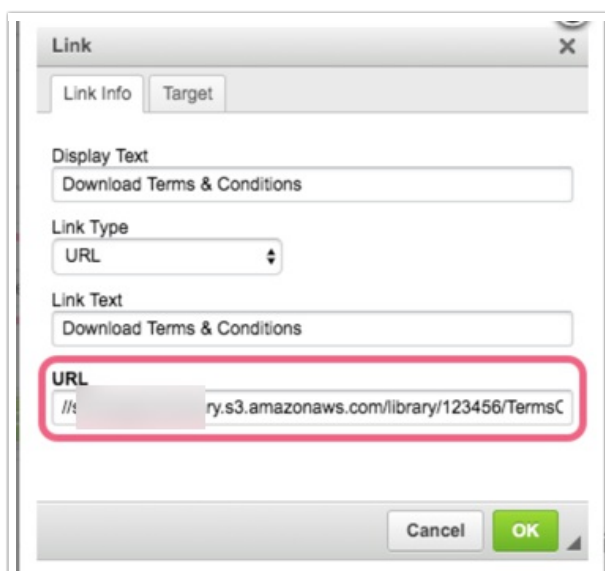
5. On the **Campaign Designer** step, edit your invite message. You can do so by clicking the message title or the **Edit Message** link.



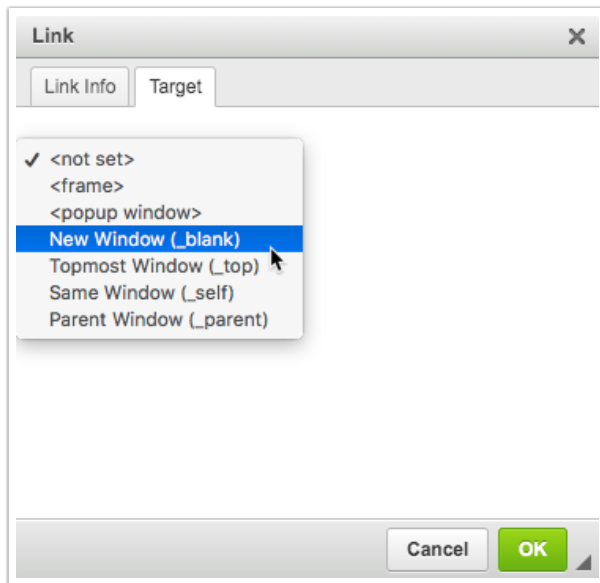
6. Within the message, add the text you would like to display to recipients as a clickable link. Highlight the text and click the Link button in the editor toolbar.



7. On the **Link Info** tab of the editor paste the File URL that you copied in the file library in the **URL** field.



8. On the **Target** tab, select **New Window** in the **Target** dropdown. This will open the document in a new tab or window, depending on the respondent's browser settings.



9. Click **OK** and you will see that the text that you highlighted is now hyperlinked! Depending on the document type and the recipient's browser settings, the document will either open in a new tab or will download for the respondent to open and review.

