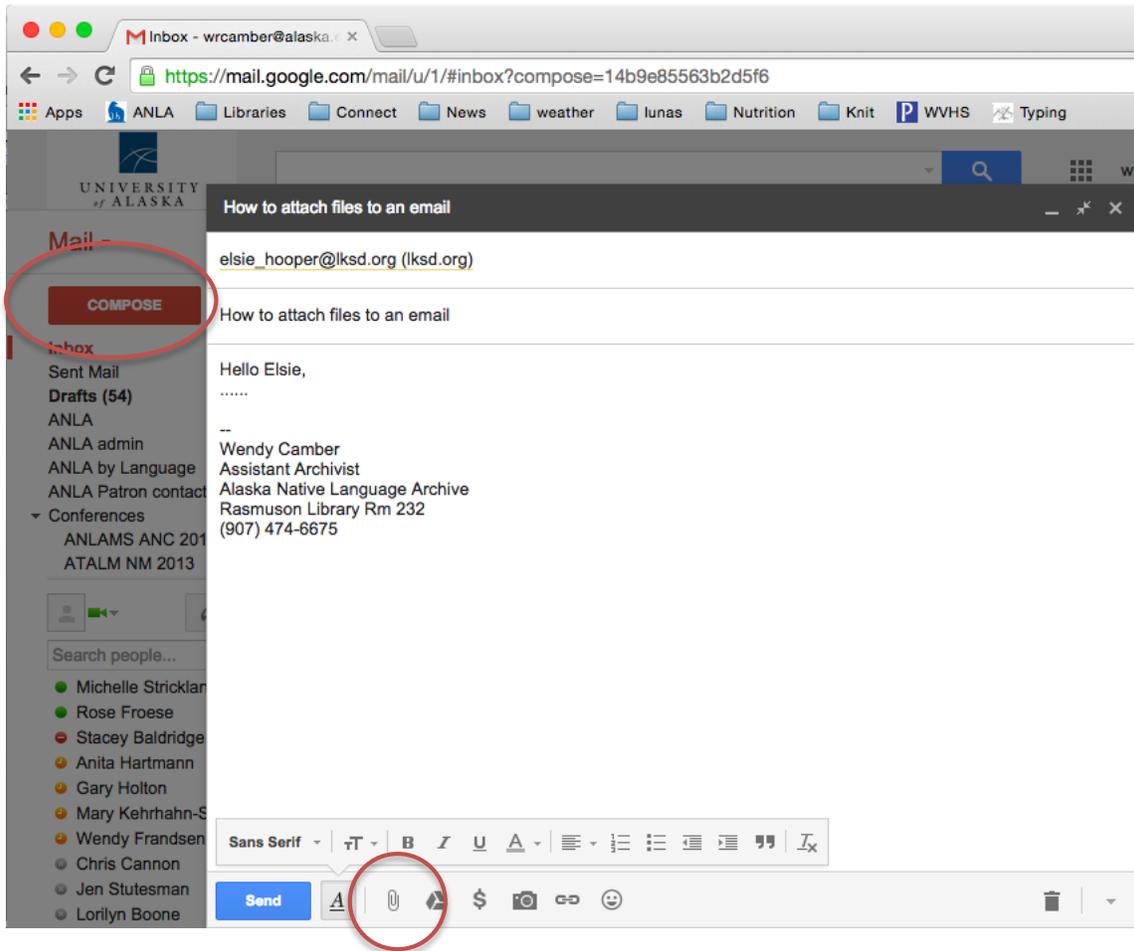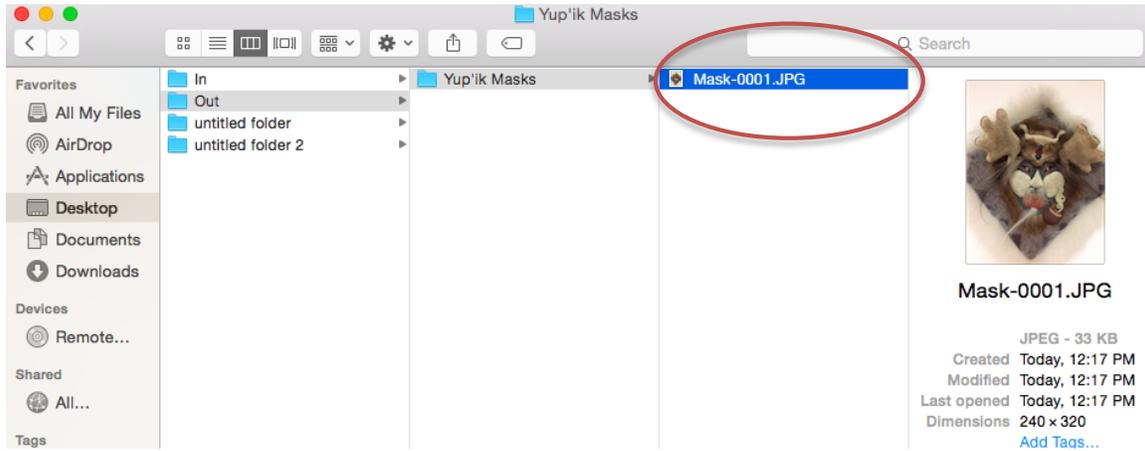# How to attach files to an email
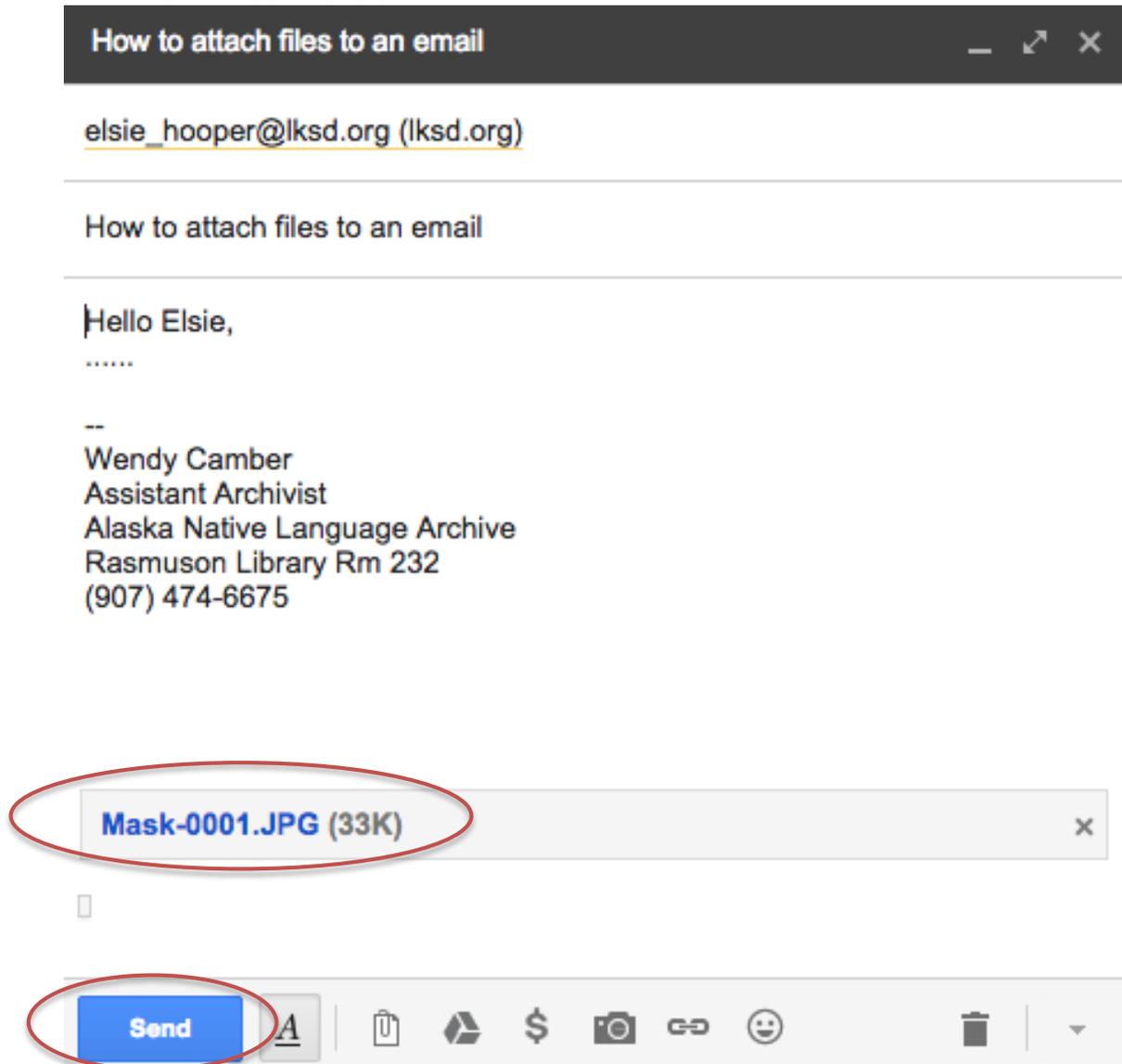
Open your gmail account and compose a new email.
To attach a file, find the little paper clip icon on the bottom of the window and click it.

A new window will open that looks like the finder. Open the folder and highlight the file you want to attach.

The file will be in blue:

Then Send!