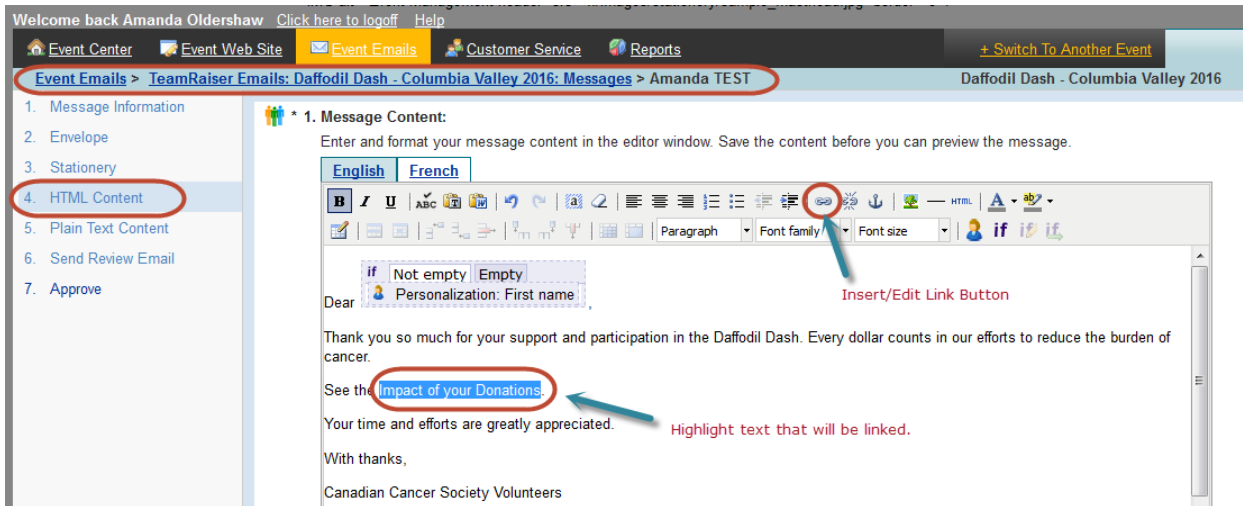




Adding a Link

- **Highlight** the desired text to be linked
- Click **Insert/Edit Link** button (it looks like a chain with three links).



- **Link URL** – Add the URL to a website (type it in or copy and paste)
- **Link List** – This dropdown provides a list of internal pages and documents (that have been added to the Event Library). If this option is selected the Link URL will automatically populate.
- **Target** – It's best practice to always set the target (link) to open in a new window
- **Title** – Type the text that will be linked. If text was highlighted in the email adding text here is not required.
- **Click** Insert

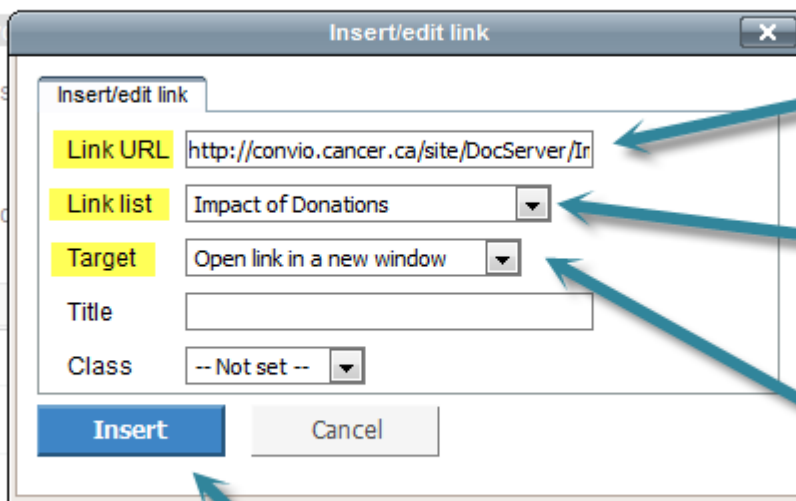
Thank you so much for your support and participation in the Daffodil Dash. Every dollar counts in our efforts to reduce the burden of cancer.

See the [Impact of your Donations](#).

Your time and efforts are greatly appreciated.

