HOW-TO: SUMMA CRM LETTERHEAD

STEP #1

Log into Summa BaseCamp, click on Summa CRM and login.

STEP #2

Click “add letterhead” under Letterheads.

Give the letterhead a name.

STEP #3

In the [email body] area, click the “source” button.



STEP #4

Erase everything in the body and replace it with the following: (copy/paste)

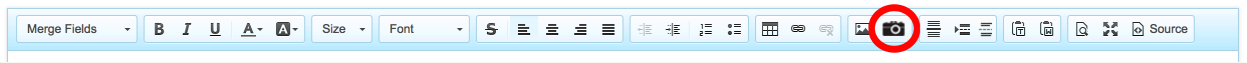
<table border="0" cellpadding="0" cellspacing="0" height="100%" width="100%" id="bodyTable"> <tr> <td align="center" valign="top"> <table border="0" cellpadding="0" cellspacing="0" width="600" id="emailContainer"> <tr> <td align="center" valign="top">   [Email Body]   </td> </tr> </table> </td> </tr> </table>

STEP #5

Hit the source button again to switch it back to visual mode.

STEP #6

Select the top image and then click the camera button.



STEP #7

Upload your new header image.

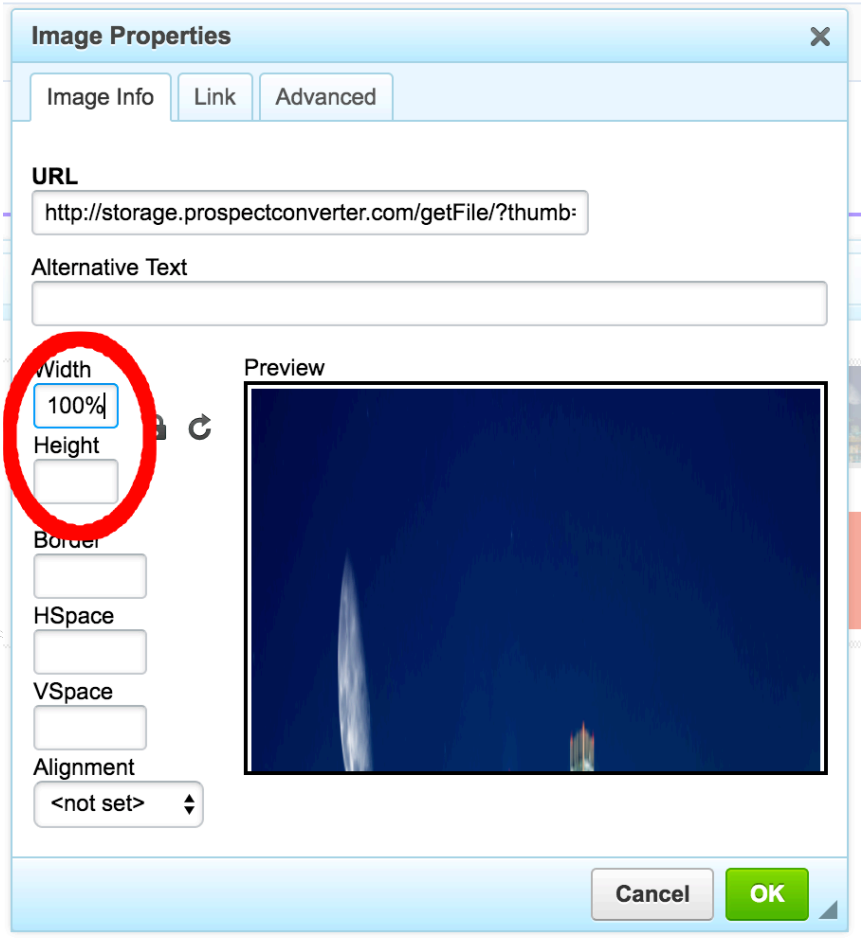
STEP #8

Your new image should be visible on the page. Select your new photo and click the image button.



STEP #9

Change the height to nothing and the width to 100%



STEP #10

Click ok and then save your new Letter Head.