



Gmail Tips & Tricks



Go beyond sending and receiving and learn how to spruce up your emails with some of these popular Gmail features. When writing emails in a professional context, it's especially important that you communicate clearly and effectively. Luckily, Gmail's formatting tools can help you do just that!

Getting Started

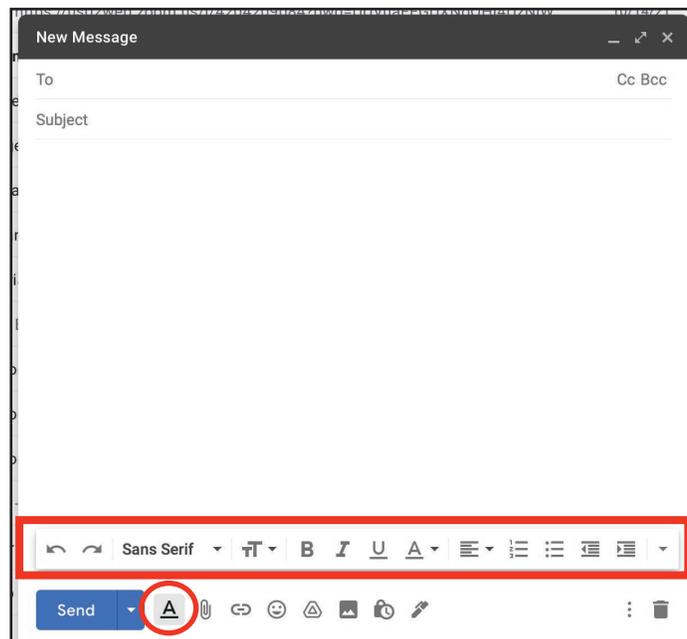
- 1 Open up your browser and sign into your Gmail account.



- 2 Click the **Compose** button to start writing your email.



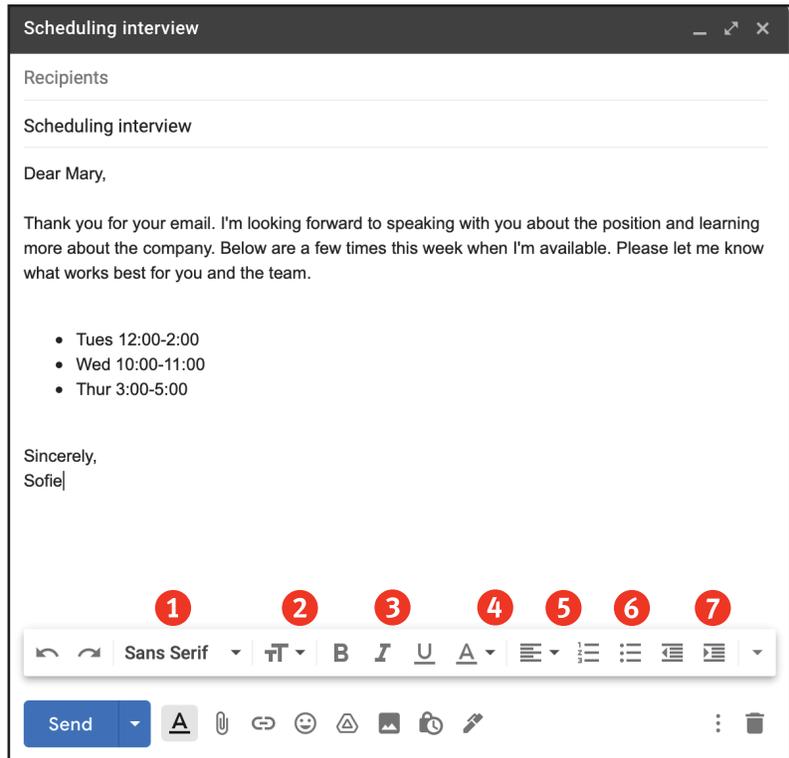
- 3 Locate the formatting bar at the bottom of the email. If you don't see it, make sure the **A** is highlighted.





Formatting Tools

Start typing your email as you normally would. The formatting can always be adjusted after. Simply highlight the text you want to format, then select the formatting option from the tool bar.



