

Help Manual for New 2011
Template and Image Editor

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Use a Free Template

To create a newsletter from our one of the free templates in your account simply click on the following:

Newsletter (tab on the left), then click “Create from Template” >> Name your template and then click next as shown below:

◆ Give your Newsletter a Name

Select where you want it saved

Edit Text

[next](#)

When you are choosing a template from our free template collection you can choose a category on the left which will show you the different templates as thumbnails as shown below:

Categories

- Newsletters**
- Cards
- Events & Invitations
- Holidays
- Industry Specific
- Sales & Announcements
- Seasonal
- Themes

Newsletters

10 Templates | Page 1 / 1 | go to | 25 Items Per Page | Small Thumbnails

10 Templates | Page 1 / 1 | go to | 25 Items Per Page | Small Thumbnails

[Cancel & Exit](#)

You can edit the amount of thumbnails that are shown on one page and also the size of the thumbnails by clicking on the appropriate drop down boxes and then choosing the option you would like, as shown below:

26 Templates | Page 1 / 2 | go to | 25 Items Per Page | Small Thumbnails

25 Items Per Page

- 25 Items Per Page
- 50 Items Per Page
- 75 Items Per Page
- 100 Items Per Page

Options for the amount of Thumbnails shown per page:

Large Thumbnails

- List
- Small Thumbnails
- Medium Thumbnails
- Large Thumbnails

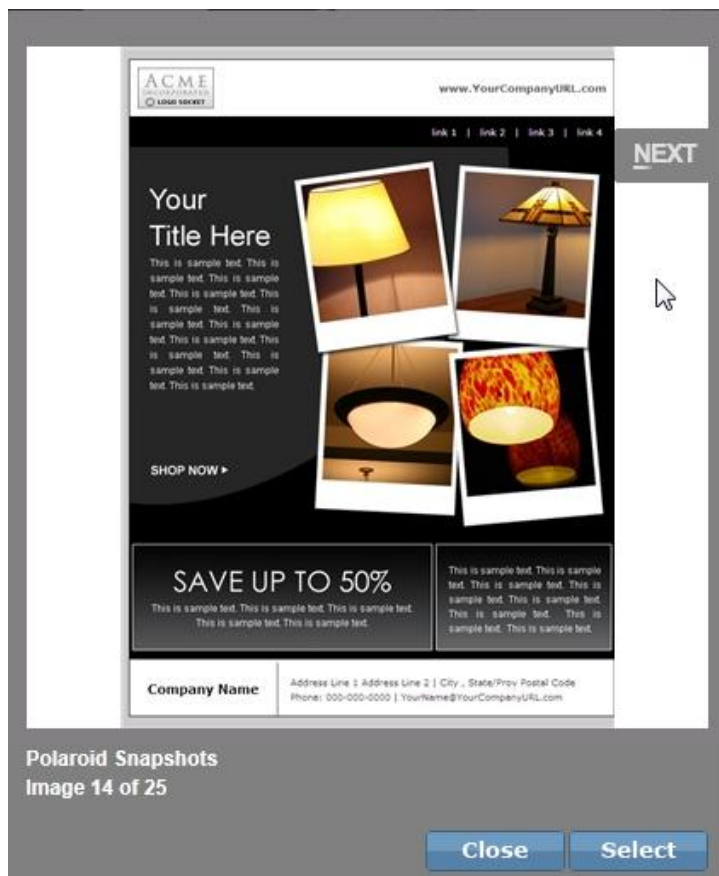
Options for Thumbnail size:

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To view the newsletters full screen then simply click the “Preview” hyperlink shown below:



Once you have clicked on “Preview” you can view the newsletter full screen but you can also view other newsletters that are in that category full screen by clicking on the Next or Preview button either side of the preview. If you have found the newsletter that you would like to use as a base for your own, then simply click on “Select” and you will be taken into the editor where you will be able to add your own images/content to the newsletter. Otherwise if you would to select a different category click “Close” then you will be able to see the thumbnails and categories you can choose from again.



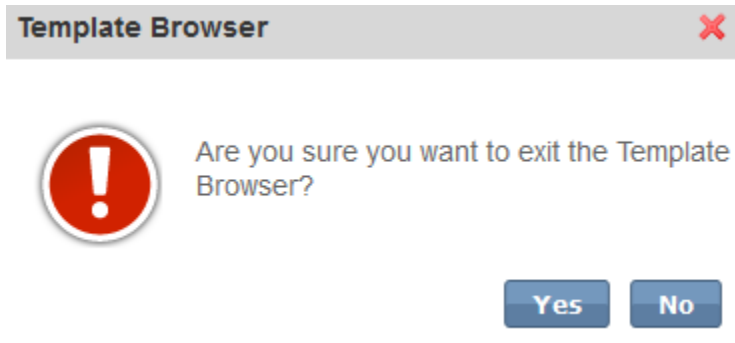
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Creating a Blank Newsletter

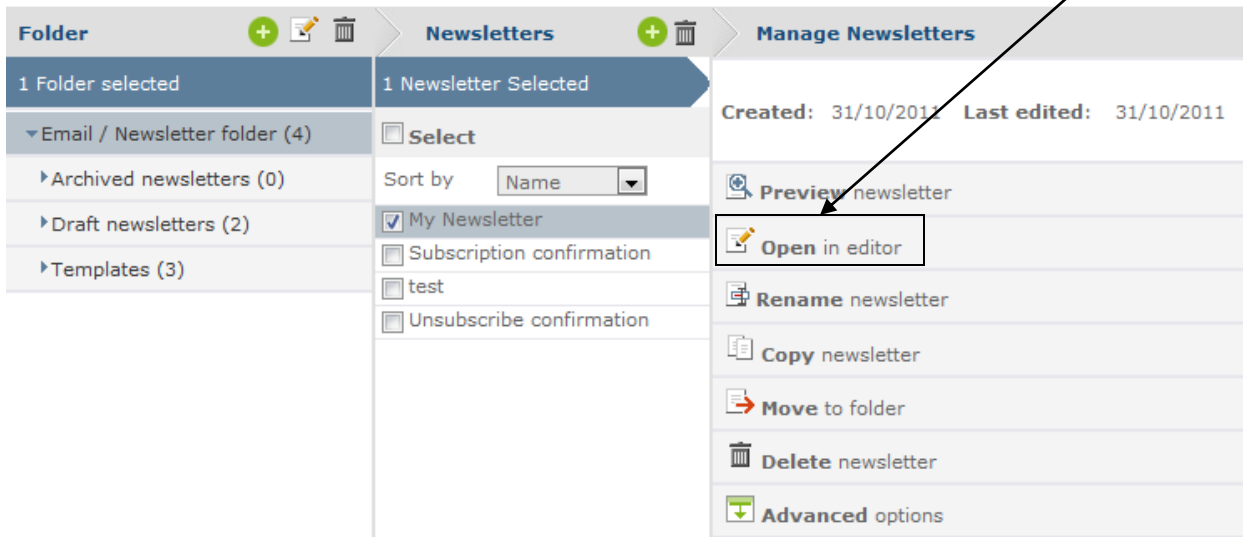
You can create a new blank newsletter by clicking on “Create from Template”, that will then give you the option to select a template from our collection. If you would like to create a template from scratch then just click “Cancel & Exit” as shown below:



You will then be asked if you are sure you want to exit the template browser, simply click “Yes”.



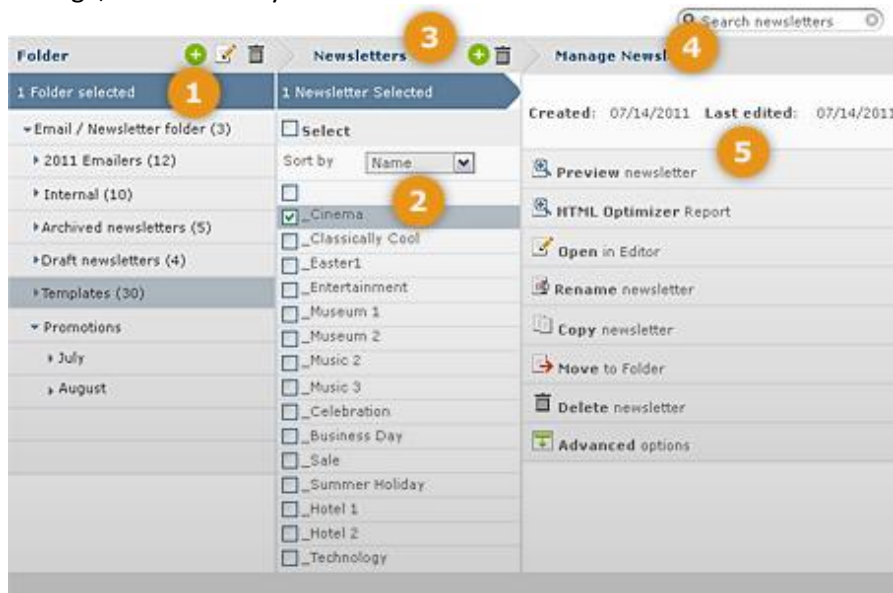
You can then open up your newsletter via the manage options, click on Newsletters then select the folder you previously stored the blank newsletter in. Then click on the newsletter and click “Open in editor”, this has been highlighted below:



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Edit and Manage Newsletters

We've improved our Newsletter section by creating a single, easy to scan page that allows you to manage, add and edit your newsletters.



