

how do I upload my images?

help!

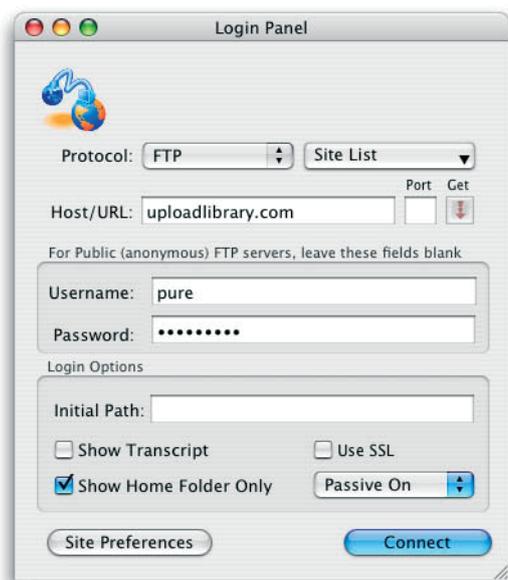
To insert images into your email with the Visual Editor, or by manual HTML editing, you need to ensure they are placed on a web server so that all your recipients can access them. We have an image repository that you can use to do this, as follows:

Windows



- 1 Open Microsoft Internet Explorer
- 2 Enter '**ftp://[profile name]@ftp.uploadlibrary.com**', replacing '[profile name]' with the profile name on your account (into the address bar)
- 3 In the window that appears, enter your uploadlibrary password, as supplied to you by us.
- 4 Click '**Log On**'
- 5 A file browsing window will appear where you can place your images, and see what's already there. Please ensure the filename of the image only uses the characters '0'-'9', hyphen ('-'), underscore ('_') and 'a'-'z'. Remove any spaces.
- 6 You can also remove images, but we don't recommend doing this unless you are certain no-one will be looking at any old emails where they were used.
- 7 The address of the image will then be:
'http://www.uploadlibrary.com/[profile name]/[image filename]'
If you have created a sub-folder and placed the image in there, then you need to place this inbetween the profile and image name, i.e. '.../[profile name]/[sub-folder]/[image filename]'
- 8 For more information about how to find out the web address for your images, please see the 'help' section, when you log in to the system.

Mac



- 1 Open your FTP program or download a free one such as RBrowser (<http://www.rbrowser.com>) and then open it (RBrowser users then select 'FTP Only')
All further instructions will be for this FTP program, if using something else, equivalent terminology should be apparent
- 2 On the screen where you enter the FTP details, ensure you have 'FTP' selected, as opposed to SFTP or other.
- 3 For '**Host/URL**' enter '**uploadlibrary.com**'
- 4 Enter your profile name into the '**Username**' text box
- 5 In '**Password**', enter your Uploadlibrary password, as supplied to you by us.
- 6 Check **Passive mode is switched on**, then click '**Connect**'
- 7 A file browsing window will appear where you can place your images, and see what's already there. Please ensure the filename of the image only uses the characters '0'-'9', hyphen ('-'), underscore ('_') and 'a'-'z'. Remove any spaces.
- 8 You can also remove images, but we don't recommend doing this unless you are certain no-one will be looking at any old emails where they were used.
- 9 The address of the image will then be:
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