QQCATALYST™

Quick Start Guide

Marketing – The Images Library

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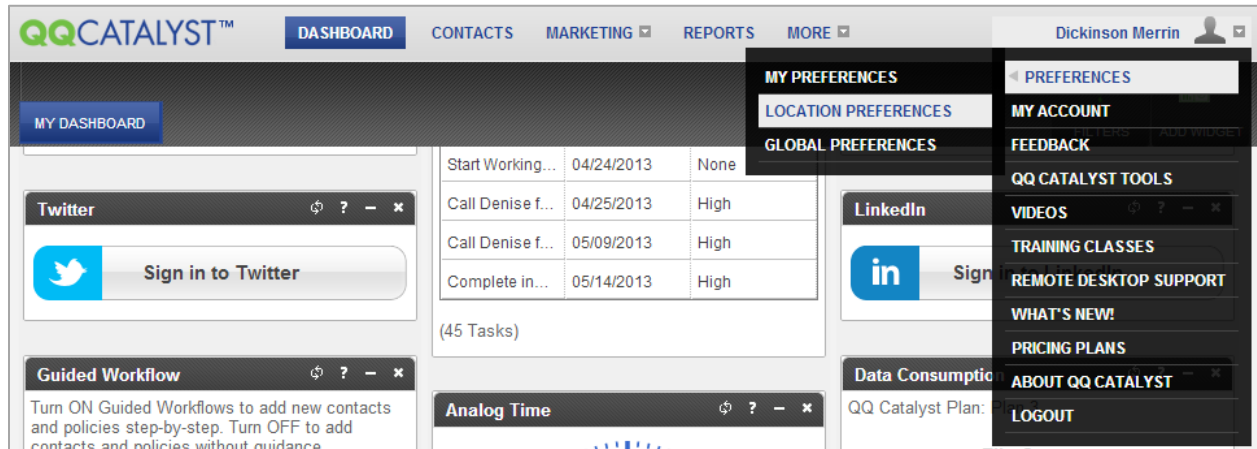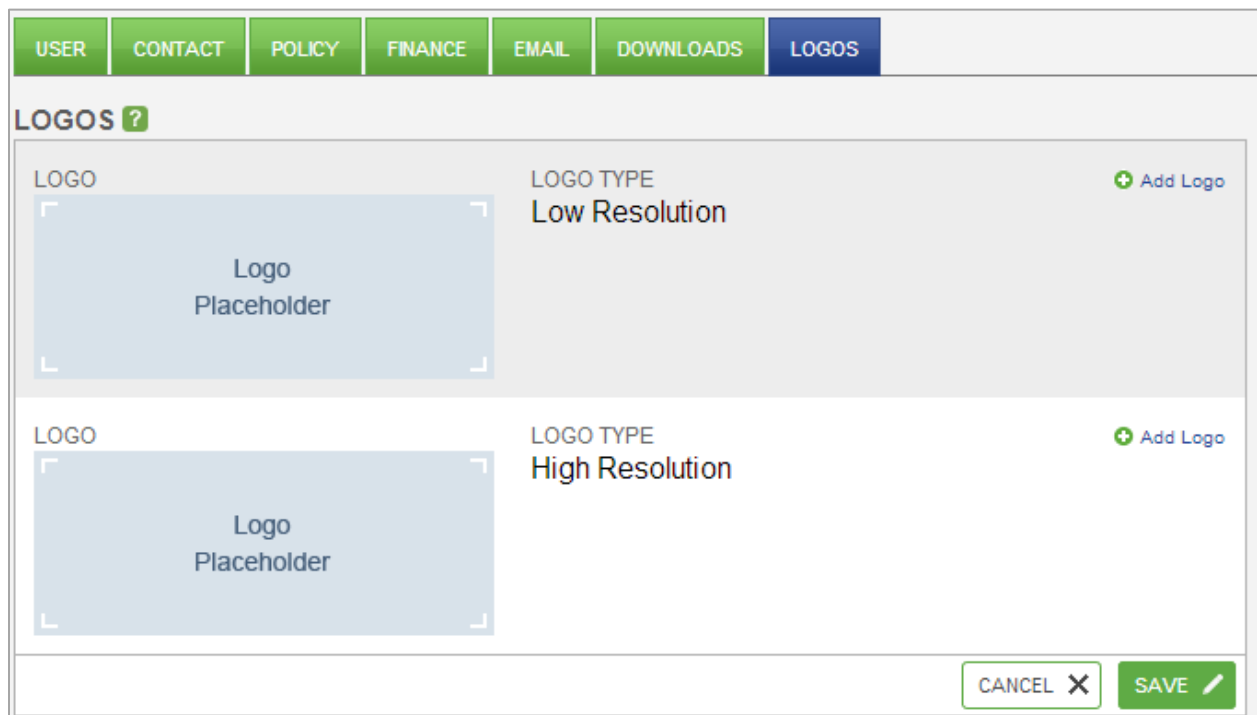# Uploading A Logo

