



HOW TO ADD AN IMAGE TO A CAMPAIGN MANAGEMENT EMAIL

This document provides the steps taken to add an image to an email in Campaign Management.

Adding an Image to Email

To add an image to an email in Campaign Management, you must have access to the campaign's skin. Please ask your administrator to give you access to the campaign's skin if it is not available. Take the following steps to add an image or banner to an email:

1. Log in to Campaign Management and navigate to Campaign Management > Skins.



2. Find the campaign's skin. Click the 3rd notepad icon to open the skin resources.



Skin List

[Add a new skin](#)

Skin Name	Skin Type	Public	
Copy of Truist 2013 UW Default SPE Skin	SPE	no	[Icons]
DDPS Truist 2013 UW Default SPE Skin	SPE	no	[Icons]
DDPS Truist 2013 UW Home SPE Skin	SPE	no	[Icons]
Live United 2011 Truist Fix	SPE	Yes	[Icons]
Truist 2013 UW Default SPE Skin	SPE	no	[Icons]
Truist 2013 UW Default SPE Skin - Int Link	SPE	no	[Icons]
Truist 2013 UW Home SPE Skin	SPE	no	[Icons]
Truist 2013 UW Home SPE Skin - Int Link	SPE	no	[Icons]
TRUIST_Default: Live United - Public	SPE	no	[Icons]

25 Size Filter

If you do not remember the name of the campaign’s site skin, simply navigate to the Campaign Level, open the campaign, and click the “Website” node. The name of the skin will display in the Default Skin dropdown.

