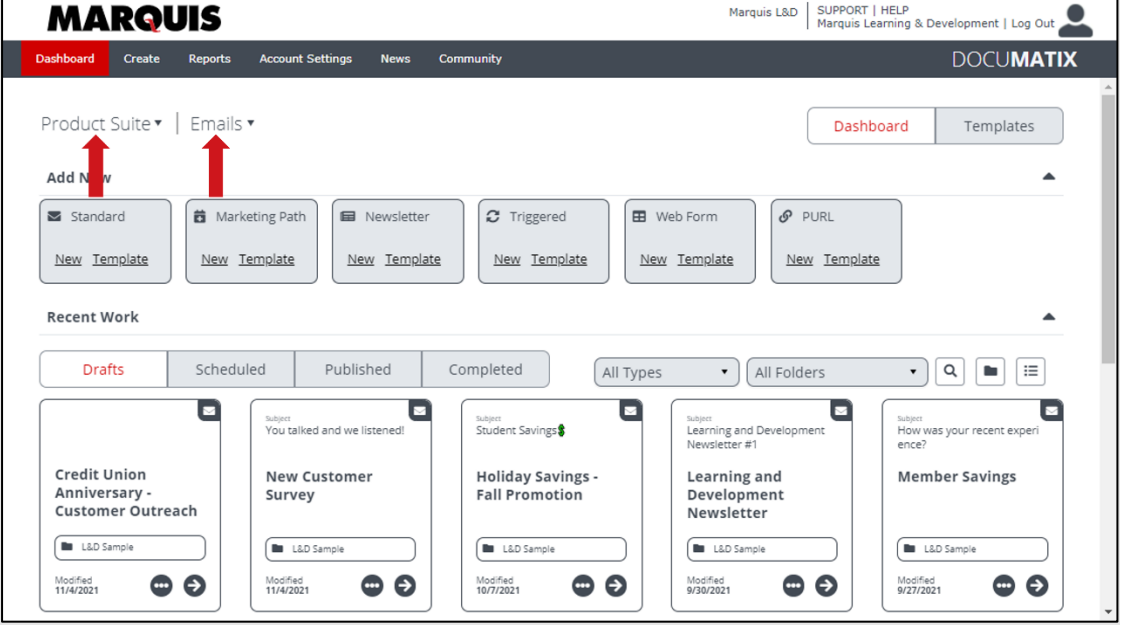


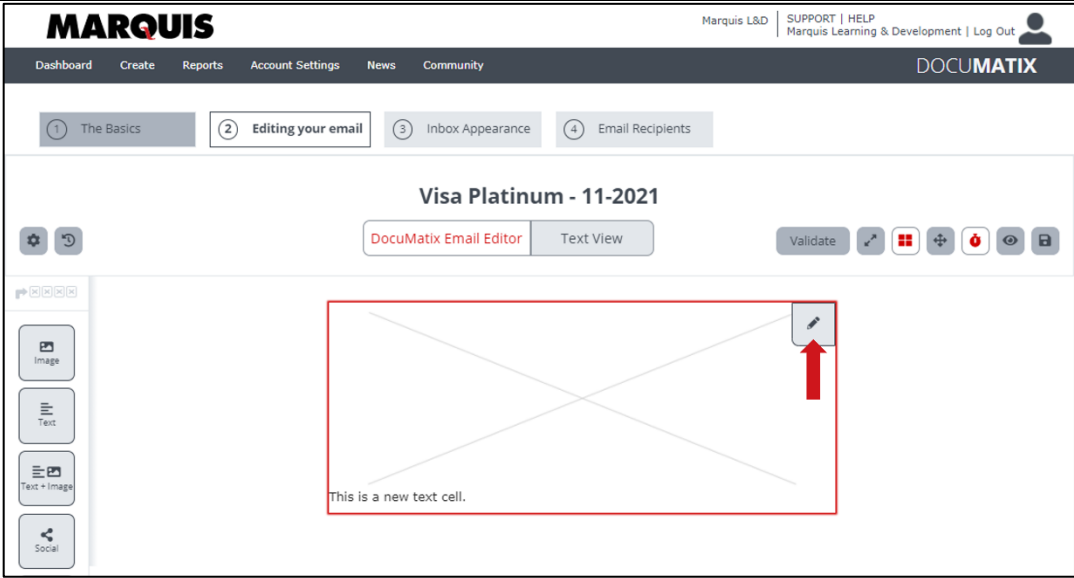