Location Preferences

The agency logo can be pulled into any template using the Agency Logo placeholder. The logo needs to be uploaded by a user with permissions to the Location Preferences, typically the agency administrator.

Hover over your name, hover over Preferences and then select **Location Preferences**.


Click on the Logos tab and you will see options to **Add Logo**. The logo added to the Low Resolution section is used for emailing. The logo added to the High Resolution section is used for printing. You can upload the same high resolution logo in both sections. The logo has to be in an image file format like .jpeg, .jpg, .png, .tif, .tiff, or .bmp.
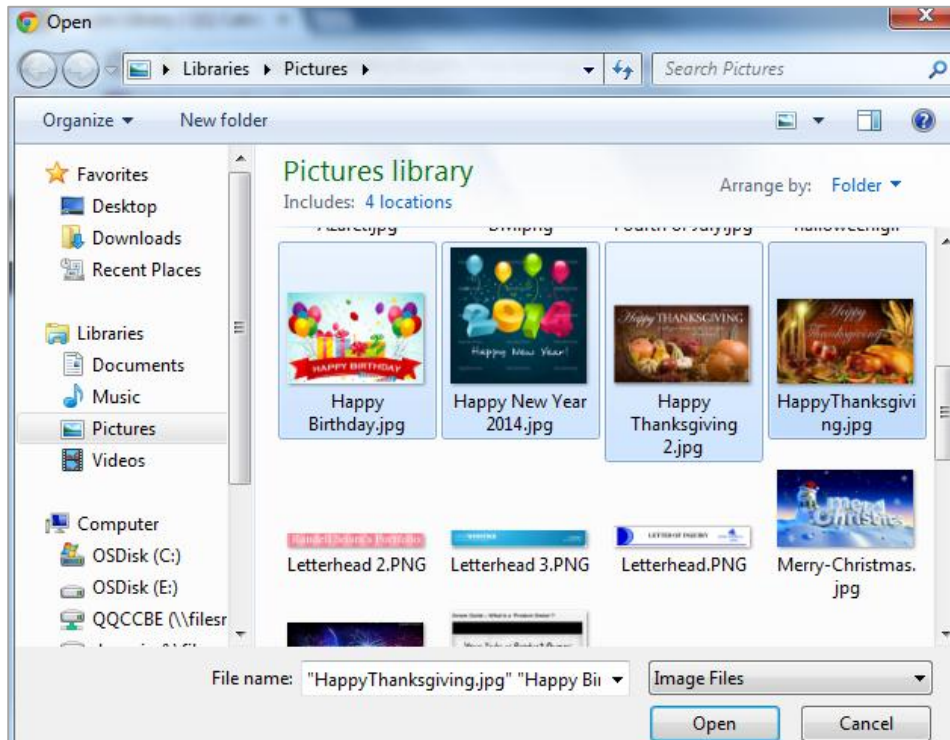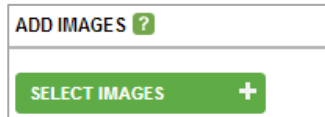
The Images Library

