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HOW-TO E-MAIL PHOTOS – THE RIGHT WAY!

1. Open My Computer and navigate to the folder containing the pictures you wish to email.
2. Select the group of files that you wish to email. Use Shift or Ctrl to select additional files.

3. a.) In the tasks panel to the left, click on E-mail the selected items under File and Folder Tasks

OR

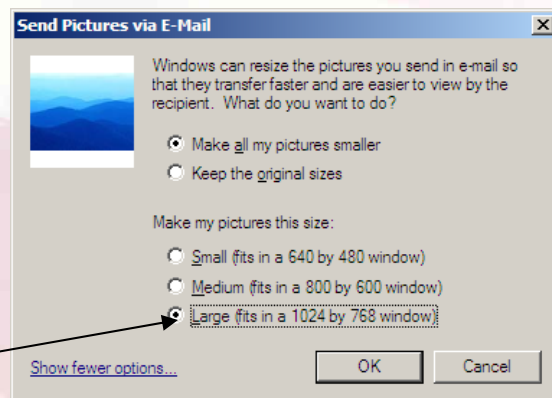
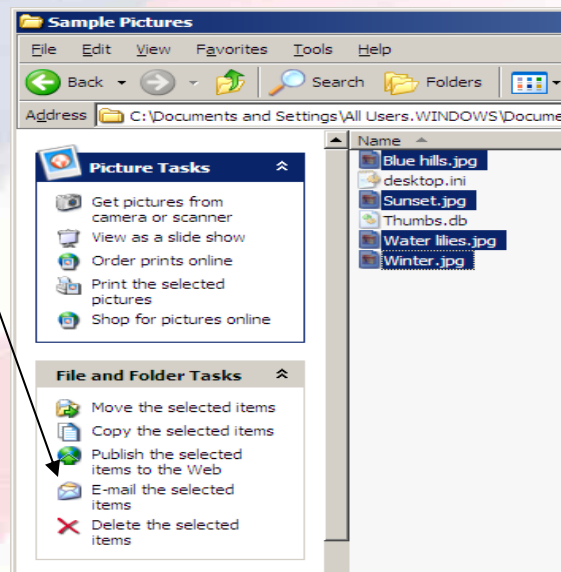
- b.) Right – Click on one of them. Then Left Click Send to> Mail Recipient.

The Send Pictures by E-Mail dialog box will appear.

4. Select Make all my pictures smaller.
5. Click Show more options...
6. Choose a size for your pictures. The small option is suitable for most purposes and will give you the best reduction in file size. If you know your recipient has a fast Internet connection you may want to choose Large.

7. Click OK.

8. A status bar appears as Windows resizes the files, then a new message is opened in your default mail program with your pictures attached.





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9. Windows inserts the file names into the subject field of the message. You will probably want to change this.
10. Fill in the recipients email address, add a personal message, and you're ready to send.

Tips:

1. I like to triple-click in the subject field (this selects all the text), then drag & drop the list of file names into the message body. Then the recipient can still see a list of the files you sent.
2. Most images will be converted to JPEGs for best compatibility.
3. Some files types (such as PSD) cannot be converted by Windows. You should convert these yourself before emailing them as they can be quite large.
4. If you're using Windows classic folders, you won't have a tasks panel. Go to Tools > Folder Options > General > Tasks to verify or change your preferences.