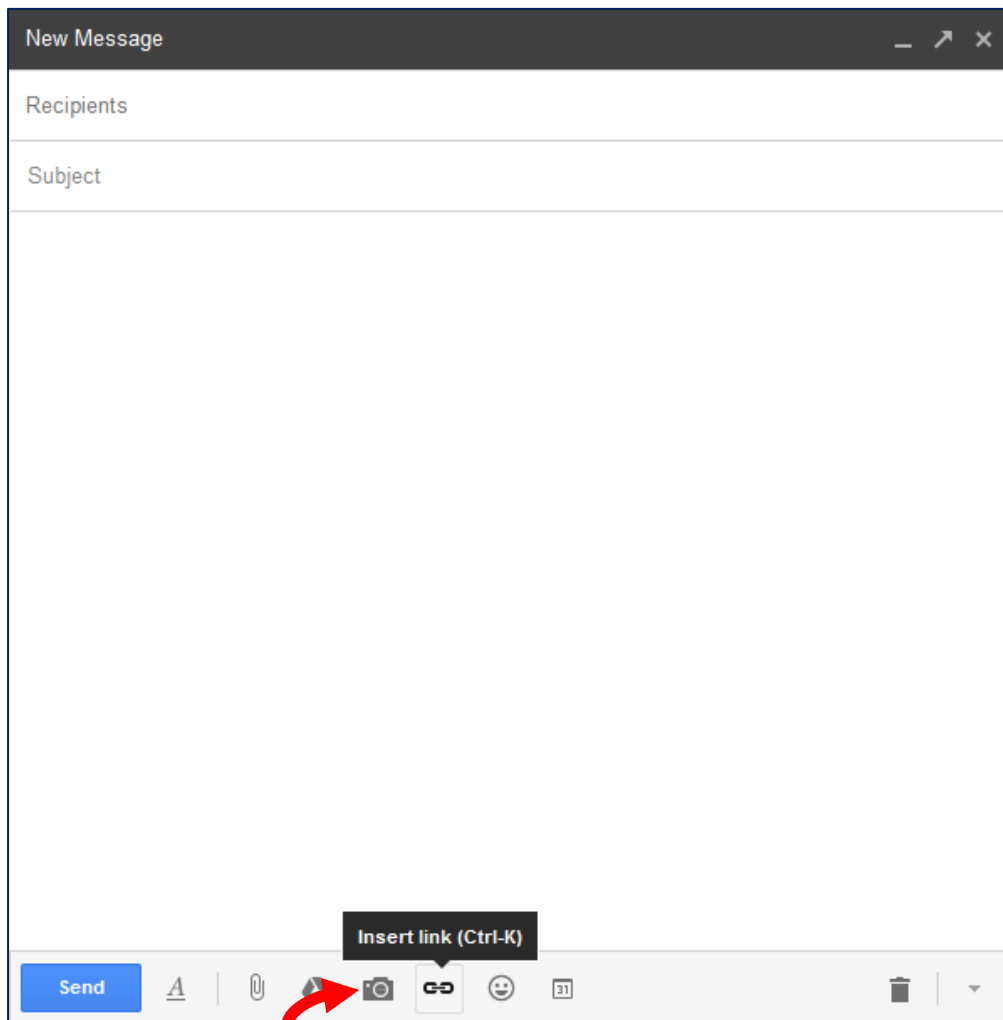


Gmail: Embedding a Graphic into an Email

Contents

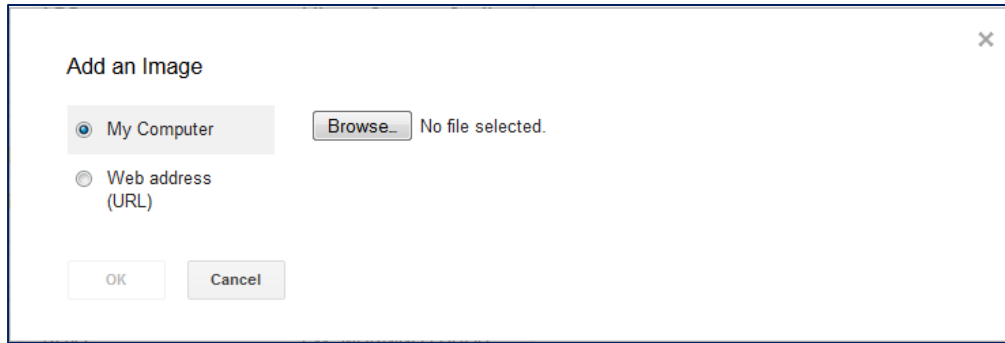
Embedding a Picture from a File.....	1
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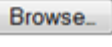
Embedding a Picture from a File

