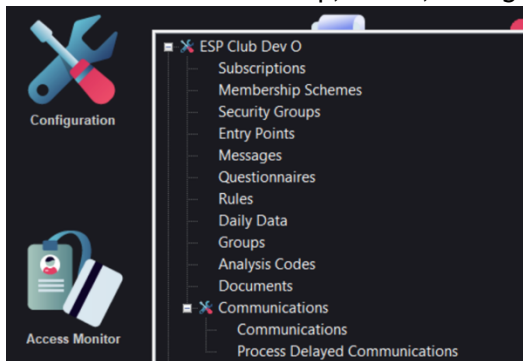




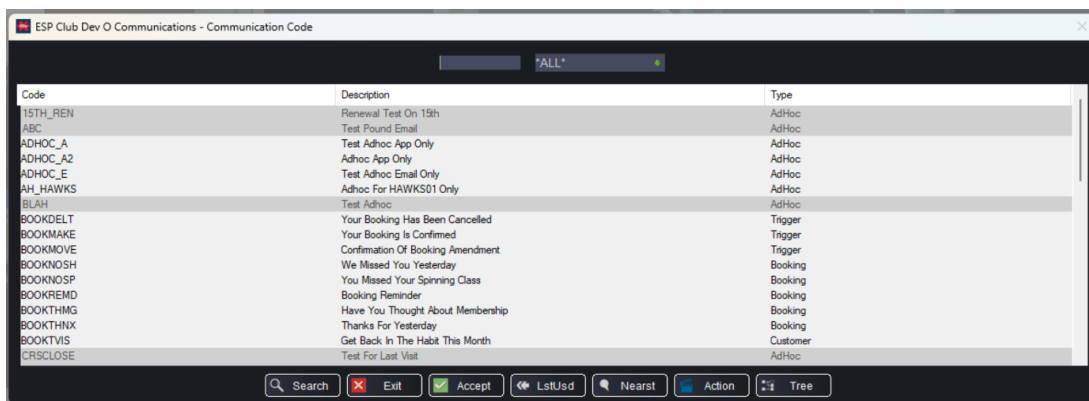
Resizing Images For Elite Engage

Resizing Images

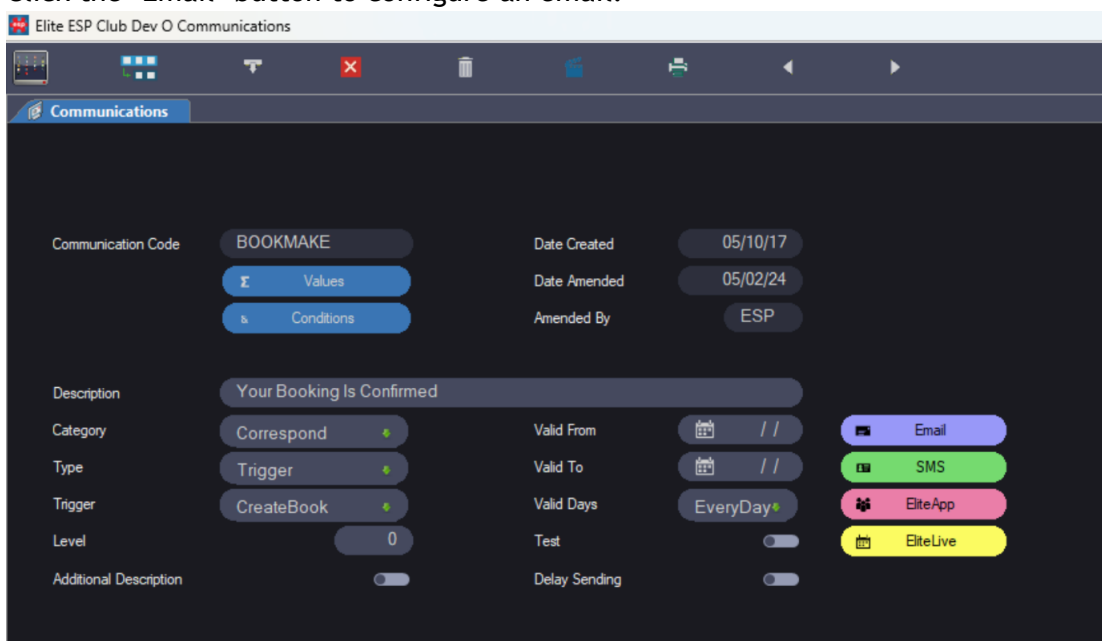
1. From the main ESP desktop, select, Configuration > Communications > Communications.



