



POLAR ENGRAVING LASER TECHNOLOGY

~Simply The Best!

Below is a walk through on how to attach the order form to an email you can also use the same process to attach any of the clipart and emblems.

Once you have the form filed out save it on your computer somewhere you can easily find it. I usually will save it onto my desktop.

Click on either the paper clip icon or it will simply say attach file.

(In yahoo usually under the subject line there is a button that says Attach Files with a paper clip.

In gmail it will be under the subject line of the email.

On most other emails the paperclip is towards the top of the window like shown below.)

The screenshot shows an email client window titled "Order Form - Message (HTML)". The "Attach File" button is circled in red. The email content is as follows:

To: info@polarengraving.com
Subject: Order Form

Attached is my new order.

)

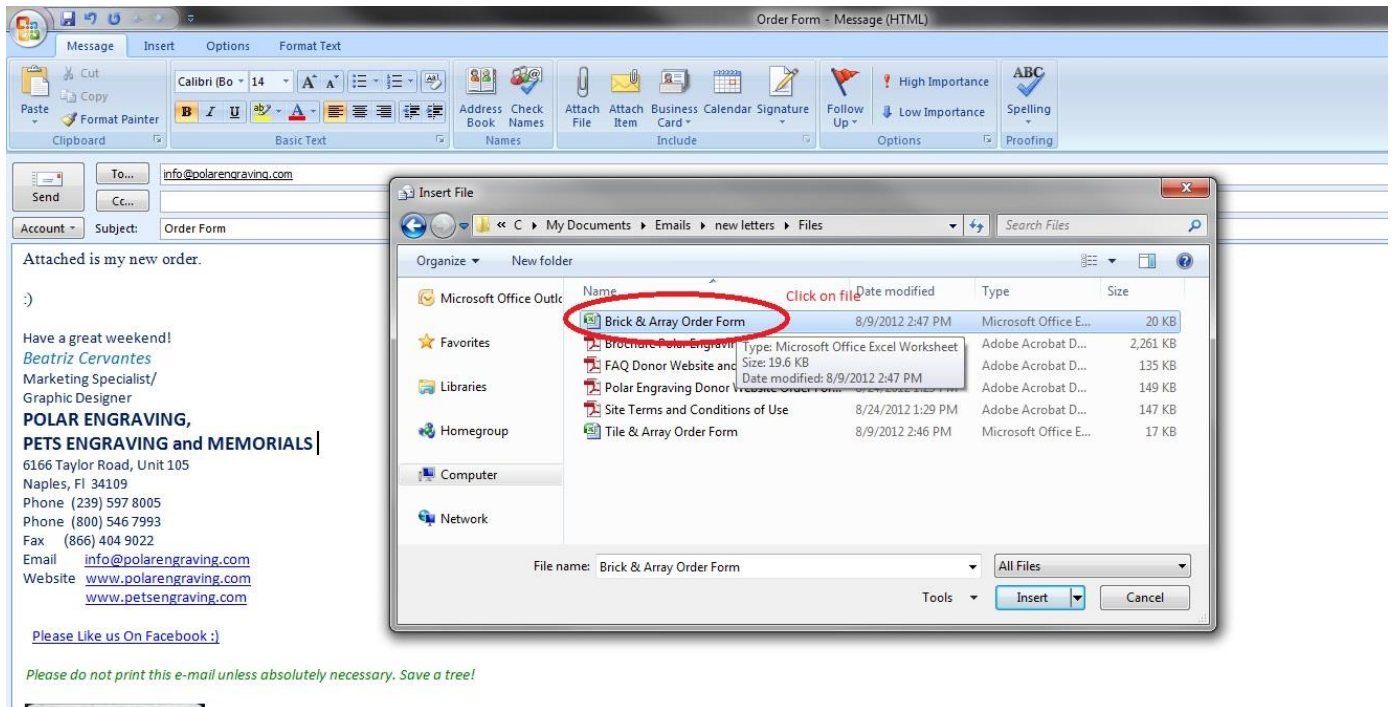
Have a great weekend!
Beatriz Cervantes
Marketing Specialist/
Graphic Designer
**POLAR ENGRAVING,
PETS ENGRAVING and MEMORIALS**
6366 Taylor Road, Unit 105
Naples, FL 34109
Phone: (239) 597 8005
Phone: (800) 546 7993
Fax: (866) 404 9022
Email: info@polarengraving.com
Website: www.polarengraving.com
www.petsengraving.com

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Please do not print this e-mail unless absolutely necessary. Save a tree!

Strong

Once you click on attach file you will see a box and next to it browse.
Find your order form. Click on the order form file.



Now click on the button that says attach files, insert or open.