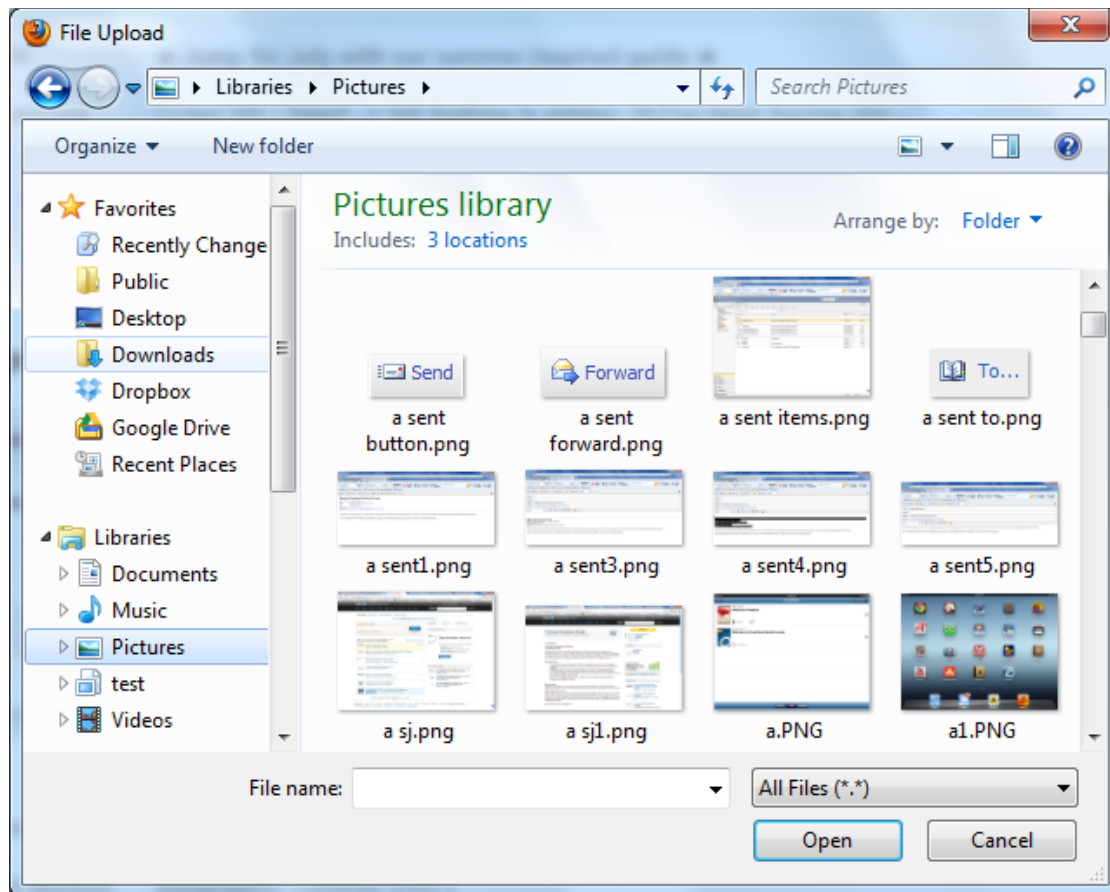


1. Click  from the bottom toolbar.

Gmail: Embedding a Graphic into a Gmail – continued



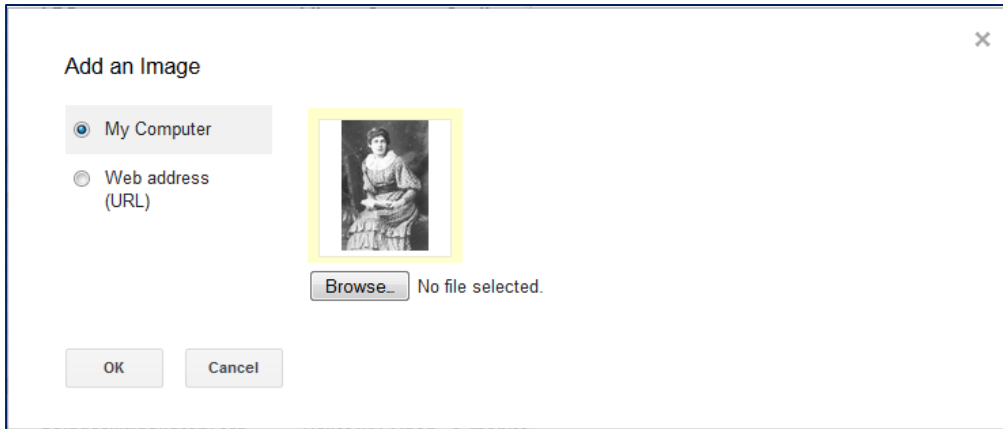
2. My computer is the default. Click 