Images can be uploaded into the images library for importing into document or email templates. Hover over Marketing and select **Images Library**.
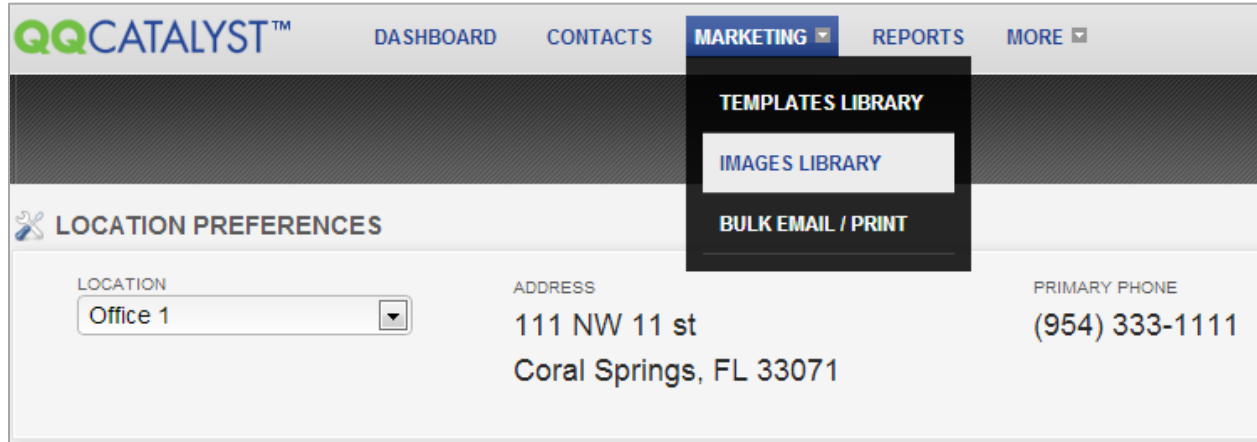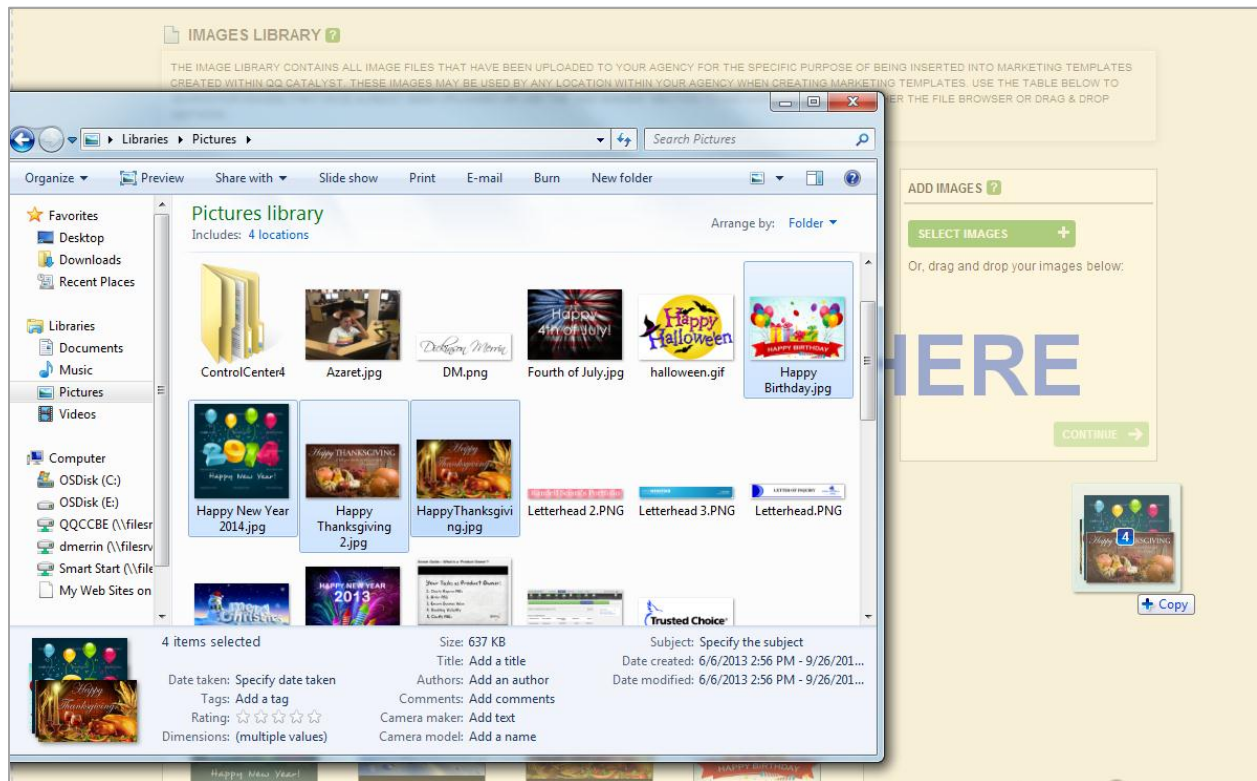

