If you have an image you'd like to link to your website, a newsletter or a form for someone to fill out in Gmail:

- 1. Upload a pdf into the email you're composing as an attachment
- 2. Right click on the attachment link and click COPY LINK ADDRESS



- 3. Upload the image / icon you'd like to use as the link into the email as an image
- 4. Highlight the image and press Command key ( $\mathbb{H}$ ) and K to bring up the hyperlink box
- 5. Now click back on the image and click CHANGE
- 6. Paste the link that was copied earlier in the URL box and press OK

