

TIPS & TRICKS

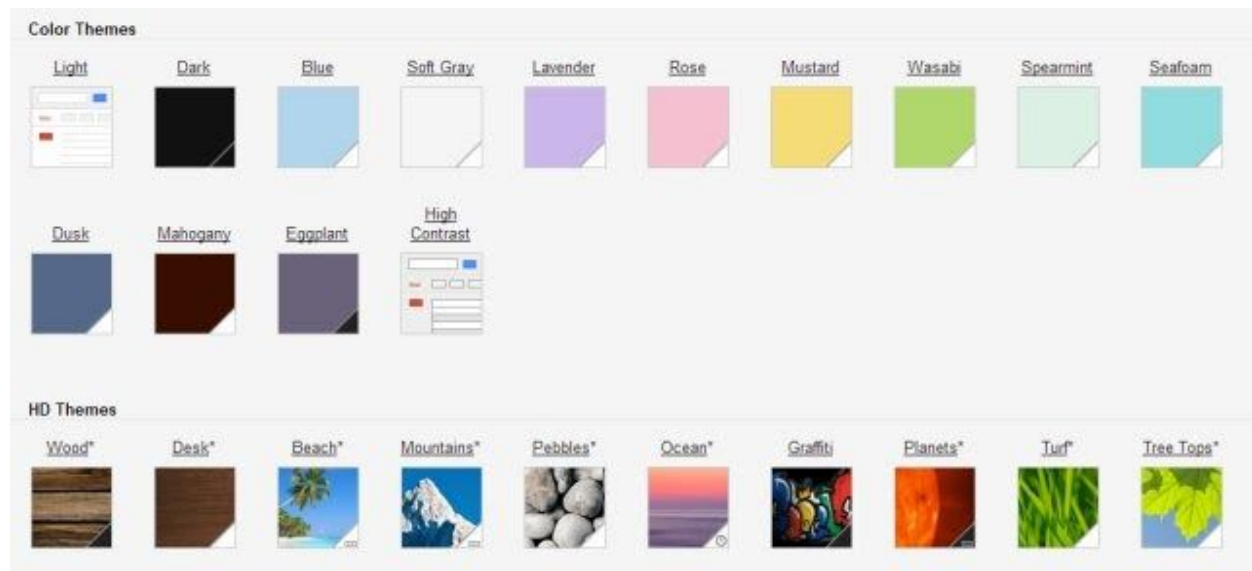
DADE COUNTY TECHNOLOGY

Week of February 24, 2014

Add a Custom Look to Gmail

This week's tip is just for fun...

Many of you may already know that you can add a theme to your email (see the image below).



Colors - Lavender, Rose, Seafoam (Hey... wasn't that the color the trim was at DMS at one time?), Mahogany, etc...

Themes that change depending on your location - Beach, Ocean, Planets, etc...

At the bottom is a section called **Classic Themes** (not sure what makes them classic but they are there if you want to choose them).

In amidst the the sections listed above you can find **Custom Themes** (see the image below).



This is what we want to take a look at this week.

You can choose either **Custom Light** or **Custom Dark**. The difference here seems to be the background color of the buttons and the email listing section. Custom Light gives these areas a lighter color while Custom Dark gives them a darker color. Just pick whichever you think will look best over your background.

Once you select one of the two options a link will appear below them - "Select a background image"