2. Select your desired communication and click 'Accept' to open it.



3. Click the 'Email' button to configure an email.

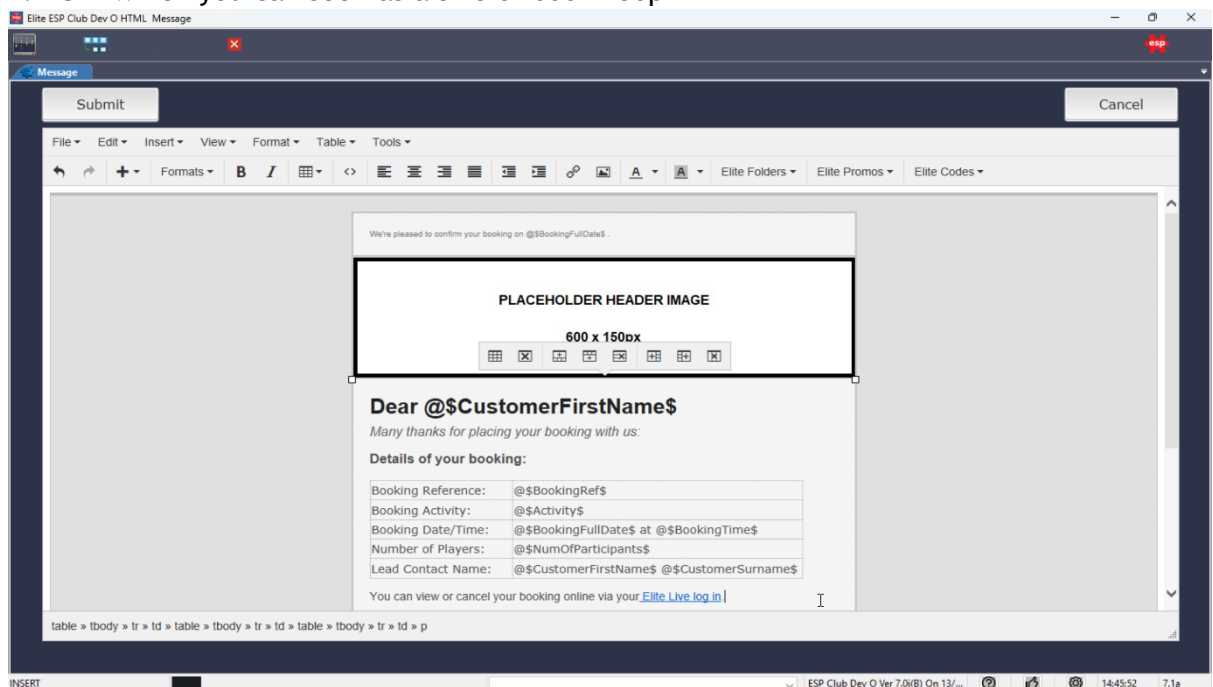




If there is a template in place, there will be placeholder images displayed which show their current size. It is recommended to use the same size images to fit within these templates well.

Images should always be resized prior to being added to the email to reduce the file size of the image which will need to be downloaded by the person receiving the email.

In this example we will be resizing an image to replace the 'PLACEHOLDER HEADER IMAGE' which you can see has a size of 600 x 150px