1. MANAGE YOUR FOLDERS

You can add a folder by clicking on the green circle with a plus sign in it, to rename a folder (click the pencil and paper icon) or to delete a folder (click the bin icon). Select a folder and you will immediately see all the newsletters in that folder.

2. MANAGE YOUR NEWSLETTERS

Select a newsletter and you can perform several different management operations shown on the right of your account screen including preview, open, rename, copy, move, delete and more...

3. IMPORTING OR ADDING A NEWSLETTER

To add a newsletter simply click on the green circle with a tick in it then select how you would like to create the new newsletter. You can create it by creating a template, importing from a file or creating from a blog.

4. FINDING A NEWSLETTER

Search for a particular newsletter and we'll return the folder and the newsletter for you to manage.

5. YOUR MANAGE NEWSLETTERS WORKSPACE

This column is like a mini dashboard from where you can copy, move, edit and manage your newsletters.

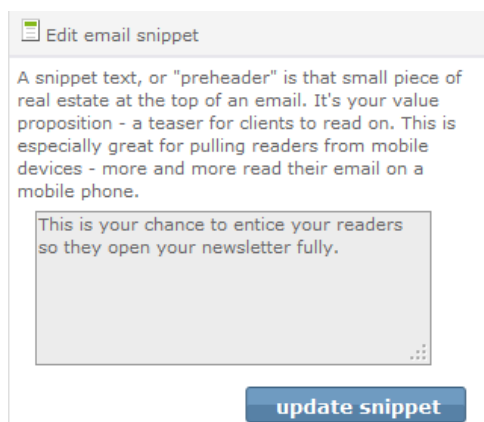
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Advanced Options

To view the advanced features shown above just click on the Advanced Features menu this will give you the option to select them as shown below:



Edit Email Snippet – This option is to allow you to add a section of text which will be seen at the top of your newsletter. It will allow you to give the recipient a better insight into what your newsletter is about before they have opened it fully. This feature is especially valuable for customers that view your newsletter on their mobiles.

A form titled "Edit email snippet" with a text area containing the text: "This is your chance to entice your readers so they open your newsletter fully." Below the text area is a blue button labeled "update snippet".

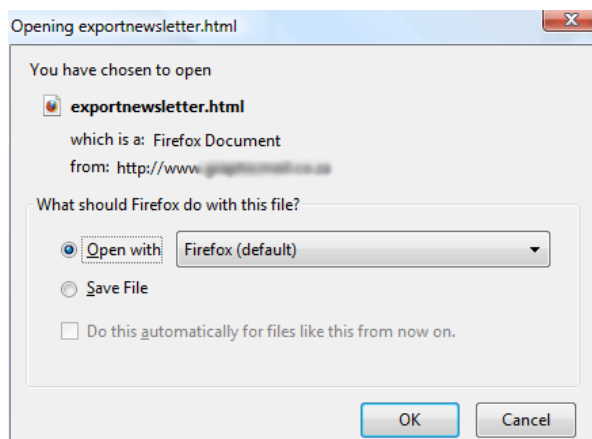
edit Edit email snippet

A snippet text, or "preheader" is that small piece of real estate at the top of an email. It's your value proposition - a teaser for clients to read on. This is especially great for pulling readers from mobile devices - more and more read their email on a mobile phone.

This is your chance to entice your readers so they open your newsletter fully.


update snippet

Exporting HTML from your Newsletter – Once you click this option it will allow you to save the HTML code of the newsletter you have selected.



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Using an Inbox Preview – This option will show you thumbnails of how your newsletter will be interpreted in 14 different email clients. Give your inbox preview a subject so you know which newsletter you have assigned the inbox preview to.

 Inbox preview

Email Previews : 3

Subject

[Send to Preview](#)

Spam Check – This will allow you to check the spam score of the newsletter you currently have selected. To get the most accurate result, fill in the From Email address and subject line as if you are intending to send it.

Spam Check

From Email

Subject

[Check SPAM score](#)

Estimated SPAM score:

This report is generated using Spamassassin - the industry standard in spam detection.
Scores below 5.0 are usually **not** classified as spam
Refine your newsletter and subject to get your spamscore as low as possible using the report below.

No Spam score received for this newsletter yet. Please wait until your results display on this page.
This can take up to 3 minutes. This page will reload in 20 seconds.

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Editor

When you are ready to edit your newsletters select it from the newsletter management section shown above and then tick on Edit HTML (if you would also like to send a text only version of your newsletter then tick Edit Text as well), then click on Edit.

To close the editor without saving click the “Cancel” button



To save and exit just click the “Done” button



To preview how your newsletter will look like when sent click on the “Preview” Button as shown below:

Preview

Once you have clicked on that button you will be shown how your newsletter will be viewed as an email including the email header and footer.

We have now made it even easier for you to make sure your newsletters do not have any spelling mistakes by our “spell checker”. To use the spell checker click on the ABC icon shown below:



To undo any action that you have just done then click the undo button shown here:



To redo any action that you have just done then click the redo button also shown here:



Now you can print your newsletter while in the editor, this can help you to get your design on paper. To

print your newsletter then click on the print option shown here:



At the bottom of the editor you will see two options; the first is **Design Mode** which will allow you to use the features on the left in the editor, which has been explained below. The Second option is **HTML text** which will show you the HTML code used to create your newsletter, so if you are fluent with HTML then you will be able to make adjustments via the code of your newsletter.

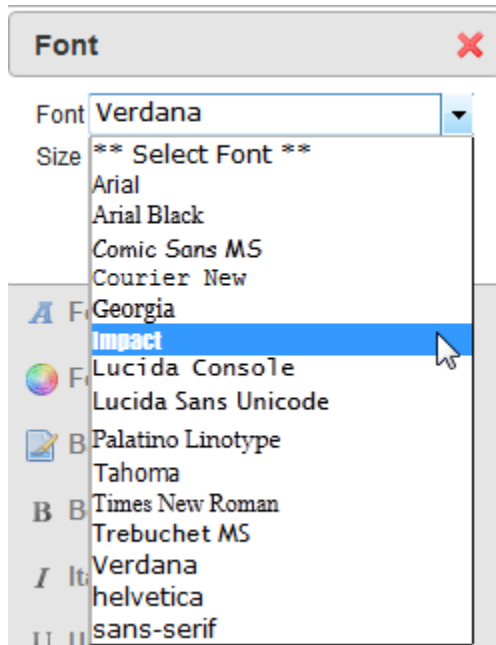


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Text

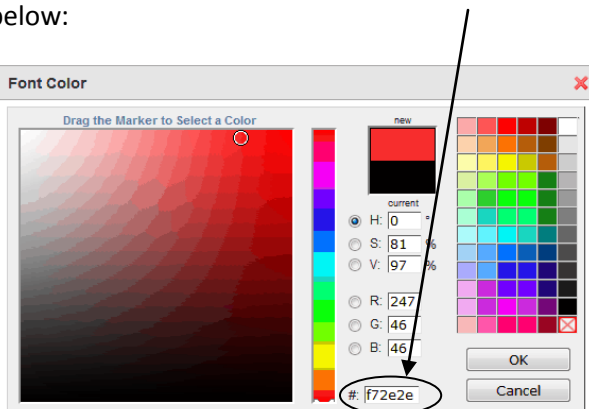
Font

Now you have even more choice for the fonts you can use in your newsletters, which will help to make sure whatever design you are going for we have the font to help you match it.



Font Colour

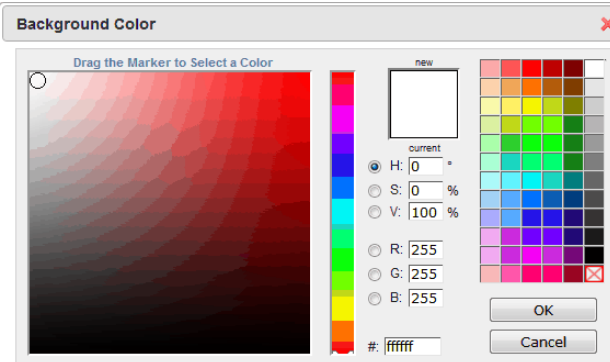
Now you have more control over the font colour you use, as you can use the colour picker to drag and drop until you find the exact colour you have been looking for. Alternatively, if you have already know the hex code for the colour you would like to use then simply type the characters in the textbox circled below:



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Background Color

As above, you have the option to use the colour picker to find the exact colour you need. Alternatively you could use the pre-set colours on the right or as stated above you can add the characters for the colour in the textbox if you already know them.



Bold

This option will change the highlighted text to bold: **example**

Italic

This option will change the highlighted text to italic: *example*

Underline

This option will underline any text that you have highlighted: example

Lowercase

This will change any text you have highlighted to lowercase.

