Placing Images in a Form Letter

Unlike plain text, adding graphics and color to your form letters, newsletters and email adds impact to your content. In the form letter functions of Theatre Manager, you can easily add graphics. These can range from your logo to photographs to clipart. There are 3 different methods to add graphics to a form letter:

- Drag and Drop the image into a form letter.
- The menu option Edit >> Paste From File.
- Copy and Paste.

Copy Paste

Copy Paste are operating system commands for transferring text, images data and files from one location to another. Copying places the information on your system's clipboard and Paste takes it from the clipboard to the document. There are 2 ways of doing this, using your mouse and using the keyboard commands Ctrl-C (to copy) and Ctrl-V (to paste).

| Mouse Method	Mouse and Keyboard Method
1. Highlight by holding down the left button of your mouse and dragging across the material you wish to copy. Release your hold from the left button of the mouse.	1. Highlight by holding down the left button of your mouse and dragging across the material you wish to copy and release the mouse button.
2. Right click the highlighted material. The right click commands menu opens.	2. Hold down the Ctrl key on your keyboard, while pressing the C key at the same time, to copy the highlighted material.
3. Left click on Copy, to copy the highlighted material.	3. Put the cursor where you would like the copied material and hold down the Ctrl key on your keyboard, while pressing the V key at the same time.
4. Proceed to your new page where you would like to place the copy. Place the cursor and right click over the area that needs the copied material. The right click menu opens.	4. Your picture is now pasted in the document.
5. Left click on Paste. The copied material is placed at the new location.	

Drag and Drop

To Drag and Drop a graphic into your form letter, you perform the following steps:

1. Open the letter you want to add the graphic to.
2. Highlight the existing Graphic, if there is no graphic, place your cursor at the beginning of the line for your insertion point and now drag and drop the graphic into place.
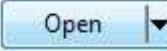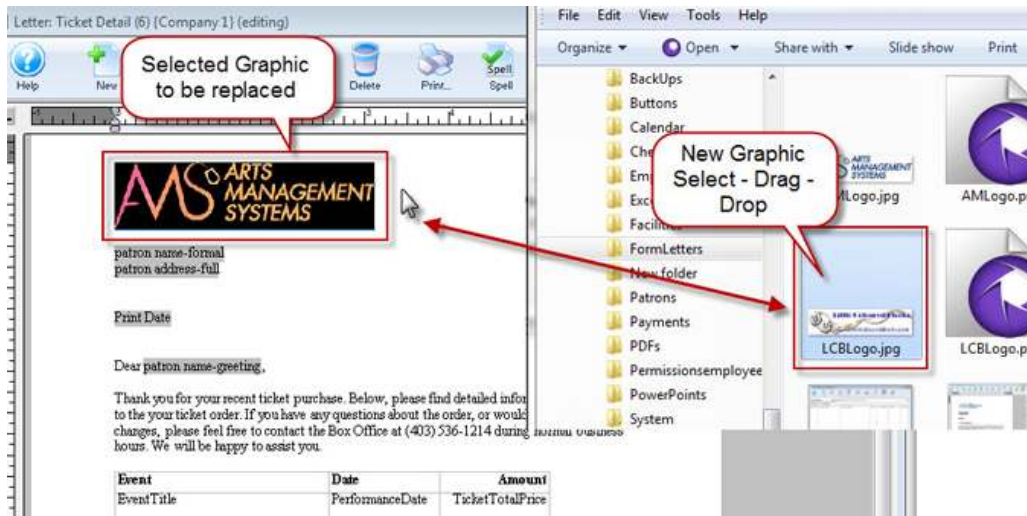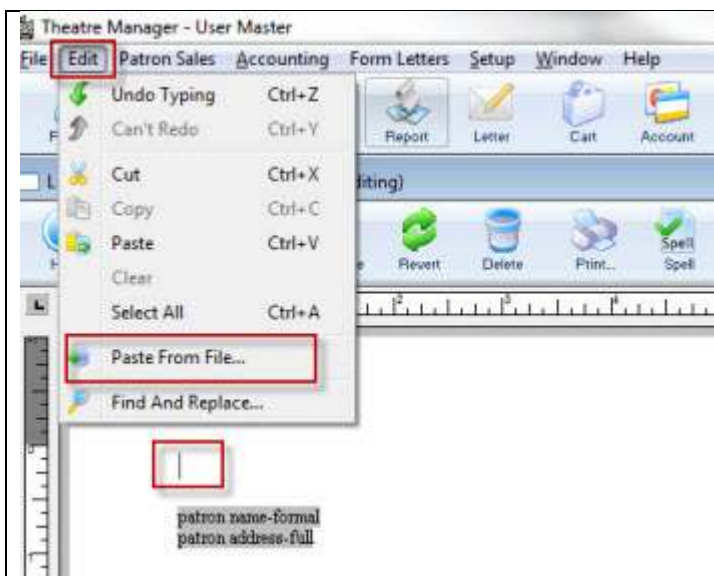
3. A confirmation dialog opens.
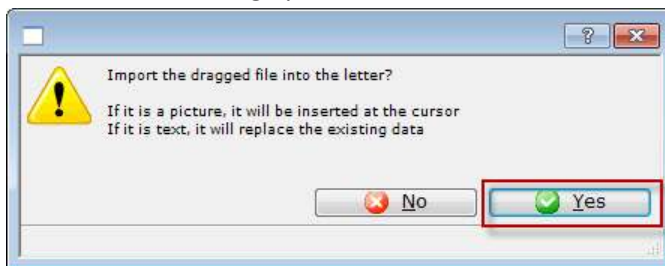
4. Click the Yes [✔ Yes] button.
5. Your graphic has been added to the form letter using drag and drop.
6. To change the graphic size or location, use the right - click menu.

Paste from File

1. To add a graphic to a Form Letter by using paste from file, you perform the following steps:
2. Open the letter you want to add the graphic to.
3. With your cursor, locate the beginning of the line where you would like the graphic to appear.
4. Chose the Main Menu **item Edit >> Paste from File**.
5. The file dialog for your operating system opens.
6. Find the graphic file you want to insert into your form letter. You may have to use the drop down selection to choose the appropriate file type.
7. Click the Open [Open ▼] button.
8. The graphic is pasted into the Form Letter.