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## Overview

This article shows how to **upload** and **insert** an **image** into an email. For an image to work in your email it either has to be hosted and sourced from a location on the web OR hosted in the **Trail Blazer** System Gallery (more common). *If you copy-and-paste an image into an email it **will not** display when the recipients open it.*

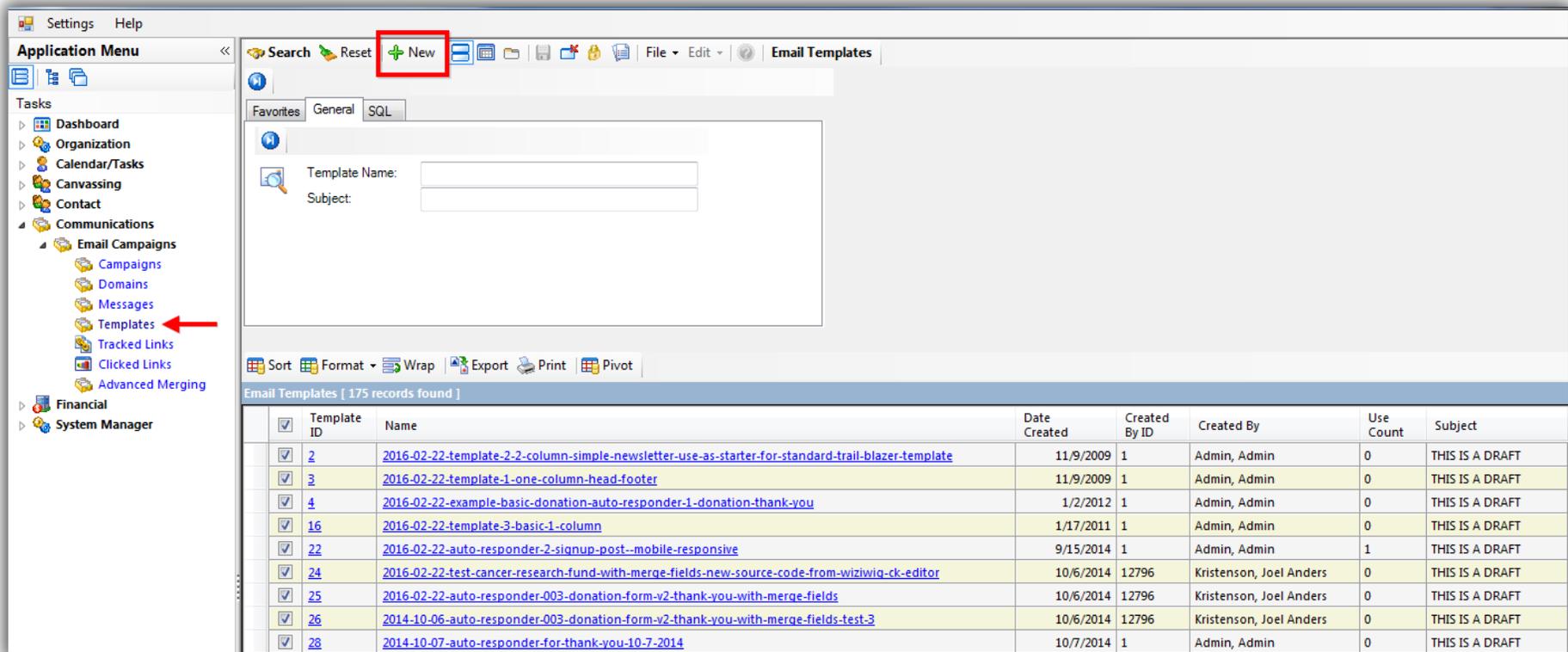
 **Tip:** Learn all about the **email features** by reading [these articles](#) and watching [these videos](#).

## Steps

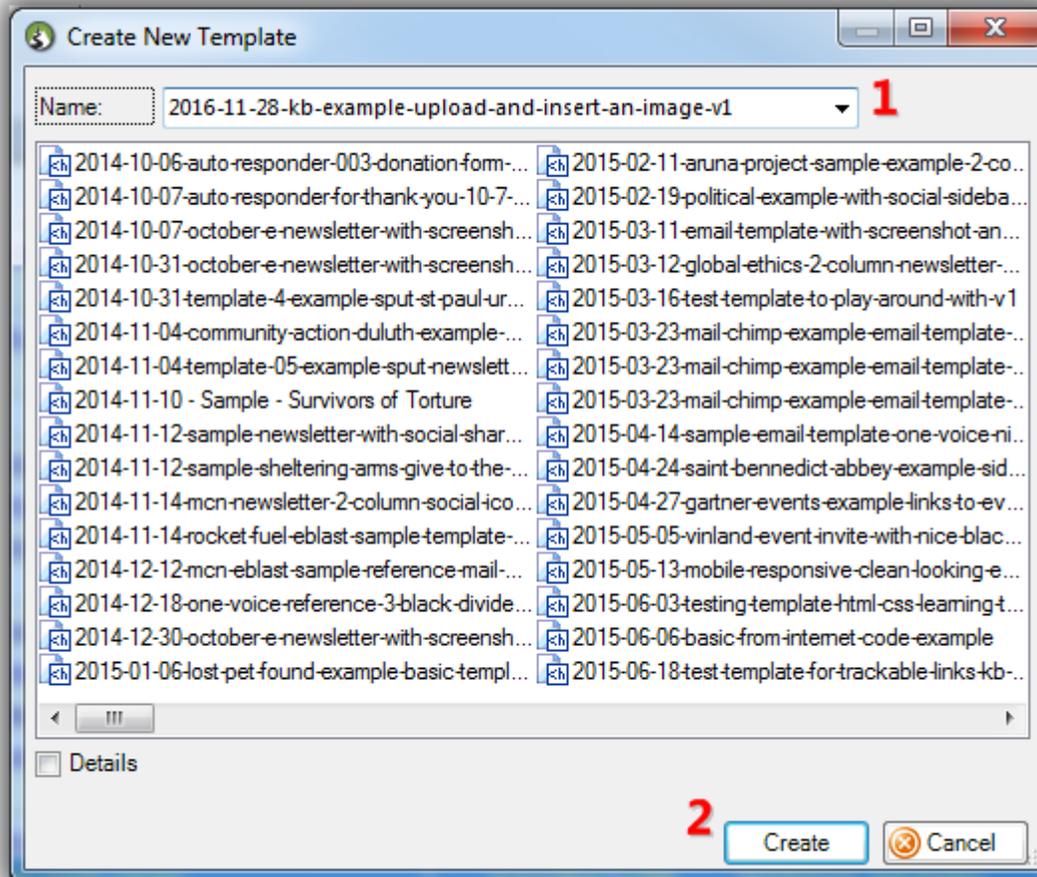
Open the **email composer** either by creating a **new template** or an [email campaign](#). *In my example I created a new template.*

