

How to.....

Email photos from the HIS database

1. Go to www.hawaiiinformation.com
 2. Log onto our services through the login page.
 3. Enter your search criteria and click on the **Search Now** button on our upper toolbar.
 4. Click the camera on the listing to see the photos.
 - I. **If you want to send only one photo**, hold you mouse curser on the photo and right click your mouse. A menu should appear. Out of this menu click on the word **Copy**.
 - II. **If you want to send all photos**, hold you mouse curser on the screen in between photos and right click your mouse. A menu should appear. Out of this menu click on the words **Select All**. The Screen will turn a shade of blue. Right click on the screen again and click on the word **Copy** from the menu.
 6. Click on the **X** in the upper right of the smaller window that holds the photos.
 7. On your Internet Explorer toolbar click on the word **Tools**, select **Mail and News** and click on **New Message**.
 8. In the body of the new message, right click your mouse and click on the word **Paste**. Your photos should appear in the body of the message.
- Note: This will only work if your email is in HTML format. You can tell if the message is HTML or Plain Text by clicking on the word Format (on the toolbar) and seeing which option has a check mark.**
9. Fill in the **To:** and **Subject:** portion of the message and **Send**.

Tips....

*If you send pictures in the body of the message, the receiver can only see them if their email supports html format. If they do not have this option, they will be unable to see the photos or any color.

Examples of email hosts that do not support html format:
aol.com (under 6.0), yahoo.com, hotmail.com.