

Sending a photograph by e-mail

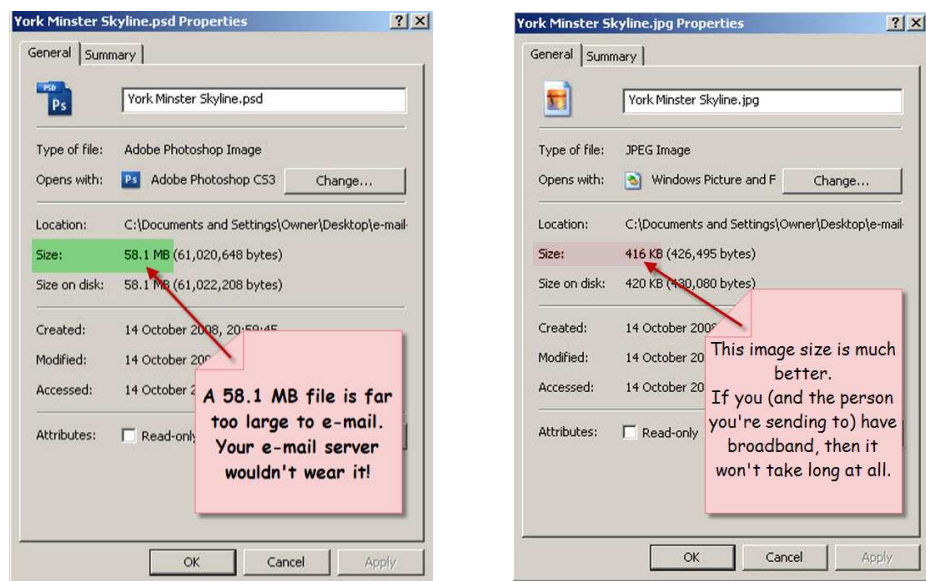
Before you start

Sending a photograph in an e-mail is a straightforward process, but there are some things you need to bear in mind.

A photo straight from a digital camera will be quite a large file – too big to e-mail. A photograph that has been edited in Photoshop or Elements may well have an even bigger file size.

Before sending your photograph, you need to resize it to a smaller file.

A separate help-sheet “Resizing digital images” explains how to do this.



Unless there is a good reason to do otherwise, photographs for e-mail should be saved in jpg (j-peg) format. When you save a jpg, you will be asked for a “quality” setting. The lower the setting, the smaller than the file. For most purposes, a setting around 6 will be fine for viewing on screen.

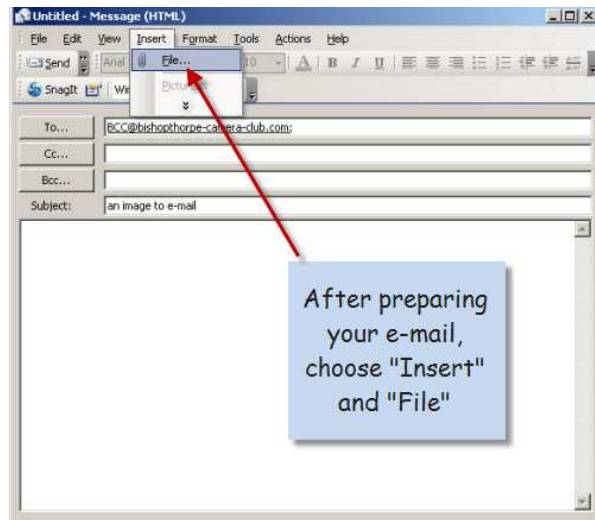
NB if you’re preparing an image for projection, it’s much safer to save at maximum quality.

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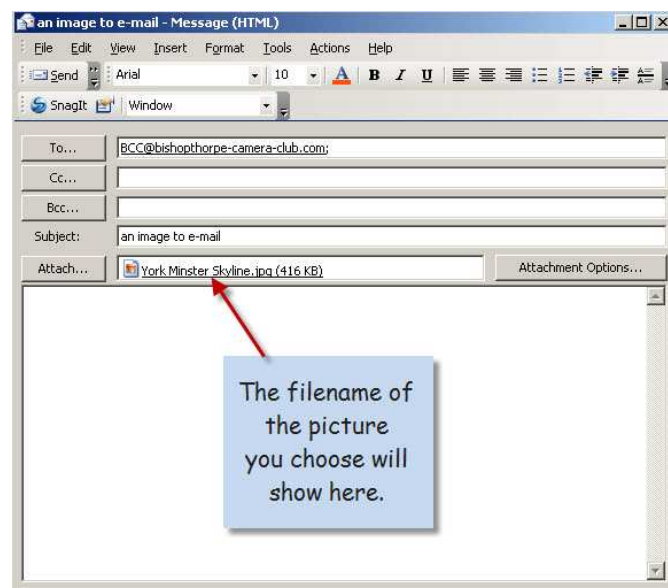
Preparing the e-mail

Exact details will depend on what program you use. The instructions that follow describe how to use "Outlook Express" but other programs should be quite similar.

1. Open your e-mail program and prepare your message From the menu, choose:
File > Insert



2. You will need to browse to your saved photo, and then choose it. Once you have done this, you will see the filename in the Attachment line, as shown below...



Sending a photograph by e-mail

Putting your image in the body of the message

You may prefer to include your photo as a part of the message, rather than as an attachment.



To insert the picture into the message itself, just choose "Insert" and "Picture"...

