

# Images in Letters

You can enhance your letters with images such as property logo or an exterior image.

Please edit and size the image in an image editor and save as a .jpg, .png, or .gif file before you upload it.

Once an image is inserted into a Letter, you can drag the image to place it where desired in your letter.

Images can be used in conjunction with tables to assist in creating static templates for your letters.

Letters Setup

To add an image to any letter click image icon shown in red below.

TypeIndividual

Letter IDC

NameConfirmation Letter for A MyPMS Demo Hotel

NotesSample Confirmation Letter

Sort1

CC to PropertyNo

Show in PMSYes

Content

Note: changes to the information that is between double percent sign (%%) will result in *inaccurate* information

Merge FieldsFileEditViewInsertFormatToolsTableHelp

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BookingCenter

RESERVATION CONFIRMATION



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Press Alt+0 for help

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DeleteUp

**Next click the Upload icon :** Located on the right side of the "Link" field. When you click this icon, a window will open like below. Choose the upload link. This will allow you to choose a file from your computer.

Insert/Edit Image

General

Advanced

Upload

Source

Image list

None

Alternative description

Width

Height

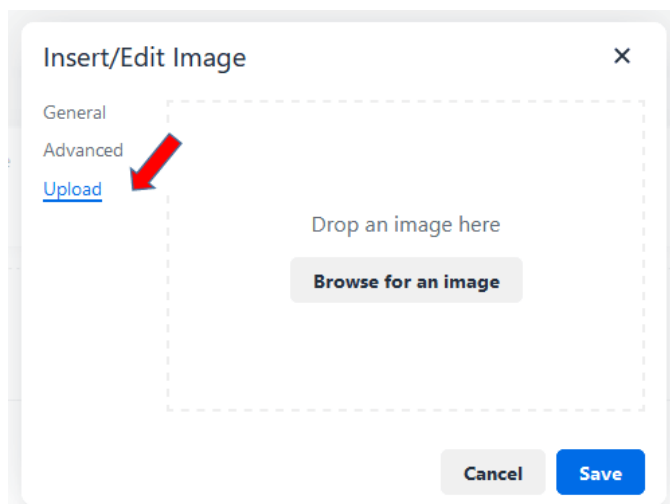
🔒

Cancel

Save

This will open the upload window.

Use the Browse button to navigate to the image you want to upload. The image will be saved with numbers. This is to prevent any images from not loading when inside the letter.



**After the image has been uploaded, it will appear in your image folder list.** Once the image has been uploaded simply choose the image from the **image list** into your letter.

Note each image will be saved as date time stamp. sample: 2024\_04\_12\_114323