Uppercase

This will change any text you have highlighted to UPPERCASE.

Strike-through

This option will place a line through the text that you have highlighter: ~~example~~

Special Character

If you cannot find a character you need on your keyboard then simply click on Special Characters and choose from the selection as shown below:

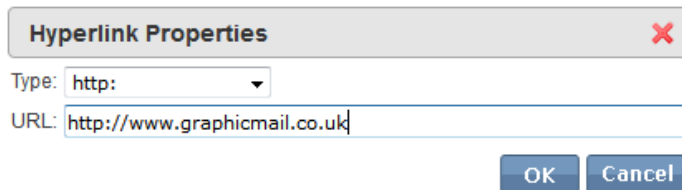


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Links

Hyperlink

To add a hyperlink, highlight the text you want to make into a hyperlink such as “click here”, click the hyperlink option and then type in the full URL for your website. If you are adding an email hyperlink then please make sure you change the type from **http:** to **mailto:**



The screenshot shows a dialog box titled "Hyperlink Properties" with a red close button in the top right corner. Below the title bar, there is a "Type:" dropdown menu currently set to "http:". Below that is a text input field for the "URL:" containing the text "http://www.graphicmail.co.uk". At the bottom of the dialog are two buttons: "OK" and "Cancel".

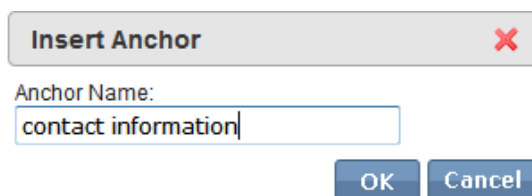
If you would like to remove a hyperlink then you will need to highlight the text you have made into a hyperlink and then right click your mouse. You will then see a number of options, one of which will be “remove hyperlink” as shown below. The other is “Hyperlink Properties” which will allow you to edit the website address that you used as the hyperlink.



The screenshot shows a context menu with two options: "Hyperlink properties" and "Remove Hyperlink". The "Remove Hyperlink" option is highlighted with a mouse cursor.

Anchor

The anchor is used as a bookmark so if you have a long newsletter and you would like to have internal hyperlinks to sections of your newsletter then simply place the cursor where you would the user to be taken to. Then select the “Anchor” option and give the anchor a name so you can recognize it when you go to add a hyperlink to it from within your newsletter.

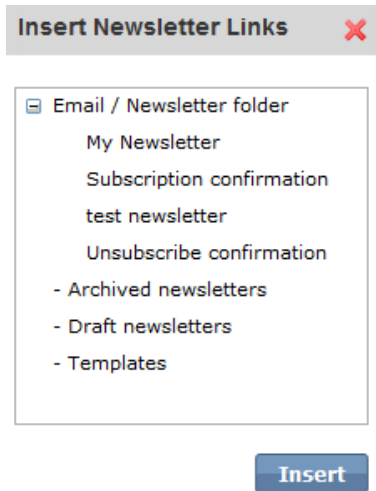


The screenshot shows a dialog box titled "Insert Anchor" with a red close button in the top right corner. Below the title bar, there is a text input field for "Anchor Name:" containing the text "contact information". At the bottom of the dialog are two buttons: "OK" and "Cancel".

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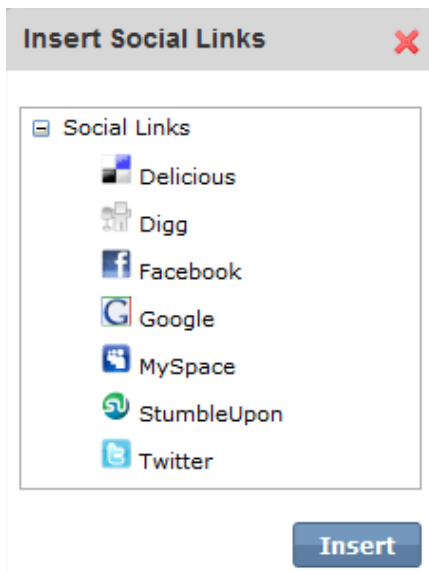
Newsletter Links

This option will allow you to insert links to your newsletters, if you want to create an online form and want to collect the data then you will need to link back to your newsletter with the form in, via this option. You may also want to display a link to your newsletter to allow people to view your current newsletter in their browser. This will give them a secondary option to view your newsletter if they are having difficulty in their email client.



Social Links

This option will allow you to add social links to your newsletter, simply click on the link you would like to add and then click "Insert". The social link logo you have chosen will then be placed on your newsletter where your cursor was located.

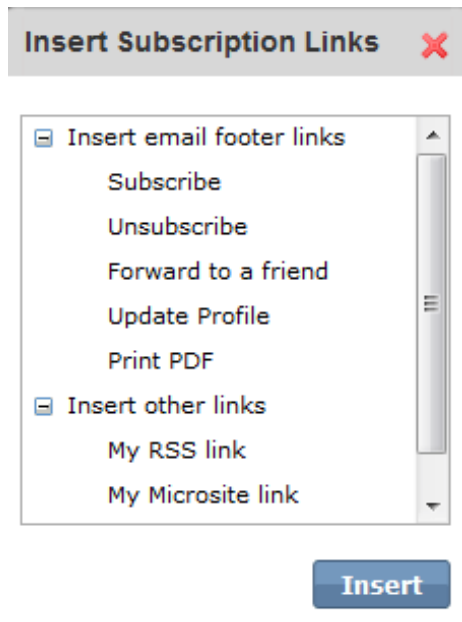


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Subscription Links

This option will allow you to add subscription links onto your newsletter.

(Please note: Some people may not see the subscription links in your email footer as they may be viewing it on your microsite or social network site, so it is always a good idea to allow people to subscribe/unsubscribe from in your newsletter via a subscription link).

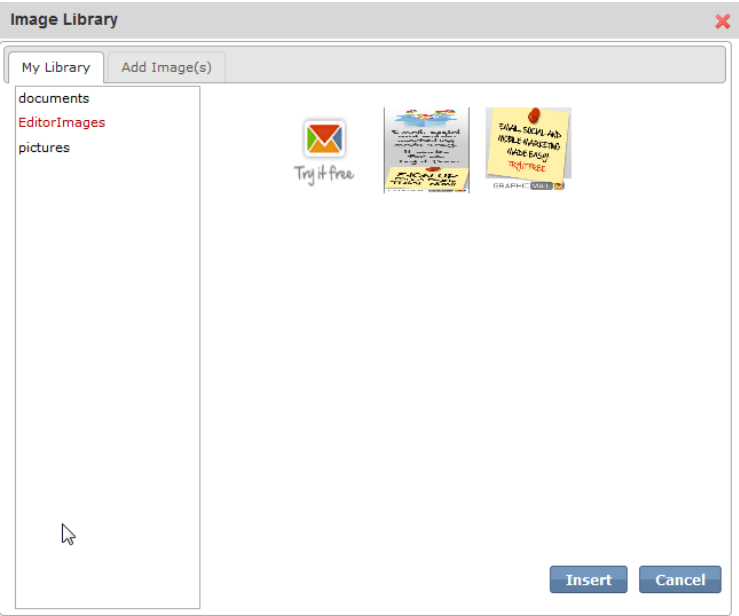
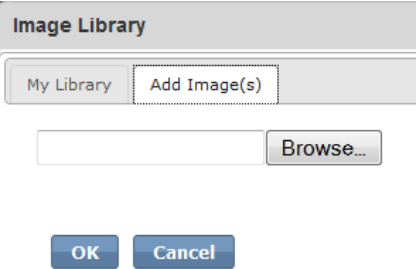


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Images

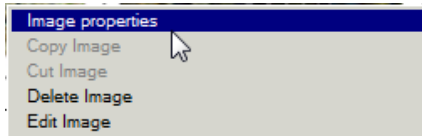
Image

This option will allow you to insert images you already have in your account into your newsletter and it will also allow you to import new images into your account and then insert those. If you need to import the images first then click on “Add Image(s)” shown in the first screenshot below. Once you have imported the images in the editor, you will find them in the appropriately named folder “EditorImages”.



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As this editor is interactive you can double click on the image to be placed in the image editor, alternatively you can right click on an image in your newsletter which will give you some options. These options are shown below:



Once you select “**Image properties**” you will be shown a new window in the editor, which will allow you to edit some options shown below:

Alternate Text: This will display if your image does not display correctly when it is sent as an email. If you add Alternate text then you can be assured that the user will either see the image, or see the alternate text which will be used to describe the image.

Width: This textbox allows you edit the width of your image.

Link: If ticked this will ensure that the image size is fixed so if you make the height bigger then the width will get bigger too, this will ensure your image stays in proportion.

Height: This textbox allows you to edit the height of your image.

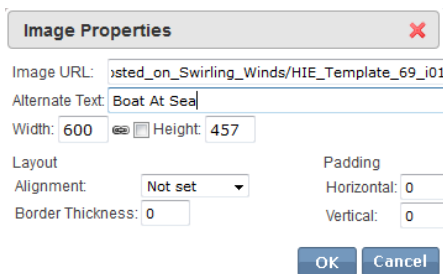
Alignment: You can use this option to select the positioning of your image.

