

FAQ

How do I insert an image into an rtf letter template?

Scenario: I want to insert an image of a signature in my letter.

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



Spark

1. Save your image in your **Spark IMS** directory then log into **Portrait Dialogue**
2. Open your RTF letter message template and click on the area you would like to insert the signature.
3. Go to the **Insert** tab, click on **Picture**, select the image you saved in your Spark IMS directory then click **Open. Done!**