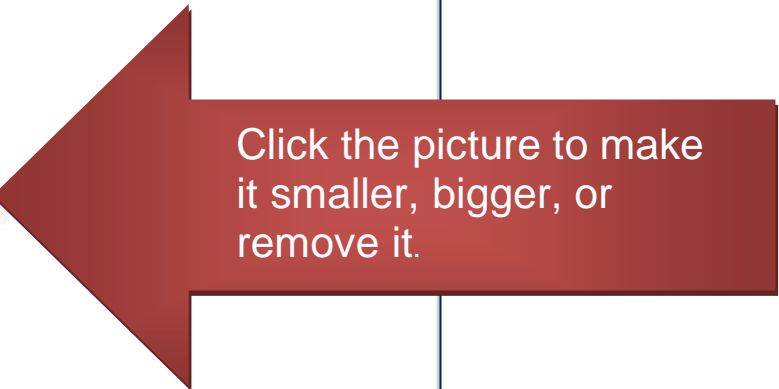
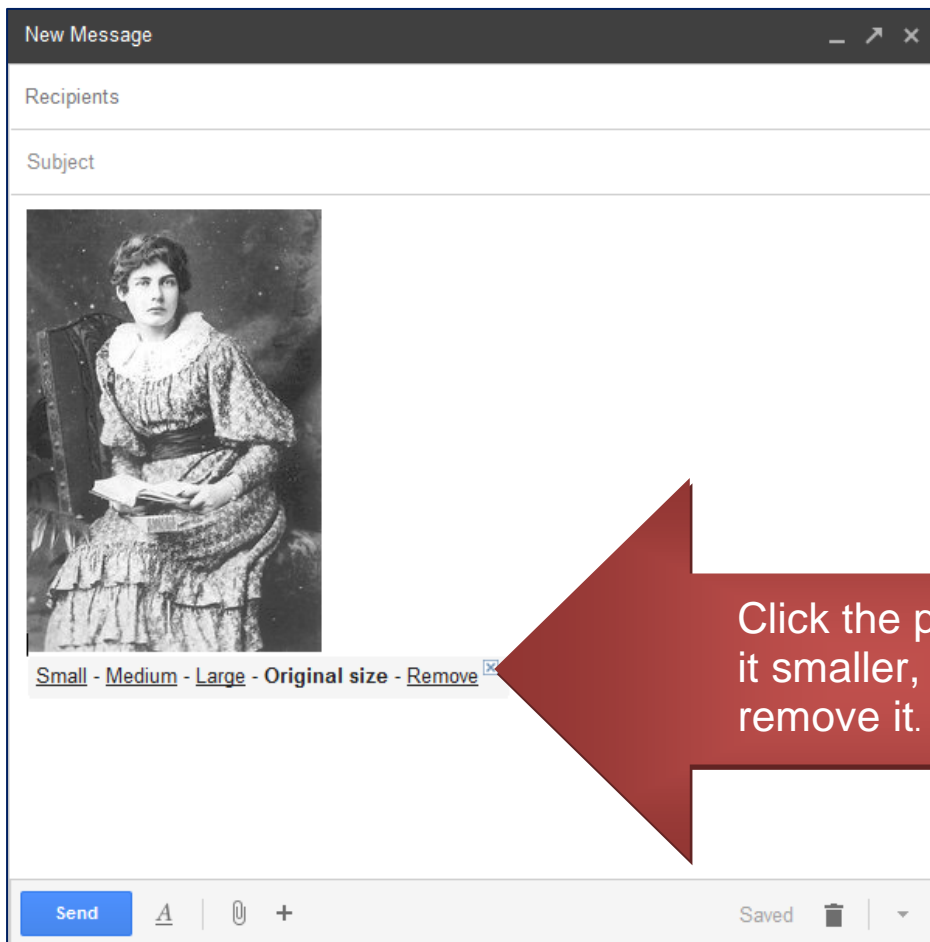
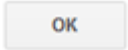
3. You may have to find where the file is stored on the left of the screen. Click the picture.