With thanks,

Canadian Cancer Society Volunteers



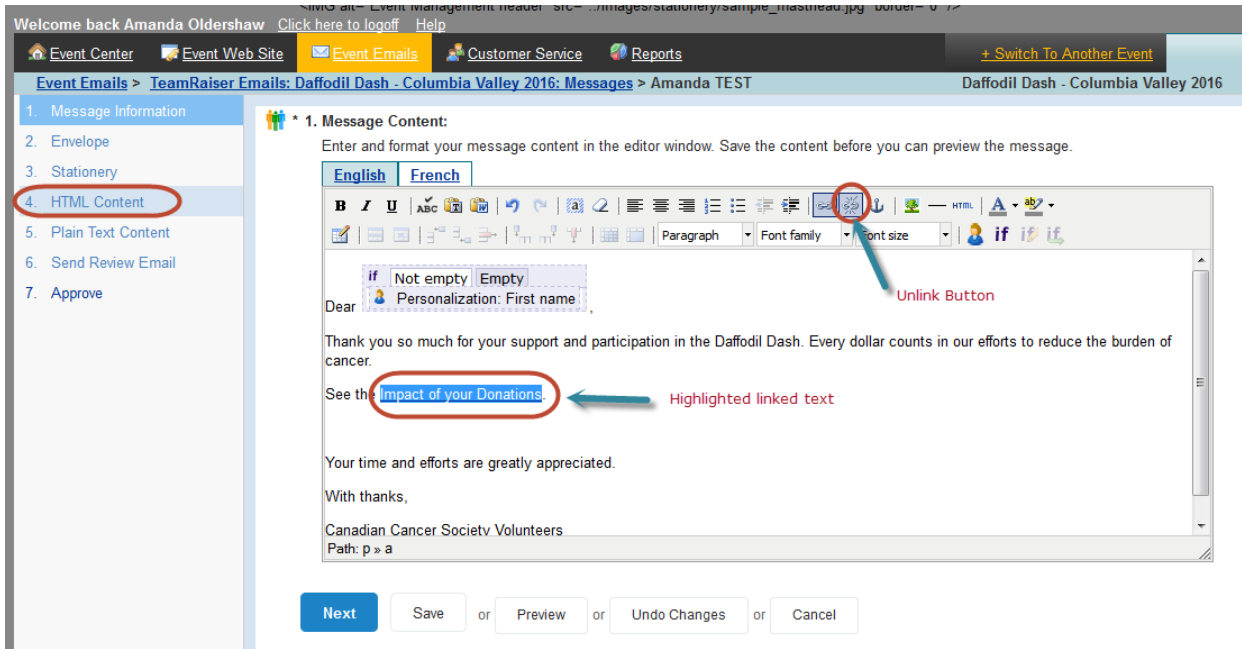
- Add a URL
- or
- Select an item from the Link List
- Always set target to open in a new window

Click Insert



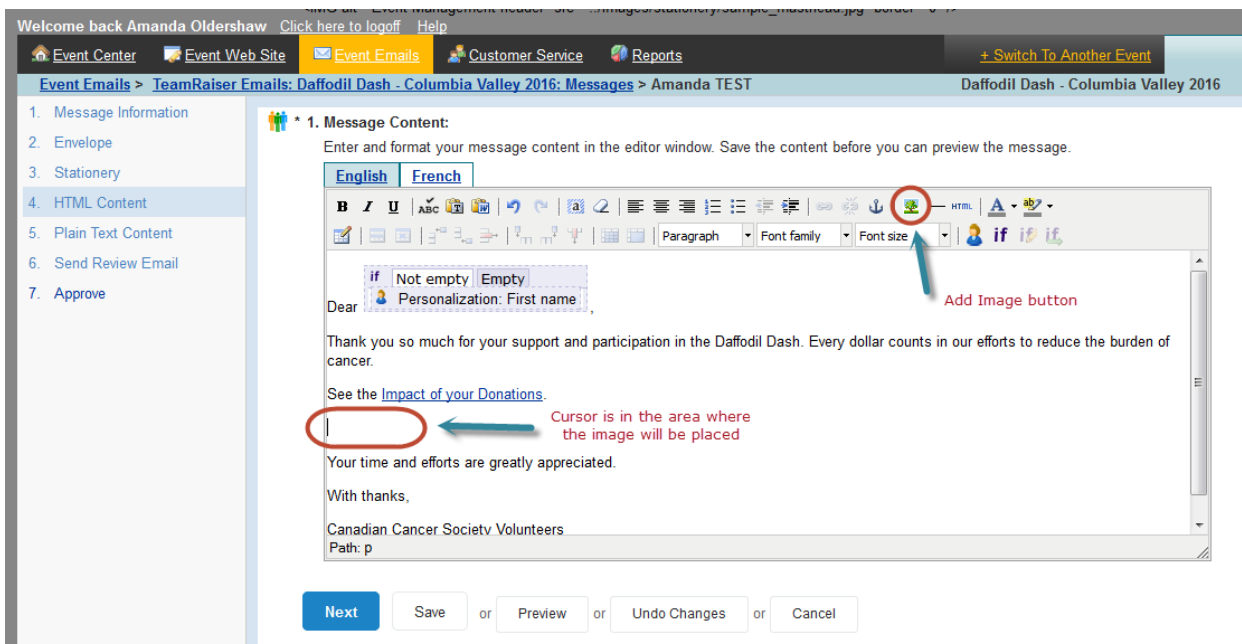
Removing a Link

- **Highlight** the linked text
- Click the **Unlink** button (it looks like a broken chain).