Img 1 of 2 – Opening the Email Composer by Creating a New Template (Templates List)

**Either start with an email campaign, or create a new email template (as shown here) to open the Trail Blazer email composer.**

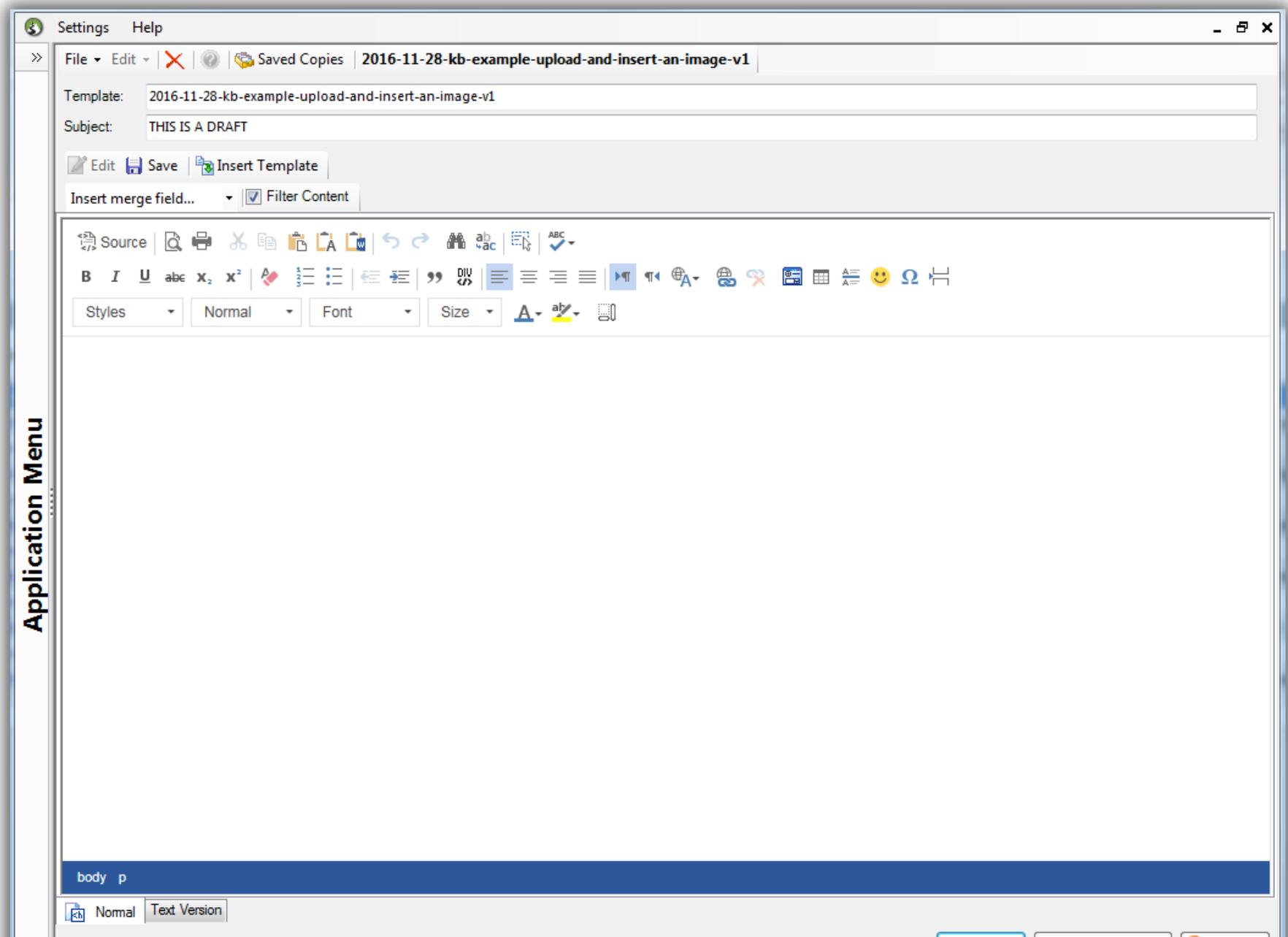


Img 2 of 2 – Opening the Email Composer by Creating a New Template (Creating a Template Name)