4. Click 

Gmail: Embedding a Graphic into a Gmail – continued



5. Click

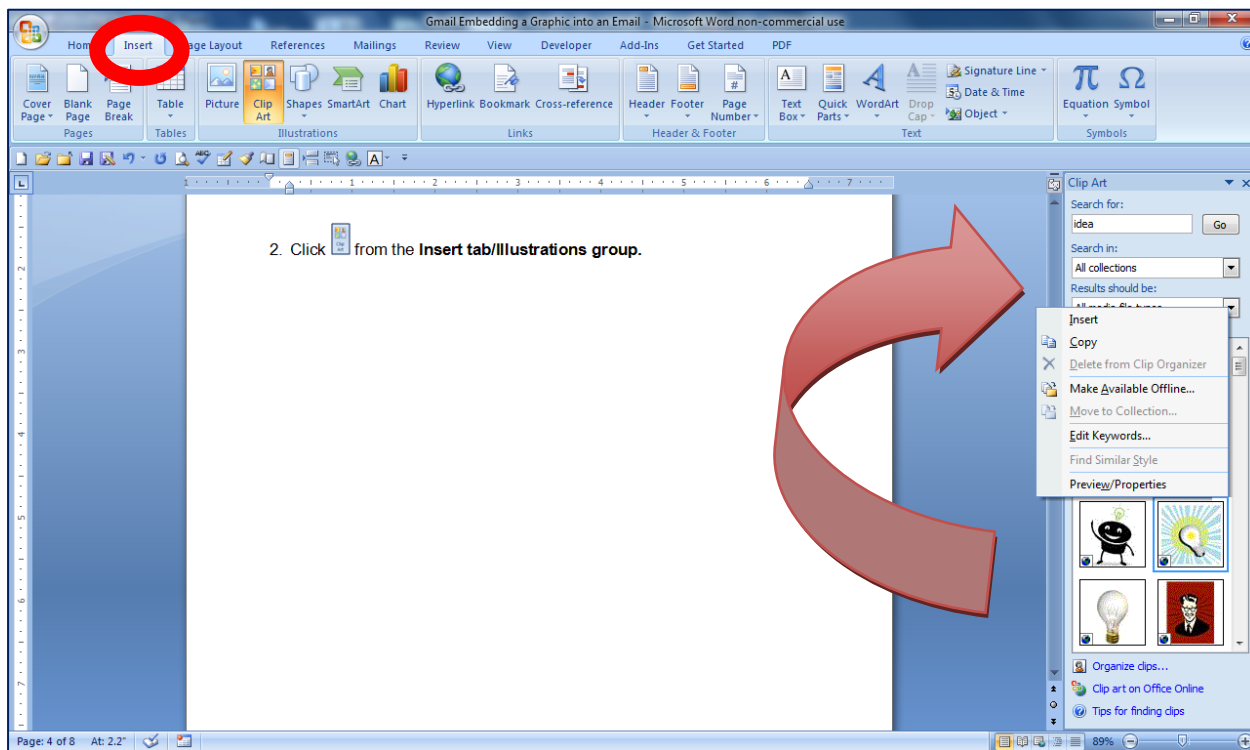




Click the picture to make it smaller, bigger, or remove it.