- 1 Fonts
- 2 Text size
- 3 Bold, Italic, and Underline options
- 4 Colors: text and highlighting (background color)
- 5 Text alignment: left, right, center, justified
- 6 Numbers and bullets
- 7 Indentation



Practice

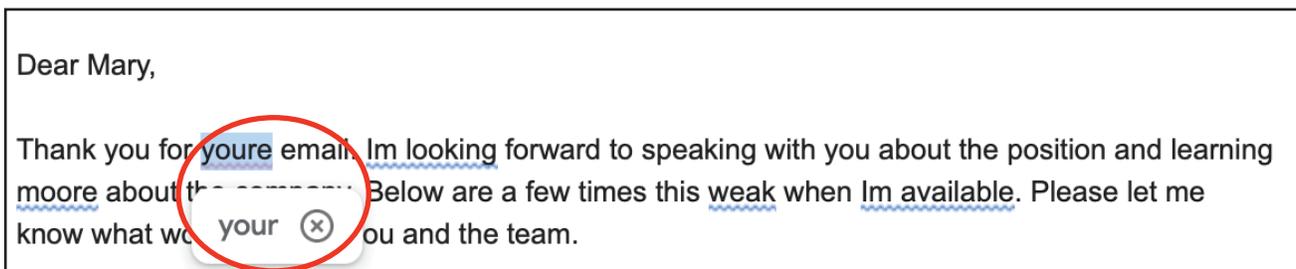
Compose an email and practice using the formatting tools to do the following:

- Change the font
- Adjust the text size
- Add bullets
- Underline a key detail

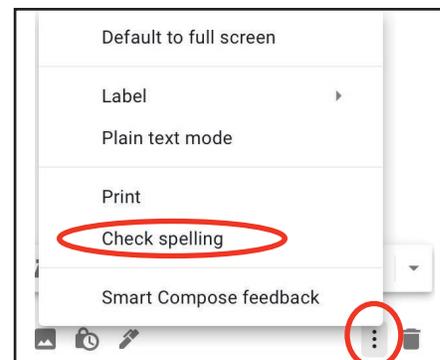
At home, explore more of the formatting options — have fun with it! Just remember to keep in mind the recipient and the context (personal or professional). Your message could get lost behind excess formatting and stylistic touches.

Spellcheck

It's always a good idea to do a quick spellcheck before hitting send on an email! In most cases, Gmail will automatically detect misspelled words. Simply click on the word to see the suggested spelling, then select the correct one.



You can always double check your spelling by going to the **More** icon and selecting **Check spelling**.

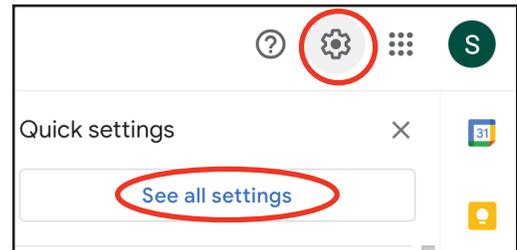




Add a Signature

Including a signature in your emails can help the recipient easily find your contact information. If you run a small business or are looking for a job, a signature can help your emails look more polished and professional.

- 1 From your Gmail inbox, go to **Settings**. Then, select **See all settings**.



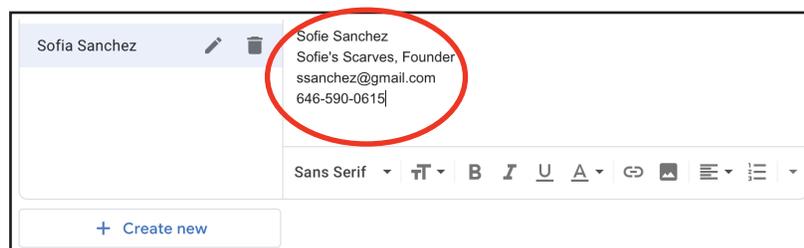
- 2 Scroll down until you see **Signature**. Select **Create new**.



- 3 Give a name for the signature you're creating. It can be your actual name, or your company name. Click **Create** when done.

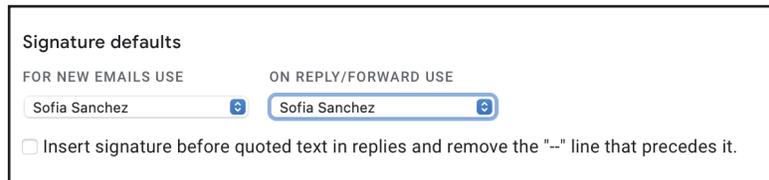


- 4 Type in the details that you want to include in your signature in the space provided.