Horizontal Padding: This will add padding (a space) to the top and bottom of your image.

Vertical Padding: This will add padding (a space) to the right and left of your image.

Border Thickness: You can alter the border thickness by adding a number in the textbox, thinnest border starting at 1.

Once you are happy with the settings you have applied to your image click OK alternatively click Cancel.



If you select “**Delete Image**” then it will remove that particular image from your newsletter.

If you select “**Edit Image**” then it will take you into the image editor, to allow you to fully edit that particular image, ([click here](#) to view Image Editor section for more details).

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Horizontal Line

Horizontal lines can be used as a design technique to draw the recipient's eye or used to show a break in the content. An example is shown below:

Your Heading Here

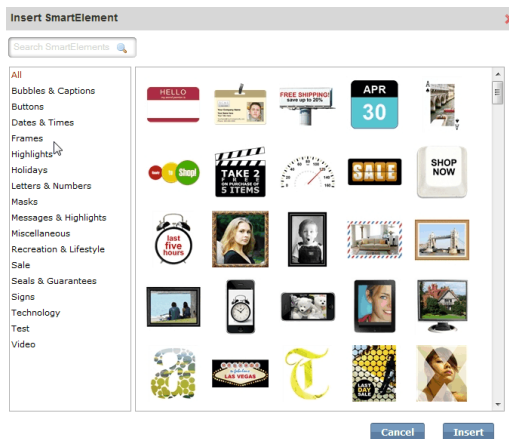


Your Subheading Here

Your Subheading Here

SmartElement

To save your time searching for images on the internet, we have added some into categories so they are even easier for you to find them. All of the images can be inserted into your newsletter so feel free to use them, ([click here](#) to go back to Image Editor Section).



Embellishment

We have also been able to save you time looking for that perfect logo, as we have been able to collect all different manner of shapes and size logos for you to choose from. We have even added Social Media logos so you can insert high quality looking logos onto your newsletter. Once again we have sectioned them into categories to allow you to easily navigate through them, ([click here](#) to go back to Image Editor Section).



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Format

Left-Align

This will align any highlighted text to start from the left.

Center-Align

This will align any highlighted text to start from the middle.

Right-Align

This will align any highlighted text to start from the right.

Justify

This will align text to both left and right adding extra space in between the text.

Numbered List

This will allow you to create a numbered list from the text you have highlighted.

Bullested List

This will allow you to created bullet points from the text you have highlighted.

Increase Indent

This will increase the indent level of the paragraph you have highlighted.

Decrease Indent

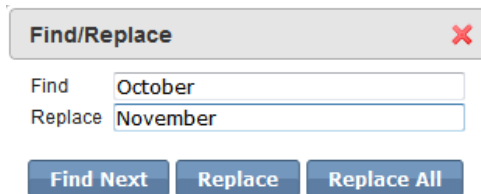
This will decrease the indent level of the paragraph you have highlighted.

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Editing

Find/Replace

The 2011 editor has made it even easier for you to change your content, for example you can use the Find/Replace feature to replace words. This will make it even easier to make the changes to your original newsletter.



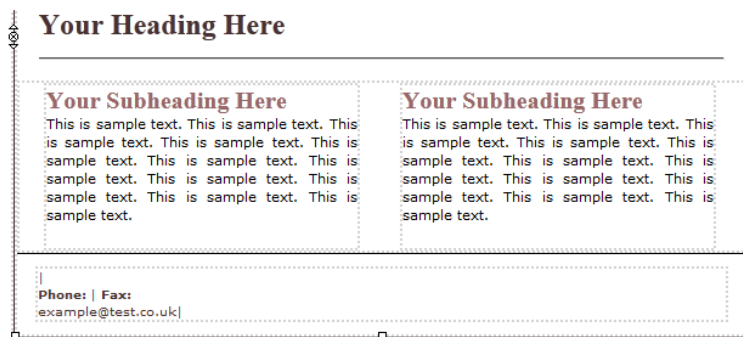
Find/Replace ✕

Find

Replace

Show/Hide Grids

This will show the grids of the table that you have created for your newsletter; an example screenshot has been shown below:



Your Heading Here

Your Subheading Here This is sample text. This is sample text. This is sample text. This is sample text. This is sample text. This is sample text. This is sample text. This is sample text. This is sample text. This is sample text.	Your Subheading Here This is sample text. This is sample text. This is sample text. This is sample text. This is sample text. This is sample text. This is sample text. This is sample text. This is sample text. This is sample text.
Phone: Fax: example@test.co.uk	

Select All

This option will highlight the whole of your newsletter.

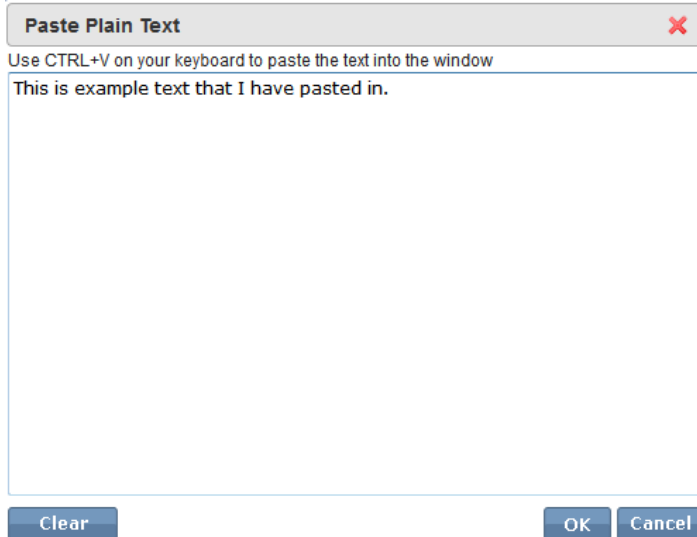
Deselect

This option will unselect the text that you have highlighted.

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Paste Plain Text

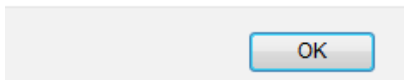
If you are pasting text from a website or another source then you will need to first paste the text into the window shown below. Once the copy has been pasted you can click on OK and it will insert the text into your newsletter where your cursor was previously shown.



Paste From Word

If you are going to paste from Microsoft Word then you will need to notify the editor because when you paste from Word it brings rogue HTML code with it, which will need to be removed. If you click '**Paste from Word**' then you will notify the editor and the unwanted rogue HTML code will automatically be removed leaving your newsletter intact.

Pasting from MS Word is switched on.
Just now: Use Ctrl-V



Lock/Unlock Area

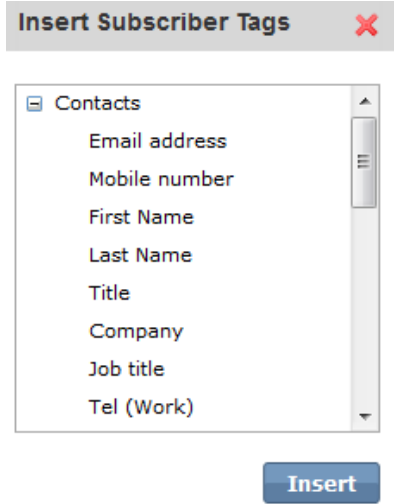
To use this feature simply highlight the text that you will no longer be editing and click on this button to lock that area. If you would like to edit it again later on then just highlight the text and click on the lock/unlock area button again and you will then have access to edit it again.

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Personalization

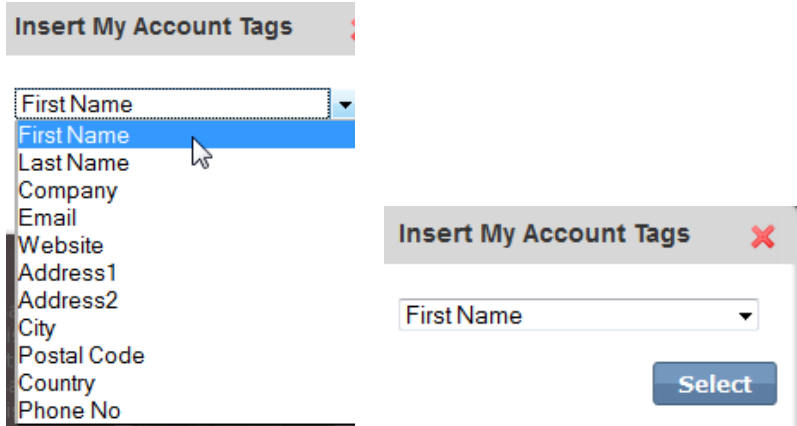
Subscriber Tags

This option will allow you to insert personalisation, although in this new editor it is called “Subscriber Tags”. The subscriber tag will allow you to insert data about the recipients into the newsletters, once it has been sent the information will show. In the newsletter editor it will look like Dear First Name, but once it has been sent the recipients first name will appear like, Dear Jake.