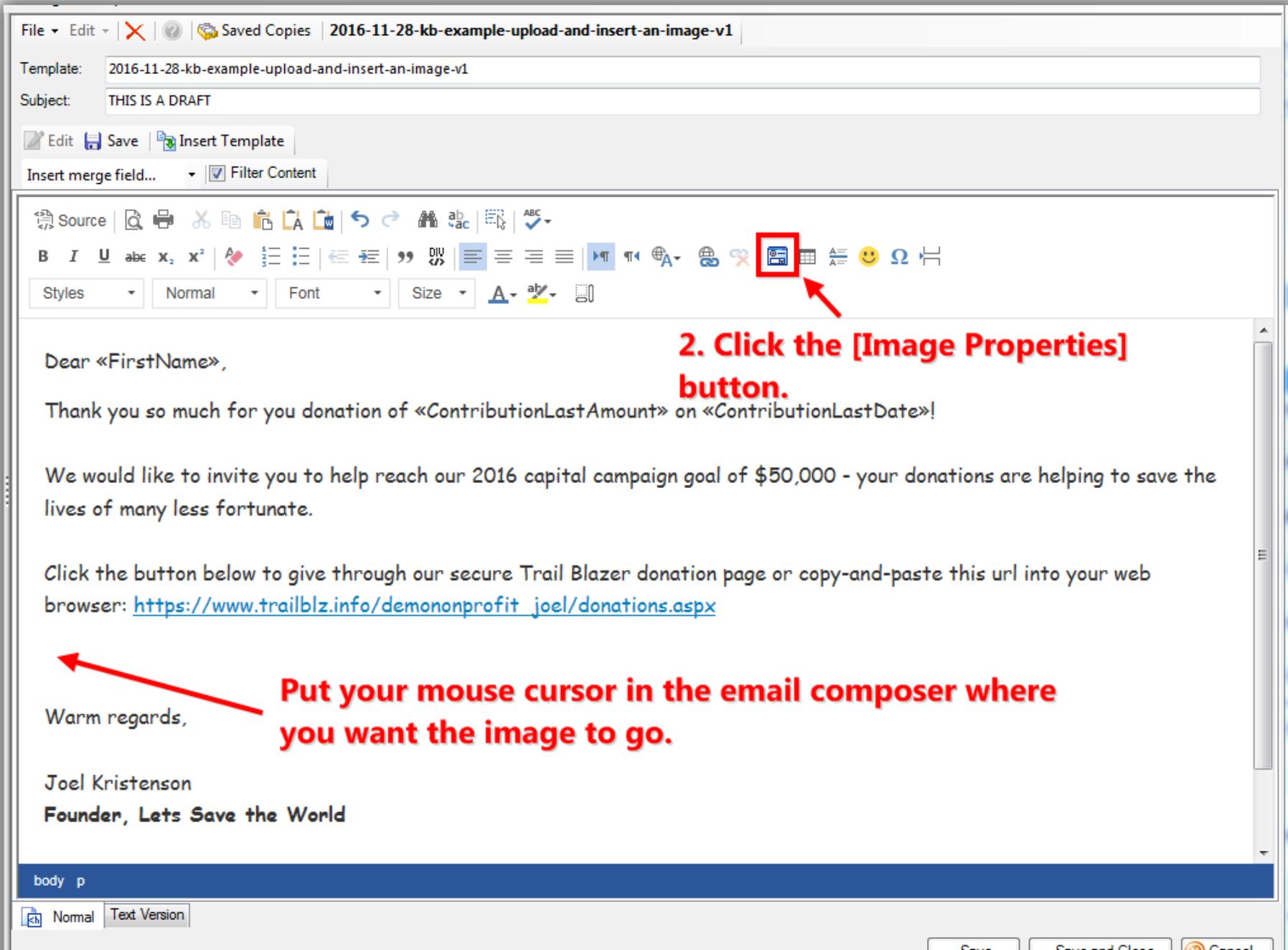
Once the email composer is open it should look similar to this:

## Trail Blazer Email Composer



Application Menu

Place your **mouse cursor** in the email where you **want the image to go**, and then click the **blue [Image Properties]** button.



File ▾ Edit ▾ |   Saved Copies | 2016-11-28-kb-example-upload-and-insert-an-image-v1