Website Content News Events Users

* = required

Type: Standard Pledge Experience *

Name: Standard Pledge Experience Demo *

Description: Standard Pledge Experience Demo *

Master Website: - select website -

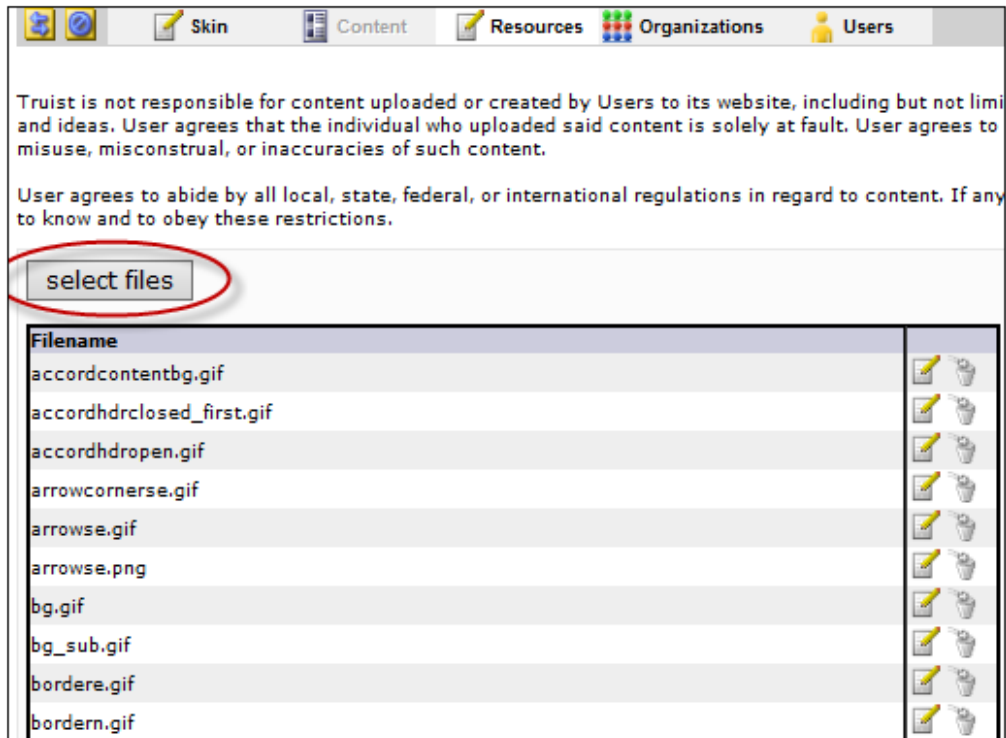
Skin

Default Skin: Live United 2011 Truist Fix *

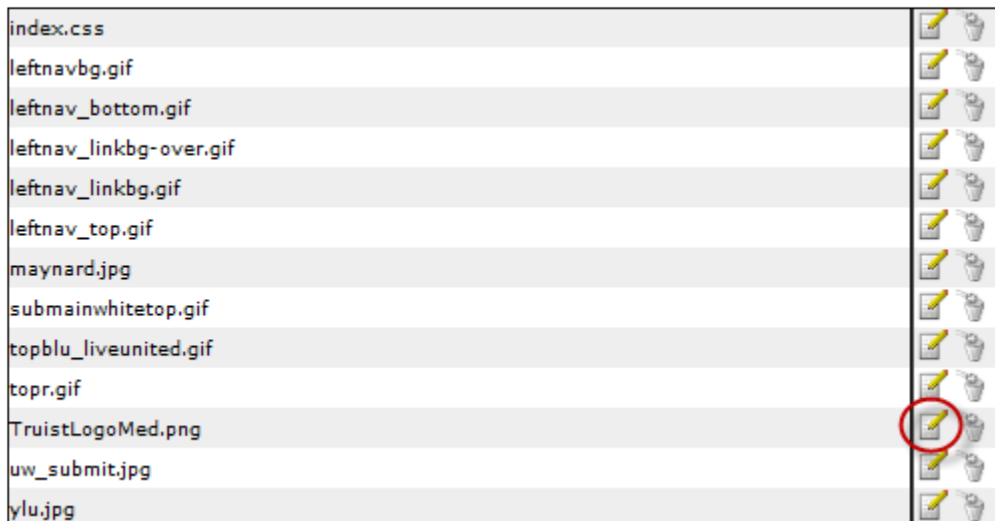
Skin Overrides

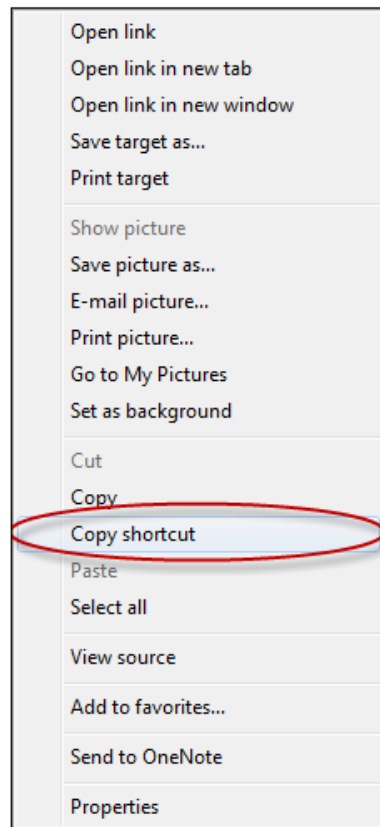
Page	Skin
	none

- Click the “Select files” button at the top to upload the image you wish to insert in the email. Select a file and click “Open.” The image will load to the skin resources.

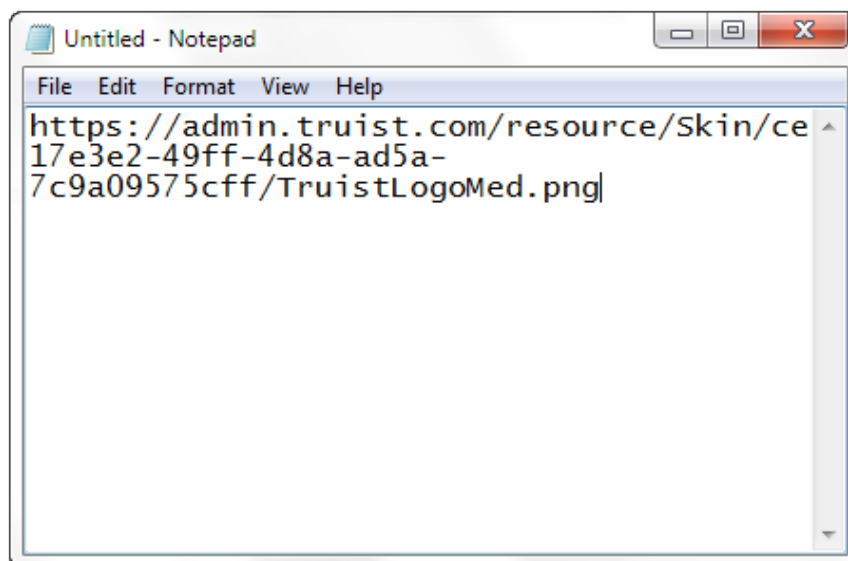


- The image will appear in the list in alphabetical order. Right click the notepad icon and select "Copy shortcut."



