What options are available for highly formatted emails, like newsletters?

Tell Me

1. When creating messages that include a higher level of formatting, like tables and text wrapping around images, simply copying/pasting content into a message often provides undesired results.
2. There are 3 tested methods for creating messages with a variety of formatting needs:
   a. **Link to a Google Doc**
      i. This option provides the best ability for higher levels of formatting, like text wrapping images and tables.
      ii. Create a Google Doc that contains the information you want.
      iii. Share the Google Doc so anyone with the link may view (or whichever option you prefer).
      iv. Open a new message in Gmail and enter any desired information at the beginning (perhaps a header image and summary of the content).
      v. Link to the Google Doc you created.
   b. **Create a Google Doc and Copy**
      i. This option provides some ability for higher levels of formatting, like inserting images and tables.
      ii. Create a Google Doc that contains the information you want.
      iii. Highlight the entire document and copy it.
      iv. Open a new message in Gmail and enter any desired information at the beginning.
      v. Paste everything from the Google Doc you created.
         1. If any images had text wrapping, that will not be maintained. However, any images that were inserted or tables that were created should transfer.
   c. **Create Directly in Gmail**
      i. This option provides some ability for higher levels of formatting, like inserting images.
      ii. Open a new message in Gmail and enter any desired information.
      iii. Use the insert image option in the tool bar to place images in the message, where desired.
         1. There is no ability for text wrapping.

**Note**
If you need additional assistance, please contact the IT Service Desk or stop by a Google Open Swim.

**Related FAQs**

- How do I search for emails from someone who has a regular email address and an alias?
- How do I setup my Gmail alias on an iOS device?
- How do I setup my University signature in Gmail?
- How do I set up Gmail to send from my preferred/alias email address?
- How do faculty and staff request an email alias?