

INSTRUCTIONS ON HOW TO ATTACH AND SEND A PICTURE THROUGH YOUR EMAIL PROGRAM



COMPLETELY FILL OUT THE CUSTOM PUZZLE ORDER FORM

TO COMPLETE YOUR PUZZLE ORDER YOU MUST SEND US A PICTURE ATTACHMENT VIA EMAIL

With a few clicks of your mouse, you can send an image to anyone who has an email account. Although attaching a digital photo to an email message is really simple, the process sometimes breaks down due to differences in email programs and how files are handled on the Mac versus the PC. Also, newcomers to the world of electronic mail often get confused about how to view and send images - which isn't surprising, given that email software often makes the process less than intuitive.

For BEST results leave your image in its original form or format. This ensures that we receive a high quality image for your custom puzzle.

The following steps explain how to attach an image file to an email message in Microsoft Outlook Express. (If you're using some other email program, the process is very similar, but check your program's Help system for specific instructions.)

1. Connect to the Internet and fire up your email program.
2. Choose File --> New --> Mail Message.

You're presented with a blank mail window.

3. Enter the recipient's name, email address, subject information, and message text as you normally do.
4. Choose Insert --> File Attachment or click the Attach File button on the toolbar.

Most programs provide such a toolbar button - look for a button that has a paper clip icon on it. The paper clip has become the standard icon to represent the attachment feature.

You then see a dialog box that looks much like the one you normally use to locate and open a file. Track down the image file that you want to attach, select it, and click Attach. You're then returned to the message composition window.

5. Choose File --> Send Message or click the Send button to launch that image into cyberspace.

If everything goes right, your email recipient should receive the image in no time. In Outlook Express, the image either appears as an inline graphic - that is, it is displayed right in the email window - or as a text link that the user clicks to display the image.

If the image doesn't arrive as expected or can't be viewed, the first thing to do is to contact our tech support at www.oceansidecomputers.com/mydesk and initiate a trouble ticket. One of our techs will send you specific information by email to assist you at no extra charge. Due to the volume of orders received we find this is the most efficient way to provide you with FREE support. Remember, you MUST generate a trouble ticket from the help desk.