

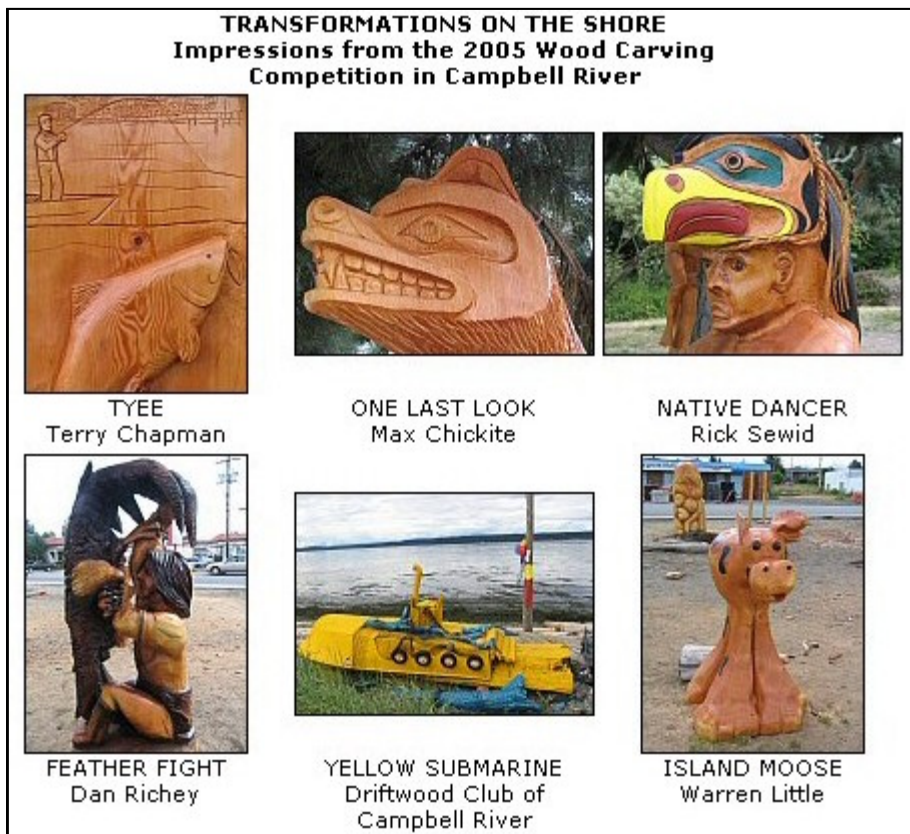
Step-by-step instructions for inserting an Imagical thumbnail with link into a Word document

The following instructions and screenshots assume that you are using a newer version of Microsoft Word (2000 or later) to compose your email or newsletter and Internet Explorer for browsing. Other current Word processing programs and browsers may have similar functions.

Feel free to use collection <http://www.imagical.ca/im/th.aspx?cid=17-645> as an example. If you are already an Imagical subscriber, you might want to experiment with one of your own collections.

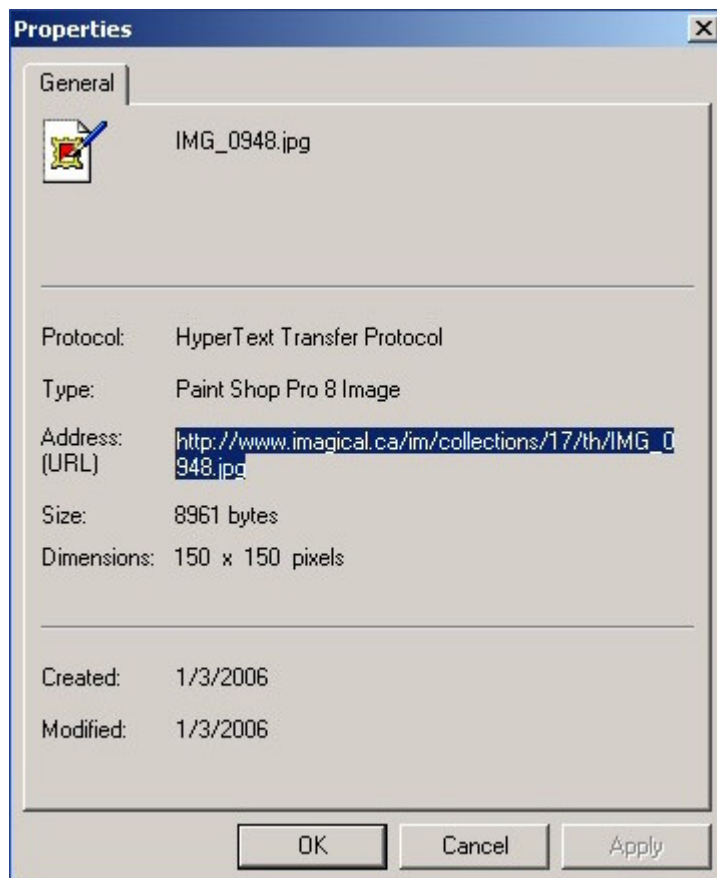
1. **Find and copy the link to the thumbnail. Here's how:**

Open the thumbnail page (<http://www.imagical.ca/im/th.aspx?cid=17-645>) in your browser.



