

Inserting Pictures in America Online (AOL) Messages

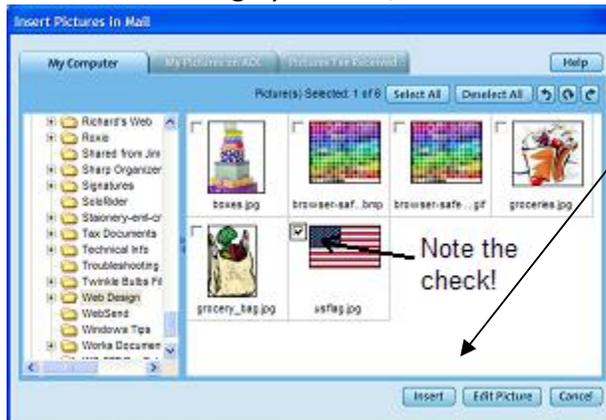
With most e-mail programs, you may include graphic images (photos/JPGs, or GIFs) in an e-mail message either by sending as an attachment (or attachments), or by Inserting the image directly into the e-mail. The advantage of **insertion** vs. attachment, is the fact that an inserted image (or multiple images) can be positioned within the e-mail approximately where the author wishes each image to display to go. As an attachment or multiple attachments, the e-mail program determines the position and/or order of the images. It is not perfect, as precise alignment is not always possible. But at least the general position and specific order can be dictated.

1. Click on "Write" (just as every time you write an e-mail), fill out the To:, Subject, etc. as always. The order, whether doing the body of the e-mail first, or the address and subject first doesn't really matter.
2. Click in the text area of the new message, and type the text you want to start with. Or if you want to start with an image, go to step 3.
3. Place the insertion point at the point you wish to have your graphic appear.
4. On the toolbar, click on the icon of a camera and choose "Insert Picture".
5. A window opens letting you browse to the folder in your computer where the graphic you wish to use is located. Remember, only GIF or JPG images can be inserted.
6. With 9.x, double-clicking on the image opens the Picture editor, which can crop, size, adjust, etc., and Save As a new image.



Inserting Pictures in America Online (AOL) Messages

7. To select and insert the image in 9.x, you must place a check in the upper left-hand corner of the image you want, and then click “Insert”.



8. Once you have the image inserted, you can click on it (only once) or highlight it to select it. You can then play with positioning of the graphic by dragging around within the text, or by using the SPACE or ENTER keys until satisfied with the result. You may also use the alignment buttons (left, right, or center) to adjust position.

You can do this for as many images as you wish. But remember, some e-mail programs may not support viewing the images this way, and insist on them being sent as attachments. You may just need to experiment with this with various friends. For example, compatibility between early versions of AOL did not always exchange “inserted” images, and necessitated sending them as attachments.