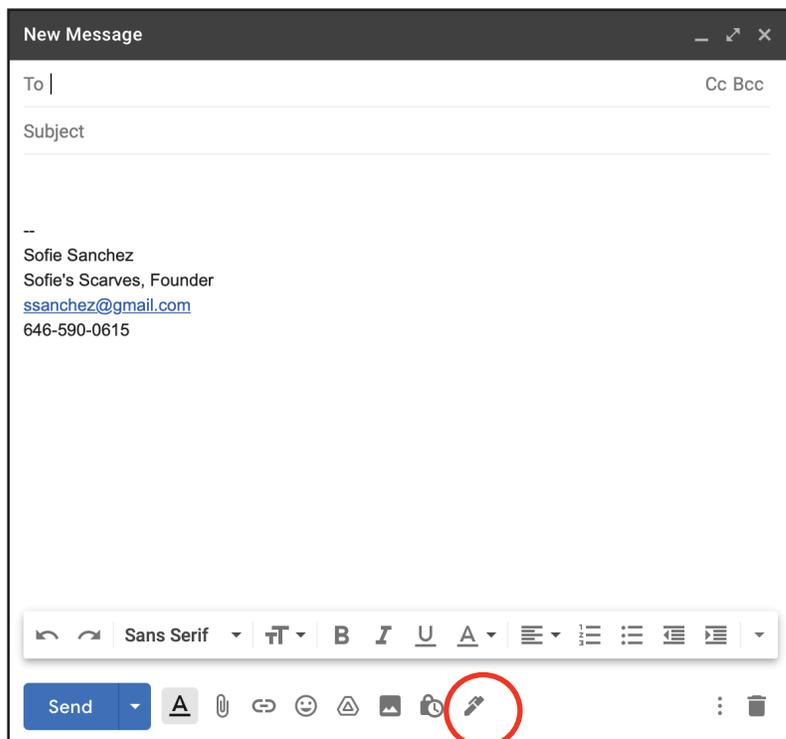
- 5 Select which signature to use. If you have only one, it will be the only option. You can choose to have it automatically inserted in new emails and / or in replies and forwarded messages.



- 6 Scroll all the way to the bottom of the page and select **Save Changes**.



- 7 If in step 5, you selected to have your signature automatically inserted in new emails, simply click **Compose** to start a new email, and your signature should already be there. If you don't see your signature, select the **Signature icon** to insert your new signature.