Using Microsoft® Office Clip Art

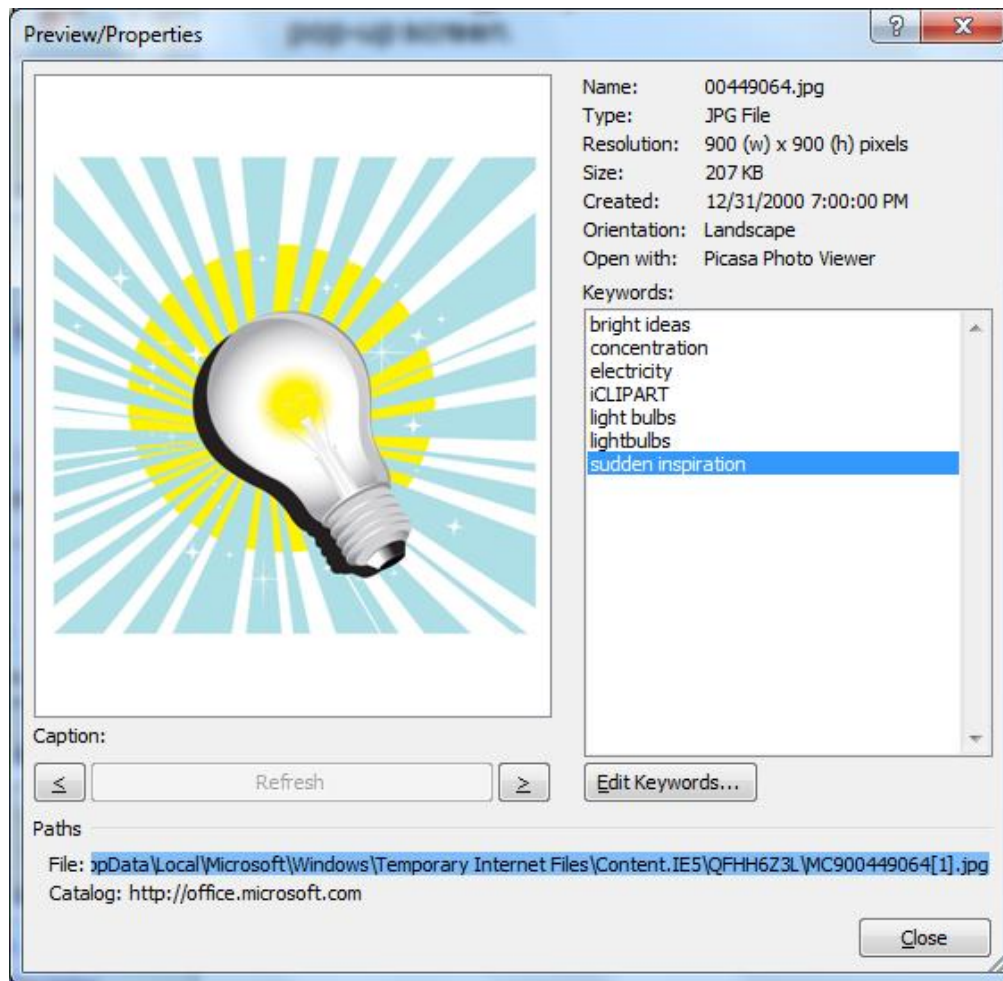
You can insert clip art into a file as long as the clip art is saved. You can make your own clip art using the Snipping Tool or use existing clip art.

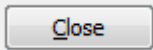
1. Open up an Office Product. Word is probably the easiest.

