Insert Images into E-mail using the various early Windows' Mail Programs

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 appear, and in what order they are displayed. Positioning is not perfect, as alignment within an e-mail message is limited. But the order can be controlled. When an image is included as an attachment (or multiple images as multiple attachments or as a zipped file), the e-mail program determines the position and/or order of the images.

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 made attachments (earlier versions of AOL for example). You may just need to experiment with this with various friends.

Inserting Pictures in Outlook Express or Windows Mail E-mail Messages
1. Open a new message window (Create Mail, just as you would 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 the message with an image, go directly to step 3.
3. Place the insertion point at the point you wish to have your graphic appear.
4. Click on the Insert menu (top menu row, fourth from the left) and choose "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, JPG or PNG images should be inserted (BMP files work, but are usually too large to be practical). Also, although dragging the corners on the image may allow "apparent" resizing, The KB size of the image remains as large as the original. Therefore it is wiser to resize the photo (or graphic) with another imaging program first (even Paint can be used).
6. To insert the image chosen, double-click on it (or click once and then "Open").
7. Once you have the image inserted, you can click on it (only once), and 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.

Also, you can only "insert" images if you are creating your e-mail as an HTML document vs. a Plain Text document (Plain doesn't allow font, color or other format changes either). If sending as Plain text, an image **must** be sent as an attachment. If the image inserted when you tried, you **are** using HTML mail format. If not, you can change it by going to the Format menu (in the New Message window) and choosing "Rich Text (HTML)".

Insert Images into E-mail using the various early Windows' Mail Programs

Inserting Pictures in Messages with early versions of Windows Live Mail
- Windows Live Mail offers two ways of inserting images into e-mail
    - Insert similar to above
    - Insert Photo E-mail, a new tool
- Using insertion as we have explained above
    1. Open a new message window (New/Message, just as you would 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 the message with an image, go directly to step 3.
    3. Place the insertion point at the point you wish to have your graphic appear.
    4. Click on the Insert menu (if the menu is not visible, hit the ALT key) and choose "Image", then "Inline" (not Photo E-mail).
    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, JPG or PNG images should be inserted (BMP files work, but are usually too large to be practical). Also, although dragging the corners on the image may allow "apparent" resizing, The KB size of the image remains as large as the original. Therefore it is wiser to resize the photo (or graphic) with another imaging program first (even Paint can be used).
    6. To insert the image chosen, double-click on it (or click once and then "Open"). The image should appear in the location you directed it to.
    7. Once you have the image inserted, you can click on it (only once), and play with positioning of the graphic by dragging around within the text, or by using the SPACE or ENTER keys. Windows Live also allows rotation of the image as well. Move it until satisfied with the result.

Insert Images into E-mail using the various early Windows' Mail Programs

Inserting Pictures in Messages in early versions of Windows Live Mail (cont'd)

- Inserting an Image using Photo E-mail
  1. Open a new message window (New/Message, just as you would 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. Now either click on the Add Photo button, or use the Insert menu and choose Image/Photo E-mail.
  3. A window opens letting you browse to the folder in your computer where the graphic you wish to use is located. Remember, only GIF, JPG or PNG images should be inserted. Resizing the image is not necessary with the Photo E-mail, as the tool determines the size.
  4. To insert the image (or images) chosen, double-click on the single image or select images and then "Add"). The image or images appear in the e-mail.
  5. Click "Done" on the browse window
  6. The photo tool allows "autocorrect", adding effects to the photo currently selected, such as frames, borders, and "black and white".
  7. Once you have the image displayed, next to the **Add Photo** button appears a **Layout** button. When, you click on Layout, the photo tool changes and allows you to choose the size of the selected picture from small, large, larger, or largest. Each option also allows inclusion of a caption associated with the picture. Rotation of the image is only possible in 90 degree increments.

Note you cannot wrap text around these inserted images whether using the Insert Inline or the Photo E-mail method. That requires more sophisticated HTML editing, which is no longer available (Outlook Express and Windows Mail contained a "Source" tab).