Add a Logo or Attachment to an Email Invite Message

Looking to include a logo or other image in your email campaign invite messages? Need to attach a document or other file? We'll cover both of these options in this tutorial!

Add a Logo or Other Image to Email Message

If you are sending out an email invite and you would like to include a logo in the message, you can do so within email campaign messages, as well as, Send Email Action messages using the file URL for the image from your File Library.

We will cover the process for doing this within Email Campaigns, below:

- 1. Start by uploading the image to your file library. If you need help with this check out our File Library Tutorial to learn how!
- 2. Next, head over to the Share tab and edit or create an email campaign. If you previously created an Email Campaign, you can access the campaign via the Source Tracking section at the bottom of the Share tab. Click on the campaign name to re-access it.

Source Tracking					
Name	Туре	Date Created	Responses	Link	Edit
Customer Feedback	Email Campaign	4 Seconds Ago	0		● 42 ₿
Default Link	Link	4 Months Ago	0	Share 🗸	● 42 ₪
		-			

3. On the **Campaign Designer** step, edit your invite message. You can do so by clicking the message title or the **Edit Message** link.

	1 Campaign De	esigner 2 Contacts 3 Send Campaign 4 Delivery Statistics Advance	ed Settings
Cam	paign Summary	Email Messages	
Ø	Create / Edit your	☑ [account("organization name")] needs your feedback!	ssage
-	Messages 1 Invite	From: Survey kesearch < surveys@surveygizmo.com>	-
		Reply To: noreply@com	
0	Upload your Contact List 0 Contacts Uploaded	Last Sent: Not Sent	
	Send / Schedule	Add Reminder Email Add "Thank You" Message	
0	Campaign not sent yet		

4. Click into the message body and place your cursor where you wish to add your logo/image. Next, click the Insert Image button in the editor toolbar. This will trigger the Insert Image menu.

Subject	[account("organization name")] ne	eeds your feedback!	
Reply To	noreply@ .com	From Name	Survey Research
From Address	noreply		@.com▼
lello [contact("first			e 🛛 🗶 🕇 🗑 Merge Codes

5. Browse your file library for the image you wish to include. Once you locate the image, click on it to select it and click the **Insert Image** button.

Insert Image	
Image URL	
Choose image file from your file library.	
Upload image file	search Q
SurveyGizmo Logo	< 1 >
	2 Insert Image

6. Your image will be inserted wherever your cursor was placed within your message. Click Save Message when you are finished. If you have reminder and thank you messages, follow the same steps to add your logo to these messages too!

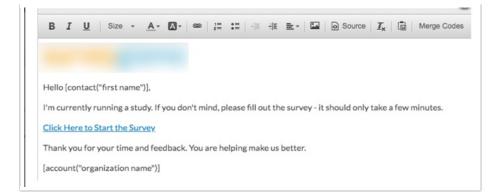


Image Sizing Options

There are a handful of options for changing the size of your image, though it is important to note that resizing images may negatively affect the quality of the image (particularly if you try to make your image larger that the original file).

Resize Using Third Party Tools

There are also various tools online to resize images e.g. http://www.picresize.com/. It is important to note that resizing images may negatively affect the quality of the image.

Resize During Upload to File Library

When uploading images to the file library, after selecting your file you will have the option to scale your image using a specific pixel width or a percent.

Select either the Percent or Pixel option and input a value. The default is to scale the image to 100%.

SGLogo.png	
Title	
Title	
Caption This will serve as the image's alt attribute	e (Learn more about accessibility).
Caption	
Scale image to	
100	✓ Percent (%) Pixel Width (px)

Resize After Adding to Email Message

If you want to change the image size after adding it to your email message, you can do so.

1. Double-click the image in the body of the email. An **Image Properties** pop-up will appear.

Image Properties	3	×
Image Info Lin	k	
URL		
https://	.s3.amazonaws.com/library	
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Width	Preview	_
Height 🛱 C		
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VSpace	Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor.	
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	Cancel OK	
		-

- 2. Via the pop-up you have the option of customizing the following properties:
 - Width
 - Height
 - Border
 - HSpace (horizontal space around the image)
 - VSpace (vertical space around the image)
 - Alignment Options are: Not Set, Left, and Right
- **3.** Input a Width *or* Height value and you will see a preview on the right. There will likely be some trial and error to get the image just right.

300 Height 6	the second second
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You will notice a lock icon to the right of the Width/Height values. When locked the image ratio will be preserved as you adjust either the width or the height. Click the lock icon to unlock and

then you can adjust both the width and the height, but keep in mind that this could result in your image being distorted. We recommend leaving the ratio *locked*.

If the image size got away from you, you can always click the circular arrow icon to reset the size, or clear out the Width & Height values.

