

## ADD EMAIL LINK TO IMAGE

An Email Link can be added to image elements as well as text elements. This document explains how to add an email link to an image element.

### INSERT THE ELEMENT AND IMAGE

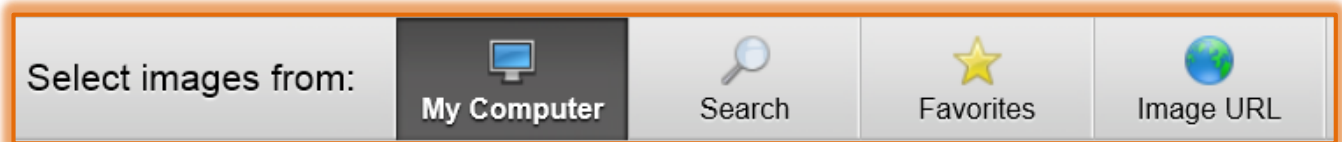
- ✦ Drag the **Text** element into the Web site, somewhere below the banner.
- ✦ Drag the **Image** element into the **Text** element.
  - 📄 An outline of the **Image Element** will appear in the **Text Element**.
- or
- 📄 Drag the **Image Element** into an area of the Web Page.



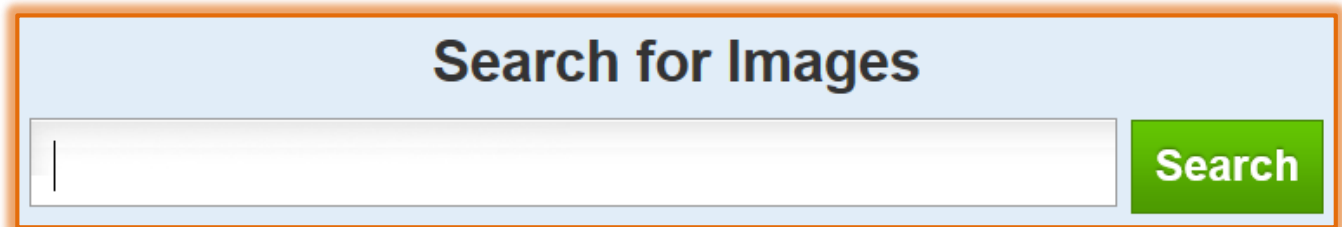
- 📄 When the outline appears, release the mouse button.
- ✦ The **Elements** will appear in the window with the image placeholder on the left and a paragraph placeholder on the right as shown in the illustration below.



- ✦ Click the **Sample Image** to open the **Select Image** window.
- ✦ Select an image from the Internet



- 📄 Click the **Search** tab.
- 📄 In the **Search** box, input the search word or phrase.



- 📄 Click the **Search** button.
- 📄 Click one of the options for images.

✦ **Professional Photos** – You will be charged \$5 for images that are selected from this area.

✦ **Free Photos** – To download free images, select this option.

📎 Select an **Image** from the gallery.

📎 Click **Select** to insert the image.

or

✦ Select an image that has been downloaded to your computer.

📎 Click the **My Computer** link.

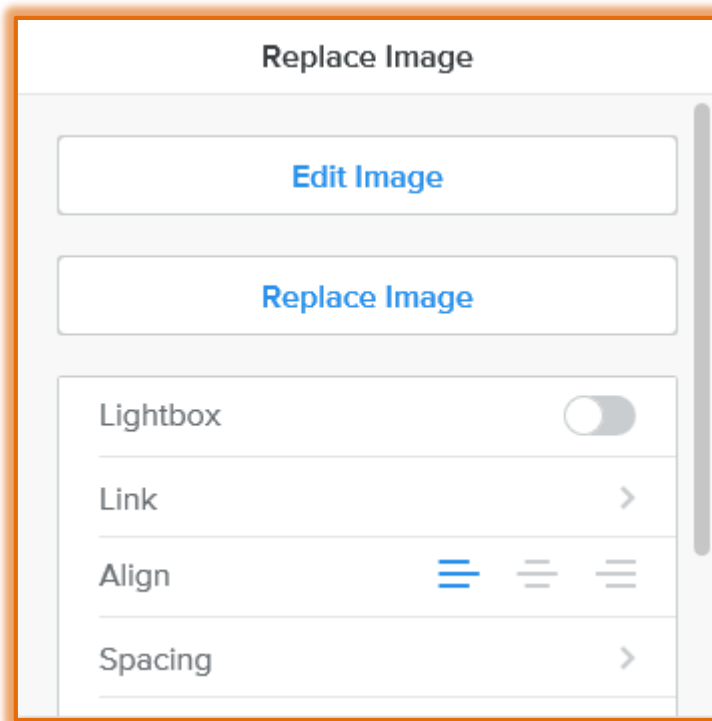
📎 Click the option to upload an image from the computer.

📎 Search for the image that is to be uploaded.

📎 Click the **Open** button.

✦ Click the **Image**.

✦ The **Replace Image** window will display as shown in the illustration below.