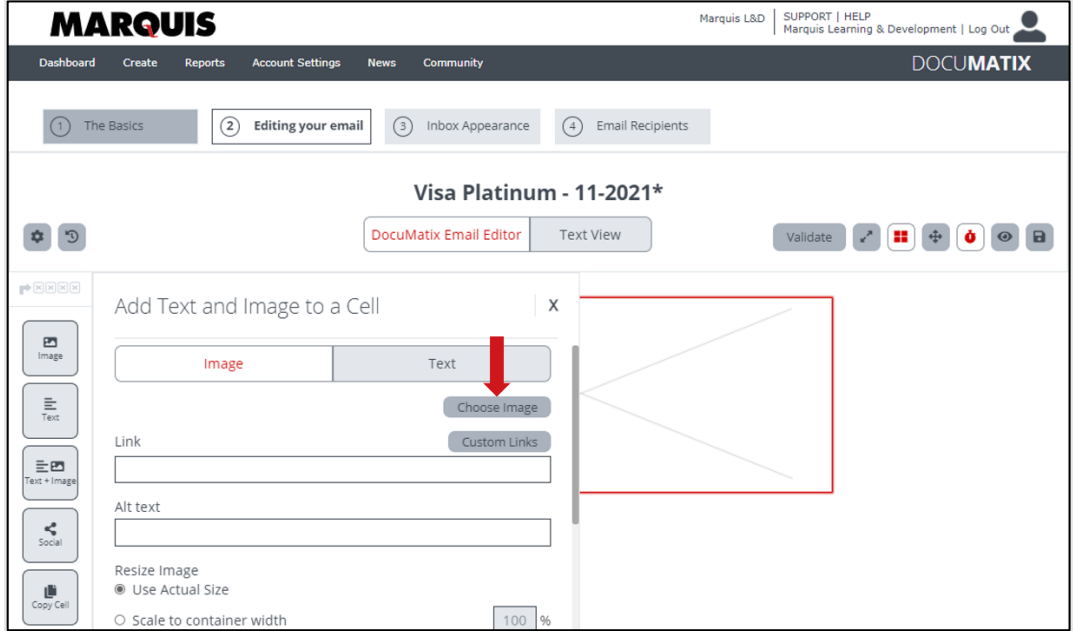


