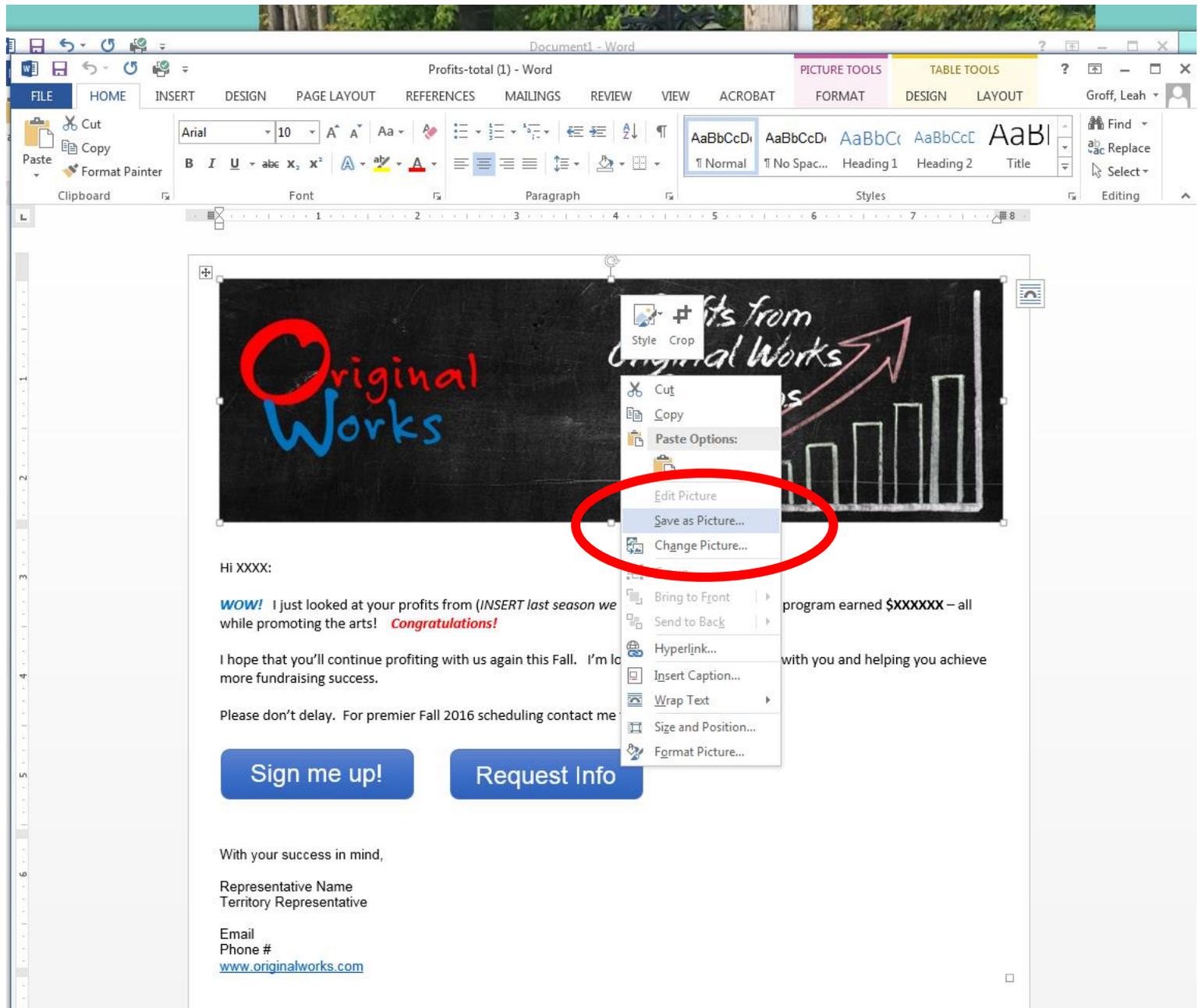# Inserting graphics into GMAIL messages
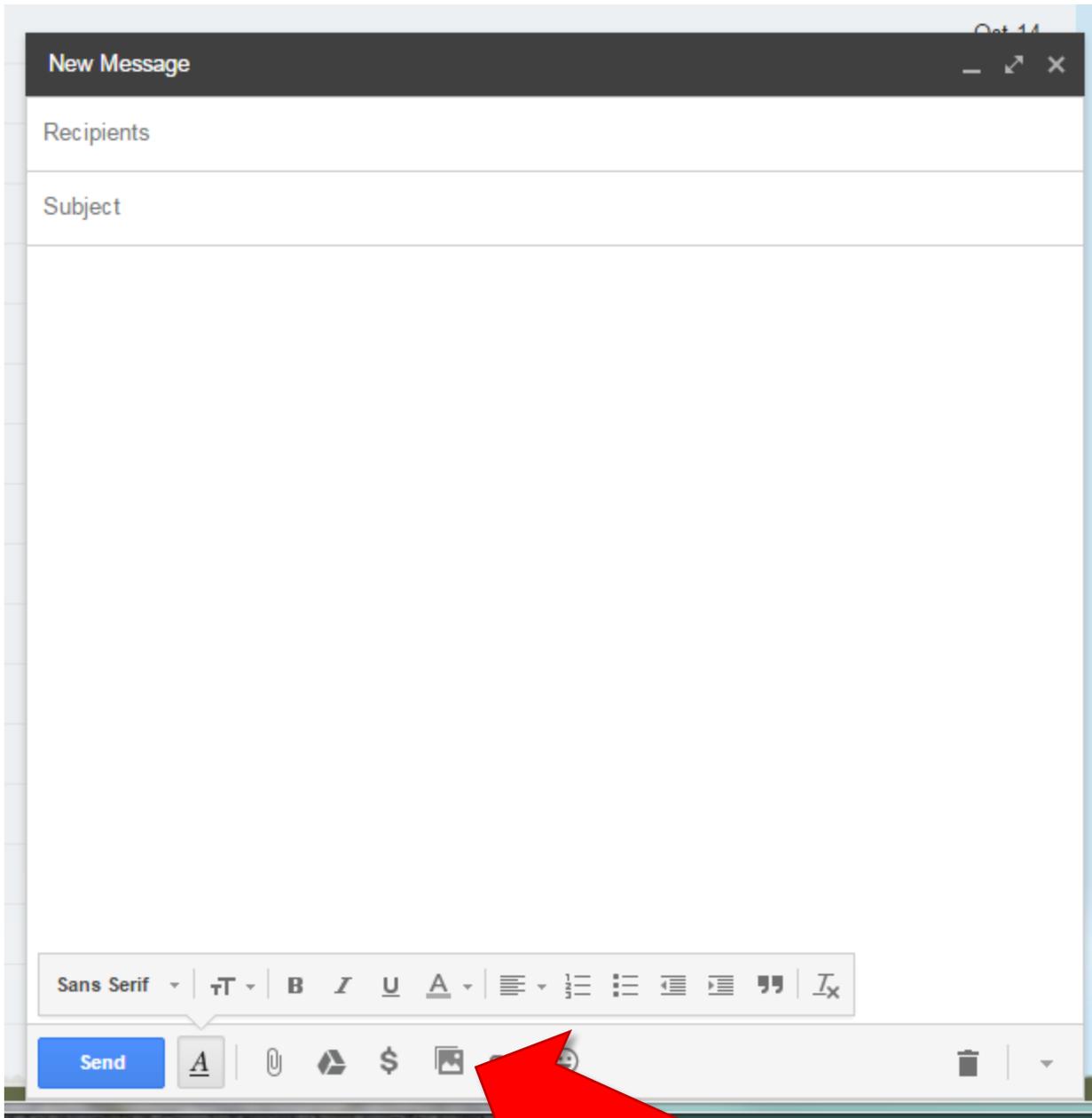
- Open the Word Document you'd like to copy
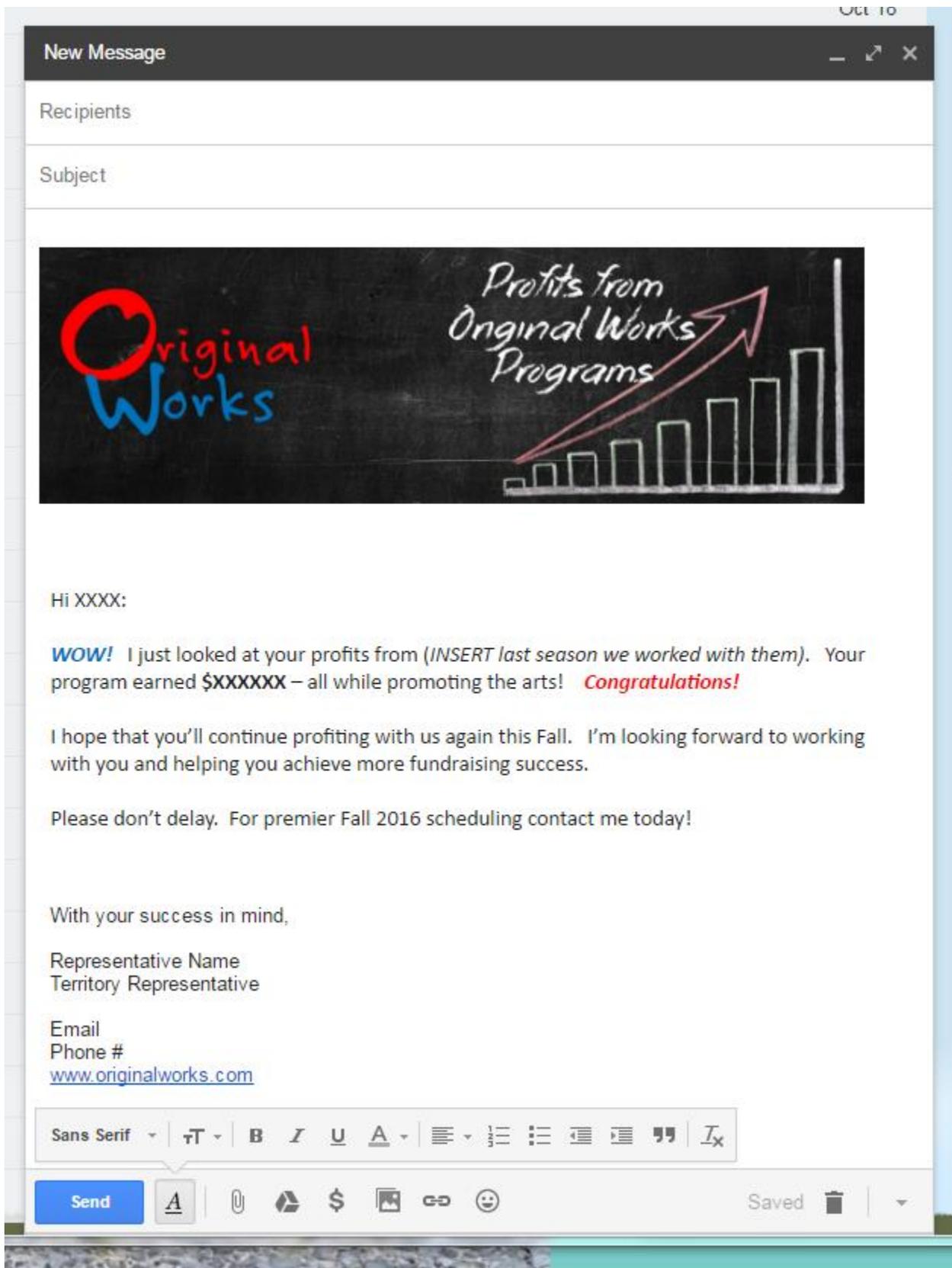- Right mouse click on the graphic and choose "Save as Picture)

- Leave the document open so that you can easily copy the text over

- Start a new message in Gmail

- Select the Insert Image Icon.

- Choose the UPLOAD tab
- Choose the image you saved from the template
- It will automatically be insert into the email message after it's uploaded.

- Return to the Word template
- Copy the text
- Paste into your email message

New Message — ↗ ✕

Recipients

Subject

Hi XXXX:

WOW! I just looked at your profits from (*INSERT last season we worked with them*). Your program earned **$XXXXXX** – all while promoting the arts! ***Congratulations!***

I hope that you'll continue profiting with us again this Fall. I'm looking forward to working with you and helping you achieve more fundraising success.

Please don't delay. For premier Fall 2016 scheduling contact me today!

With your success in mind,

Representative Name
Territory Representative

Email
Phone #
www.originalworks.com

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If you'd like to additional graphics it can be done the same way as above.