Template: 2016-11-28-kb-example-upload-and-insert-an-image-v1

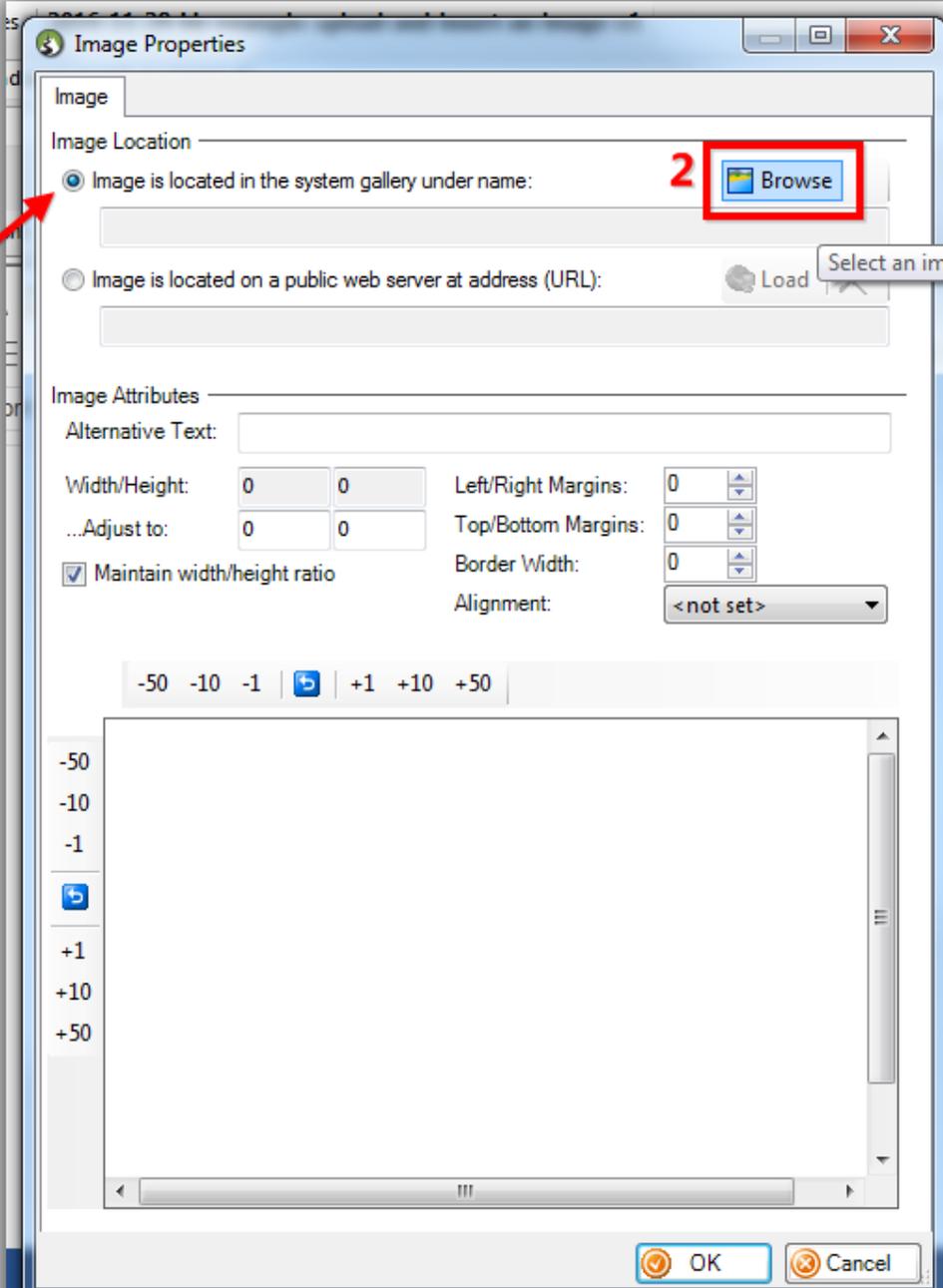
Subject: THIS IS A DRAFT

 Edit  Save  Insert Template

Insert merge field... ▾  Filter Content

Source       abc  x<sub>2</sub>  x<sup>2</sup>                                     

Select the radio button for **'Image is located in the system gallery under name:'** and then click **[Browse]**.



**1** →

**2** 

Select an image from the system gallery.

**Image Properties**

Image Location

Image is located in the system gallery under name:

Image is located on a public web server at address (URL):

Image Attributes

Alternative Text:

Width/Height: 0 0 Left/Right Margins: 0

...Adjust to: 0 0 Top/Bottom Margins: 0

Maintain width/height ratio Border Width: 0

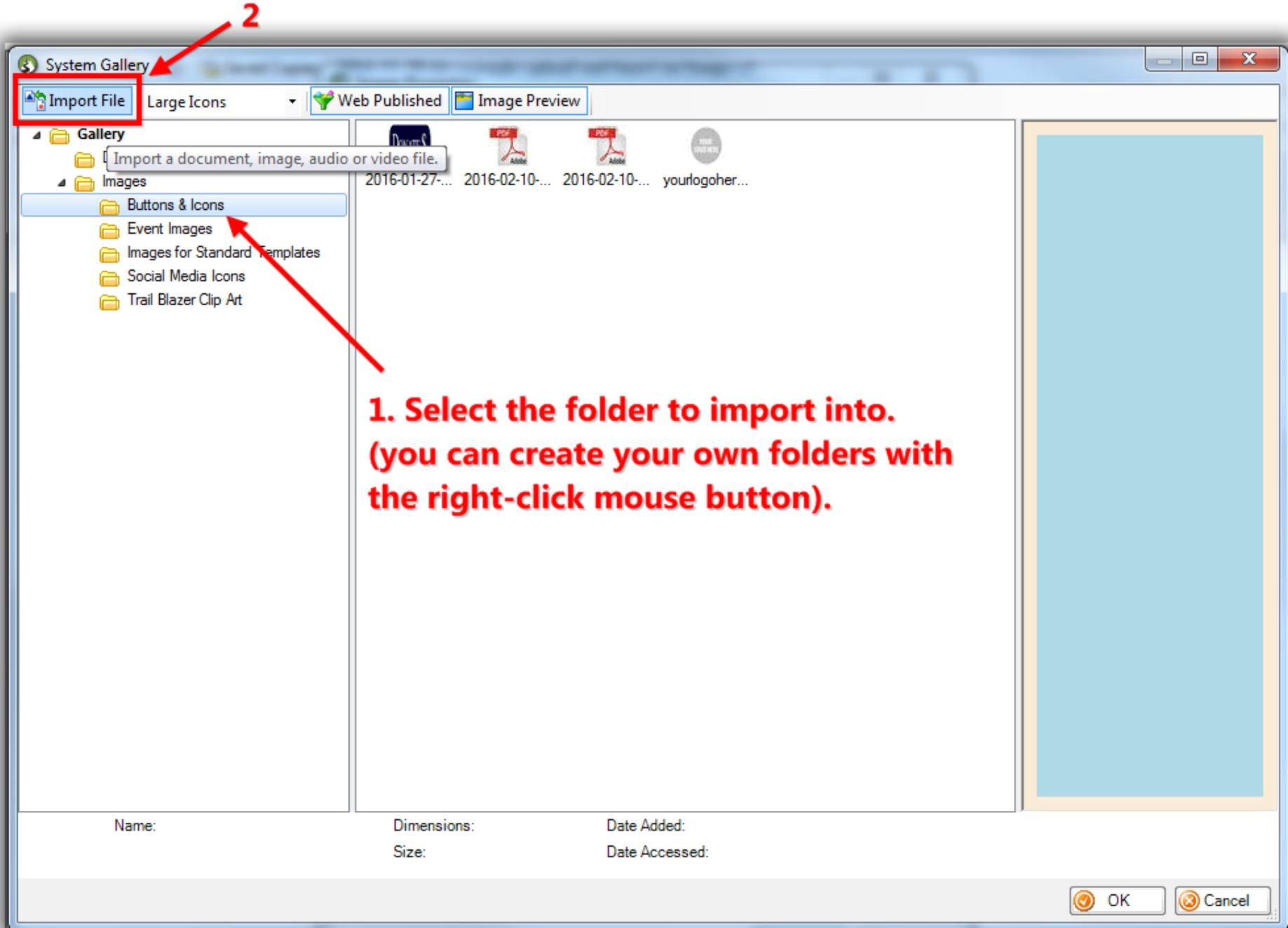
Alignment: <not set>

-50 -10 -1  +1 +10 +50

-50 -10 -1  +1 +10 +50

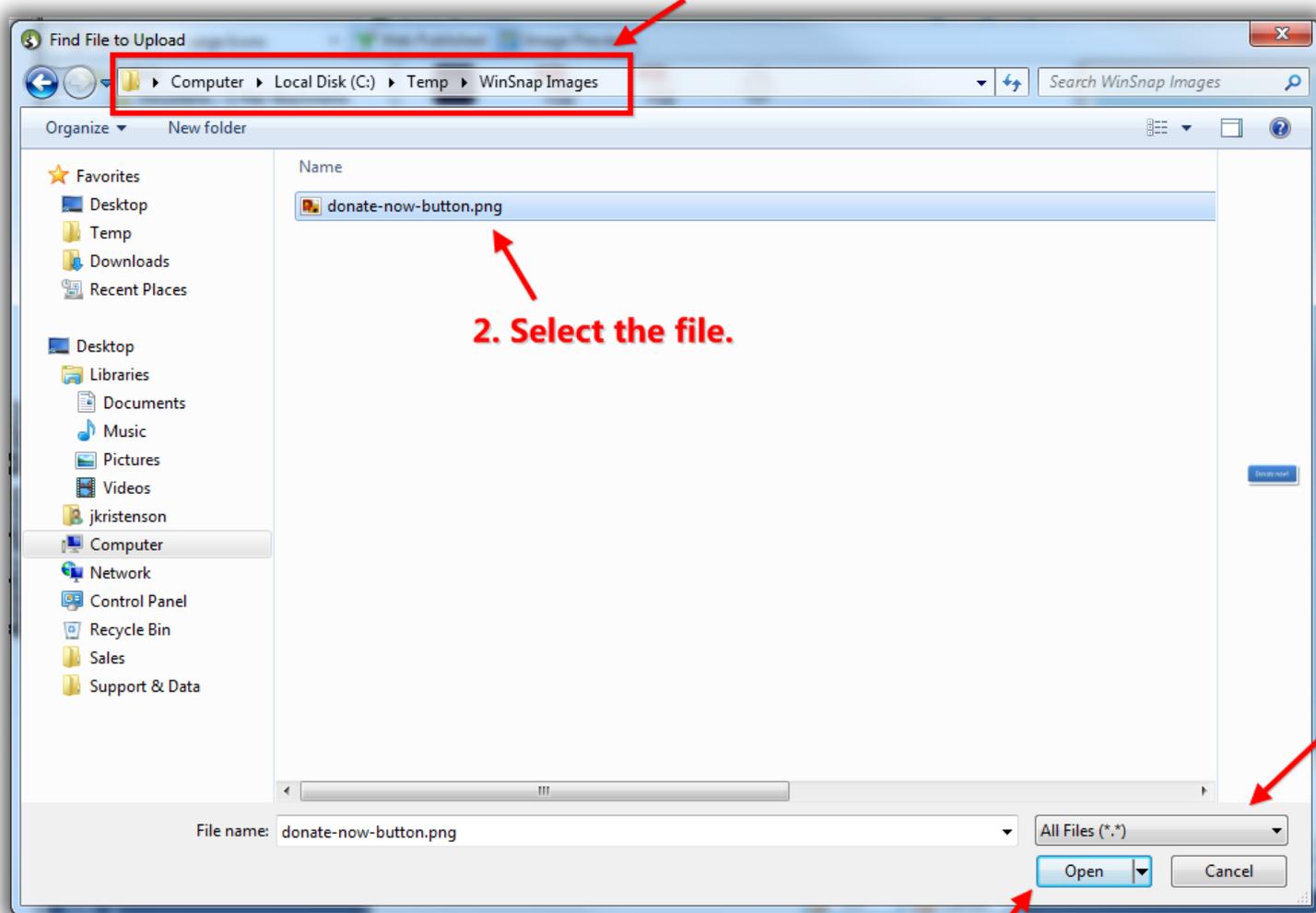
OK Cancel

Select the **folder** you want to import into, and then click the **[Import File]** button. *In this example I had created my own folder called **Buttons & Icons**.*



**Locate the image file** on your local machine, **select it**, and click **[Open]**. *My example is below where the file was in my Temp folder — if the file isn't showing, make sure 'all files' is selected in the bottom-right. If you're on a **Mac** you'll want to make sure your [directories are mapped \(section No4 in this article\)](#), prior to going through these steps.*

