

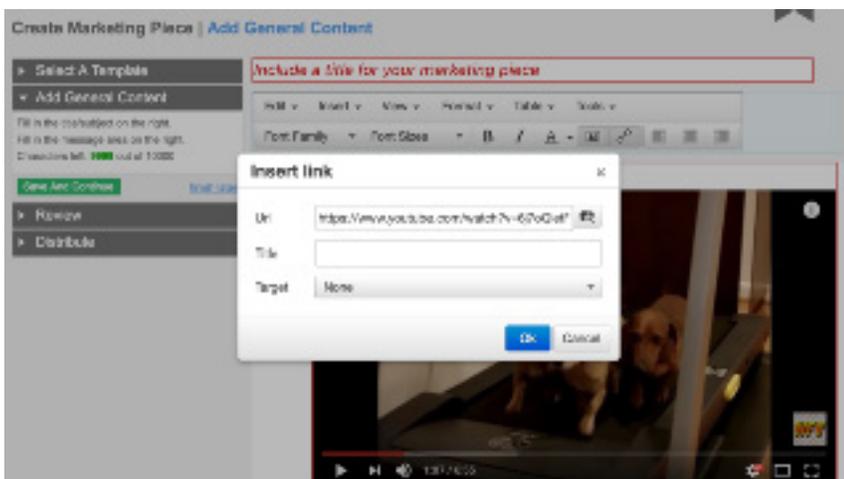
HOW TO

add a video to your marketing piece
(without WellcomeMat)

1. Take a screenshot* of your youtube or vimeo video. Include the play button bar in the screenshot or photoshop a play button png over your image.
 2. Then, upload the image to your Image Manager. My Account > Image Manager, upload, choose file, Upload.
 3. Find a template with editable area. Use the filters on the left to help you select an appropriate template.
 4. Insert the image of the video with the play button so it looks like the recipient can click on it. You can also add text such as, click on the above Video.
 5. Link the image to the video URL.
 6. Review and Test.
- *<http://www.take-a-screenshot.org>



To upload a photo into a template, go to the step “Add General Content”. Then, select the Insert/ Edit image icon in the text editor box toolbar. Click on the Source Icon, then click on the Upload button, and upload the files that you wish to add to your template. You can drag and drop images from your desktop. Click Upload. Then, select the image to insert into the piece, and click on the Insert button. Resize the piece by adjusting the height or width in pixels. If you leave the height or the width blank, then the image will remain proportional. The standard template is 600 pixels wide, so try to keep the width under 600.



You can link anything in your template to a website. Back to the template... you can link text to a URL. Highlight the text or image in the template that you wish to link to the site. Then, click on the link icon in the text editor box that looks like 2 links in a chain. Then, a little box will appear. Paste your URL. Choose Open in a New Window if you want. Click Update.