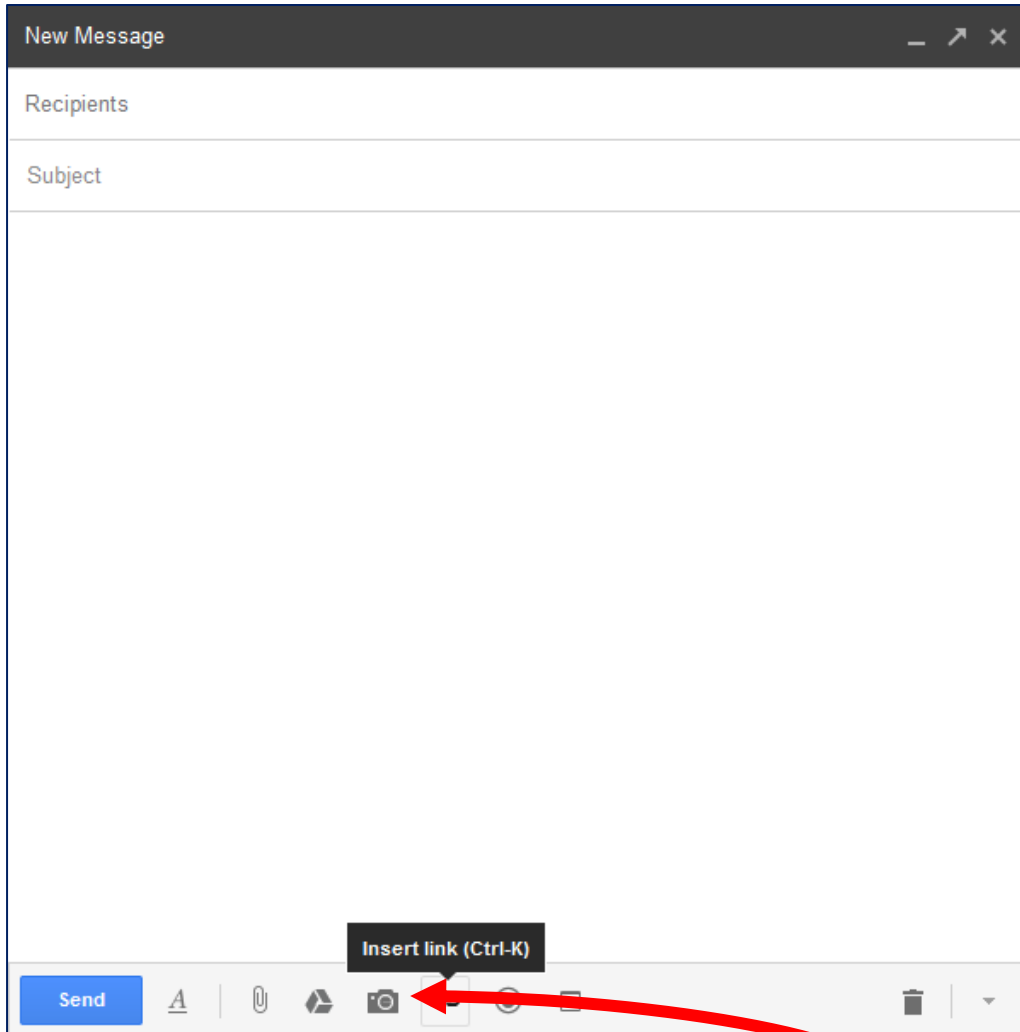


2. Click  from the **Insert tab/Illustrations group**.
3. A task pane will appear on the right side of the screen, type a keyword in the search box.
4. Click .
5. Clip art that matches the keyword appears. **RIGHT** the picture that you would like to embed in the Gmail.
6. Click **Preview/Properties** from the pop-up screen.


