

ImageRight Tip – Deleting Unwanted Images

When you are importing Images and document into ImageRight please remember to delete the images that are not needed. As you can see below the pages 2 through 6 are images that are on the 1st page. To delete the images before you import them, click on the page # of the image and press the delete key

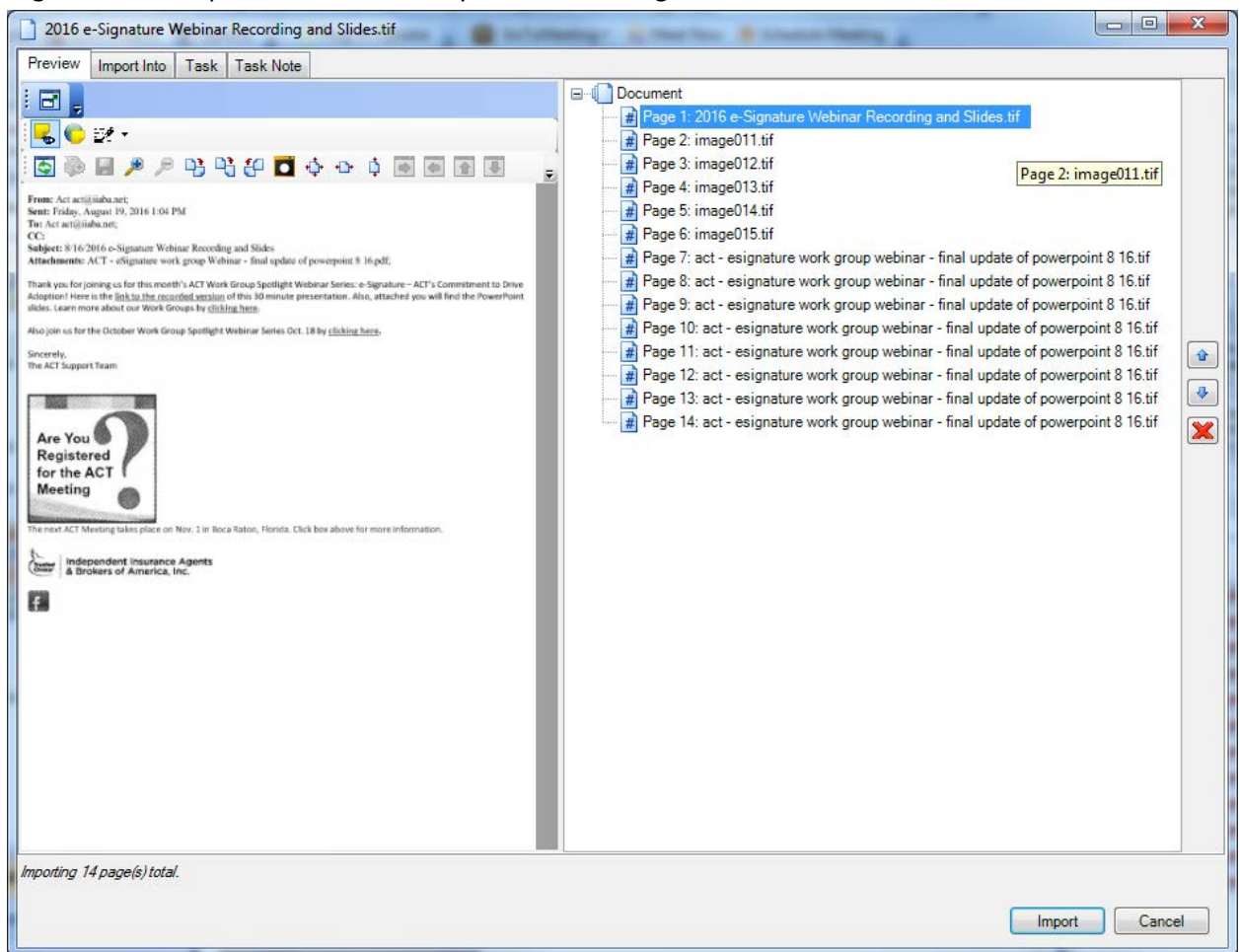


Reasons to delete irrelevant images:

1. Removes clutter in IR with unnecessary pages in your document
2. When emailing to your client or underwriter, irrelevant pages are not part of your document

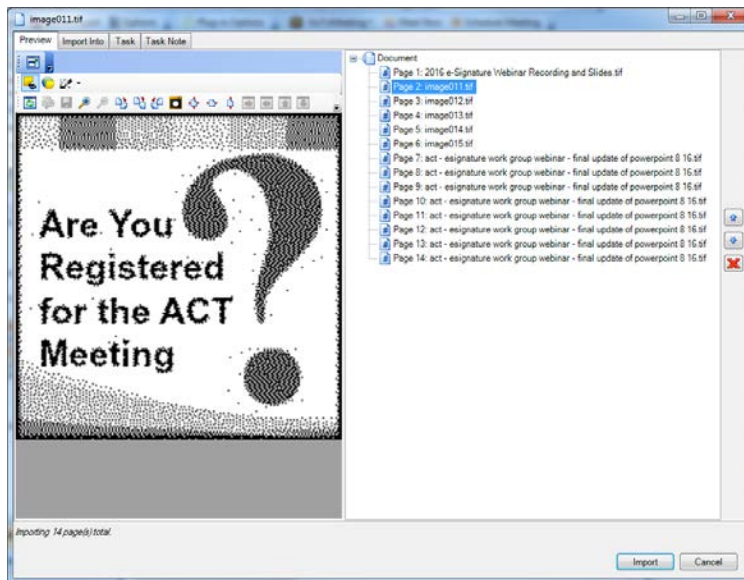
Please help by **deleting the pages in preview before importing** them into IR.

Page 1 is the complete email with many embedded images:

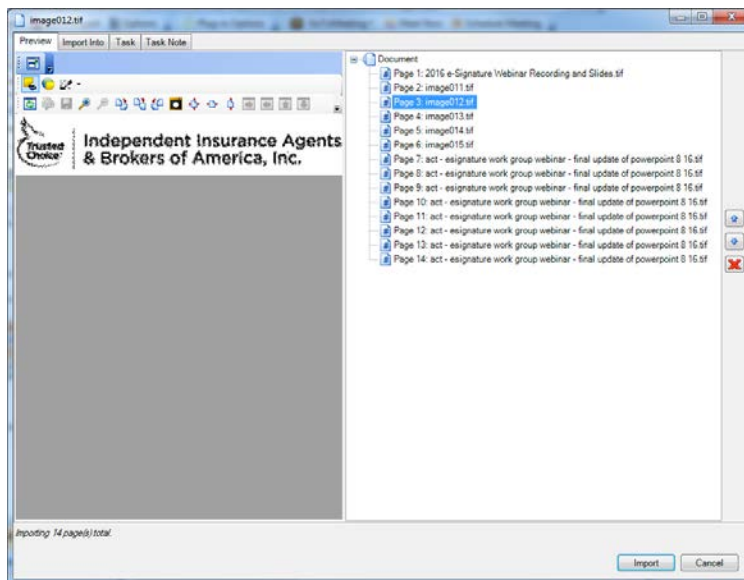


Page 2 is one of the sender's embedded image – delete this page in preview:

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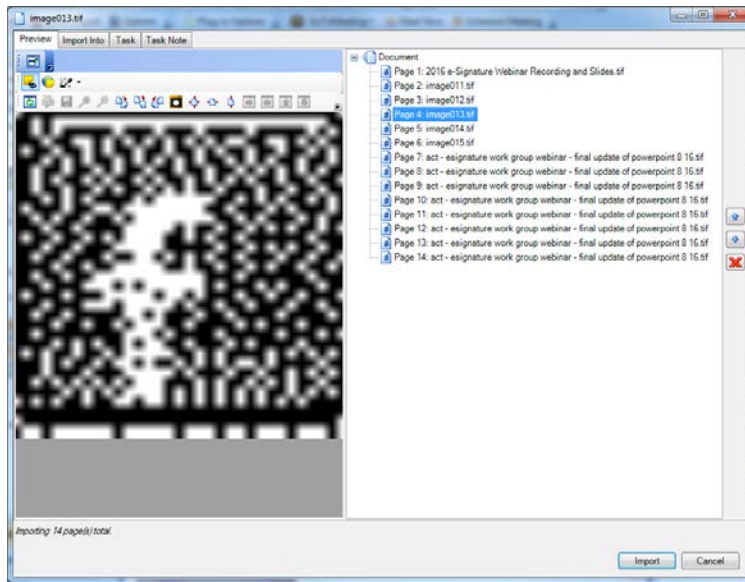


Page 3 is the sender's logo – delete this page in preview:

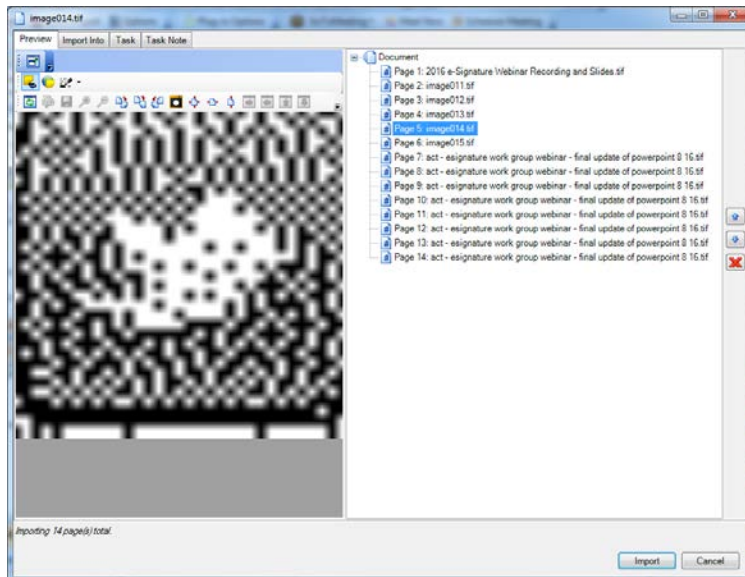


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Page 4 sender's Facebook logo – delete this page in preview:

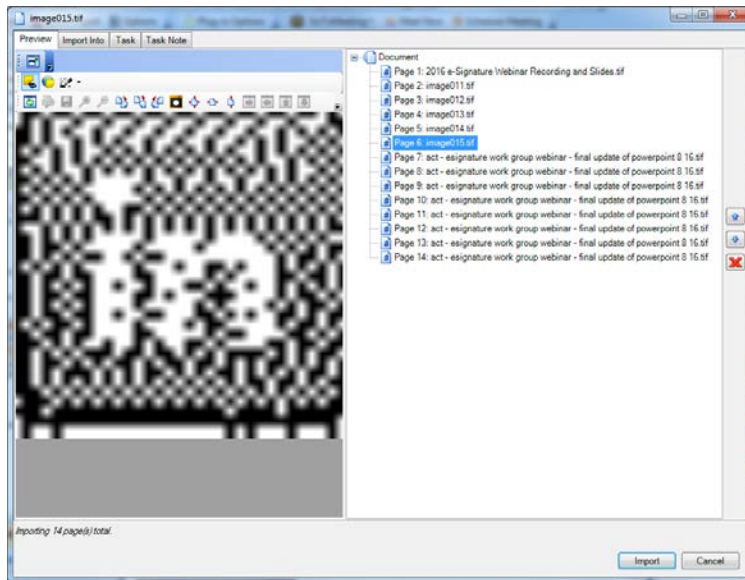


Page 5 is the sender's Twitter logo - delete this page in preview:



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Page 6 is the sender's LinkedIn logo – delete this page in preview:



There should be 9 pages to import after removing the unneeded images / pages. The rest of the pages are relevant attachments.