My Account Tags

You can also insert your own account details, to do that select the information you would like to insert via the drop down box and then click ‘Select’ as shown below. This information will relate to the information stored in your Account Details section (under the heading of “Setup & Options” within your account).



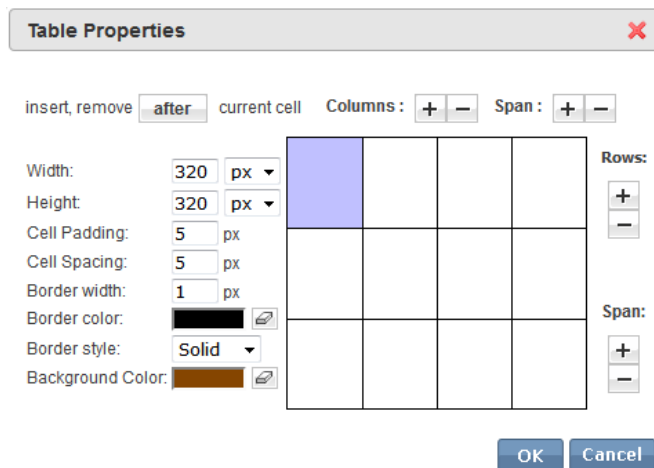
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Table

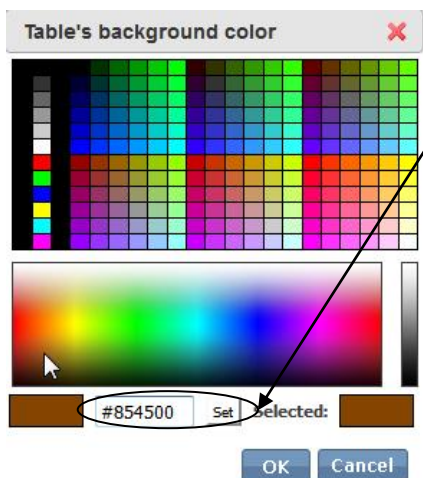
Insert Table

When you click insert table it will automatically add a table 4 by 3 cells but you can add or remove the columns and rows via the + and – buttons. You can also change the settings for each of the cells by clicking on a cell, which will highlight blue (like below), you can then set the cell properties such as cell padding, spacing and border.

Please note: the width, height and background colour is strictly for the overall table.



To select the border and background colour just click in the box and then you will be shown a new window which will allow you to pick a colour. As you can see from below you have a far more advanced choice of colours to add to your newsletter, you can even use the colour picker to select a colour by rolling over the main image box and then clicking the mouse. Alternatively you can insert the hex colour code into the textbox circled below so you can be sure that you are using the colour you wanted.



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Add Row Above

This will add a horizontal row above the section of your newsletter where you have your cursor placed.

Add Row Below

This will add a horizontal row below the section of your newsletter where you have your cursor placed.

Delete Row

This will delete any row you have your cursor placed in.

Add Column to Left

This will add a vertical column to the left of where you have your cursor placed.

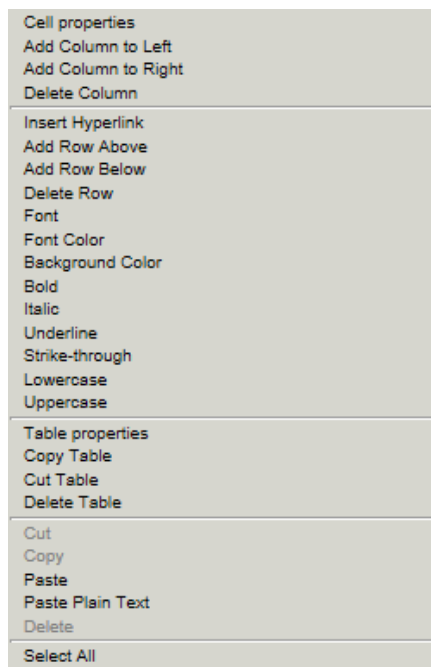
Add Column to Right

This will add a vertical column to the right of where you have your cursor placed.

Delete Column

This will allow you to delete the column that you currently have your cursor placed in.

If you would like to amend any section of your newsletter then there are some additional options available to you by right clicking on the mouse. When you right click on your newsletter you will have a number of other options as shown below. The options available to you will mainly depend on where you place your cursor.

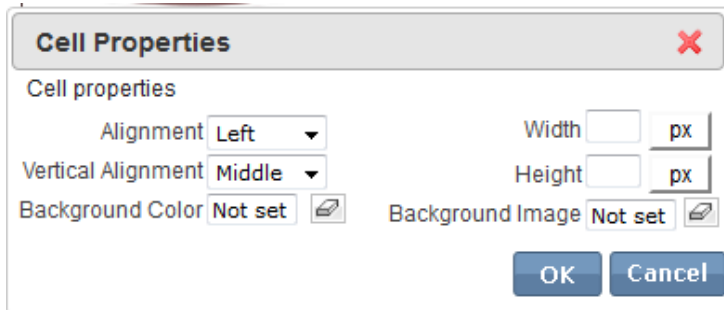


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Cell Properties

This option will allow you to set the alignment of the cell to position the content inside it; you will also be able to set the width, height and background.

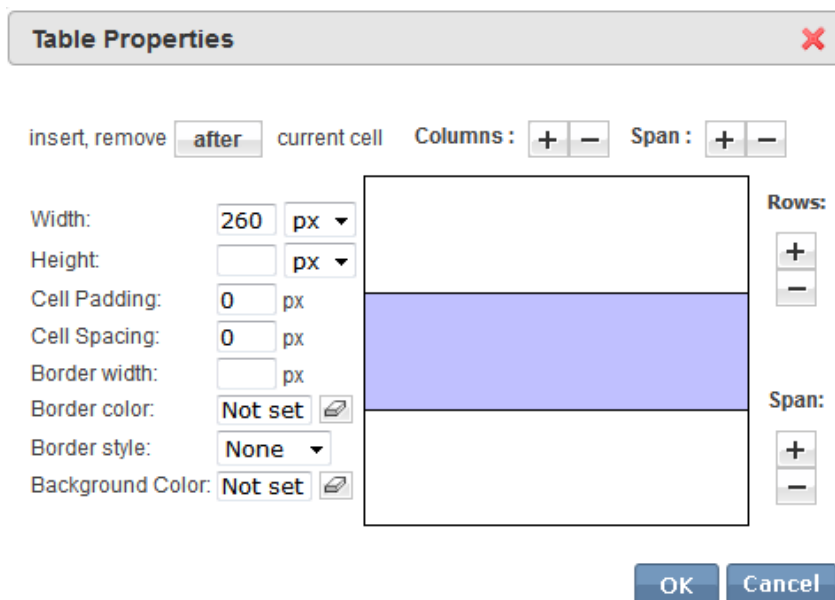
Please note: Most background images will be removed when delivered to email clients due to the limitations they have. With our new image editor why not bypass that problem and create an image with layers of text on it so you can still have the affect of a background image. [Click here](#) for information about our new Image Editor.



The 'Cell Properties' dialog box features a title bar with a close button (X). Below the title bar, the text 'Cell properties' is displayed. The dialog contains several controls: 'Alignment' is a dropdown menu set to 'Left'; 'Vertical Alignment' is a dropdown menu set to 'Middle'; 'Background Color' is a text field with 'Not set' and an image icon; 'Width' is a text field with a 'px' dropdown; 'Height' is a text field with a 'px' dropdown; 'Background Image' is a text field with 'Not set' and an image icon. At the bottom, there are 'OK' and 'Cancel' buttons.

Table Properties

By choosing this option you will be able to make changes to the cells in your table, simply click on the cell you would like to alter (once clicked it will get highlighted). You can then use the options to the left to alter the settings of that cell, or if you would like to add or delete cells use the appropriate + and – buttons for 'Columns' and 'Rows'.



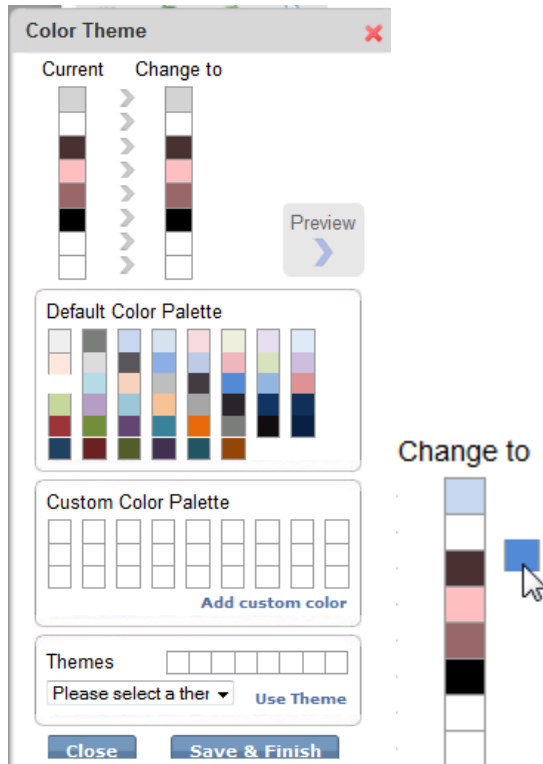
The 'Table Properties' dialog box has a title bar with a close button (X). Below the title bar, there are controls for 'insert, remove' (set to 'after'), 'current cell', 'Columns' (with '+' and '-' buttons), and 'Span' (with '+' and '-' buttons). The main area contains a table with three rows and one column. The middle row is highlighted in light blue. To the left of the table are settings for 'Width' (260 px), 'Height' (px), 'Cell Padding' (0 px), 'Cell Spacing' (0 px), 'Border width' (px), 'Border color' (Not set), 'Border style' (None), and 'Background Color' (Not set). To the right of the table are 'Rows' and 'Span' controls, each with '+' and '-' buttons. At the bottom, there are 'OK' and 'Cancel' buttons.

