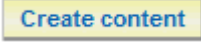


File Manager

How to upload images/files:

1. Login to the Harris Tool.
2. Click the **Email Marketing** link in the left navigation bar.
3. Select the **Create & Manage Content** tab. The **Create & Manage Content** page will display.
4. Click the **Create content** button (). The **Edit email content** page will display. See *figure 1*.
5. Enter **HTML Content**.
 1. Click the **Upload Files** button. The **Upload Files** popup will display. See *figure 2*.
 2. Click the **Browse** button to select files from your computer.
 3. Click the **Upload Files** button to upload your files. Click the **STOP** button to abort.
 4. Once the files have been uploaded (the file names will disappear from the list once they have been uploaded), click the **Continue** button.

Note: Hold the **CTRL** key as you select each file using your mouse to select multiple photos from the same directory.

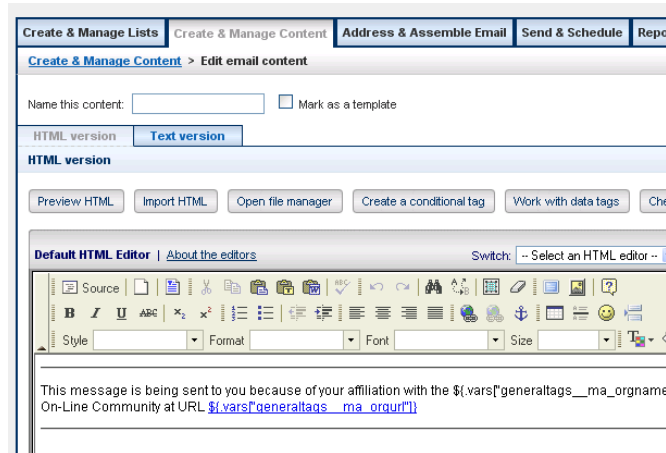


Figure 1

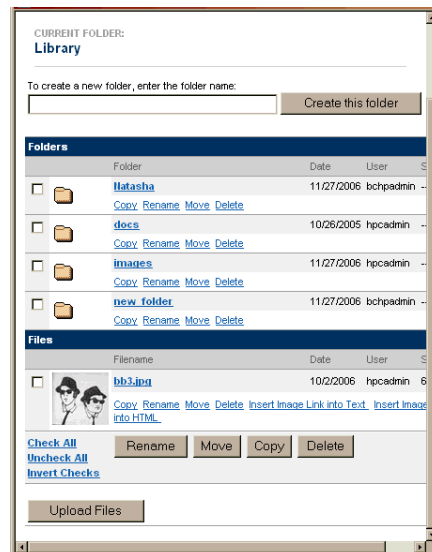
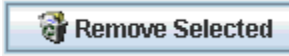


Figure 2

Remove Unwanted Files

1. Hold the CTRL key and select the files you wish to remove from list.
2. Click the



How to insert an image from File Manager:


1. Place cursor in the HTML message where you want the image to go.
2. Click the **Use File Manager** button (). The Library window will display. *See figure 3.*
3. Click the directory/folder name to open, *if necessary.*
4. Click the **Insert Image into HTML** hyperlink next to the image you wish to insert.



Figure 3