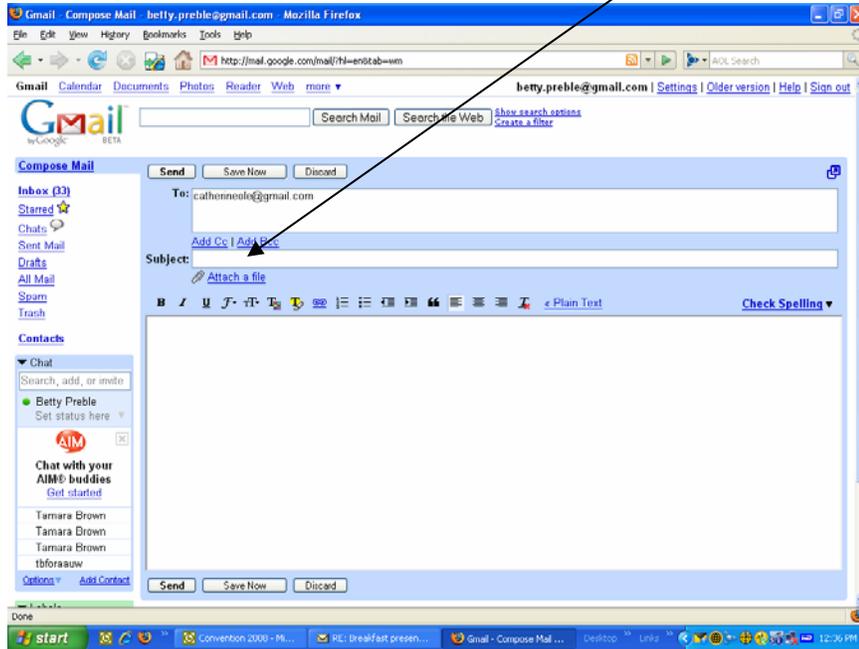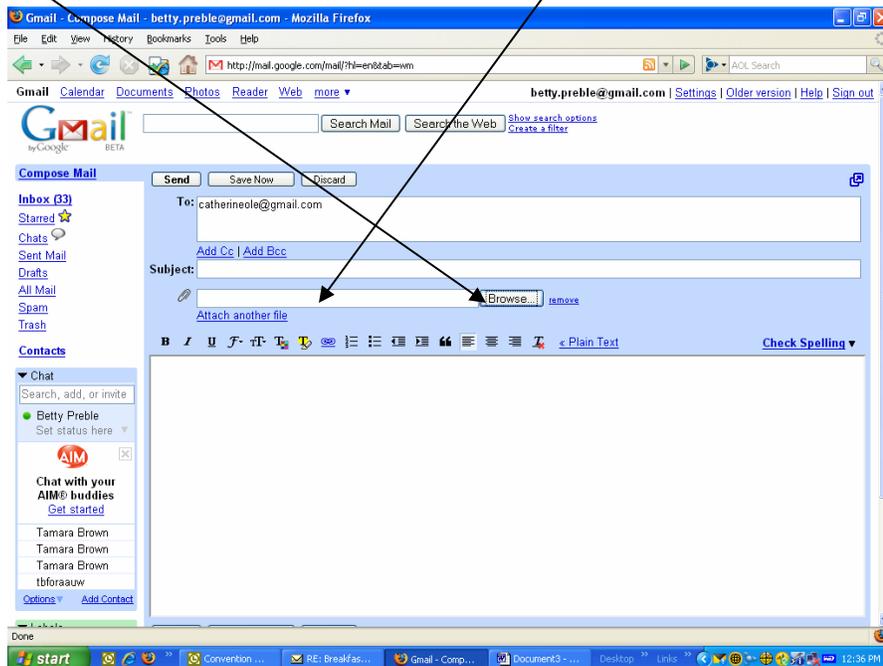# ATTACHING A FILE TO A GMAIL MESSAGE
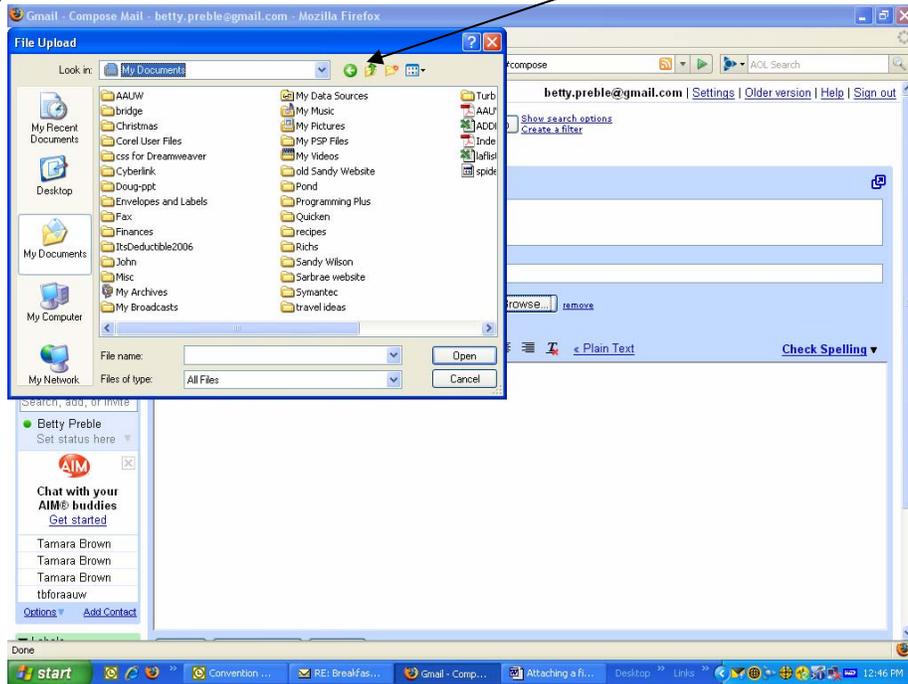
1. Get into gmail and begin your message. Click on "Attach a File".