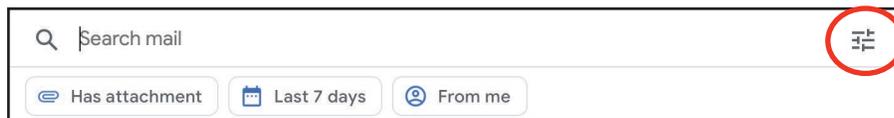




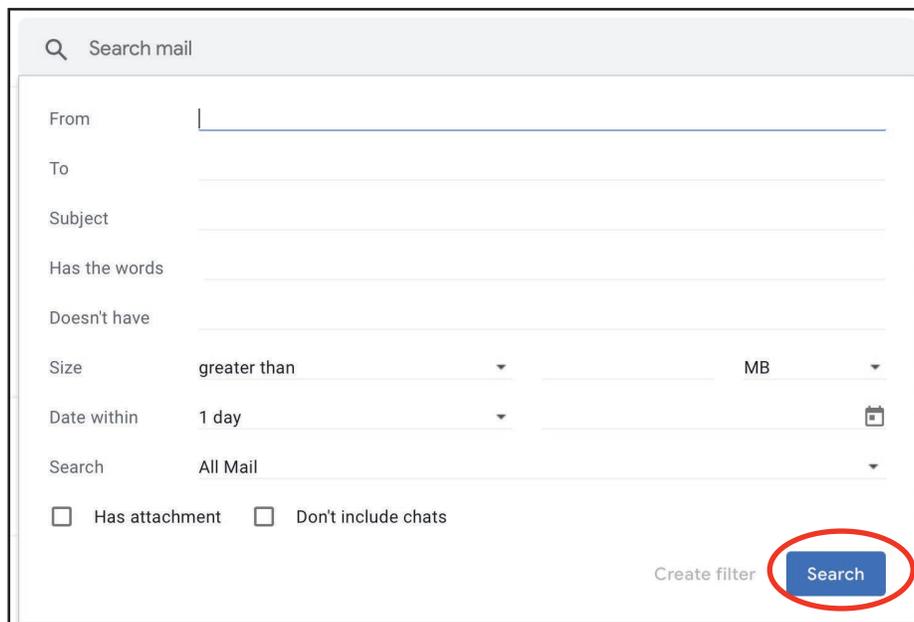
Search Your Inbox

It should come as no surprise that the Gmail search feature is an excellent tool for finding what you're looking for. Search by sender, subject, date, attachments, and more.

- 1 To get started, find the search box just above your inbox. Enter the search terms you'd like to use. Did you find what you were looking for?



- 2 Need to keep searching? Select the icon in the top, right corner of the search box. This will bring up advanced search options. Enter as much information as you remember about an email and see if what you're looking for comes up! Don't forget to click **Search!**

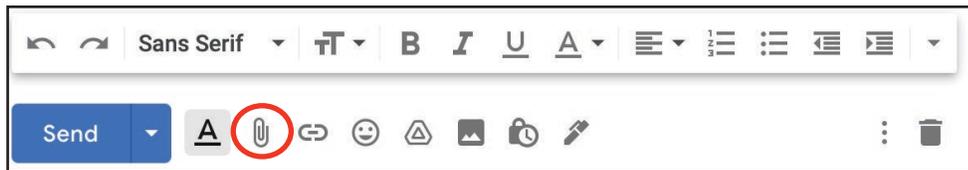




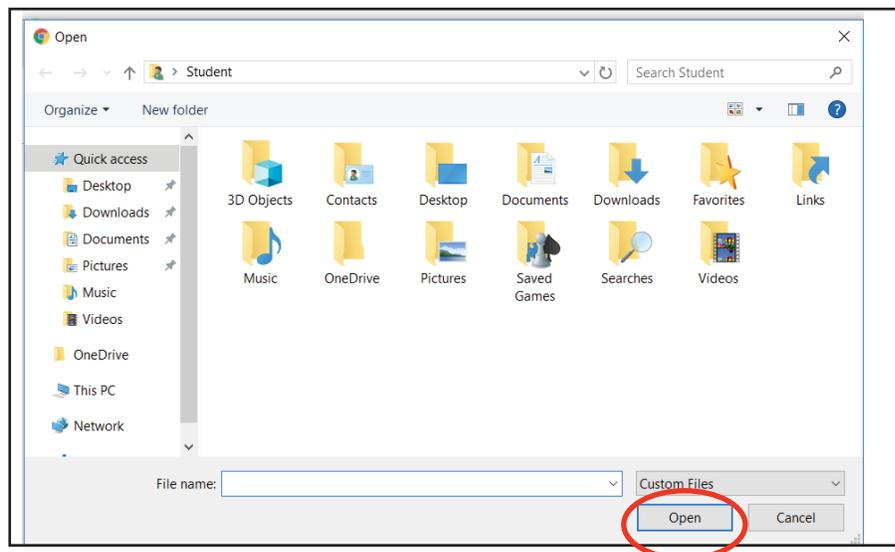
Attach Files

You can attach just about any type of file to an email! Some of the most popular types of files people share as attachments include: documents, images, music, just to name a few.

- 1 To get started attaching a file to your email, select the **paperclip icon** from below the formatting bar.



- 2 Next, select the file you want to attach. Then click Open



- 3 Once you've selected and uploaded the attachment, it will look like this in your message.

