

Send Pictures By Email

Large picture files take a long time for you to upload and download — and your ISP mightn't like them and not pass them on. The printed quality in many cases for a file reduced to 60KB is just about as good as for an original 1.5 or 2MB file.

Fortunately it's easy to send pictures with small files — *Windows* reduces the file size and opens an email for you to send. However, it may open *Microsoft Outlook*, rather than *Outlook Express* (or *Windows Mail** if you use *Vista*). If this happens you can prevent it:

Make *Outlook Express** the default email program [for Vista see box]:

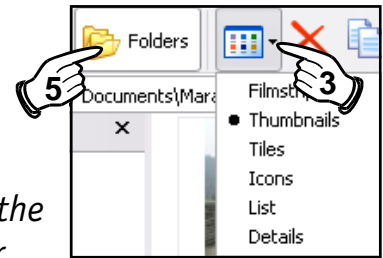
1. Click on the Start button; click on "Set Program Access and Defaults" in the right panel
2. Click on "Custom"; select "Outlook Express" as the default email program; click on "OK"

[Alternative for Vista]

1. Click on the Start button; click on "Default Programs" in the right panel
2. Click on "Set your default programs"; click on "Windows Mail"
3. Click on "Set this program as default"; click on "OK"

You can then select and send pictures by email:

1. Open *Windows Explorer* (right-click on the Start button, click on "Explore", if you can't do it any other way)
2. Locate the folder where the photos are saved
3. Have the "Views" as "Thumbnails" (see illustration — in the toolbar at the top, click on the triangle beside the icon for the menu)
4. Select the photo you want to send by clicking on it (if you want to send more than one, hold down *Ctrl* and click on each)



5. [For Vista see box] Click on the "Folders" icon in the toolbar at the top (see illustration)
6. In the left panel, click on "Email this file" (or "Email the selected items")
7. With "Make all my pictures smaller" selected in the window which opens, click on "OK"
8. Outlook Express* should open a "Mail message" with the photo(s) attached

[Alternatives for Vista]

5. Click on "Email" in the toolbar at the top
6. Leave as "Medium", or select "Small" or "Smaller" as the Picture size
7. Click on "Attach"
(A file 921KB reduced to 39KB for "Smaller", 56KB for "Small", and 86KB for "Medium")

- (note the new size(s) of the file(s) compared with the originals)
9. Delete the subject and the message, and replace them with something more suitable
10. Add the recipient's email address in "To:", and send