Gmail: Embedding a Graphic into a Gmail – continued

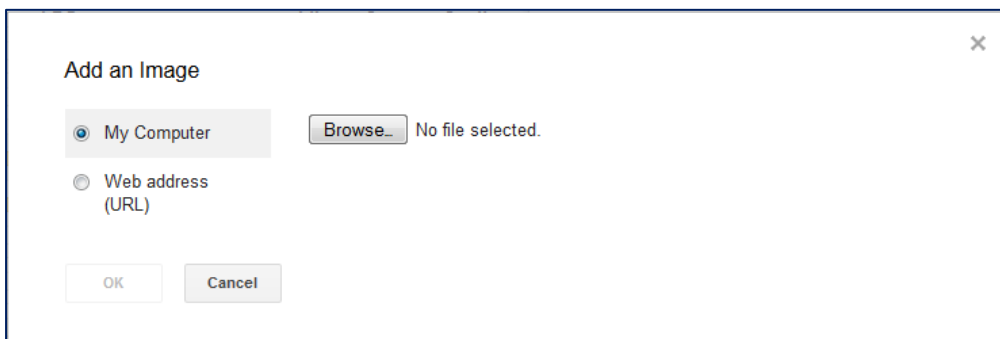


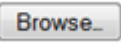
7. Click the file name three (3) times to highlight it.
8. Copy the highlighted text by RIGHT clicking it and selecting copy from the pop-up screen, or holding Ctrl and tapping C.
9. Click 