Adding an Image

- **Place** the cursor in the location where the image is to be placed within the text area.
- Click **Insert/Edit Image** button (it looks like a Tree).





- **Image URL** – this will auto populate once the Image file is selected from the Image List
- **Image List** – Select the Image file desired. Only images that have been added to the Event Library will appear here
- **Image Description** – this will auto populate with the information completed when uploading the file to the Event Library.
- **Alignment** – Will determine where the image is placed in relation to the text.
- **Dimensions** – It's best to size the image correctly before uploading to the image library. If needed, dimensions can be altered here.
- **Border** – Add in whole numbers to determine the point thickness of an image border. Leave blank if no border is desired.
- **Vertical Space** – Use whole numbers to determine the vertical padding between the image and the text.
- **Horizontal Space** - Use whole numbers to determine the horizontal padding between the image and the text.
- Click **Insert** when complete

Note: It may take several tries fiddling with the formatting options to get the image placed in the desired position.

Dear Personalization: First name,

Thank you so much for your support of activities in the Daff Dash. Every dollar counts in our efforts to reduce cancer.

See the [Impact](#)

Your time and effort

With thanks,

Canadian Cancer Society
Path: p

[Next](#) [Save](#)

Insert/edit image

Image URL:

Image list: ▼

Image description:

Alignment: ▼

Dimensions: x

Border:

Vertical space:

Horizontal space:

Select Image from Image List dropdown

The URL and Description will auto populate with details from the image file

These areas are all for formatting. It may take a few tries altering these settings to get the formatting just right.

Click Insert

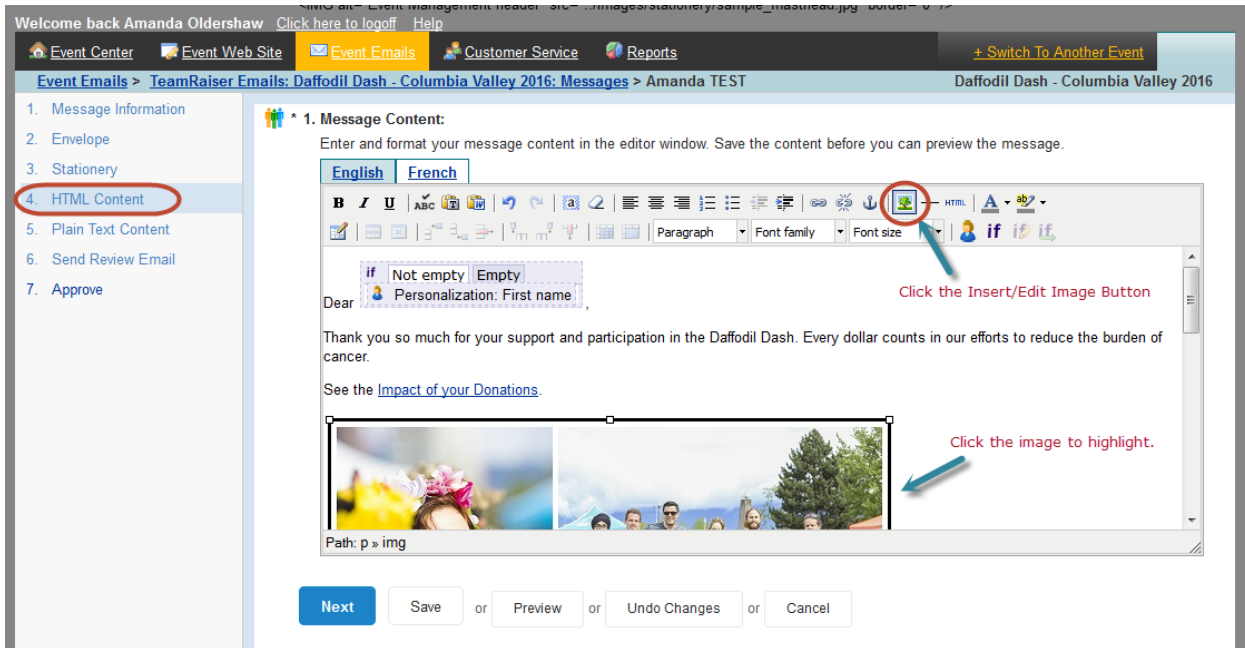
Note: Do not trust the preview from the WYSIWYG Editor. The best way to see formatting is to send a review email.





Editing Image Properties

- Click on the image in the WYSIWYG Editor, to select it.
- Click the **Insert/Edit Image** button.
- Make the required edits in the **Edit Screen**.
- Click **Update**.



Linking an Image

- Click on the image in the WYSIWYG Editor, to select it.
- Click the **Insert/Edit Link** button. (same as adding a link above)
- **Add the URL** or select from the **Link List dropdown**.
- Set the **target** to open in a new window.
- Leave the title blank.
- Click **Insert**.

Deleting an Image

- Click on the image in the WYSIWYG Editor, to select it.
- Hit **delete** on the keyboard.

