

# PICTURES IN E-MAIL

## AMERICA ON LINE (AOL)

Pictures can be added to your e-mail either as part of the text or as a background image. You can insert .art, .jpg, .gif, or .bmp pictures.

### Add a Picture

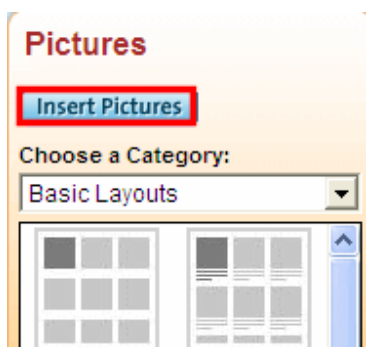
Inserting a picture into your e-mail places the image in the body of your e-mail. Any text you type appears above or below the picture.

To add a picture on AOL® 9.0:

1. On the AOL® toolbar, click the Write icon.

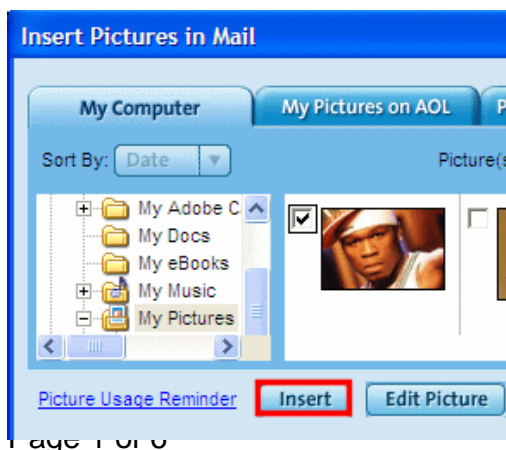


2. Click the camera icon on the style toolbar, then click Insert Pictures.



Note: If using AOL® 9.0 Optimized click the Insert a Picture link.

3. Navigate to the folder that contains the image you want to insert and place a check mark in it.
4. Click the Insert button.



5. Choose the appropriate option in the Mail picture quality options window:

- Optimized: Fast, best for sending in mail: Will reduce the file size if needed, making it faster to transmit.
- Full: Takes longer, best for printing: Will retain the file size but may take longer to send.

## Add a Background Image

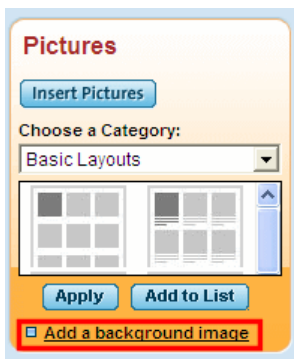
Adding an image as a background picture in your e-mail fills the background behind your message with the picture. Any text you type appears on top of the background picture.

To add a background image:

1. On the AOL toolbar, click the Write icon.



2. Click the camera icon on the style toolbar; then click the Add a background image link.

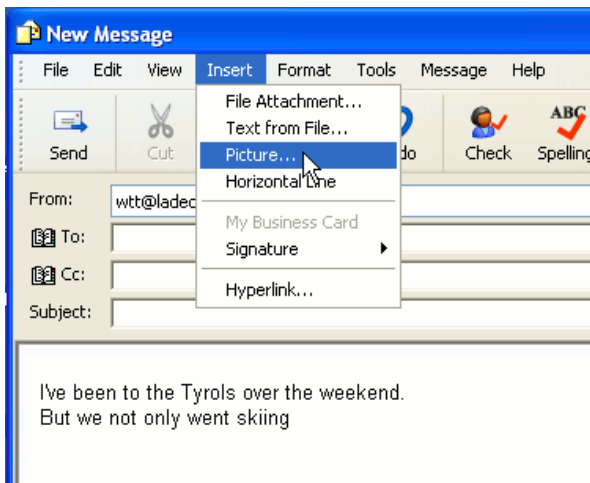


Note: If using AOL® 9.0 Optimized click the Insert Background link.

3. Navigate to the folder that contains the image you want to insert and place a check mark in it.
4. Click the Insert button.



## Create a new message using HTML formatting in Outlook Express

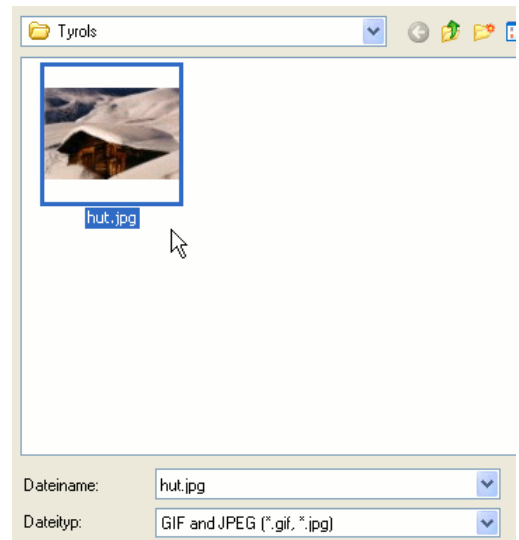


- Put the cursor where you want to include the image in the body of your message.
- Select *Insert | Picture...* from the menu.