Uploading An Image

Images can be uploaded one file at a time or multiple files at the same time. Images can be added by clicking on **Select Images** on the right hand side.


Multiple files can be selected by holding down the CTRL key and clicking on the desired files. Then click open to prepare the files for upload.

Files can also be dragged & dropped into Catalyst one at a time or multiples at the same time. Open the folder with the files you want to upload. To select multiple files hold down the CTRL key and click on the desired files. Then hold down the left click on one of the highlighted files and drag over any area on the Catalyst page and release the left click.

Similar to uploading files by clicking on Select Images, when you drag and drop, the files are prepared for uploading. You have to click on Continue for the files to be uploaded. Do not close the upload window until you see green check marks on all the files. If the name of file does not need to be changed, click finish. If you need to change the name of the files click Next.
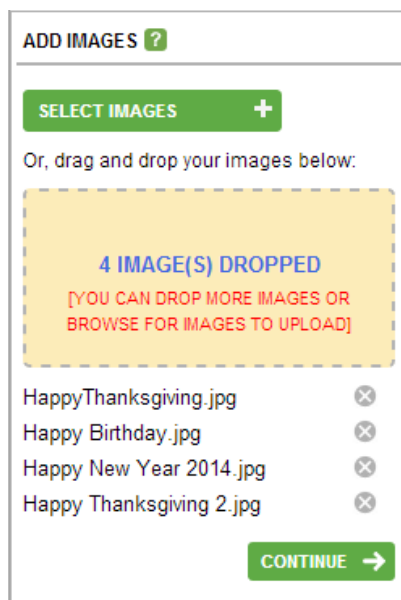
Do not close the upload window until you see green check marks on all the files. If the name of file does not need to be changed, click finish. If you need to change the name of the files click Next.
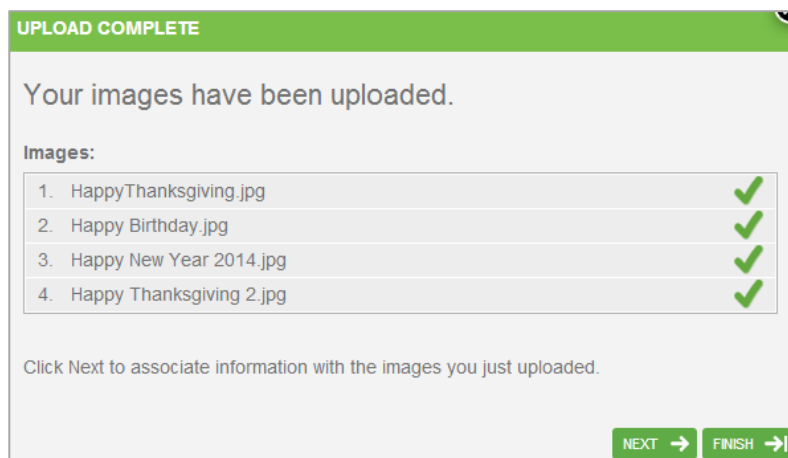
You will be able to change the name of the file and add a description. If the description applies to all the uploaded files, click on the **Apply This Description To All Images In This Batch** checkbox.