Right-click on the image you want to use – select Properties.

Highlight and copy (Ctrl-C) the address:

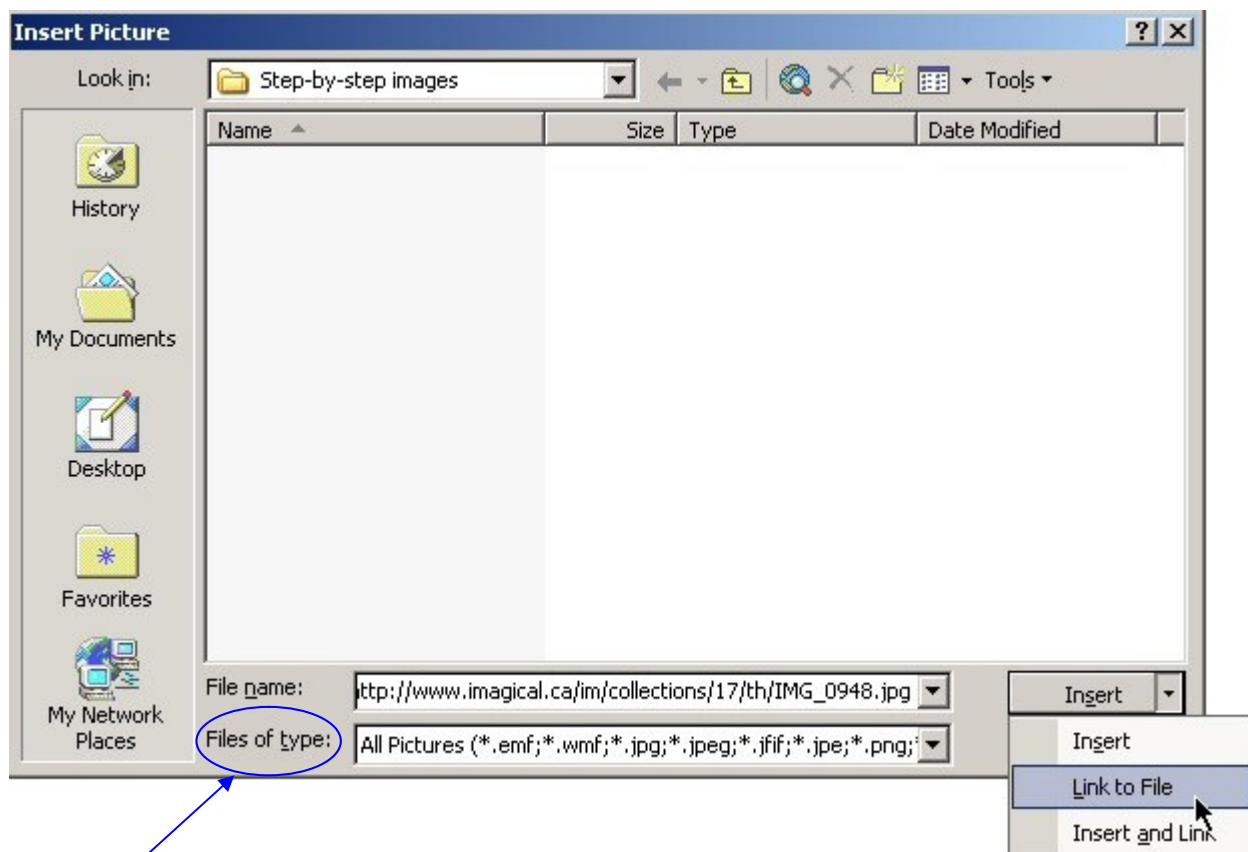


2. Insert a link to the thumbnail in your document. Here's how:

In your Word document, click Insert, select Picture, select the menu's From File option.

Paste (using Ctrl-V) the link to the thumbnail into the *File name* box.

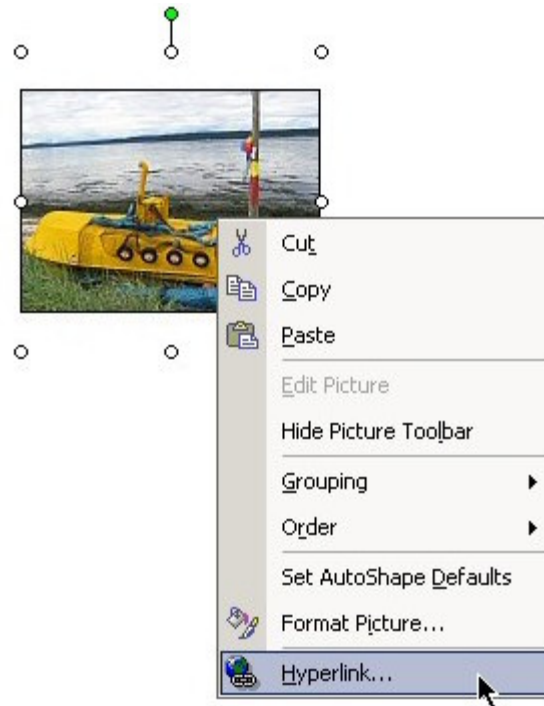
- Don't click the *Insert button* yet.
- Click somewhere in the white text box *Files of type* (yes, just for the sake of clicking). You should get a brief message "Connecting to Web server..." and any contents in file list window will disappear so that it looks just as in the screenshot below.
- Now click on the down arrow beside the *Insert* button to pull down the submenu, select and click *Link to File*.



