

# What are the image sizes used in PoliteMail Templates?

Last Modified on 11/18/2022 4:33 pm EST

## Image and Banner Dimensions

A PDF reference of images sizes may be found [here](#) .

PoliteMail templates are designed using a simple grid system. The max page width is set to 640pixels, which enables the page to be printed on a standard printer, and copied into Microsoft Word for editing (with page margins reset to 0).

When using **PoliteMail > Add Image** command, PoliteMail will ask if you want it to auto-size the image for you. If you answer Yes, PoliteMail will keep the proper aspect ratio (width/height) and auto-size the image to fit based upon the width dimension. If you'd like to keep your images to the exact dimensions of the image placeholder, it's recommended to resize the images to the specific height and width before adding them to the template.

To create a image banner for use with PoliteMail templates, set your image to be 640 pixels wide.

PoliteMail templates are broken into page sections, with 1/2, 1/3, and 1/4 column options. PoliteMail uses a default padding width of 20px (if you want to modify this, you will have to edit the HTML code).

Use the following grid layout to determine standard PoliteMail image sizes and pixel dimensions.

## Template Grid with page border

Full Page (header) width: 640px  
Border Width = 4px (can be any width, 1px to 20px)  
Padding = 20px  
Container = 648 (Full Page + 2 X Border Width)  
Inside Page Width: 600px (Full Page - 2 X Padding)

**Full = 600px**  
FullPage - (2 X Padding)  
inside = 560px

**Half = 290px**  
Full - Padding)/2

**Third = 180px**  
Full - (2XPadding)/3 = 186  
made 180 for alignment  
inside = 140px

**TwoThirds = 400px**  
ThirdX2 + Padding + 2 = 384, made 400 for alignment  
inside = 360px

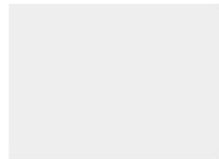
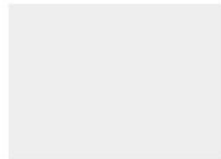
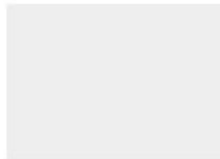
**TwoThirds = 400px**  
inside = 360px

**Third = 180px**  
inside = 140px

**Third = 180px**  
inside = 140px

**Third = 180px**  
add 10px outside  
padding on center  
inside = 140px

**Fourth = 135**  
Full - 3XPadding)/4  
inside = 95px



# Template Grid without page border

Full Page (header) width: 640px  
Border Width = 0  
Padding = 20px  
Container = 640 (Full Page + 2 X Border Width)  
Inside Page Width: 640px (Full Page - 2 X Padding)

Full = Page = 640px

inside = 600px

Half = 310px  
(Full - Padding)/2

inside = 290px

Third = 200px  
Full - 2XPadding)/3

inside = 160px

TwoThirds = 420px  
ThirdX2 + Padding

inside = 380px

TwoThirds = 420px  
inside = 380px

Third = 200  
inside = 160px

Third = 200  
inside = 160px

Third = 200  
inside = 160px

Third = 200  
inside = 160px

Fourth = 145  
Full - 3XPadding)/4

inside = 105px