**1. Locate the image file on your local machine.**

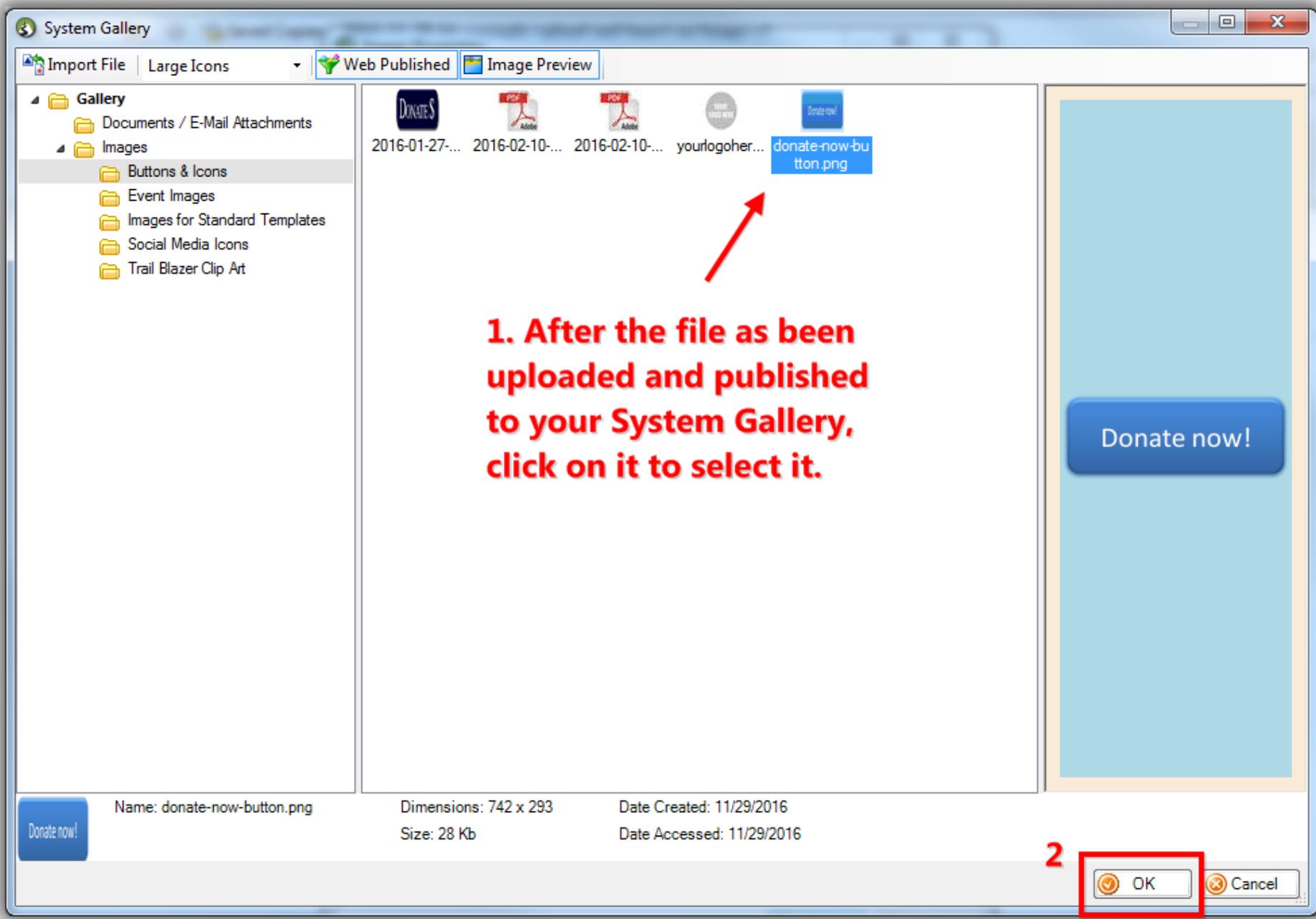


**2. Select the file.**

**Note: if your file isn't showing, make sure you have 'all files' selected.**

**3. Click [Open].**

Once the file is uploaded into the Gallery, select it, and then click **[OK]** in the bottom-right.