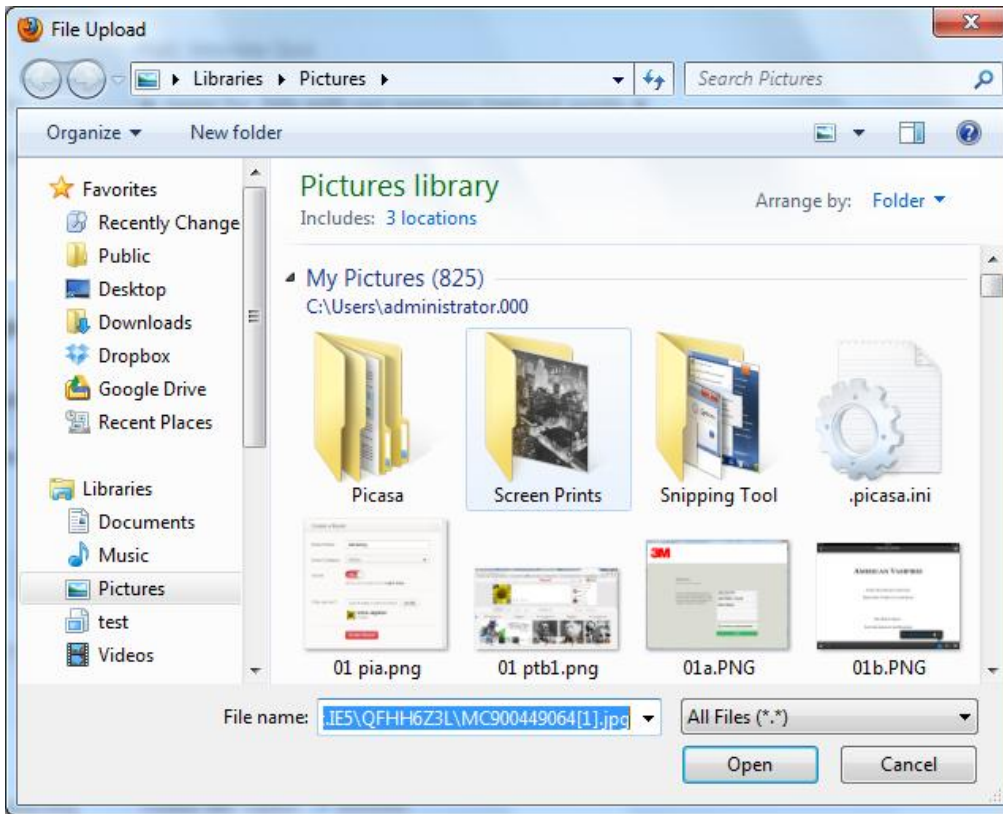


10. Open a Gmail email screen.

11. Click  from the bottom toolbar



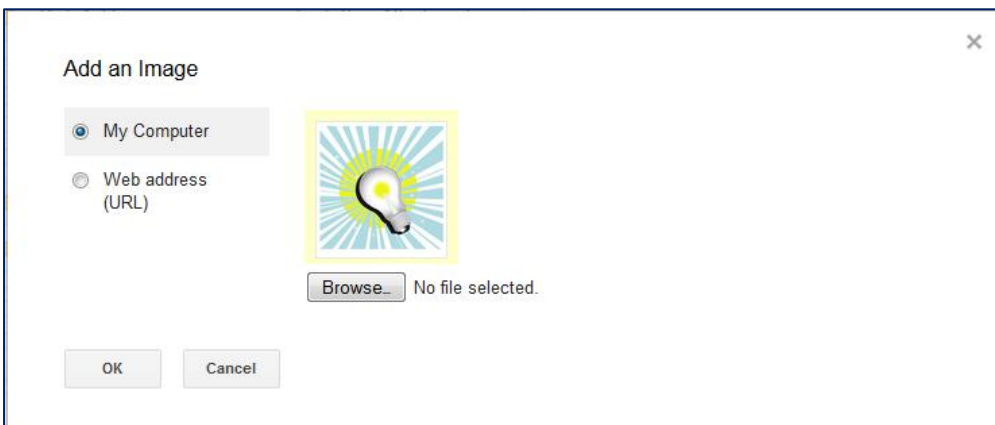
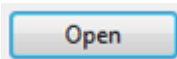
12. My computer is the default. Click 



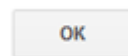
13. Click the box next to file name.

14. Paste the file name by RIGHT clicking in the box and selecting **Paste** from the pop-up screen, or hold down the **Ctrl** key and tap the **V** key.

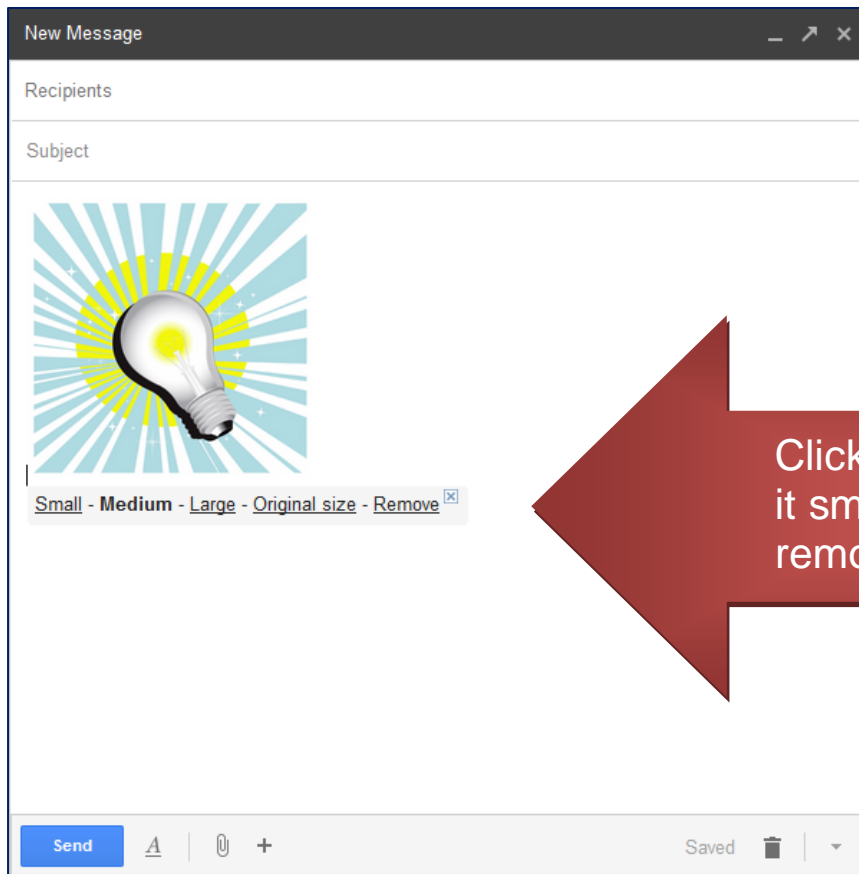
15. Click



16. Click



Gmail: Embedding a Graphic into a Gmail – continued



Click the picture to make it smaller, bigger, or remove it.