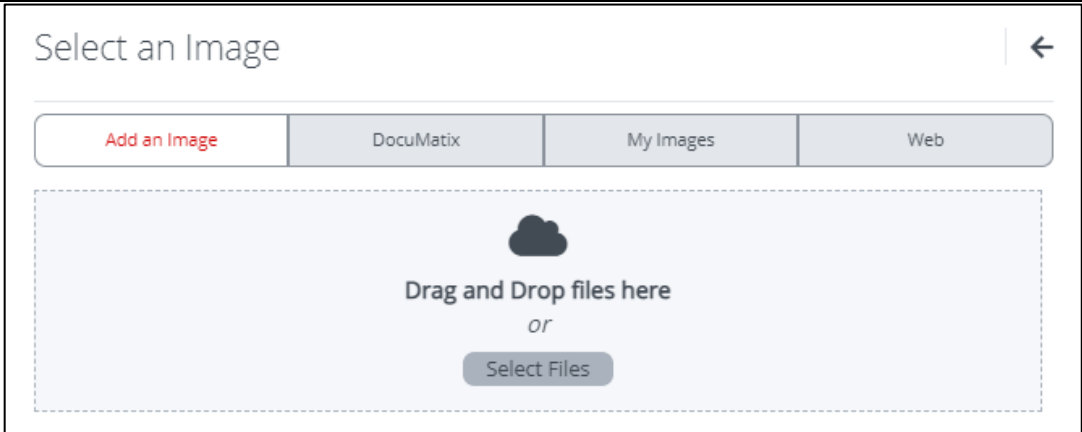
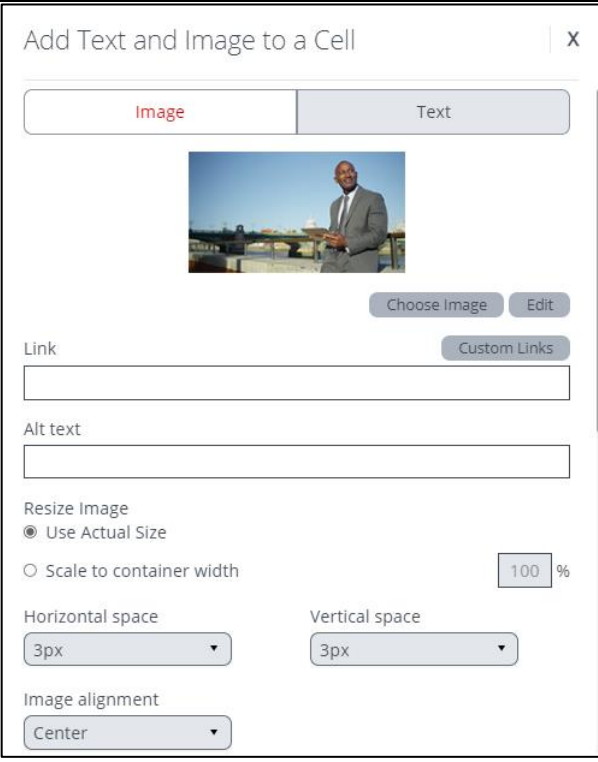
# MARQUIS

<b>DMX310</b>	<b>How to add a Static Image with Variable Text Overlay</b>
	Here you'll learn how to add a variable text merge field on top of a static image inside a standard email. Custom text will flow into the merge field(s) once a CSV file is attached.
<b>Order of Steps</b>	<b>Tasks</b>
<b>Step 1</b>	Log into <b>DocuMatix</b>
<b>Step 2</b>	Select the <b>Product Suite</b> product and the <b>Emails</b> module
	
<b>Step 3</b>	Under the <b>Add New</b> section, click <b>New</b> or <b>Template</b> on the appropriate card
<b>Step 4</b>	Complete the <b>The Basics</b> page
<b>Note:</b>	Anything in italics is an optional field as noted below. Some of the fields will auto populate from Account Settings.
	<ul style="list-style-type: none"> <li>• Name</li> </ul>
	<ul style="list-style-type: none"> <li>• Description (optional)</li> </ul>
	<ul style="list-style-type: none"> <li>• Marketing Path</li> </ul>
	<ul style="list-style-type: none"> <li>• Store your email in a folder</li> </ul>
	<ul style="list-style-type: none"> <li>• Layout Mode</li> </ul>
<b>Note:</b>	Mobile Layout Mode is for a single column email making it easier to view on a mobile device and Desktop Layout Mode allows for multi-column emails for viewing on a computer.
<b>Step 5</b>	Click <b>Continue</b> to advance to the <b>Editing your email</b> page
<b>Step 6</b>	To add an image, click the <b>Image</b> icon  , drag and drop to the desired place in the body of the email