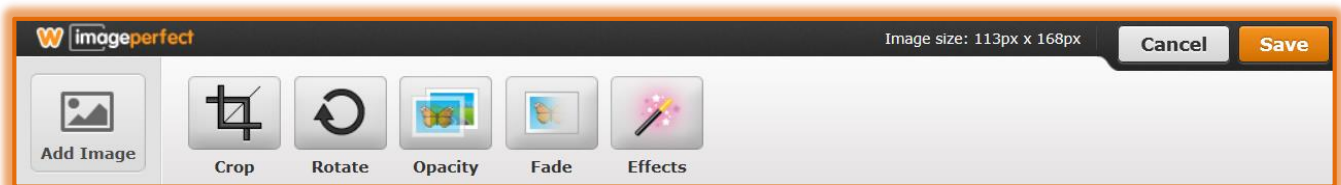


✦ Click the **Edit Image** button.

✦ The **Edit Image** toolbar will appear at the top of the window (see illustration below).

📎 Use the buttons on this toolbar to make changes to the image.

📎 Once a change has been made, click the **OK** button to return to the **Edit Image** toolbar.



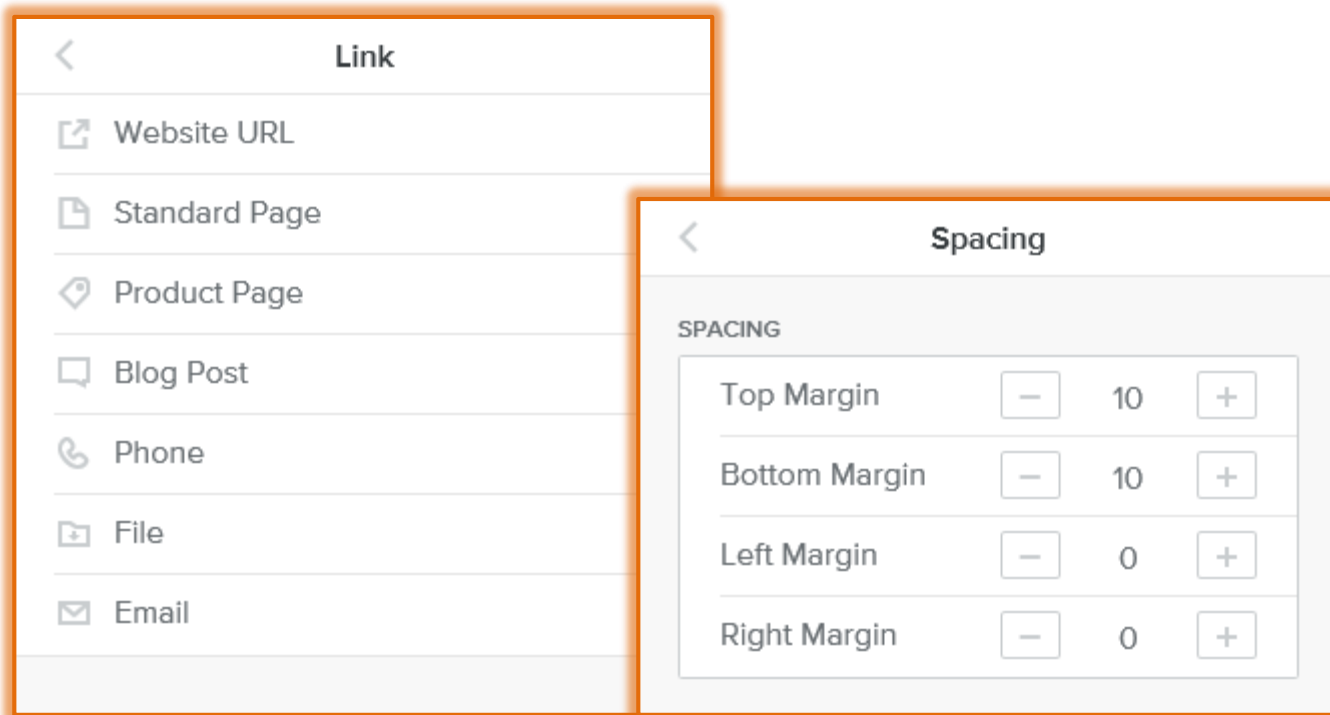
✦ **Resize** the image by clicking one of the **corner handles** of the image and dragging until the image is the desired height.

✦ Make formatting changes to the picture.

- ✦ When all the changes have been made, click the **Save** button in the upper-right corner of the window.

#### INSERT THE EMAIL LINK

- ✦ Click the picture to select it.
- ✦ The **Replace Image** window will display (see illustration on previous page).
- ✦ Click the **Link** button.
- ✦ The **Link to** window will display (see illustration below).
- ✦ Click the **Email Address** option button.
- ✦ Input your **Email Address**.
- ✦ Click the **Save** button.



#### EDIT THE IMAGE

- ✦ Click the image to open the **Replace Image** window.
- ✦ Click the **Edit Image** link to apply different formatting to the image.
- ✦ Click the **Replace Image** link to select a different image.
- ✦ Click the **Link** button to add a link to the image.
- ✦ Click one of the **Align** buttons to change the alignment for the picture.
- ✦ Click the **Spacing** button to change the spacing around the image.