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Style & Colors

Colour Theme

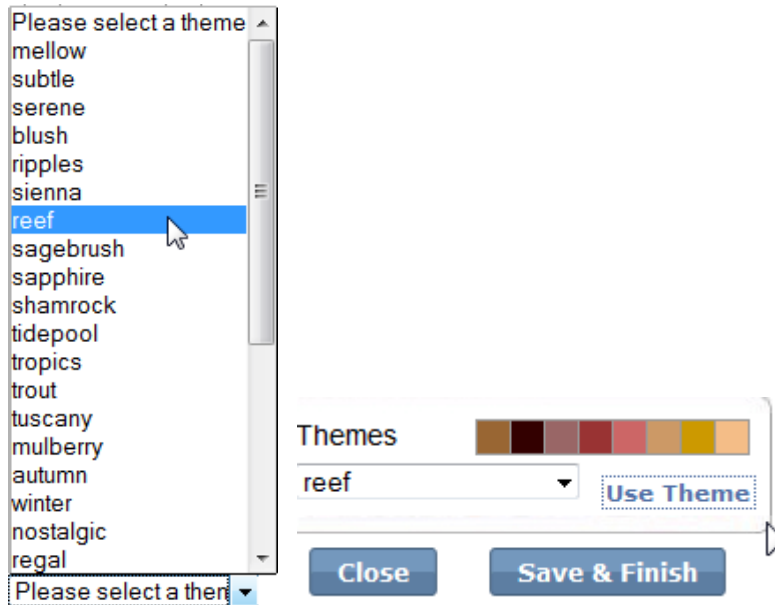
You can now create your own colour scheme, to start simply change the colour on the right column under the header of “Change To” by clicking on a colour that you would like to replace it with and then drop it into the section as shown below:



Once you have made the changes click “Preview”, which will show your newsletter in a new window with the new colour scheme. If you are happy with the changes you have made to your colour scheme then click on Save & Finish, if not then click close.

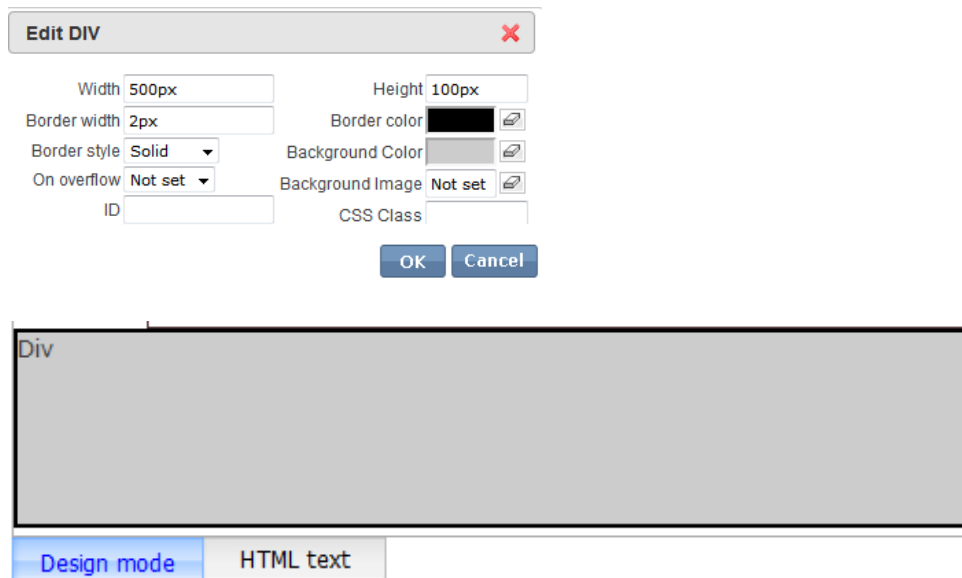
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Alternatively, you can use one of the pre-set themes by clicking on the drop down menu and selecting one from the list. An example of the list and pre-set colours for that theme has been shown below:



Insert Div

If you would prefer not to use a table then you can insert and set div tags for your newsletter. To set parameters to your div just fill in the textboxes or use the drop down options. Once you are happy with the changes you are going to apply then click OK otherwise click Cancel. An example of settings to a div and the div in the design view of the newsletter are shown below:



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Image Editor

To view a section click on any header below:

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Not only have we made the 2011 Template Editor more advanced and user-friendly but we have gone that one step further and incorporated an Image Editor for you to use as well. Just double click on the image that you have placed in your newsletter and you will be able to edit that image using our new Image Editor.

Much like the 2011 template Editor the Image Editor is very user-friendly and is highly interactive. You can select and add layers into your image allowing you to add text or other images on top of your original image. This will help you to make your images look very professional and as you are about to find out it is not as difficult as you may think.

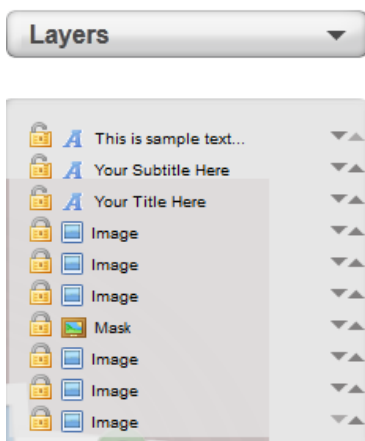
At the top left of the editor you will find a number of icons to help you edit your images and text, those icons are:



- **Cut** – This will cut the layer you have selected to the clipboard.
- **Copy** – This will copy the layer that you have selected to the clipboard.
- **Paste** – This will allow you to paste from the clipboard once you have pasted the item, it will become a new layer.
- **Delete** – This will delete the layer that you have selected.

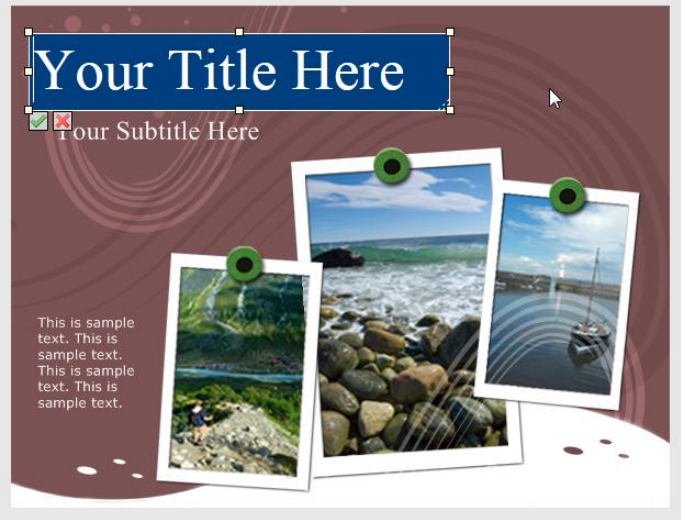
Layers

There are two ways you can select the layers from your image, the first is to select the layer tab which will show all of the different layers on your image. You can then select a layer that you would like to edit; you can also use the arrows to the right of the layers to move them in front and behind other layers.



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Alternatively as the editor is interactive you can double click on a section of text or an image that you would like to edit. To save the changes you have made to that section then click on the green tick otherwise click on the red X as shown below:



Under the image preview you will see that you can add 'Alt' (Alternative) text onto the image. The Alt text will show if the image does not display correctly in the email client. You can also see from the screenshot below, that you have the option to add a hyperlink to this image via the hyperlink textbox.