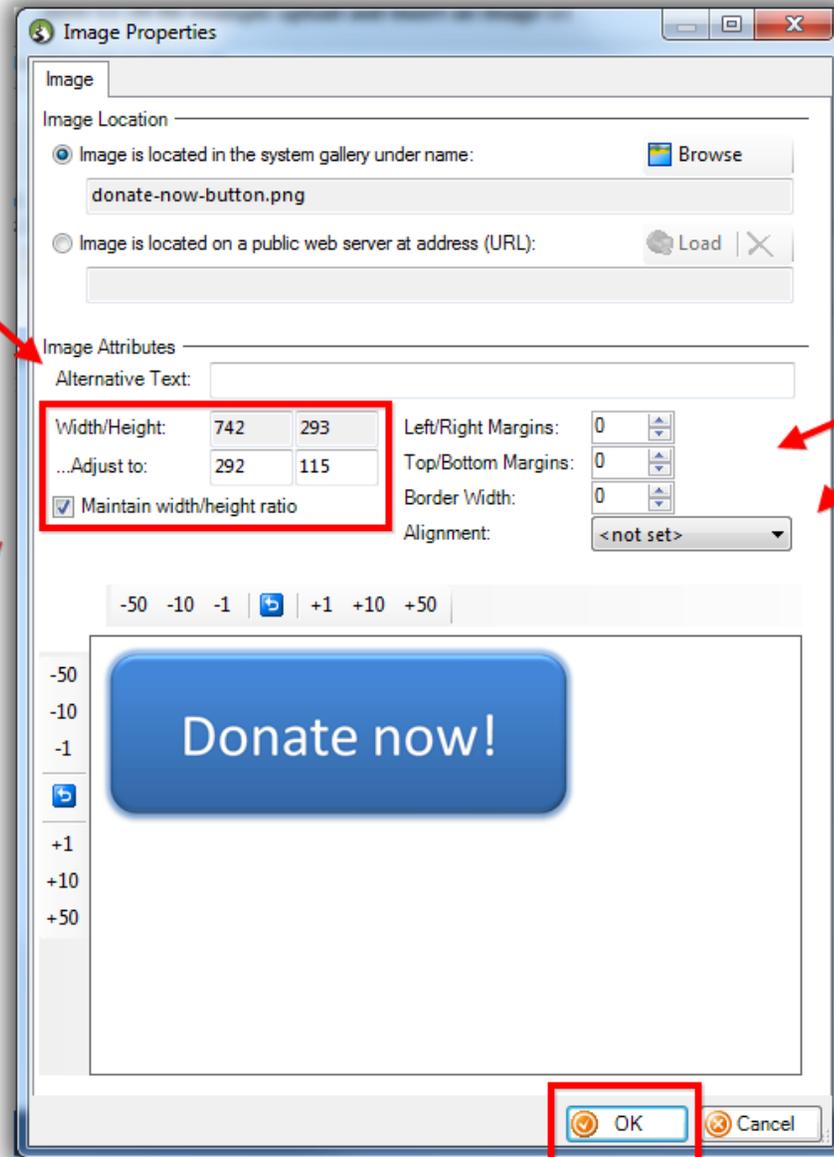


**1. After the file as been uploaded and published to your System Gallery, click on it to select it.**

Name: donate-now-button.png      Dimensions: 742 x 293      Date Created: 11/29/2016  
Size: 28 Kb      Date Accessed: 11/29/2016

**2**

**Adjust** the **size** of the image if necessary. You can also set the alignment, border, enter 'alternative text', and choose if you want to wrap text around the image. Click **[OK]** to finish.



**Enter alt text here.**

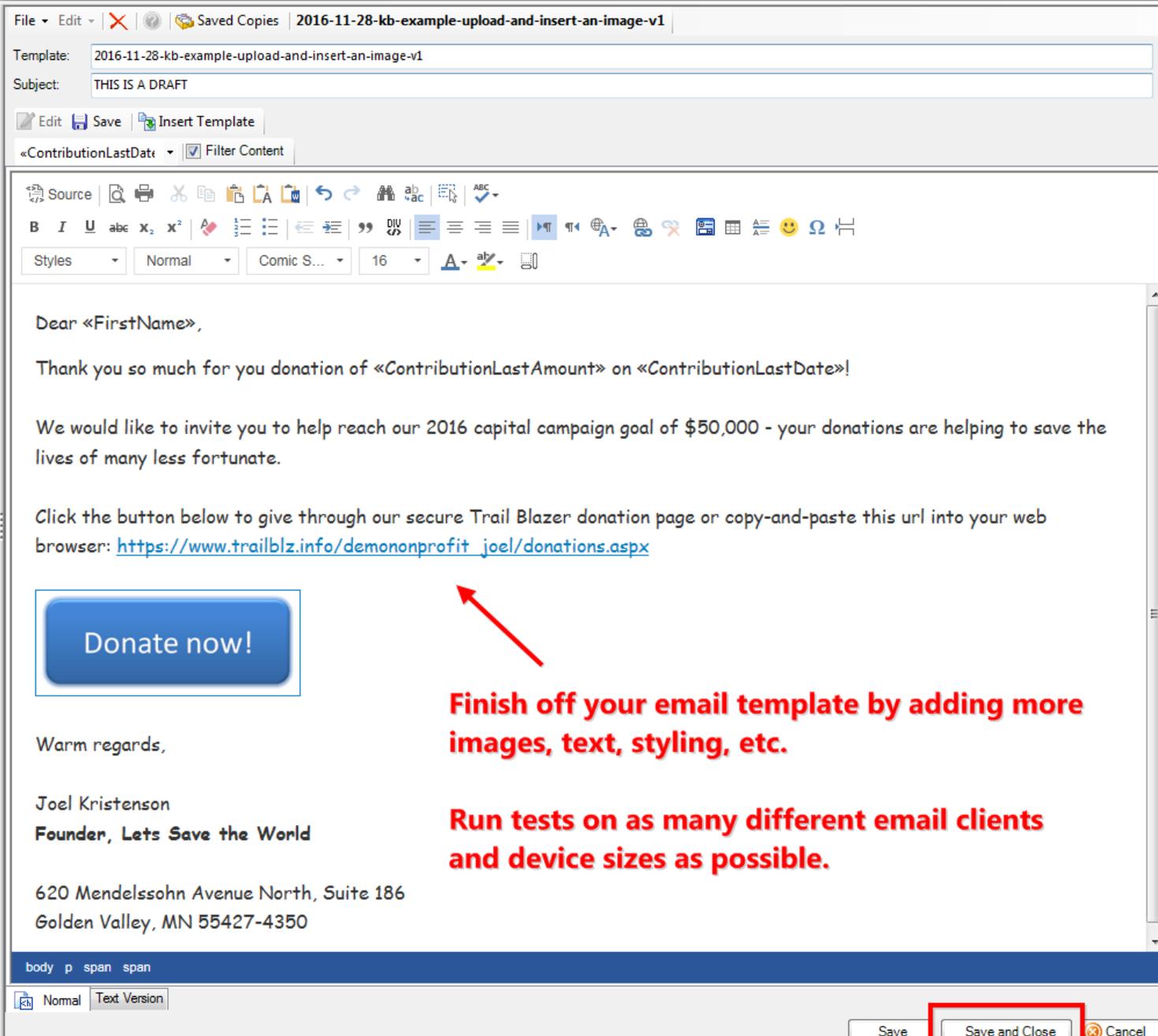
**Configure the alignment, the border, and if you want to wrap text around the image.**

