**Wellable Image Library**

Custom communications are critical to driving wellness engagement, which is why Wellable’s communications tools allow you to add images to increase the visual appeal of emails and the Bulletin Board and help users locate specific information more easily.

The goal of this document is to better acquaint you with the Image Library available in the Wellable Admin Account as well as how to use them in your communications. If you have any questions, do not hesitate to reach out to your Account Manager or Wellable Support.

**Add Custom Wellable Images**

To access the Image Library, [sign in](https://admin.wellable.co) to your Wellable Admin Account and go to either the Email or Bulletin Board section of the Communications page. Once you are ready to add a Wellable custom image to your email or Bulletin Board, follow the easy steps below.

1. Direct your cursor to the place in your email or Bulletin Board you’d like to add an image.
2. Select Insert in the toolbar and then select Template.
3. If adding an image to an email, select Ok to add a Centered Table. This will keep your image centered in the email once the communication is sent from Wellable. If adding an image to the Bulletin Board, no Center Table is required.
4. Direct your cursor anywhere inside the centered table, select Insert in the toolbar, and select Image. You can perform the same function by selecting the Insert/edit Image icon in the far right section of the toolbar or by right-clicking your mouse and selecting Image.
5. In the Insert/edit Image window, select the folder icon button.
6. In the Wellable File Browser, select the Wellable Images folder.
7. Hover the mouse over each image file name to preview Wellable custom images.
8. Double click the desired image file name and select Ok.

**Store Additional Images**

The Image Library can also be used to upload and store images in addition to the custom Wellable images provided in the Wellable Images folder. Once you are ready to upload an image, access the Wellable File Browser as instructed above and then follow the easy steps below:

1. Select your organization’s folder.
2. Select Add file.
3. Select Choose Files.
4. Input the desired PNG or JPEG file to add and select Upload.
5. Select “X” or “Cancel” to close the Upload files window.
6. If necessary, adjust the dimensions to change the size of the image to your liking. Target keeping an image between 300 to 400 pixels in the left-hand box of “Dimensions”. The image will auto-adjust the other measurement proportionately.

**Finalize Your Communication**

To make sure your email is perfect, we encourage you to send test emails to yourself and others prior to scheduling an email to participants in your program. Test emails can only be sent to email addresses that are associated with a Wellable User Account. If you send a test email to yourself from a Challenge that you are not a part of, it will be sent to you as if you are one of the users in the Challenge. To make sure your Bulletin Board is ready for viewing, select Preview at the bottom of the page to see the Bulletin Board as it will appear in User Wellable Accounts. Once you are ready to make your Bulletin Board visible to challenge participants, select Save.