

## FAQ

How do I insert an image into an email message template?

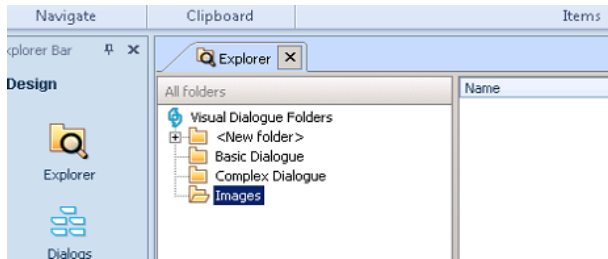
Scenario: I want to insert a jpeg or gif image in my email.

Answer: Simply follow the step-by-step instructions below.

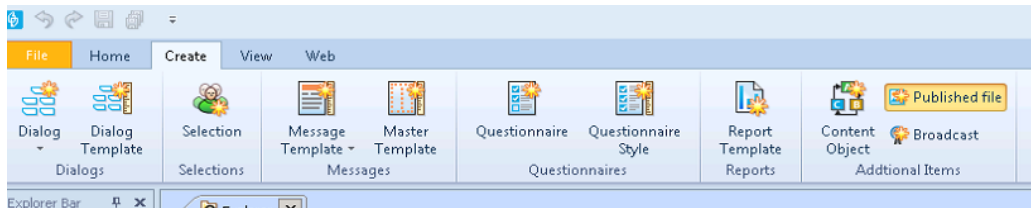


# Spark

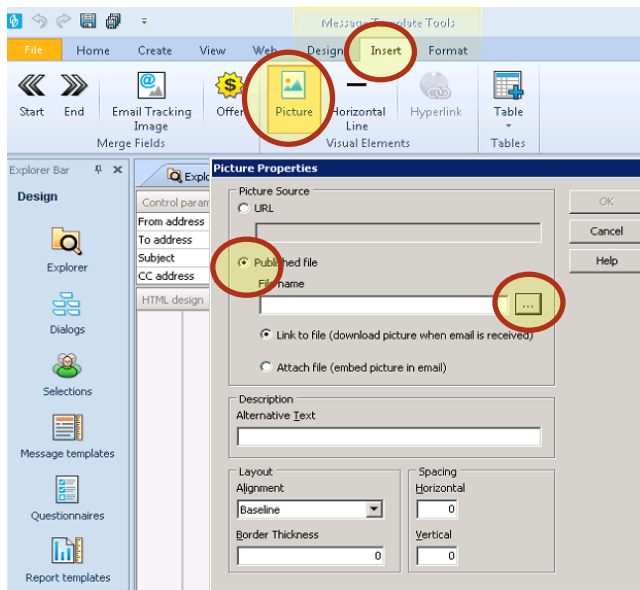
1. Save the image in your **Spark IMS** directory then log into **Portrait Dialogue**
2. In your Explorer Bar, click on your **Images** folder.



3. Go to the **Create** tab in your top navigation bar and click on the **Published File** button.



4. In the properties window that pops up, locate the image you saved in your Spark IMS directory then click **OK**. Your image is now saved as a Published File within Portrait Dialogue.
5. Open your email message template and click on the area you would like to insert your image.
6. Go to the **Insert** tab, click on **Picture**, select the **Published file** radio button then click on the **ellipsis (...)** box to locate your published file image.



7. In the properties window that pops up, locate your published file image (it will be in your **Images** folder), click **Open File** then click **OK** in the **Picture Properties** window to insert your picture. **Done!**