The screenshot shows an email client window titled "Order Form - Message (HTML)". The email content includes a greeting, contact information for Beatriz Cervantes at POLAR ENGRAVING, PETS ENGRAVING and MEMORIALS, and a Facebook link. An "Insert File" dialog box is open, displaying a list of files in the "C:\My Documents\Emails\new letters\Files" directory. The file "Brick & Array Order Form" is selected. The "Insert" button in the dialog is circled in red. A red circle also highlights the "Attach File" button in the email client's ribbon.

Attached is my new order.

;)

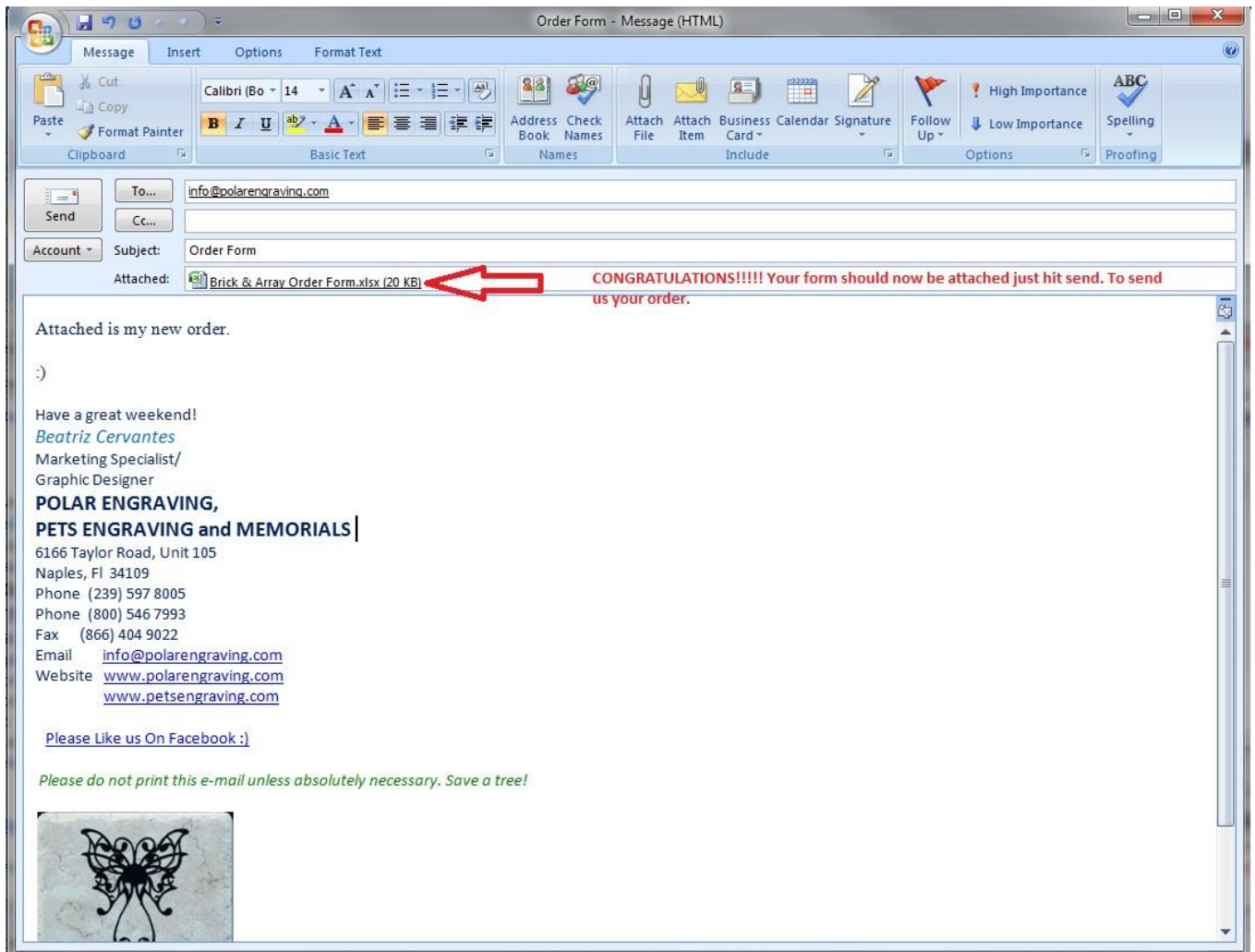
Have a great weekend!
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Website www.polarengraving.com
www.petse engraving.com

Please Like us On Facebook :)

Please do not print this e-mail unless absolutely necessary. Save a tree!

Click on button to insert file (Other email servers some times use the word **Open** instead.)

You should see the name of the file appear under the attachments portion of the email.



Congratulations your form should now be attached to your email. All you need to do is hit send. We should receive your email within a few minutes.

If you are unsure it has gone through feel free to give us a call.

I hope this helps.