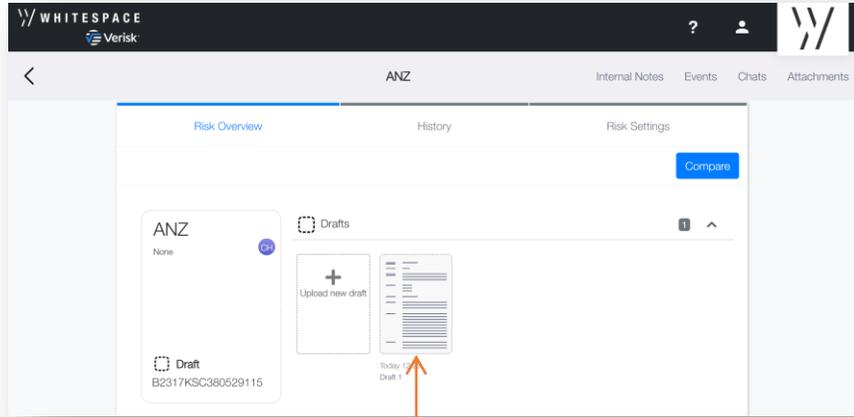


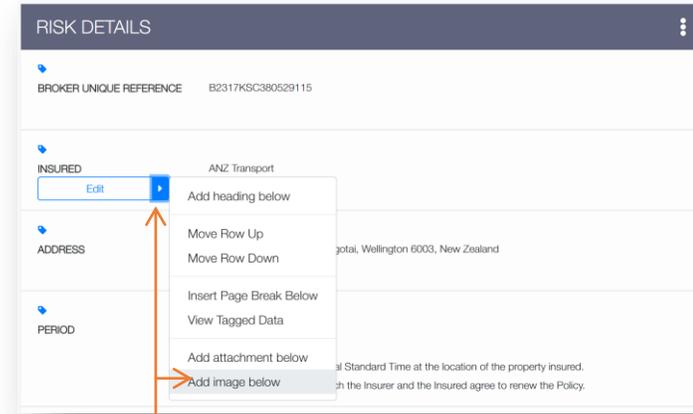
Adding Inline Images to a Contract

1.



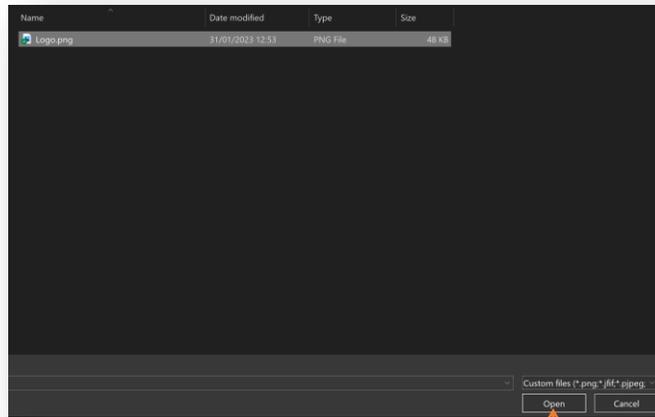
Open the version of the contract to insert the image into by clicking on the page logo as usual

2.



To insert an image after a contract heading's text, click on the blue arrow and select 'Add image below' from the drop-down actions menu

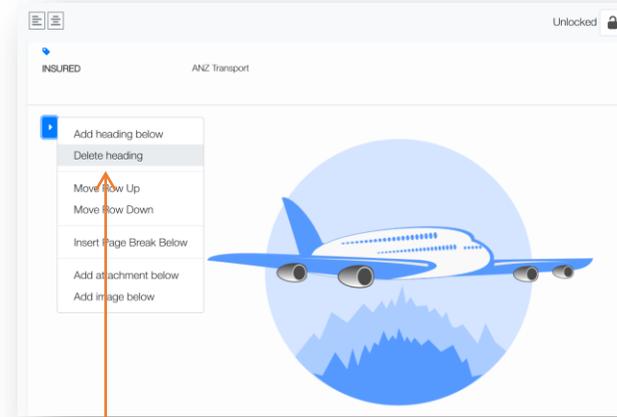
3.



Select the file to import using your operating system. JPGs, PNGs, and variants of up to 10MB in size can be imported.

Please note: Images wider than 680px are automatically scaled to fit the page. Smaller images are centred on the page.

4.



Inline images cannot be edited or adjusted, but they can be deleted – to remove an inline image, select 'Delete heading' from the blue arrow's drop-down actions menu