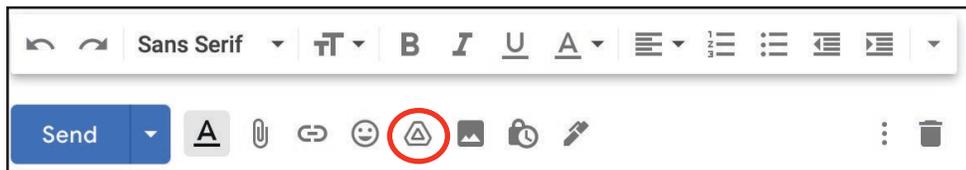




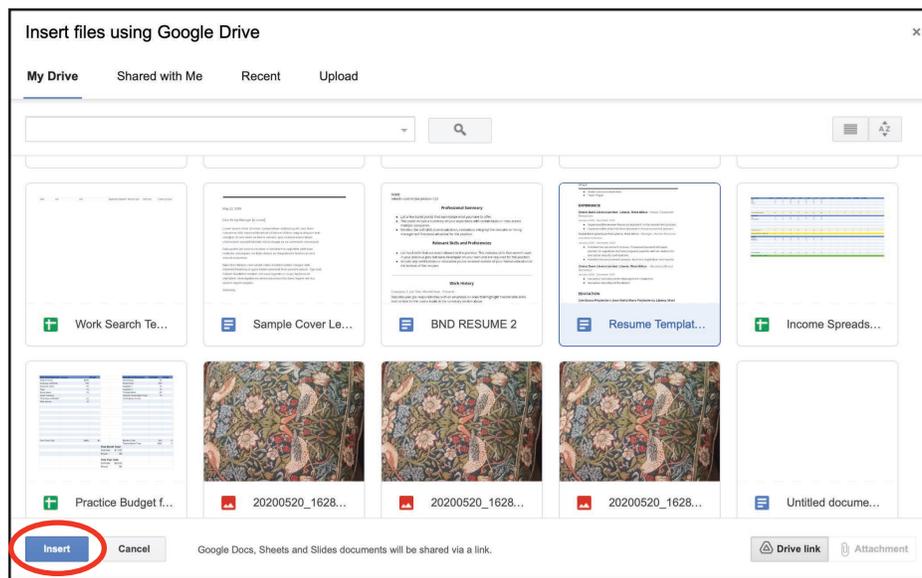
Insert Files from Drive

With Gmail, you have an additional way of sharing files in addition to attaching them to your email. Since you can store files on Google Drive, it's easy to share a link to any file type you've stored on Drive.

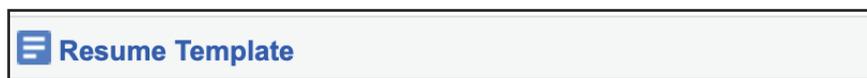
- 1 To share a link to a file saved on Drive, simply click the **Drive icon** which can be found underneath the formatting bar.



- 2 Next, select the file you want to share by clicking on it. You'll see a blue outline around the selected file. Then click **Insert**.



- 3 Once you've selected and inserted the file from Drive, it will look something like this in your message. The icon next to the file name may look different depending on the type of file.





Popular Keyboard Shortcuts

Keyboard shortcuts can help you save time when writing emails. The best part is that these keyboard shortcuts can be used across many software programs and platforms! Remember to highlight the text you want to copy!

- Copy text = **Ctrl + C**
- Cut text = **Ctrl + X**
- Paste text = **Ctrl + V**
- Undo = **Ctrl + Z**

Another useful shortcut is **Ctrl + K**, which allows you to easily insert a hyperlink.

1 You can start by highlighting the word that you would like to have link to a website. In this example, the word “portfolio” was highlighted.

The screenshot shows a dialog box titled "Edit Link" with a close button (X) in the top right corner. It contains two main input fields: "Text to display:" with the value "portfolio" (circled in red) and "To what URL should this link go?" with the value "http://canva.com/myportfolio". Below these are radio buttons for "Web address" (selected) and "Email address". A "Test this link" link is visible. At the bottom right, there are "Cancel" and "OK" buttons, with the "OK" button circled in red.

2 Hold down **Ctrl + K** to bring up the window where you can insert the URL. It’s a good idea to copy and paste the URL from another open tab. Click **OK** when ready.

3 When you’re done, you’ll see the word you selected in your message in blue. This means that it is now a hyperlink.

The screenshot shows an email body with the following text: "Dear Mary," followed by a paragraph of text. A bulleted list contains three items: "Tues 12:00-2:00", "Wed 10:00-11:00", and "Thur 3:00-5:00". Below the list, the word "portfolio" is highlighted in blue and circled in red. The email ends with "Sincerely, Sofie".