When you click Finish, you will be able to view the files in your default view of **List View**, **Grid View** or **Carousel View**.

List View

In **List View** you will see the name of the file, the date added, the file type, who the file was uploaded by and any description. All of columns are sortable and you can filter the files by typing into the search window.

NAME	DATE ADDED	TYPE	ADDED BY	DESCRIPTION / NOTES
Happy Birthday.jpg	11/04/2013	JPG	Dickinson Merrin	Holiday images
HappyThanksgiving.jpg	11/04/2013	JPG	Dickinson Merrin	Holiday images
Happy New Year 2014.jpg	11/04/2013	JPG	Dickinson Merrin	Holiday images
Happy Thanksgiving 2.jpg	11/04/2013	JPG	Dickinson Merrin	Holiday images

You can left click on the image to **Edit** it, **Preview** it, **Delete** it, or **View/Print**. The View/Print option will download the file to your computer. The Preview option will open another window in your browser. Your browser will allow you to print from the Preview window. The Edit option allows you to change the title or description of the file.
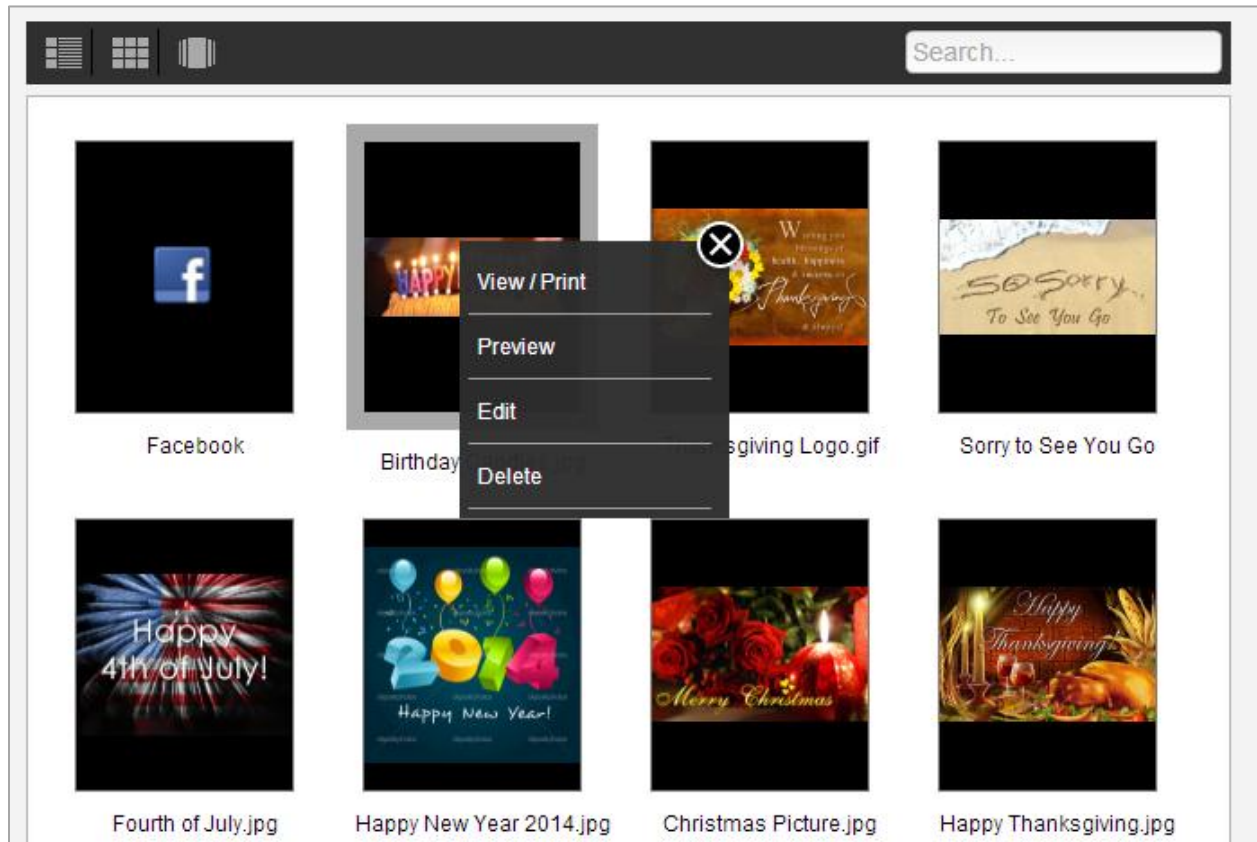