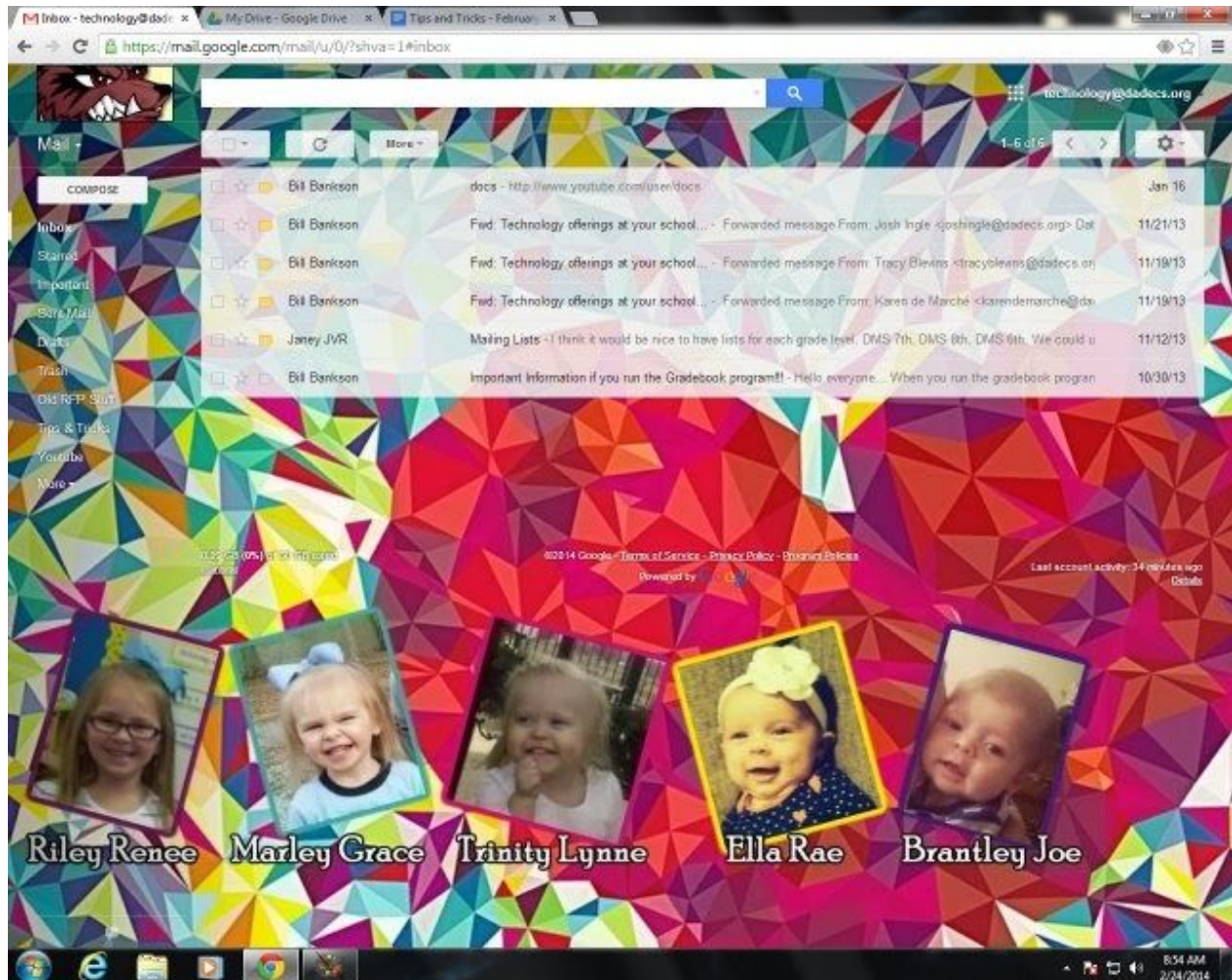
This option will let you grab images from several locations. I uploaded an image that I had on my computer with the "Upload photos" item. Here's the image I uploaded (and yes, I did doctor up a photo for this).



I know what you're thinking... "Those are some cute babies!" I agree! :)

I chose the Custom Light option so if the email listing gets long I can still see the baby pictures through the listing.

Here's the final product...



NOTE: If you want help creating a graphic to be your background, just let me know and I'll try to help. I used PaintShop Pro 5.0 to create my image but you can use just about any photo editing software. There are many online such as: Pixlr Editor (<http://pixlr.com/editor/>), BeFunky (<http://www.befunky.com/create/>), etc... Perhaps *Online Photo Editing* can be the subject of a future Tips and Tricks installment.

Please send any questions or comments about this installment of Tips & Tricks to technology@dadecs.org.