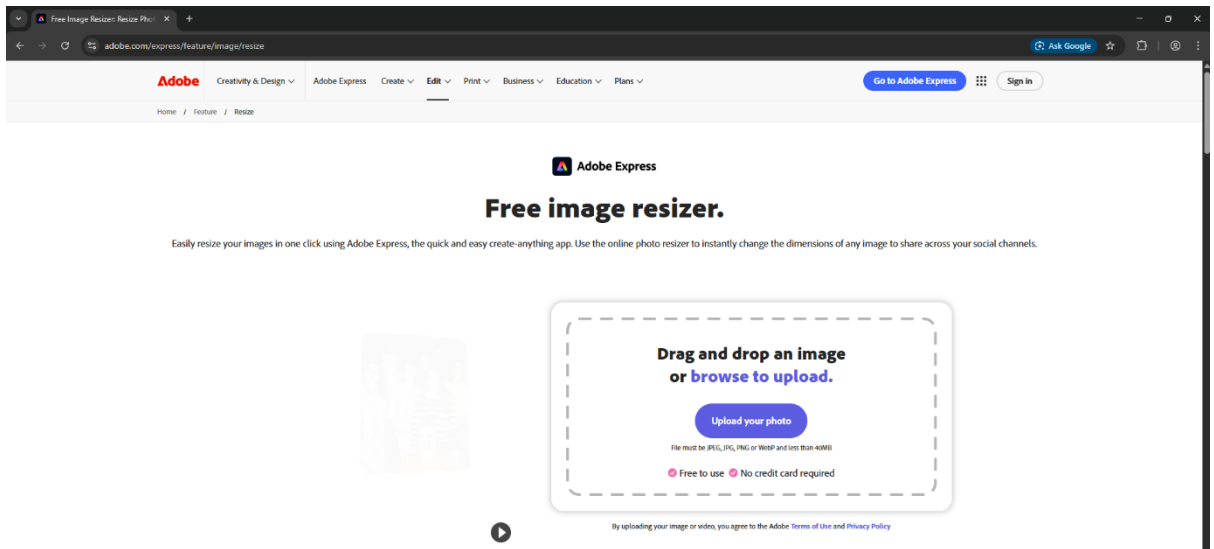
4. Now to resize your image.

If you do not already have an image editor that you care comfortable in using; it is suggested to use a convenient third-party resizing tool.

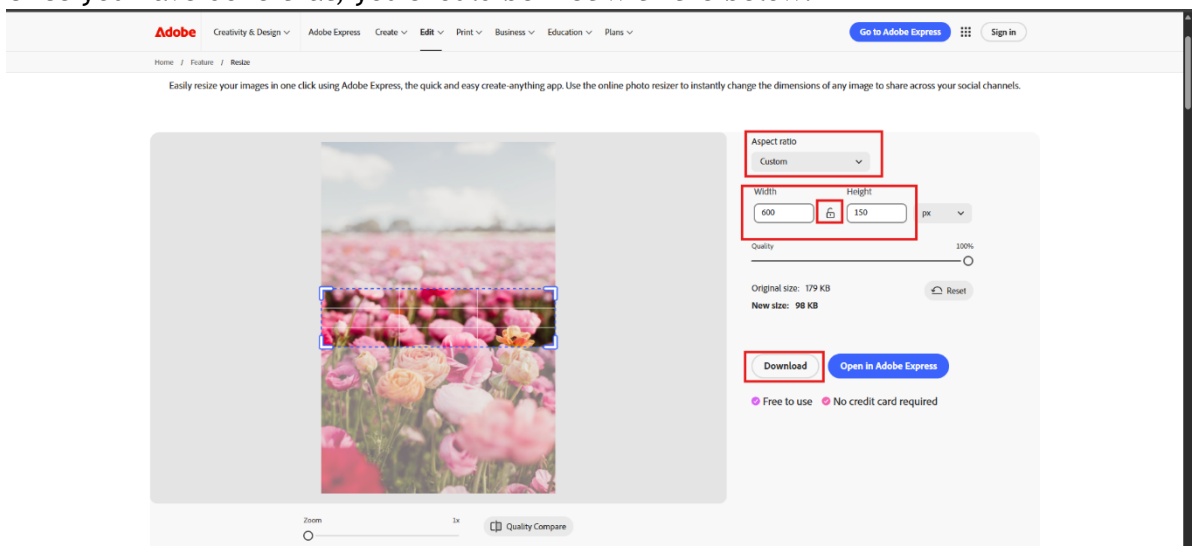
In this guide, we are using a free online tool from Adobe, which can be accessed via this link:

<https://www.adobe.com/express/feature/image/resize>

Firstly, you need to upload your desired photo by clicking 'Upload your photo', where you can select it from your device.



