

## Macintosh Learning Center

--- Shell Weinberg  
Laguna Woods Town Centre  
Laguna Woods Village Community Center, 3rd floor  
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

### Put your photo or graphic on your email...

I recently had an interesting experience with the emails that I was sending along to friends and other folks.

Sometime in the past I had set it up so a picture of a shell would be included at the very top of all my outgoing emails, along with the usual **Subject, From, Date, To** lines. It seemed unique and sort of like a letterhead.



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Subject: possible Super trade...  
From: shell weinberg  
Date: July 11, 2009 7:11:22 AM PDT  
To: faye pearl



Then, one day while taking a look at my **Sent Mailbox messages** there appeared a crazy distorted photograph instead of my nice shell photo. It suddenly dawned on me that I'd been using *Photoshop Elements* about a week earlier, experimenting and learning how to use different **Artistic Effects** and other photo altering tools.

Have no idea how it happened, but somehow this distorted photo must have been exported and now shows up on my email letterhead. I'm sure if anybody looked at it they would not figure out what it was supposed to be.

So, now I should correct this... however, for the life of me, I could not remember how I put the shell photo on my email letterhead in the first place.

Researching **Mail** in a few Mac OS X books didn't help. **Mail Help** didn't help. A few feeble attempts for info online didn't help. I knew I could contact Charles, or some other knowledgeable Club member, and ask.

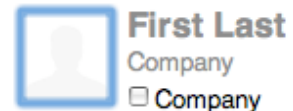
But I decided to use my *AppleCare Protection Plan*. Dialed the phone number, asked for help with **Mail**, was then connected to **India**, I think. The Tech had a strange name and a semi-heavy accent, very difficult for this old guy to understand.


He did give me good instructions though... and then **insisted on waiting** on the phone while I completed the task. Whether I understood what he was saying or not, his attitude was terrific. This ended my frustration and belief that I was a dummy... but I do suspect we are all dummies until enlightened by some instruction.

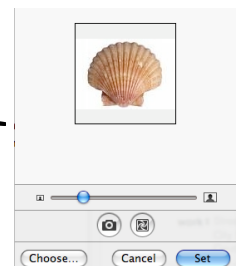
And so... this column was born. If you are using the **Mail app**, and just in case you are interested in **putting your photo or graphic on your outgoing email**, I am going to provide the instructions on how to do it. You will find it to be so easy I'm almost embarrassed.



Start by launching the application **Address Book**, located in the *Applications folder*. A window will open, click **File menu**, then select **New Card**. Click on the photo square to highlight it.



Now, you can open any number of different **sources** to get the image you want to appear on your email letterhead. If you want a **photo**, launch *iPhoto*. Or, if you want to have some real fun... search *Google Images* for images of **anything**. When you have the source window open, simply drag the image you want over the photo square, release mouse button. **A dialog appears**  Click on the **Set** button to place the image.



Would you like to create a special **graphic** that you can custom design? You could launch *Pages* and create the image, **copy** it and then **paste** into the photo square.