Alt Text

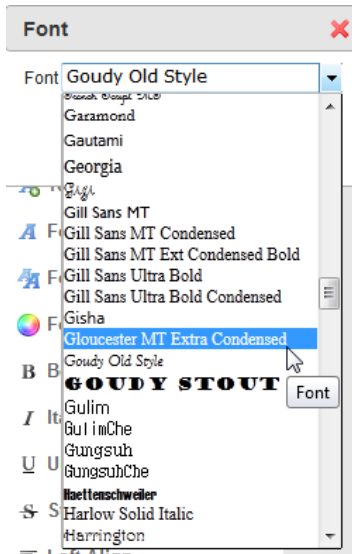
Hyperlink

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Text

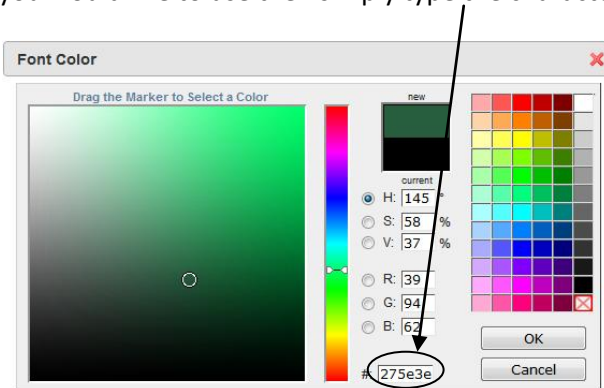
Font Style

As you can see we have added an even larger selection of different fonts that you can choose from to add to your image. This wide selection will help to make sure that the text can match the style of your image or newsletter.



Font Colour

To change the font colour you will first need to highlight the text that you would like to change, then once this option has been clicked you will have a number of preset colours to choose from. Or you can use the colour picker to choose your own colour. If you already know the hex colour code for the colour you would like to use then simply type the characters in the textbox circled below:



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Bold

This option will change the highlighted text to bold: **example**

Italic

This option will change the highlighted text to italic: *example*

Underline

This option will underline any text that you have highlighted: example

Strike-through

This option will place a line through the text that you have highlighter: ~~example~~

Left-Align

This will alter the way your text is shown, if clicked it will align your text to start from the left.

Center-Align

This will alter the way your text is shown, if clicked it will align your text to show in the centre.

Right-Align

This will alter the way your text is shown, if clicked it will align your text to start from the right.

Drop Shadow

As you can see from the screenshot below you are able to have an added shadow effect to the text in your image. To add the shadow, simply highlight the text and then click on the “**Drop Shadow**” option.

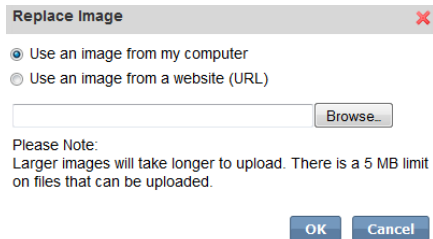


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Image

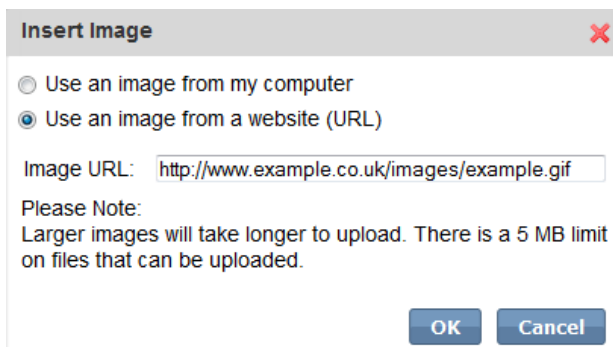
Insert Image

This option will allow you to insert a new image onto your original image. If you have already selected an image and you click this option then you will be able to replace that image. Once clicked, you will be given the option to use an image from your computer or an image from a website. If you are going to use an image from your computer then select that option and then click the browse button as shown below:



The 'Replace Image' dialog box has a title bar with a close button (X). It contains two radio buttons: 'Use an image from my computer' (selected) and 'Use an image from a website (URL)'. Below the radio buttons is a text input field and a 'Browse...' button. A 'Please Note' section states: 'Larger images will take longer to upload. There is a 5 MB limit on files that can be uploaded.' At the bottom are 'OK' and 'Cancel' buttons.

Alternatively if you are going to replace the image with an image from a website then choose “Use an image from a website (URL)” and then type in the full URL of that website such as:

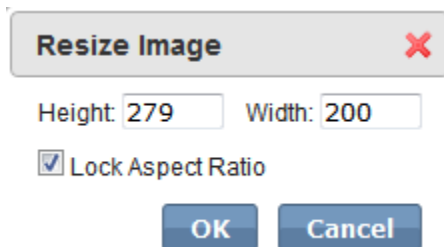


The 'Insert Image' dialog box has a title bar with a close button (X). It contains two radio buttons: 'Use an image from my computer' and 'Use an image from a website (URL)' (selected). Below the radio buttons is a text input field labeled 'Image URL:' containing the text 'http://www.example.co.uk/images/example.gif'. A 'Please Note' section states: 'Larger images will take longer to upload. There is a 5 MB limit on files that can be uploaded.' At the bottom are 'OK' and 'Cancel' buttons.

Please note: Ensure you have entered the full URL path from the image into the textbox.

Width/Height

This option will allow you to edit the width and height of the image once it has been clicked. You are also given the option to lock the ratio of the image, if locked this will help the image stay in proportion.

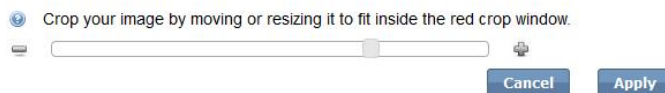
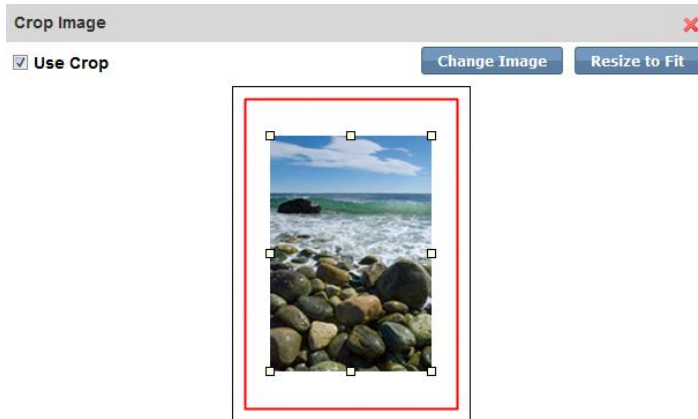


The 'Resize Image' dialog box has a title bar with a close button (X). It contains two text input fields: 'Height: 279' and 'Width: 200'. Below these is a checked checkbox labeled 'Lock Aspect Ratio'. At the bottom are 'OK' and 'Cancel' buttons.

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Crop

This option will allow you to alter the size of the image. Once you click this option you will be shown a new window where you will be able to crop your image to size using the bar displayed at the bottom of the window. You will also be able to “resize to fit” and “change image” using the buttons at the top of the window. If you would like to save the changes you have made then click on the “Apply” button, alternatively if you do not want to save the changes then click cancel. A screenshot of the crop tool used in this editor is shown below:



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Shapes

Rectangle

You can add a rectangle shape onto your image by using this option, once you click this option you will be able to edit properties of the rectangle, those options include:

Fill Colour: You can click on the white square which will take you to the colour picker where you can select a colour for the background of the rectangle.

Transparency: You can choose how transparent you would like the rectangle to be i.e. how see through you would like it to be. Use the slider from 0 to 100 (0 being fully transparent).

Border Colour: You can click on the drop down box to select a border colour for you rectangle


Border Width: You can alter the pixels for the thickness of the border, starting at 1 being the thinnest.

Transparency: This option allows you to choose how transparent you would like your rectangle border to be, 0 being fully see through and 100 being seen.

Insert Rectangle ✕

ⓘ Set the fill and border colors of your rectangle, as well as the transparency of each (0=transparent, 100=solid). Then, set the border width (in pixels).

Preview:



Fill Color

Transparency 0 100

Border Color Border Width pixels

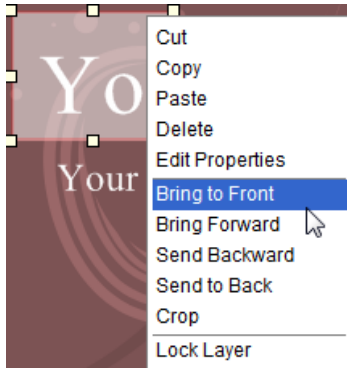
Transparency 0 100

Once you are happy with the settings you can click Apply otherwise click Cancel. If you have clicked apply, you will now see the rectangle on your image. You can now alter the size of it by clicking on the corners and then dragging them to the correct size you would like. This has been shown below:



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You can also apply additional options to the rectangle by right clicking on the image then the options will be shown, as below:



Cut

This will allow you to cut the object out, and then paste it later on.

Copy

This will allow you to copy the object that you have got and then paste it again later.

Paste

This option will allow you to paste any objects/text that you have placed on your clipboard.

Delete

This will delete the rectangle.

Edit Properties

This will once again take you to the Insert Rectangle properties, [click here](#) for more.

Bring to Front

This will bring the object to the front of all layers.

Bring Forward

This will move the object to the next layer.

Send Backward

This will move the object to the previous layer.

Send to Back

This will move the object to the bottom layer.

Crop

This will take you into a new window where you will be able to crop your image, [click here](#) for more information.

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Lock Layer

This will allow you to lock the layer, so it cannot be altered. You can also unlock this option via the additional options as “**Lock Layer**” will change to “**Unlock Layer**”.