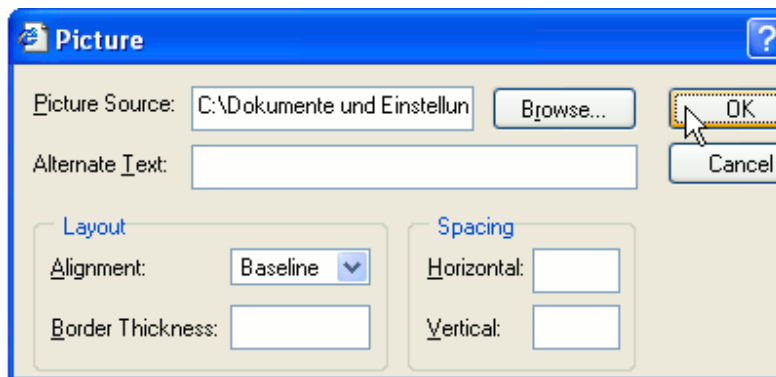
## Locate and select the image on your disk

Click *Browse...* to locate and select the image on your disk.

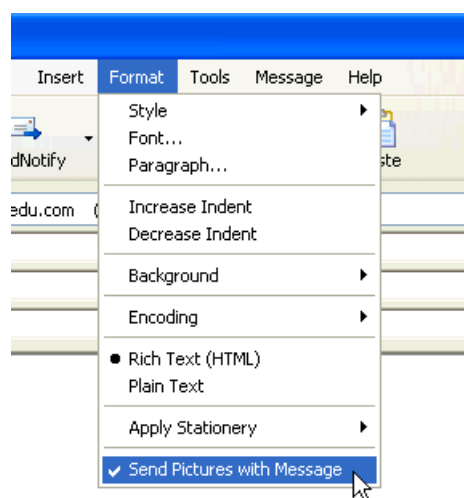
If your image is larger than some 640x640 pixels, consider [shrinking it to more handy proportions](#).



## Click "OK" to insert the image



## Make sure "Send Pictures with Message" is checked



## Make Windows Mail, Windows Live Mail or Outlook Express Send Your Inline Images

If recipients of your message tells you she can only see a red 'x' where (presumably) an image should be. The reason for the red 'x' is that Windows Mail or Outlook Express can't find the image on the recipient's computer.

To fix broken pictures and missing background sound in emails written in Windows Mail, Windows Live Mail or Outlook Express:

- Select *Tools | Options...* from the menu.
- Go to the *Send* tab.
- Click the *HTML Settings...* button under *Mail Sending Format*.
- Make sure *Send pictures with messages* is checked.
- Click *OK*.
- Click *OK* again.

## Insert an Image Inline in an Email with Mozilla Thunderbird

To insert a picture in the body of an email so it will be sent inline, with Mozilla Thunderbird:

- Create a new message in Mozilla Thunderbird.
- Position the cursor where you want the image to appear in the body of the email.
- Select *Insert | Image* from the menu.
- Use the *Choose File...* selector to locate and open the desired graphic.
  - If your image is larger than some 640x640 pixels, consider shrinking it to more handy proportions.
- Type a short textual description of the image under *Alternate text:*.
  - This text will appear in the plain text version of your email. People who choose to see only this version can still get an idea of where the image — which is still available as an attachment — appears.
- Click *OK*.
- Continue editing your message.

## Insert an Image Inline in an Email with Windows Live Hotmail

To add an image inline to the body of an email in Windows Live Hotmail:

- Create a new message.
- In MSN Hotmail, Make sure the rich text editor is enabled.
  - In Windows Live Hotmail, you do not have to turn on the rich text editor separately. It is enabled by default.
- Open either a web page containing the image or the image itself (using the URL) in a separate browser tab or window.
  - If your image is larger than some 640x640 pixels, consider shrinking it to more handy proportions before you put it online.
  - You can upload the image to your web host or use a graphic you found on the web (which you can use without violating any terms).
- Highlight the image — just the image — with your mouse.
- Press *Ctrl-C* (Windows, Linux) or *Command-C* (Mac).
- Back at the Hotmail message, position the cursor where you want to insert the image.
- Press *Ctrl-V* (Windows, Linux) or *Command-V* (Mac).

## Inserting an image into a message with Juno

You can insert an image into your message. In order for the image to display properly, your recipient's email program must be HTML compatible. If your recipient does not have HTML mail, the image is contained as an attachment.

### To insert an image into an email message:

1. Click the message where you want to insert the image.
  2. Go to the **Edit** menu, point to **Insert in Message**, then click **Image**.
  3. In the **Insert Image** box, under **Image Source**, type in the box the path of the file name or Internet address of the image you want to insert, or click **Browse** to locate the image.
  4. Click **Preview Image** to view the image before you insert the image.
  5. Click **OK**.
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## Inserting a background image into a message with Juno

When you insert a background image into a message, the image is tiled to cover the body of your message. In order for the image to display properly, your recipient's email program must be HTML compatible. If your recipient does not have HTML mail, the image is contained as an attachment.

### To insert a background image into an email message:

1. Place the insertion point where you want to insert the image.
2. Go to the **Edit** menu, point to **Insert in Message**, and then click **Background Image**.
3. In the **Insert Image** box, under **Image Source**, type the path of the file name or Internet address of the background image you want to insert in the box, or click **Browse** to locate the image.
4. Select the **Use this image as the message's background** check box.
5. Click **Preview Image** to view the image before you insert the image.
6. Click **OK**.