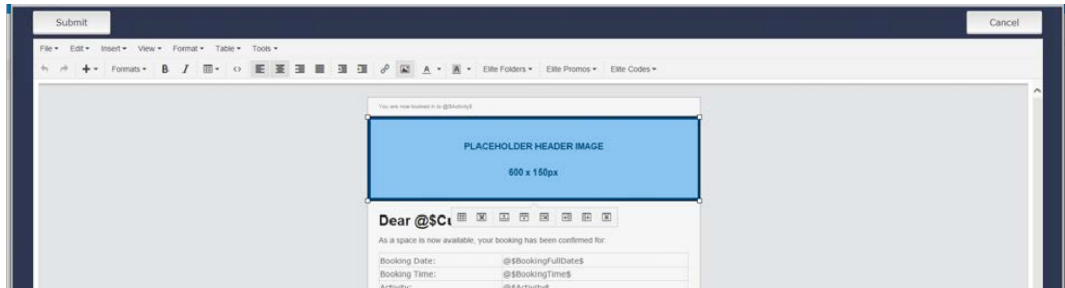
Once you have done that, you should be met with the below:



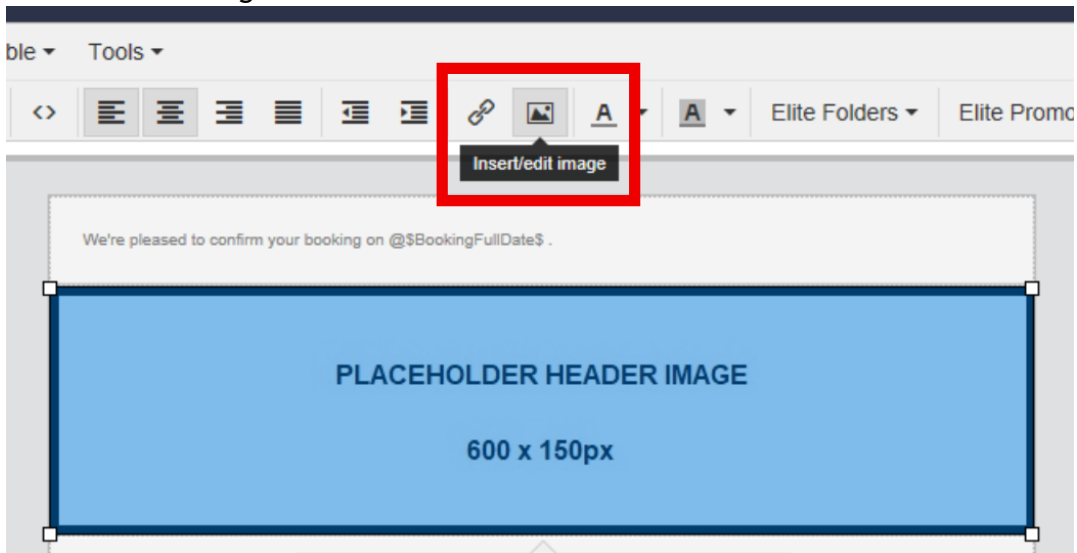
- The aspect ratio dropdown menu should be set to 'Custom'
- The Lock icon should be white and disengaged, symbolising that the aspect ratio is unlocked.
- Set the new dimensions, for our example, 600px width and 150px height.

You can then drag the frame to suit where you wish your image to be cropped. Once you feel like your image is ready, you can click the 'Download' button.

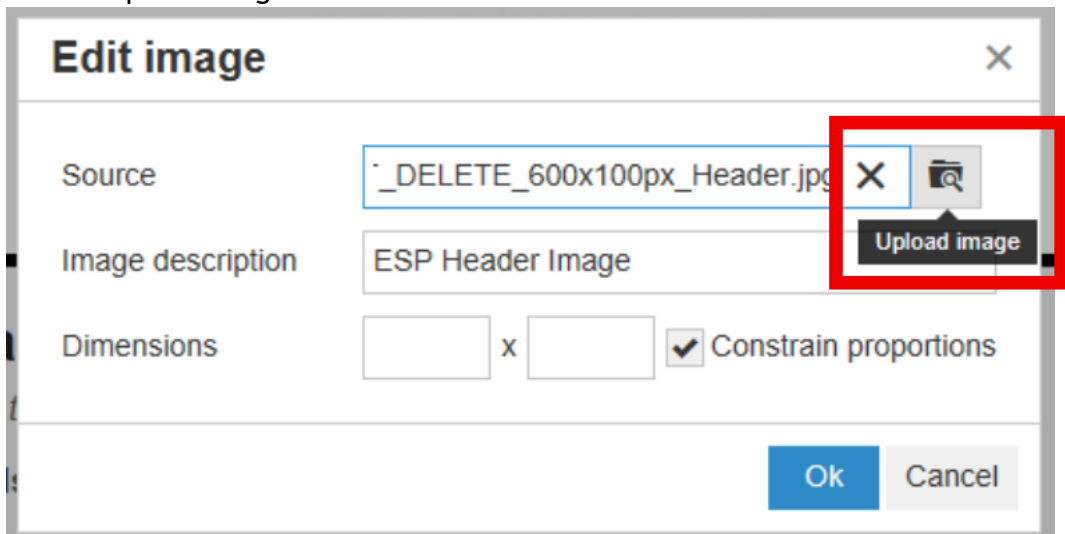
5. In the email editor for the communication in Elite, select the box where the image will be going.



