



HTML Cheat Sheet for inserting pictures in MemberHub Messages

How to align photos:

- make sure that photo has been uploaded into a hub in MemberHub (any hub on site)
- Select "Copy Link" on photo to copy it to clipboard
- Go to Message and put cursor where you want to insert the picture. Select "INSERT PICTURE" and PASTE the link in the field provided. Wait for pixel size to drill down on screen and change size if needed
- Go to TOOLS, SOURCE CODE and find link address for photo in the html code
- After the link address, type: align="left", align="right" as needed (if you want picture to be centered over text, then just make the line centered and insert the picture on an empty line)

How to add padding to photos (add style after sizing or align specifications in source code):

For Left Padding: style="PADDING-LEFT: 5px"

For Right Padding: style="PADDING-RIGHT: 5px"

For Top Padding: style="PADDING-TOP: 5px"

For Bottom Padding: style="PADDING-BOTTOM: 5px"

For all-over padding (same amount all over): style="PADDING: 5px"

Additional Support:

<https://nyspta.org/home/membership/memberhub/>

<http://support.memberhub.com>