Grid View

In Grid View, you will see thumbnails of the uploaded images. You can filter the files by typing into the search window.

You can left click on the image to **Edit** it, **Preview** it, **Delete** it, or **View/Print**. The View/Print option will download the file to your computer. The Preview option will open another window in your browser. Your browser will allow you to print from the Preview window. The Edit option allows you to change the title or description of the file.

Carousel View

In Carousel View you will see thumbnails of the uploaded images. You can filter the files by typing into the search window. You can also left click and drag the bar to move through the images.
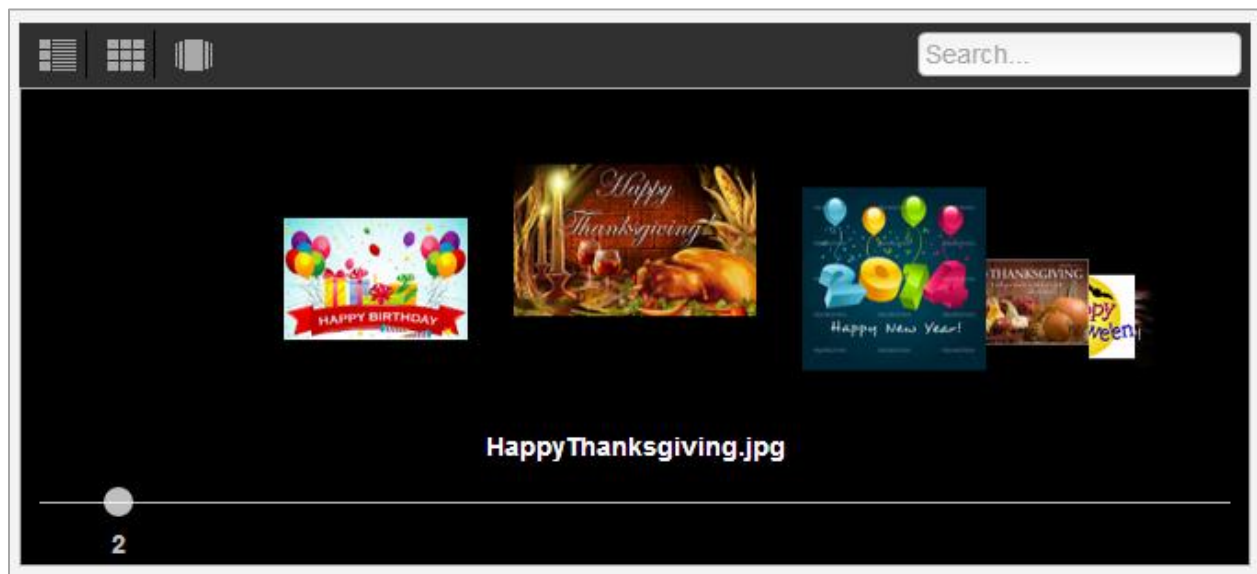
You can left click on the image to **Edit** it, **Preview** it, **Delete** it, or **View/Print**. The View/Print option will download the file to your computer. The Preview option will open another window in your browser. Your browser will allow you to print from the Preview window. The Edit option allows you to change the title or description of the file.