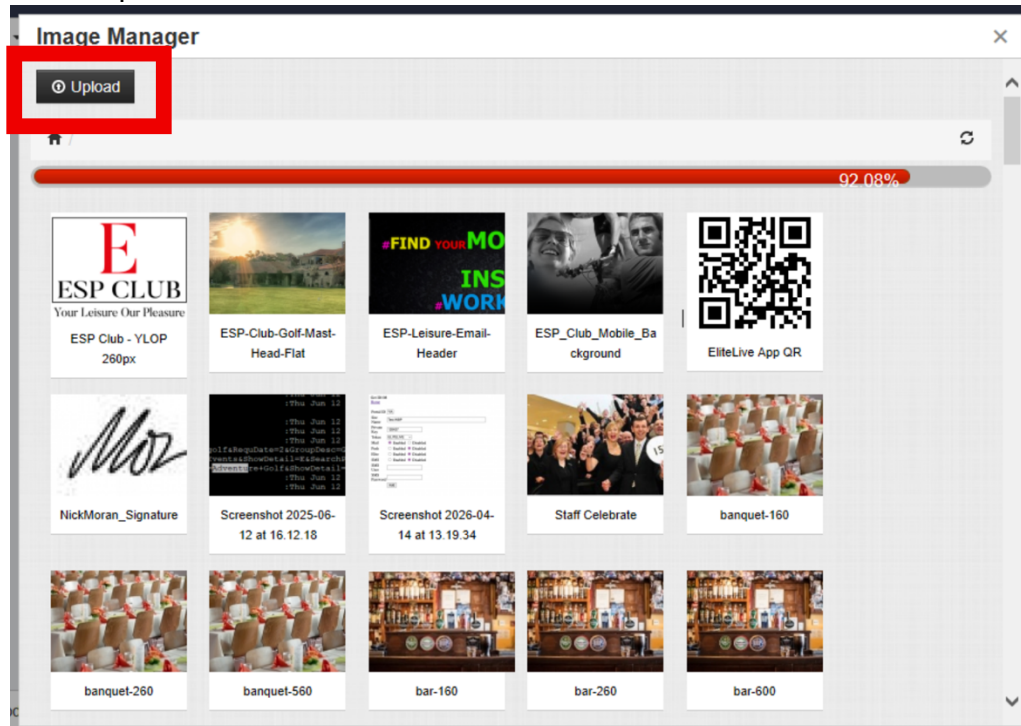
6. Select 'Insert Image/Photo'



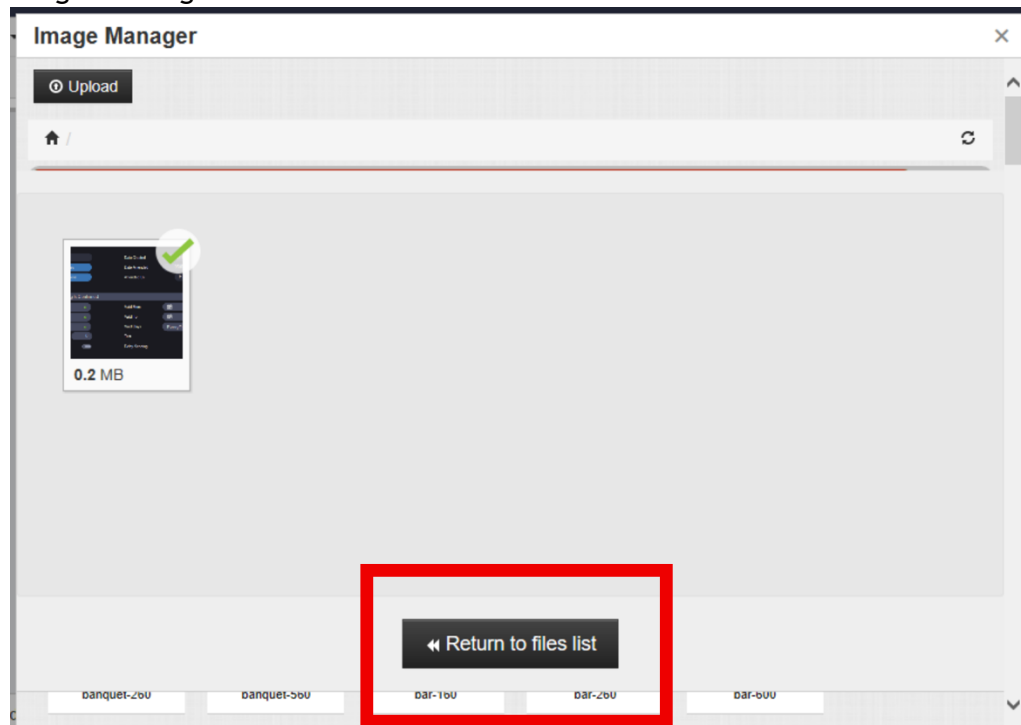
7. Select 'Upload Image'