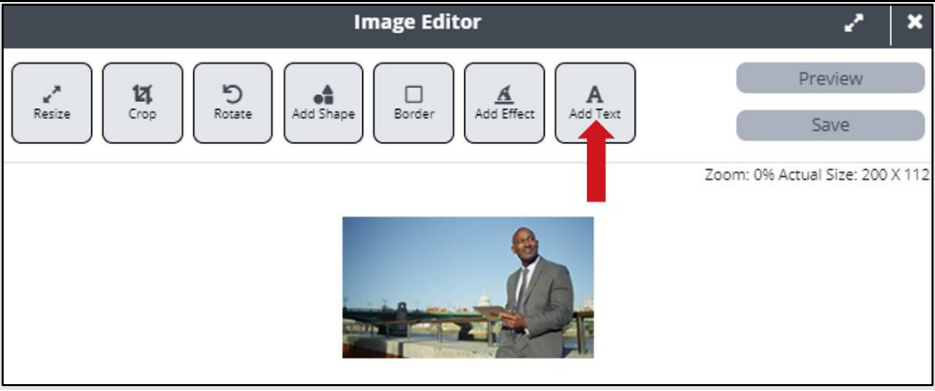
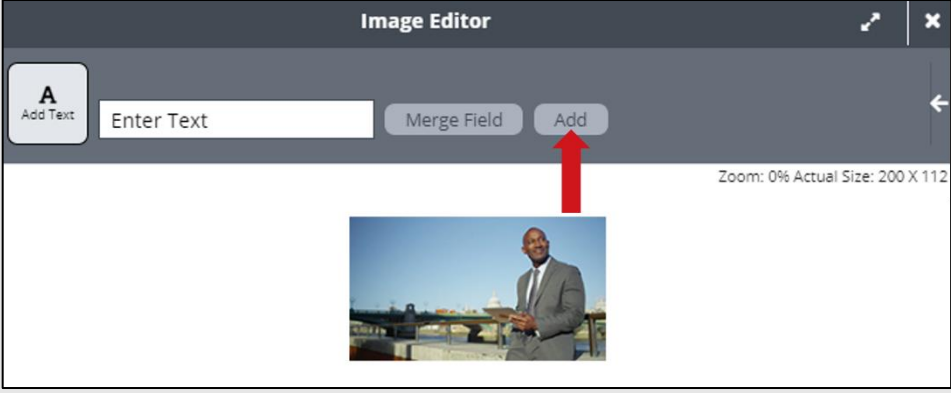
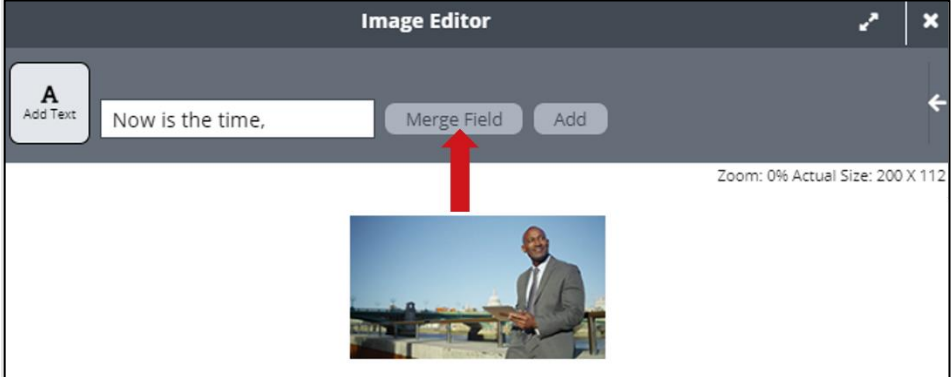
# MARQUIS

<b>Step 7</b>	Hover the cursor over the image cell
<b>Step 8</b>	Once the icons appear, click the <b>Edit</b> icon  to access the editor for the image cell
	
<b>Step 9</b>	Click <b>Choose image</b> to select the desired image from the graphics library
	

# MARQUIS


<b>Step 10</b>	<p>Use the appropriate option to add the desired image</p> <ul style="list-style-type: none"> <li>• <b>Add an Image:</b> click, drag, and drop image from your local drive</li> <li>• <b>DocuMatix:</b> Pre-loaded images – select desired image and click <b>Submit</b></li> <li>• <b>My Images:</b> Personal collection of uploaded images - select desired image and click <b>Submit</b></li> <li>• <b>Web</b> - Enter the URL for an online image</li> </ul>
	
<b>Step 11</b>	<p>When the selected image displays, enter <b>Alt Text</b>, which is a brief description of the image. This is required for all images</p>
<b>Step 12</b>	<p>Complete the desired setup including image width setting, and alignment</p> 
<b>Step 13</b>	<p>Click the <b>Edit</b> button under the chosen image</p>