Eclipse

You can add an eclipse shape onto your image by using this option, once you click this option you will be given additional settings to choose from for the eclipse, those options include:

Fill Colour: You can click on the drop down square which will take you to the colour picker where you can select a colour for the background of the eclipse.

Transparency: You can choose how transparent you would like the circle to be i.e. how see through you would like it to be. Use the slider from 0 to 100 (0 being fully transparent).

Border Colour: You can click on the drop down box to select a border colour for you eclipse.


Border Width: You can alter the pixels for the thickness of the border, starting at 1 being the thinnest.

Transparency: Once again you can choose how transparent you would like your eclipse border to be, 0 being fully see through and 100 being seen.

Insert Circle ✕

ⓘ Set the fill and border colors of your ellipse, as well as the transparency of each (0=transparent, 100=solid). Then, set the border width (in pixels).

Preview:



Fill Color

Transparency 0 0100▬

Border Color Border Width pixels

Transparency 0 0100▬

CancelApply

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Rounded Rectangle

You can add a rounded rectangle shape onto your image by using this option, once you click this option you will be given additional settings to choose from for the rounded rectangle, those options include:

Fill Colour: You can click on the white square which will take you to the colour picker where you can select a colour for the background of the rounded rectangle.

Transparency: You can choose how transparent you would like the rounded rectangle to be i.e. how see through you would like it to be. Use the slider from 0 to 100 (0 being fully transparent).

Border Colour: You can click on the drop down box to select a border colour for you rounded rectangle.


Border Width: You can alter the pixels for the thickness of the border, starting at 1 being the thinnest.

Transparency: Once again you can choose how transparent you would like your rounded rectangle border to be, 0 being fully see through and 100 being seen.

Insert Rounded Rectangle ✕

ⓘ Set the fill and border colors of your rounded rectangle, as well as the transparency of each (0=transparent, 100=solid). Then, set the border width (in pixels).

Preview:



Fill Color

Transparency 0 100

Border Color

Border Width pixels

Transparency 0 100

Embellishment

This will allow you to insert images that are stored on our system to find out more, [click here](#).

SmartElement

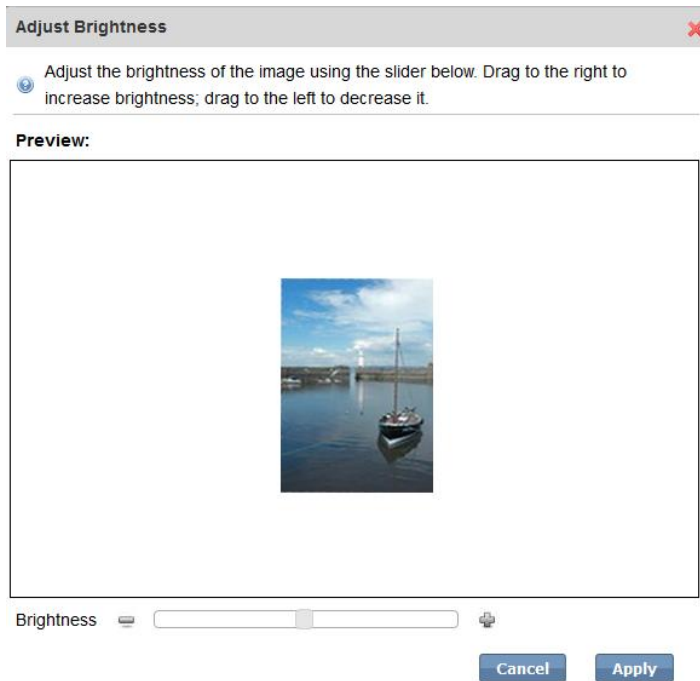
This section will allow you to add a SmartElement to your image to find our more, [click here](#).

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Adjust

Brightness

This tool will allow you to adjust the brightness of the image you have selected by making it lighter or darker. To alter the brightness simply use the slider as shown below:

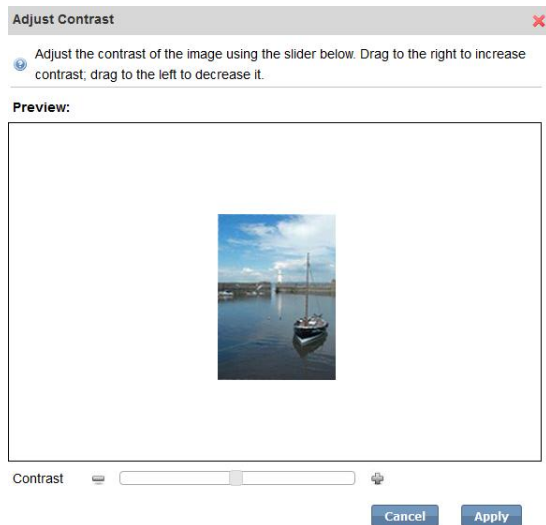


Once you are happy with the changes you have made click on “Apply”, alternatively click “Cancel”.

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Contrast

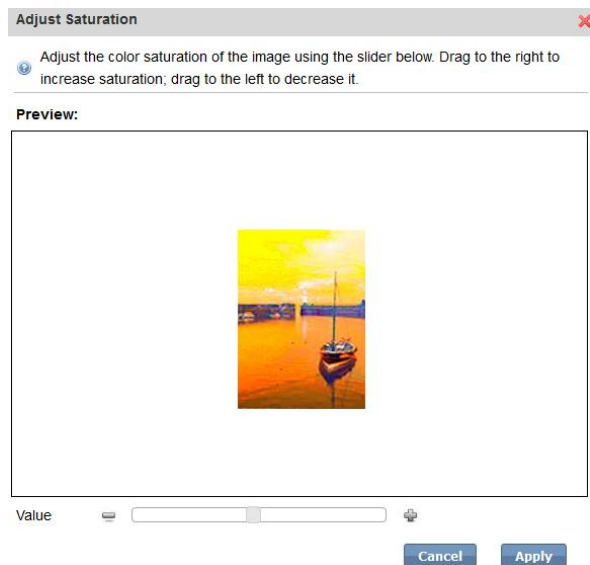
This tool will allow you to adjust the image's contrast, to increase or decrease the contrast simply use the slider as shown below:



Once you are happy with the changes you have made click on “Apply”, alternatively click “Cancel”.

Saturation

This tool will either increase or decrease the image's colour saturation to add effects to the image. Once again just use the slider to alter the colour's saturation as shown below:



Once you are happy with the changes you have made click on “Apply”, alternatively click “Cancel”.

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GrayScale

With this tool you can convert the image to black and white, once you have clicked on the image it will change to grayscale. You can see the image before and after the grayscale tool has been used:



Flip/Rotate

Rotate Clockwise

This will rotate the image selected in a circle motion starting to the right.

Rotate Counter

This will rotate the image selected in a circle to the left.

Flip Vertical

This will turn the image on its side.

Flip Horizontal

This will turn the image upside down.

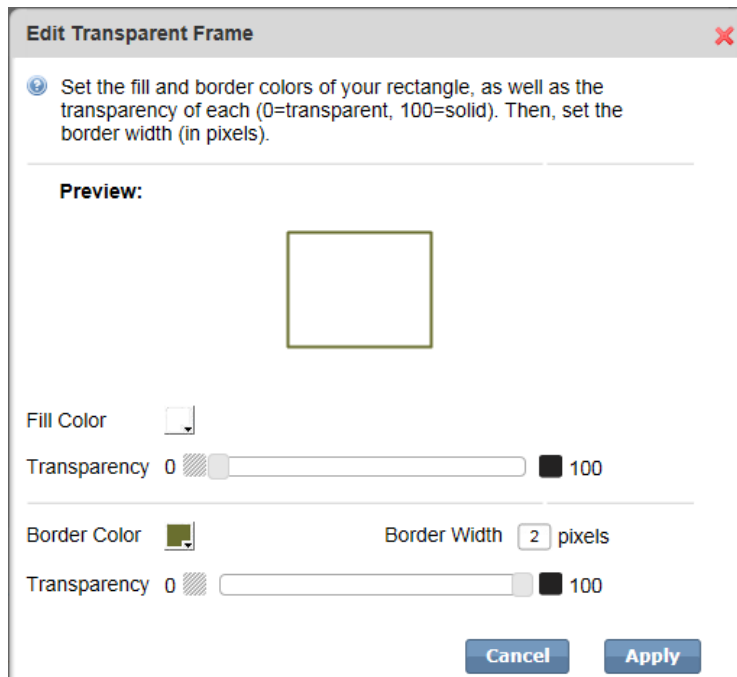
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Additional Options

When you right click on the image you are given a number of actions that you can use one of which is edit properties.

- Cut
- Copy
- Paste
- Delete
- Edit Properties**
- Bring to Front
- Bring Forward
- Send Backward
- Send to Back
- Crop
- Lock Layer

The **Edit Properties** will differ depending on the layer that you have chosen, such as the layer below is used as a border around the image. The fill colour transparency is 0 on the border colour so the images under and over it can be seen.



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