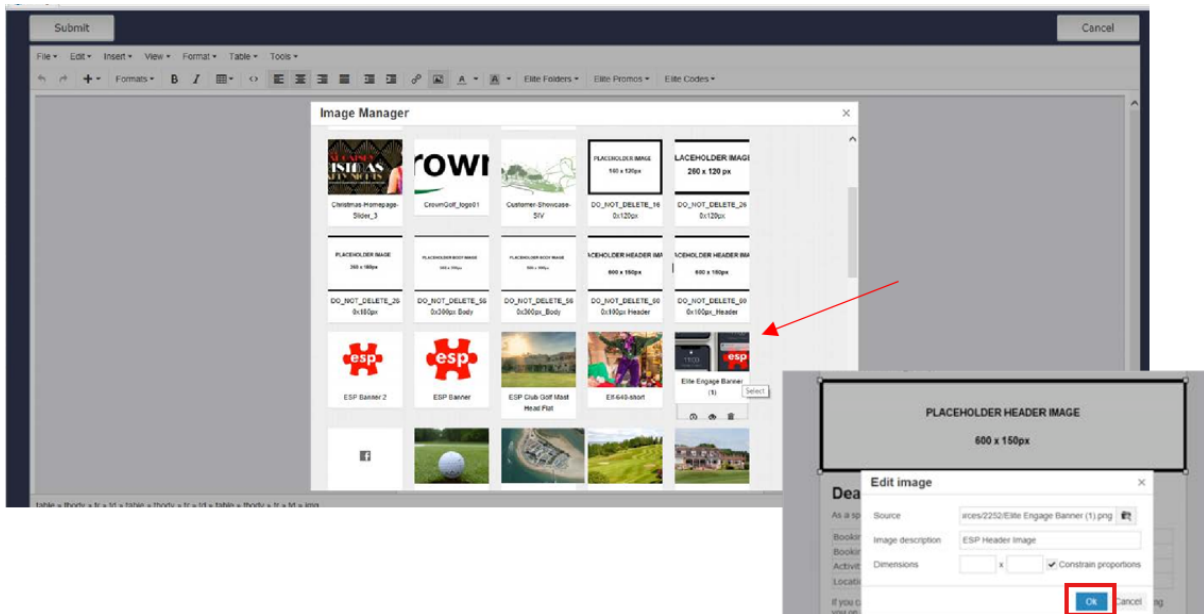
8. Select Upload



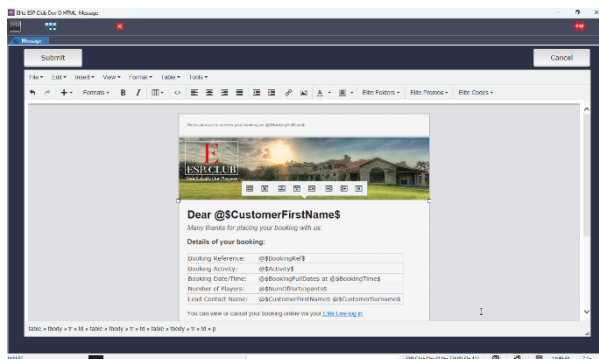
Drag the image onto the screen and then select Return to Files List



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



Your image has now been inserted.



You can use the same process for other placeholder images with different dimensions.