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<b>Step 14</b>	To overlay text on top of the image, click the  icon. This this text can include merge fields
	 <p>The screenshot shows the 'Image Editor' interface. At the top, there is a toolbar with several icons: 'Resize', 'Crop', 'Rotate', 'Add Shape', 'Border', 'Add Effect', and 'Add Text'. A red arrow points to the 'Add Text' button, which is a square icon with a white 'A' on a dark background. Below the toolbar is a preview area showing a man in a suit holding a tablet. To the right of the preview area, there are 'Preview' and 'Save' buttons, and a status bar indicating 'Zoom: 0% Actual Size: 200 X 112'.</p>
14.1	Type the desired Text into the box
<b>Step 15</b>	Click <b>Add</b>
	 <p>The screenshot shows the 'Image Editor' interface with the text input area. The 'Add Text' button is now active, and a text input field is visible with the placeholder text 'Enter Text'. To the right of the input field are 'Merge Field' and 'Add' buttons. A red arrow points to the 'Add' button. Below the input area is the same preview area as in Step 14, showing the man in the suit. The status bar indicates 'Zoom: 0% Actual Size: 200 X 112'.</p>
<b>Step 16</b>	To place a merge field on the image, click the <b>Merge Field</b> button
	 <p>The screenshot shows the 'Image Editor' interface with the text input area. The text input field now contains the text 'Now is the time,'. The 'Merge Field' button is highlighted with a red arrow. Below the input area is the same preview area as in Step 14, showing the man in the suit. The status bar indicates 'Zoom: 0% Actual Size: 200 X 112'.</p>

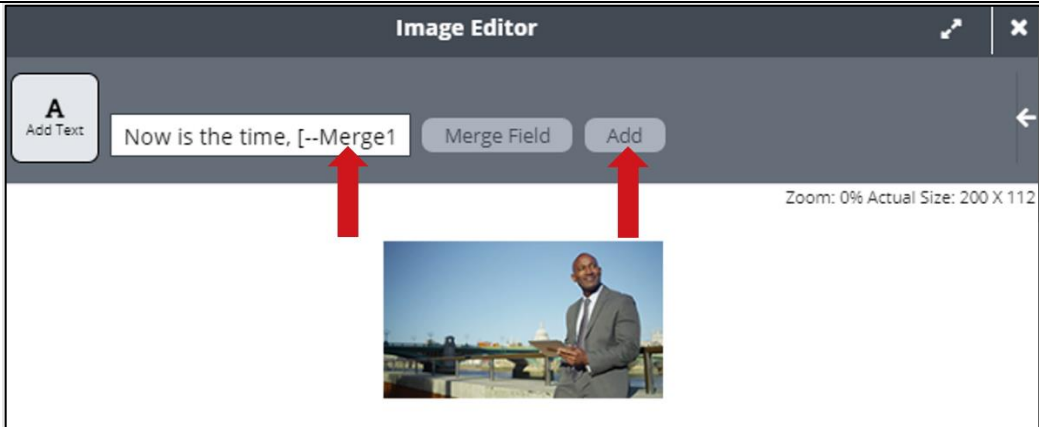
# MARQUIS

<b>Step 17</b>	Click the radio button to the left of the first available merge field
17.1	Enter in the desired merge field name
17.2	Click <b>Insert Merge Field</b>



**Note:** The merge field name will display in the **Enter Text** box. It can be combined with additional text if a combination of merge field and text are desired.

<b>Step 18</b>	Click <b>Add</b>
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<b>Step 19</b>	Click and drag the text box to reposition anywhere on the image
<b>Step 20</b>	Click <b>Properties</b> to change font, font size, color, or to make bold and/or italicized
<b>Step 21</b>	Click <b>Effects</b> to rotate text and/or add a shadow
<b>Step 22</b>	Click back arrow ← to return to the image cell editor window
<b>Step 23</b>	If desired, click <b>Preview</b>
<b>Step 24</b>	Click <b>Save</b>
<b>Step 25</b>	Click the <b>X</b> to return to the editor screen and complete the email design