2. If you know the full name and path you can just type it into the box. Otherwise click the "browse" button.

3. Now you'll get a miniature "my computer" screen. Click on the "up" arrow to go up a level or double-click on one of the files or folders to wend your way down the path to your file.

4. Once you find the file you want, click the "open" button.
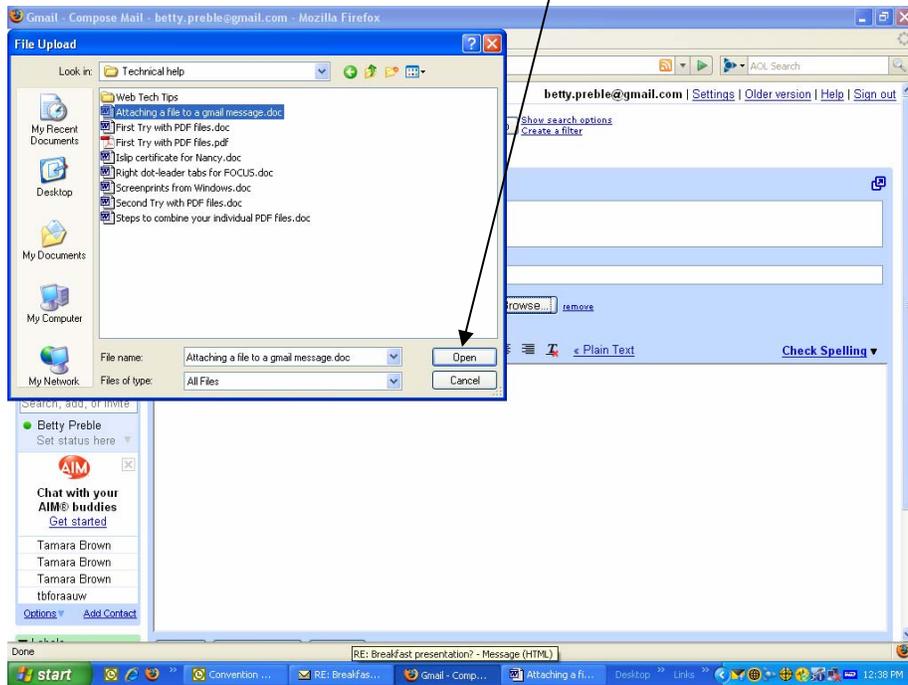
5. When the file is attached (listed in the attachment box), just check the message over. Add another attachment if you like. Then click "Send".

1.