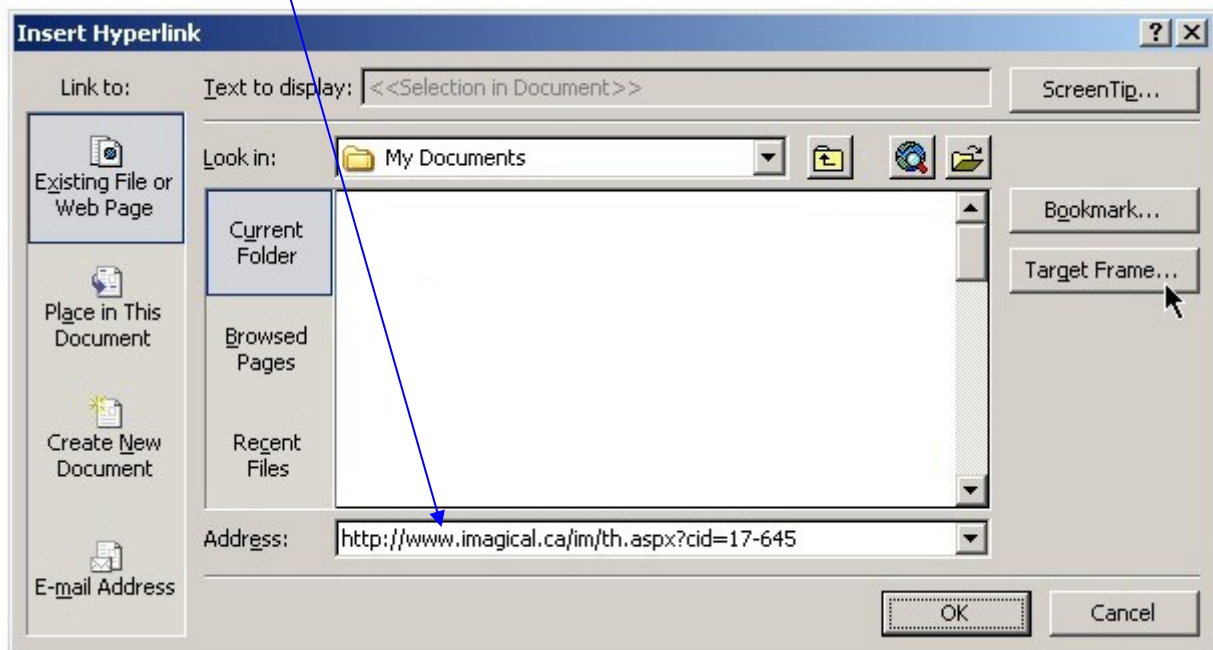
Sounds a little weird? Initially I had some difficulties getting this to work. Without the trick of clicking the *Files of type* box Word inserts the picture immediately without opening the submenu. By default, Word embeds pictures. Although embedded images look exactly the same (!) as linked images, this is not what you want for your newsletter. Many web-based e-mail programs separate embedded pictures from the text, so the reader will see the text at the top and any images as attachments on the bottom. Using the link method, the image will be displayed exactly where you put it in your Word document. (Note: you will not notice this behavior if you are viewing the document with Outlook or Outlook Express; these programs do not separate text and images.)

3. Add the link to the Imagical thumbnail or enlargement (slideshow) page. Here's how:

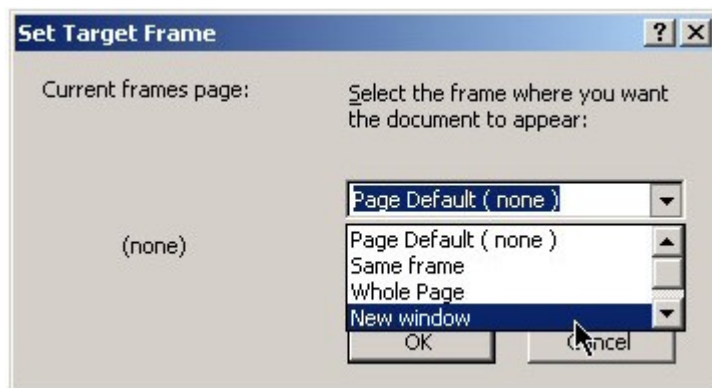
Right-click on the thumbnail image that you just inserted and select *Hyperlink...*



Copy the link to your photo collection (in this example: <http://www.imagical.ca/im/th.aspx?cid=17-645>) and paste it into the *Address* box:



Click on Target Frame and select *New Window*:



January 2006, The Imagical team