

Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**

OP Notify: Add an Image to the Available Images Library

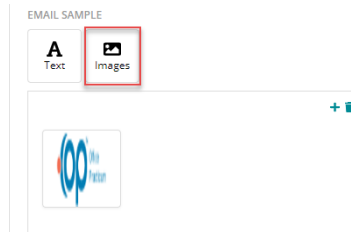
Last Modified on 01/29/2021 3:41 pm EST

Version 14.19

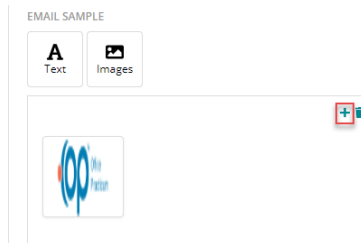
🔖 This article is part of the **OP Notify Training Program**.

Before an image can be added to a section in an email template, the image must be added to the Available Image library. To do this:

1. Click the **Image** icon. The Available Image Library appears.



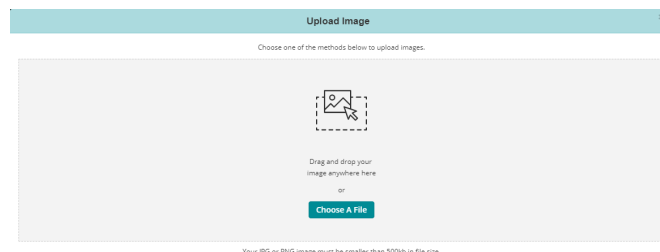
2. Click the plus (+) button when you want to add an image to the library. The Upload Image screen appears.



3. Drag and drop your image into the Upload Image window.

OR

Click the **Choose a File** button, locate the file, and click **Open**.



4. The image will be added to the Image Library. From there you can drag the image and drop it into the Email Template content section.



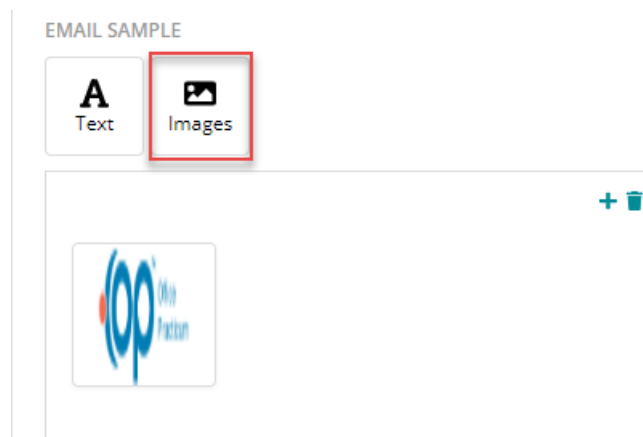
WARNING: This information is intended only for clients currently in the implementation or production phase with OP Notify functionality.



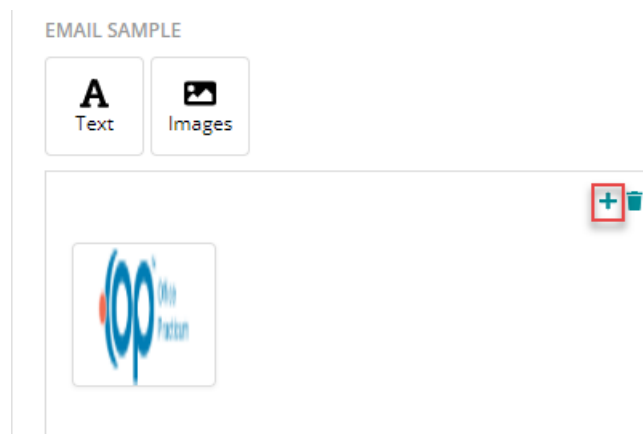
This article is used as a resource for the **OP Notify Training Program**.

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1. Click the **Image** icon. The Available Image Library appears.




2. Click the plus (+) button when you want to add an image to the library. The Upload Image screen appears.



3. Drag and drop your image into the Upload Image window.
OR
Click the **Choose a File** button, locate the file, and click **Open**.

Upload Image

Choose one of the methods below to upload images.



Drag and drop your image anywhere here

or

Choose A File

Your JPG or PNG image must be smaller than 500kb in file size.

- The image will be added to the Image Library. From there you can drag the image and drop it into the Email Template content section.