

Resizing Images For Elite Engage

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Resizing Images2

Software Needed: Microsoft PowerPoint.



Resizing Images

1. From the main ESP desktop, select, configuration, maintain communications, communications.



2. Select a communication

	Resort Demo Sy Communications - Cor	nmunication Code		× 11
		"ALL"	<u>-</u>	
	Code	Description	Type	
	BIRTHDAY	Happy Bithday From The Club	Customer	
	BOOKMAKE	Booking Confirmed At Resort Demo	Thoser	
Valid To	BOOKNOSH	We Missed You Yesterday	Booking	
	BOOKREMI	Reminder Of Your Booking Tomorrow	Booking	
Volid Days	BOOKTHNX	Thanks For Visting Us Yesterday Cancellation Of Class	Booking Event Man	a start and
	EVENTLOC	A Change To Your Booking Location	EventMag	A second s
	EVICANSM	SMS Cancellation Of Class	EventMsg	The second se
	EVTSMS	Test SMS EVent Message	EventMag	100 C
1	LEVYSALE	Your Members Card Balance is Low	Trigger	E
1000	MEMBRENW	Time For Your Membership Renewal	Trigger	
	WAITMOVE	Booking Moved From Wating List	Troom	
1011 E	WEDNEG	The ESP Cub internet booking rieg	ingger	
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				100 TT 100
				147

3. Accept into the communication file.

Communication Code	WAITMOVE			Created	15/02/18
Description	Booking Moved From Wating List			By	ESP
Valid From "	31/12/20	Cat Aests	Tispe	Trigger	
Vald Days	EveryDay v	Ee Desc	Test	an Andrea	Delay Sending
C Values	Conditions				
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- 4. Select 'Email'
- There is a template in place. Note down the dimensions for 'PLACEHOLDER HEADER IMAGE' 600 x 150 px

Elite v5 Resort Demo Sy HTML Message		- D X
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	Name and Address of Concession	ŝ
	The second se	
	PLACEHOLDER HEADER IMAGE	
	600 x 150px	
	7.000.00.000000	
	Dear @\$CustomerFirstName\$	
	As a space is now available, your booking has been confirmed for:	
	Booking Date: @\$BookingFullDate\$	
	Booking Time: @\$BookingTime\$	
	Activity: @\$Activity\$	
	Location: @\$Location\$	
	If you can still attend you do not need to do anything now and we look forward to seeing you on dtsRookindDate\$.	
	If you no longer want to attend the class please cancel with the ESP Sample Club team by	
	calling 01234 567890, or click here to login and cancel online via your Booking History	
	balle.	
	Many thanks	
	The EED Example Club	
	The Edm Salliple Clab	
		×

- 6. Open a new document in PowerPoint.
- 7. Delete the 'Create Title' boxes.
- 8. Go to Insert > Shapes
- 9. Select the Rectangle shape

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10. Drag and create a rectangle of any size.

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11. Right click on the shape, select 'Size and Position'

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	Click to add notes	Import Image			

12. On the right, we are going to match this shapes dimensions to the same as the 'placeholder image' ($600 \times 150 \text{ px}$).

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- 13. Enter '150 px' in the height field. Hit enter/return on your keyboard, PowerPoint will convert the measurement into cm.
- 14. Next do the same in the width field.



- 15. This is our template for the image we will be inserting.
- 16. Go to insert > photo > Picture from file



17. Find the image, insert.



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18. Move the image over the rectangle we created.

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- 19. Select the 'Crop tool'
- 20. Crop the image to the same shape as the rectangle we created. The image will snap automatically, you can see the shape underneath when moving the crop tools.



21. Once cropped, you can now move the image, increase or decrease the size of the image and arrange how you want. (To do this use the small circles at the corner of the image).



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22. Once happy with your banner/image. Right click, select 'Save as Picture'.

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23. Save the image

24. Load the email communication, select the box where the image will be going.

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As a space	ce is now available, your booking has been confirmed for:	
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25. Select 'Insert Image/Photo'



26. Select 'Upload Image'

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27. Select Upload > Drag the image onto the screen > Return to Files List



28. Select the image from the list > select 'OK'



Ok



- 29. Your image has now been inserted.
- 30. Use the same process for other place holder images with different dimensions.

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