

First, we hit the New Mail button to start our masterpiece. StepClick the Attach File button in the ribbon. Browse to the Embedding objects like a PDF directly into the body of an email is a sleek move. Here's how to easily attach a PDF to an email and send it to someone else. Click "New Mail Message" on the ribbon bar to open a new message window StepOnce you have created an email, you can click the Insert tab from the options of the upper part of the application. Learn two ways to add a PDF as an image or an attachment in Gmail, and how to remove it if needed. Here are three simple steps to do it: drag and drop your JPEG file right in the "New message" window and place the image where you want it to appear in the email. We head over to the Ribbon, and click on Insert followed by Object. Select "Object." Select what kind of object you want to insert from the drop-down menu. StepBrowse to and select the PDF file you want to attach. Note: The PDF file will be attached to the email as Now you can easily embed your JPEG file into any email. You Click Insert > Object in the Text group. Find out the benefits, drawbacks and tips of embedding a PDF in Gmail Need to send a PDF by email? That's it! Click The sender then receives the PDF as a file along with the email message. Although you can't embed specific parts of the PDF in a given location in the email, it's still easy to access this way, and it's the most commonly used approach Learn two ways to add a PDF as an image or an attachment in Gmail, and how to remove it if needed. In this case, select "Adobe Acrobat Document.". StepType your email message and click the Send button to send the email. Compress a PDF if it's too large By embedding PDF documents in the email body, you can grab your recipients' attention, prevent your messages from ending up in spam, and distribute huge volumes of data Click on the "Insert" tab in your email. Voila! Our PDF sits pretty in the email body Press the paper clip icon on your chosen email application and navigate to the PDF file you want to send. Select "Object.". In this case, select "Adobe Acrobat Document." Click One of the most common ways to embed a PDF into an email is by adding it as an attachment. Now you can see your PDF file (converted into an image) embedded into the email body Click on the "Insert" tab in your email. Click Create from File > Browse. Select the Object option and click the Finish button. For Outlook, click inside of the body of an item, such as an email message or calendar event. You can also embed your PDF directly into the body of the email, Insert the PDF Image into an Outlook EmailLaunch Microsoft Outlook on your computer. Select what kind of object you want to insert from the drop-down menu. Choose Create from File, browse to snag that PDF and click Open. StepClick the Open button to attach the file. Find out the benefits, drawbacks and tips of embedding a PDF in Gmail StepOpen Outlook and create a new email message.