

IMBED PHOTOS WITH TEXT IN AN EMAIL MESSAGE

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May 2008



Wouldn't you like to add some pizzazz to one of your email messages by imbedding a photograph or graphic into the message area of the email and then wrapping the text around that photograph? It's really easy to do and a "snap" once you practice it a couple times. You may find that the addressee will be impressed with your computer, formatting and composition knowledge and you will have developed a skill that will serve you well when you want to dress up your email correspondence for special occasions.

Just follow these simple steps:

1. Open a blank page in **Microsoft Word**.
2. Compose your message just like you would if you were creating an email message from within your email client, e.g., Outlook Express.
3. Once your message has been created, place your **insertion bar** in the approximate location where you would like to imbed the photograph.
4. From the **Menu bar**, select **Insert**, move down to **Picture**, and then click on **From File**.
5. From the **Insert Picture** dialogue box, browse to the location where your target picture is stored. (Most folks have stored their photos in a folder called **My Pictures** which is a nested folder of **My Documents**.)
6. Once you have located the target photograph/graphic, double-click on it. The result will be an oversized picture that is easy to reduce down to a workable size.
7. Note that the imbedded picture has a "handle" on each of its sides and a "handle" on each of its four corners. It's generally best to locate the "handle" in the lower right corner of the picture and drag and drop it (using your left mouse button) up towards the center of the picture. This action will allow the picture to retain its original proportions.
8. Continue to "drag and drop" until you have adjusted the picture size to suit your needs.

9. Now right-click in the center of the picture and then select **Format Picture** from the Context Menu.
10. At the **Format Picture** dialogue box, select the **Layout** tab, click on the **Tight** option, and click **Left** under Horizontal Alignment.
11. Click **OK**.
12. Now when you hold your pointer on top of the picture, a four-directional arrow will appear. You can drag and drop the picture to any location within the text area.
13. Note also that you can rotate the picture on its axis by dragging the green bullet that extends from the top side of the object.
14. Once you have fine-tuned the file, you should save it just like you would any other document. **THIS ACTION IS IMPORTANT!**
15. The final step is the easiest of all: Go to **File** on the **Menu** bar, move down to **Send To**, then click on **Mail Recipient**. Your creation will not appear in the text area of your email client. All you will need to do is send it out to a friend or family member and wait for them to respond, “How did you do that?”