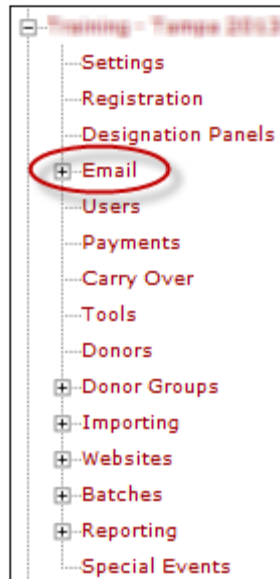


5. Paste image URL into Microsoft Notepad or other plain text application.





6. Navigate to the Campaign Level > Campaign > Email and open the email you want to add the image to or add a new email.

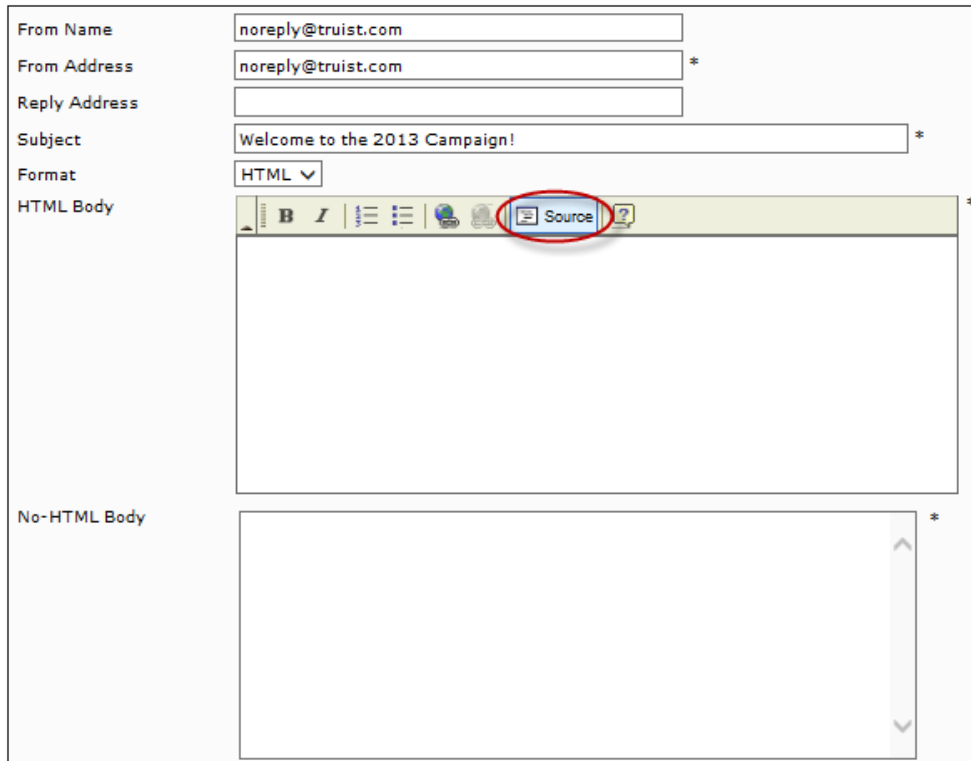


7. Select "HTML" for the email format.

A screenshot of an email configuration form. The fields are: From Name (noreply@truist.com), From Address (noreply@truist.com), Reply Address (empty), Subject (Welcome to the 2013 Campaign!), and Format (HTML). The "Format" dropdown menu is highlighted with a red circle. Below the fields are two text areas: "HTML Body" and "No-HTML Body". The "HTML Body" area has a rich text editor toolbar with options for Bold, Italic, Underline, Bulleted List, Numbered List, Link, and Source.



- Click the “Source” button, located at the top of the HTML Body field.



The screenshot shows an email composition form with the following fields:

- From Name:** noreply@truist.com
- From Address:** noreply@truist.com *
- Reply Address:** (empty)
- Subject:** Welcome to the 2013 Campaign! *
- Format:** HTML ▾
- HTML Body:** A rich text editor with a toolbar containing buttons for Bold (B), Italic (I), Bulleted List, Numbered List, Link, Image, and a circled **Source** button. Below the toolbar is a large empty text area.
- No-HTML Body:** A plain text area below the HTML body field.

- Enter the following into the email HTML body:

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Paste the image URL as noted in the code above.

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Do not copy and paste from this document. If you would like to copy and paste the code from the document, paste the code into a plain text application, such as Notepad, first. Then copy the code from Notepad and paste it into the HTML body. This will prevent unwanted formatting issues from occurring.



10. Click the "Source" button again to view the image in the email.



11. Complete remaining email fields and schedule or send the email.