**Adjust the image dimensions here.**

If everything worked correctly the image will now display in your email. *My example is below.*



Finish off your email template by adding more images, text, styling, links, etc. Save the template once you're finished. *My finished example is below.*



The screenshot shows an email editor window with the following content:

File Edit X Saved Copies 2016-11-28-kb-example-upload-and-insert-an-image-v1

Template: 2016-11-28-kb-example-upload-and-insert-an-image-v1

Subject: THIS IS A DRAFT

Edit Save Insert Template

«ContributionLastDate»  Filter Content

Source [Rich Text Editor Icons]

Dear «FirstName»,

Thank you so much for you donation of «ContributionLastAmount» on «ContributionLastDate»!

We would like to invite you to help reach our 2016 capital campaign goal of \$50,000 - your donations are helping to save the lives of many less fortunate.

Click the button below to give through our secure Trail Blazer donation page or copy-and-paste this url into your web browser: [https://www.trailblz.info/demononprofit\\_joel/donations.aspx](https://www.trailblz.info/demononprofit_joel/donations.aspx)



Warm regards,

Joel Kristenson  
Founder, Lets Save the World

620 Mendelssohn Avenue North, Suite 186  
Golden Valley, MN 55427-4350

body p span span

Normal Text Version

Save Save and Close Cancel

**Annotations:**

- A red arrow points to the "Donate now!" button with the text: **Finish off your email template by adding more images, text, styling, etc.**
- Red text at the bottom right says: **Run tests on as many different email clients and device sizes as possible.**

Run as many [tests](#) as possible on **different email clients** and **device sizes** so that you know the email will render well prior to sending it.

The **Related Resources** below link to a wide variety of articles and videos on how to use the mass email tools in your database.



**Trail Blazer™**

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## Related Resources

**Article:** [How to Send Mass Email Campaign & Track the Results](#)

**Article:** [How to Send an Email Campaign to People who've Received Specific Email Campaign\(s\) in the Past](#)

**Article:** [How to Upload Documents to your System Gallery such as PDF's, Spreadsheets, Audio Clips, Image Files, Etc.](#)

**Article:** [Configuring your From and Reply Email Address Settings](#)

**Article:** [How to Access and Use the Standard Trail Blazer Email Templates as a Starting Point for Template Creation and Mass E-Mail Campaigns](#)

**Article:** [How to Add Email Attachments \(i.e. PDF's, Word Docs, Spreadsheets, etc.\) to an Email Template or Mass Email Campaign](#)

**Article:** [How to Delete Unsent Email Campaigns, Test Email Campaigns, and Email Templates](#)

**Article:** [Editing Tracked Links for Mass Email Campaigns – Creating Names for those Missing a Name](#)

**Article:** [Setup a User to Receive Test Emails, How to Send Out Tests of a Mass Email Campaign, and How to Test an Individual Email Template](#)

**Article:** [Adding SPF / DKIM Key to your domain's Txt Record --- Greatly Improve Your Email Open Rates! \(\*\\*requires access to your web host\*\)](#)

**Article:** [How to Create Custom Email Responders for Specific Events – New 2016 Feature Upgrade](#)

**Article:** [How to Create a Custom Thank-You Auto-Responder Email with Merge Fields for your Online Donation Form](#)

**Article:** [How to Create a Hyperlink around a Screenshot of your Video and Link to the Video from your Trail Blazer Email Template](#)

**Article:** [How to Create a Hyperlink around a Screenshot of your PDF Newsletter and Hyperlink it to the PDF Document](#)

**Article:** [Running an Import of Contact Data from Excel into your Database – Basic Overview](#)

**Article:** [How to Cancel a Mass Email Campaign as it's Going Out & How to Reschedule a Queued Email Campaign](#)

**Article:** [How to Use the Event Contribution Total Merge-Field in a Mass Email to Thank Attendees for the Total Amount they Gave at a Specific Event – 2016 Upgrade](#)

**Article:** [How to Create Trackable Links in your Email Campaigns, and How to Analyze those Statistics after the Eblast Goes Out](#)

**Article:** [Sample Custom Email Signup Form to Get you Started](#)

**Article:** [Mobile Responsive Email Template – ConstantContact Reference](#)

**Article:** [Sample HTML Email Templates with Inline CSS](#)

**Article:** [How to Import a Google Web Font into your Trail Blazer Email Template](#)

**Article:** [How to Find Duplicate Contact Records by Identical \\*Primary\\* Email Address, and Automatically Merge them Together](#)

**Article:** [Fix your HTML email formatting](#)

**Article:** [Personalize your Emails](#)

**Article:** [Exporting Email Addresses from 3<sup>rd</sup> Party Mass Email Systems – Notes on CAN-SPAM Policies](#)

**Article:** [Creating a Trackable Link Around Text and Images in an Email Template](#)

**Article:** [Querying by Email](#)

**Article:** [Eblasts –Setting people up to receive test \(draft\) emails](#)

**Video:** [Scheduled Emails](#)

**Video:** [Eblasts Create and Send Eblasts – Includes Image Management](#)

**Video:** [Donation Auto Responders with Merge Fields](#)

**Video:** [Eblasts Configure email settings before mass emailing](#)

**Video:** [Thank you's using mass email](#)

## Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

📘 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

🐦 **Twitter:** <https://twitter.com/trailblazersoft>

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.

\* This service is included in your contract.