4. Click OK once you have image sized appropriately.

Add a Document to Download

While you won't find a paper clip icon to attach documents to an email like you may be used to, you can add a link to a document for recipients click to download.

- 1. Start by uploading the document to your file library. If you need help with this check out our File Library Tutorial to learn how!
- Once you've uploaded your document you will need to grab the File URL for the document where it is located in the file library. To do so, navigate to Account > Libraries > File Library. Locate your file within the library and edit the file.

All Files	Add Files			terms	×
New Folder	Preview	Name	File Name	File Type	
		Terms & Conditions	TermsConditions.txt	Document	Edit 🗙

3. Highlight the File URL, right click and copy.

Title	
Terms & Cor	ditions
Caption	
This will serve a	s the image's alt attribute (Learn more about accessibility).
T&C	
File URL:	

4. Next, head over to the Share tab and edit or create an email campaign. If you previously created an Email Campaign, you can access the campaign via the Source Tracking section at the bottom of the Share tab. Click on the campaign name to re-access it. 5. On the **Campaign Designer** step, edit your invite message. You can do so by clicking the message title or the **Edit Message** link.

	1 Campaign De	signer 2 Contacts 3 Send Campaign 4 Delivery Statistics	Advanced Setting:
Cam	paign Summary	Email Messages	
۲	Create / Edit your Messages 1 Invite	[account("organization name")] needs your feedback! rrom: survey reser Reply To: noreply@	✓ Edit Message Send Test
0	Upload your Contact List 0 Contacts Uploaded	Last Sent: Not Sent	
\odot	Send / Schedule Campaign not sent yet	Add Reminder Email Add "Thank You" Message	

6. Within the message, add the text you would like to display to recipients as a clickable link. Highlight the text and click the Link button in the editor toolbar.

Link (%+L) Hello [contact("first name")], I'm currently running a study. If you do u mind, please fill out the survey - it should only take a few minutes. Click Here to Start the Survey Thank you for your time and feet u.ck. You are helping make us better. Download Terms & Conditions [account("organization name")]	В	I <u>U</u> Size	• <u>A</u> • 🛛•	∞ <u>;</u> ≡ ;		≣	Source	<u>I</u> × 🗎	Merge Codes
I'm currently running a study. If you do a mind, please fill out the survey - it should only take a few minutes. <u>Click Here to Start the Survey</u> Thank you for your time and feet tock. You are helping make us better. <u>Download Terms & Conditions</u>				Link (%+	_)				
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<u>Click Here to Start the Survey</u> Thank you for your time and feet tock. You are helping make us better. Download Terms & Conditions	Hello	[contact("first nar	me")], 🖊 🖊						
Thank you for your time and feet ock. You are helping make us better. Download Terms & Conditions	l'm cu	rrently running a	study. If you do	mind, ple	ase fill out t	he survey - it	should only ta	ake a few	minutes.
Download Terms & Conditions	Click	Here to Start the	Survey						
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[account("organization name")]	Down	load Terms & Cor	ditions						
	[accou	unt("organization	name")]						

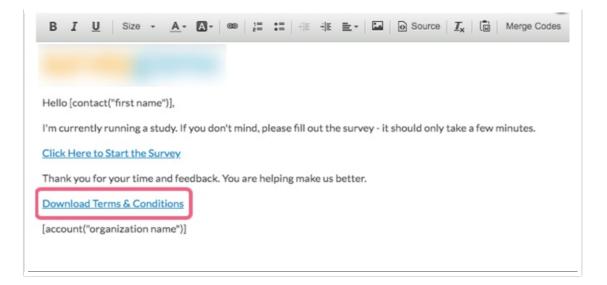
7. On the Link Info tab of the editor paste the File URL that you copied in the file library in the URL field.

Link Info	Target	
	laiger	
Display Text		
Download 1	erms & Conditions	
Link Type		
URL	\$	
Link Text		
Download 1	erms & Conditions	
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//1	ry.s3.amazonaws.com	n/library/123456/Terms

8. On the Target tab, select New Window in the Target dropdown. This will open the document in a new tab or window, depending on the respondent's browser settings.

Link	×
Link Info Target	
<pre></pre> <pre></pre> <pre></pre> <pre></pre> <pre>/ < not set> <pre></pre> <pre></pre> <pre>/ < not set> <pre>/ < not set> <pre>/ < not set> <pre>/ < not set</pre> <pre>/ < not set</pre></pre></pre></pre></pre>	
	Cancel OK

9. Click OK and you will see that the text that you highlighted is now hyperlinked! Depending on the document type and the recipient's browser settings, the document will either open in a new tab or will download for the respondent to open and review.



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