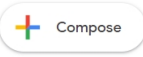## Mobility Scooters
### for hire sale service Melbourne

<mark>**How to include an image in a text or email:**</mark>
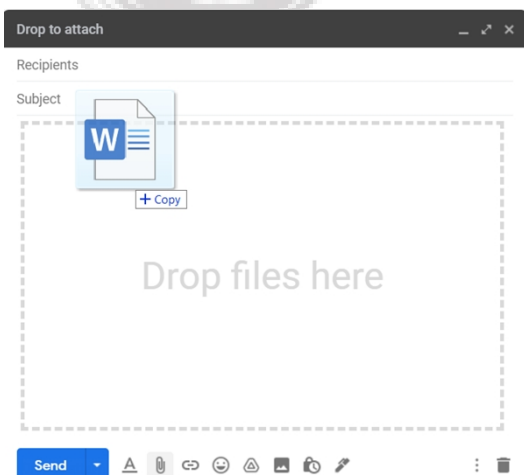
1. **Open your email or messaging app, and <u>start a new email.</u> This is either with a big**  **symbol, the word "Compose" or "New Email". For phones, it can also be something like this icon in your messaging app:** 

2. **A pop-up will appear where you can write your email / text.**
   a. **On the screen, usually at the bottom, there will be an icon or two. Look for the following icon:**

   *"attachment pin"* 

3. **Upon clicking this icon, you will be prompted to select your image. Usually your most recent pictures will appear but otherwise you will need to navigate to where you saved your photos.**

   a. **If you took photos from your phone, and are <u>using your phone to send the images as a text,</u> you will need to find the CAMERA / GALLERY Location, and select your image from that folder.**
      i. **Note : if you have an SD Card – your photos may be saved to your Card rather than the internal storage on your phone. Check BOTH "Gallery" sections, if you cannot find your most recent photos straight away.**

   b. **If you saved your photos to your computer, you will need to navigate to the folder where you saved your image. ALTERNITAVELY – you can also just DRAG and DROP the images into the email you are composing, rather than selecting the attachment pin at all.**



4. **Finally, click "Send" to admin@ronicatrade.com.au to send your photos, and a description of what the enquiry is about.**